



**NMDC Limited**  
**(A Government of India Enterprise)**  
**“Khanij Bhavan”, 10-3-311/A, Masab Tank, Hyderabad-500028**

NMDC Ltd., a Navaratna Public Sector Enterprise under the Ministry of Steel, Government of India and a multi locational, Multi product and consistently profit making Mining & Mineral Exploration Organization with large turnover is in the process of massive expansion and diversification activities both in India and abroad. NMDC is setting up a 3.0 MTPA Integrated Steel Plant at Nagarnar near Jagdalpur, Chhattisgarh State.

2.0 Applications are invited from eligible & willing candidates to fill up the posts on Deputation/Contract basis for Nagarnar Integrated Steel Plant, Jagdalpur, Chhattisgarh. The candidates who are having required experience in Steel, Manufacturing and Engineering industry are only eligible to apply.

3.0 The details of no. of posts, discipline, grade, required educational qualifications and experience is as mentioned below:-

**(A) (i) The following vacancies in various Disciplines are exclusively reserved for Persons with Disabilities (PwD):**

Sl No	Discipline	Designation /Grade/	No. of Posts	Qualification	Identified for PwD
1	Safety	Jr. Manager (M-2 Grade)	1	Degree in Mechanical/Fire and Safety Engg. with Degree/Diploma in Industrial Safety recognized by Central/State Government Institute.	OL.HH
2	Town Administration	Jr. Manager (M-2 Grade)	2	A Degree in Civil Engg. or Graduation with 2 yrs PG Degree/ Diploma in Socio-logy / Social Work/ Labour Welfare/Personnel Mgt./IR or MBA with specialization in HR/ Personnel Mgt & Industrial Relations from a recognized University/ Institute.	OL.OA.HH
3	Human Resource Development	Dy. Manager (M-4 Grade)	1	A Degree in Engineering or Graduation with 2 years Post Graduate Degree/ Diploma in Sociology/Social Work/Labour Welfare /Personnel Management/IR or MBA with specialization in HR/Personnel Management & Industrial Relations from a recognized University/ Institute.	OL.OA.B.LV. HH
4	Personnel	Jr. Manager (M-2 Grade)	2	Graduation with 2 years PG Degree/Diploma in Sociology /Social Work/ Labour Welfare /Personnel Management/IR or MBA with specialization in HR/Personnel Management & Industrial Relations from a recognized University/ Institute	OL.OA.B.LV. HH

5	Finance	Jr. Manager (M-2 Grade)	1	Graduate from a recognised University/Institute and a member of the Institute of Chartered Accountants of India/Institute of Cost and Works Accountants of India /MBA (Finance)	BL.OA.OL.O AL BLOA.HH
<b>Total :</b>			7		

- OA=One Arm, OAL= One Arm and One Leg, BLOA=Both Legs and One Arm, OL=One Leg, BL=Both Legs, B=Blind, LV=Low Vision, HH=Hearing Impaired.

(ii) Only such persons, who have suffered not less than 40% of relevant disability, are eligible to be considered as per the Persons with Disabilities (Equal opportunities, Protection of rights & Full participation) Act, 1995.

(iii) An attested copy of the Disability Certificate issued by the Competent Authority shall be furnished by the candidate while applying, failing which the application will be rejected.

(iv) Persons with Disabilities are required to furnish Medical Certificate issued by the Competent Authority in proof of their disability.

**(B) For the post of Jr. Manager (M2 Grade) in Finance Discipline:**

Sl No	Discipline	Designation /Grade	No of Posts	Qualification
1.	Finance	Jr. Manager (M-2 Grade)	4	Graduate from a recognised University/Institute and a member of the Institute of Chartered Accountants of India/Institute of Cost and Works Accountants of India /MBA (Finance)
Reservation : SC: 01                      OBC: 01                      UR: 02 Reservation of the vacancies for SC/ST/OBC/PwD/Ex-Servicemen will be as per Government of India Directives				

**4.0 Designation, Grade and Pay-scale**

Sl. No	Posts & Grade	Scale of Pay (Rs.)
1.	Jr. Manager (M-2 Grade)	50000-160000
2.	Dy. Manager (M-4 Grade)	70000-200000

**5.0 Candidates working in Public Sector Undertakings:**

Candidates applying for the post mentioned at clause 3.0 (A) and (B) above should be in the same Grade & corresponding pay scale as mentioned below or its equivalent. The Clause No 6.0 below is not applicable for the candidates applying from Private Sector Undertakings.

