



# NLC India Limited

('Navratna' - Government of India Enterprise)

Advt. No. 01 / 2022

RECRUITMENT CELL / HR DEPARTMENT / CORPORATE OFFICE  
BLOCK-1, NEYVELI, CUDDALORE DISTRICT, TAMILNADU - 607 801

## SPECIAL RECRUITMENT DRIVE FOR PERSONS WITH BENCHMARK DISABILITIES FOR NON-EXECUTIVE POSITIONS

NLC India Limited (NLCIL), a premier 'NAVRATNA' Public Sector Enterprise is spreading its wings in the frontiers of Mining (Lignite & Coal), Thermal Power generation and Renewable energy. The Corporate Plan of the Company has many ambitious expansion schemes for capacity augmentation in the years to come.

Applications are invited from eligible Persons with Benchmark