**Grade wise corresponding Scale of Pay is as follows:**

Sl. No	Posts & Grade	Scale of Pay (Rs.)
1.	Jr. Manager (M-2 Grade)	50000-160000
2.	Dy. Manager (M-4 Grade)	70000-200000

## 6.0 **Candidates working in Private Sector:**

Candidates applying for the post as specified at clause No. 3.0 above should be drawing CTC as mentioned below, as on the last date of receipt of application. They should specifically mention the post for which he/she is applying.

<b>Post/Grade applied for</b>	<b>Minimum CTC per annum (In Lakhs): (Rs.)</b>
Jr. Manager (M-2 Grade)	10.26
Dy. Manager (M-4 Grade)	14.32

6.1 Candidate must attach proof of their annual CTC with their application.

7.0 The period of Deputation /Contract shall be three years initially, which can be extended further two more years basing on the requirement. The candidates of Government/Public sector will be engaged on deputation basis and candidates of Private sector will be engaged on contract basis.

7.1 Executives engagement on deputation basis will be governed as per DOPT/DPE guidelines. The candidates as may be engaged on contract basis will be paid Basic plus DA and other allowances as applicable to their selected post/scale of pay, as per rules of the Corporation.

## **8.0 GENERAL CONDITIONS:**

8.1 While applying the candidates should enter their full name as it appears in the matriculation/secondary certificate.

8.2 The maximum Age limit for applying for the post shall be 55 years as on closing date of receipt of Application

8.3 Wherever CGPA/OGPA or letter grade in a degree is awarded; equivalent percentage of marks should be indicated as per norms adopted by the University/Institute. The candidate will have to produce a copy of these norms with respect to his/her University/Institute at the time of Interview. Where no norms have been specified, the CGPA/OGPA will be presumed to have been provided on a 10 point scale.

8.4 Reservation of the vacancies for SC/ST/OBC/PwD/Ex-Servicemen will be as per Government of India Directives

8.5 The SC/ST/OBC/PwD certificate should be as per the format as prescribed by Govt. of India. If the certificate has been issued in a language other than English/Hindi, the candidate will be required to submit a self-certified translated copy of the same either in English or Hindi.

8.6 Apart from Pay and Allowances, other benefits viz. PRP, HRA, CPF, Gratuity, Medical facilities etc., as per rules as applicable will also be admissible.

8.7 The selection for all the posts will be made on the basis of Personal Interview of shortlisted eligible candidates.

(a) The candidates of Government/PSU attending for interview are required to submit NO OBJECTION CERTIFICATE of his/her present employer for allowing the

candidate on deputation basis. Candidates also required to submit proof of his / her present Grade / Pay Scale.

(b) The candidates of Private Organizations attending for Interview will have to produce all certificates & testimonials as a proof of their Educational qualifications, age, experience, CTC, caste etc. as specified in the advertisement.

(c) Failing to submit the above documents, candidates will not be permitted to appear for the interview and Travelling Allowance will not be reimbursed.

8.8 Mere fulfilling of the minimum qualifications and experience will not vest any right in candidates for being called for Interview. Depending on response and requirement, the management reserves the right to raise/relax/cancel/modify/alter the recruitment/selection process, if need so arises, without issuing any further notice or assigning any reason whatsoever, Decision of management to call the candidates for selection shall be final. No interim correspondence will be entertained.

8.9 Candidature of a candidate is liable to be rejected at any stage of recruitment process or after recruitment or on joining, If any information provided by the candidate is false or is not found to be in conformity with eligibility criteria mentioned in the advertisement.

8.10 Outstation candidates called for Interview will be reimbursed to & fro single AC -II Tier Rail fair by shortest route subject to production of proof. Candidates called for Interview are required to submit their Travelling Allowance Claim in format enclosed in Annexure-II to this notification so that the same will be reimbursed through online mode of payment.

8.11 Candidates are required to super scribe on the envelope, the Employment Notification No., Discipline, Post and Grade for which they are applying while sending the application. Interested candidates meeting the above requirements for any of the post may apply in the application format as indicated at Annexure-I to this notification.

8.12 The duly filled in application form along with the copies of certificates & affixing recent passport size photograph to reach on or before 6:00 p.m. on 14.05.2018 by Post/Courier to the following address:

**Dy. General Manager (Personnel) (R&P),  
NMDC Ltd., 10-3-311/A, Khanij Bhavan,  
Castle Hills, Masab Tank, Hyderabad - 500 028**

8.13 Applications not in prescribed format or without supporting documents in support of Age, Qualifications, Experience, Pay/CTC, Caste (if applicable), Disability etc., or sent through any other modes viz. email, fax etc. or received after closing date for receipt of application shall be summarily rejected.

**DGM (Personnel)**



**NMDC Limited**  
**(A Government of India Enterprise)**  
**"Khanij Bhavan", 10-3-311/A, Masab Tank, Hyderabad-500028**

Application for the post of (i) Discipline \_\_\_\_\_  
(ii) Grade \_\_\_\_\_

Affix your  
recent  
Passport  
Size  
Photograph  
duly signed

1. Name in full (in Block letters): \_\_\_\_\_
2. Father's/Husband's Name : \_\_\_\_\_
3. Date of Birth: \_\_\_\_\_
4. Category: ST/SC/OBC/Others. If Yes, please enclose certificate issued by the Concerned Authority.
5. PwD – (Indicate category of PwD)
  - (a) blindness and low vision;
  - (b) deaf and hard of hearing;
  - (c) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attacks victims and muscular dystrophy;
  - (d) autism, intellectual disability, specific learning disability and mental illness / (or) (e) multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness.
6. Religion: \_\_\_\_\_
7. Nationality: \_\_\_\_\_
8. Whether Ex-Servicemen: Yes/No
9. For the candidates applying from PSUs:-
  - (i) Present Scale of Pay \_\_\_\_\_
  - (ii) Whether the above scale of pay is revised or pre-revised \_\_\_\_\_
10. For the candidates applying from Private Organizations:-
  - (i) Total emoluments per month now drawn (Please attach photocopy of the pay slip): \_\_\_\_\_
  - (ii) Present CTC per annum: \_\_\_\_\_
11. Address for correspondence: \_\_\_\_\_  
(Telephone/Mobile): \_\_\_\_\_
  - Mobile: \_\_\_\_\_
  - E-mail: \_\_\_\_\_

12. Academic and Professional Qualification:

Exam/Degree	Year of Passing	Name of Board/University	Marks Aggregated	Percentage

13. Employment History and Experience (From starting of employment to till date)

Name of the Organization	Designation	Grade and Scale of Pay/CTC	Period		Nature of works attended to in brief
			From	To	

14. Nature of present employment i.e. Ad-hoc/Contract/Temporary/Permanent:

15. Please mention details of appreciation/outstanding work done if any, which was duly recognized by the employer.

Declaration:

I hereby solemnly declare that all the statements made in the above proforma are true and correct to the best of my knowledge and belief.

Place:

Date:

Signature of the candidate

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Counter signed by Authorised officer to Employer

Name of officer \_\_\_\_\_

Designation \_\_\_\_\_

Authorised officer seal





**Annexure -II**

**NMDC LIMITED**

**"KHANIJ BHAVAN", 10-3-311/A, MASAB TANK, HYDERABAD – 500 028**

FORM FOR CLAIMING TA FOR INTERVIEW ( \_\_\_\_\_ ) ON \_\_\_\_\_

(TO BE FILLED IN CAPITAL LETTERS ONLY)

1. Name\* :  
(In Block Letters)
2. Postal/Mailing Address\* :  
as indicated in the call letter
3. Name of Airport/Railway Station\* :  
Nearest to any place of residence
4. Mode of Travel and actual Class\* :  
by which travelled
5. Amount of Air/Rail/Bus Fare Paid\* :
6. Details of return journey\* :  
(indicate anticipated amount)
7. Bank Account No.\* :
8. Name of the Account holder\* :
9. Bank and Branch Name\* :
10. IFSC Code\* :

\*All fields are mandatory

TOTAL AMOUNT CLAIMED: Rs. \_\_\_\_\_  
(TO AND FRO JOURNEY)

Certified that the journey has been undertaken in connection with the Interview. I am not availing of any TA concession from any other source. I am also not availing of a free Air Ticket/Railway Pass concession voucher for this journey. I request that my claim of Rs. \_\_\_\_\_ being \_\_\_\_\_ Air/Rail/Bus Fare from my place of residence to \_\_\_\_\_ may be admitted and the amount reimbursed to me.

I am enclosing a copy of my caste/concerned certificate in support of my claim.

Signature of the Candidate

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Received Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) Being single \_\_\_\_\_ Air/Rail/Bus Fare from my place of residence to \_\_\_\_\_ in connection with Interview on \_\_\_\_\_ for the post of ( \_\_\_\_\_ ) (Grade - \_\_\_\_\_)

Place: \_\_\_\_\_

Date: \_\_\_\_\_

SIGNATURE OF THE CANDIDATE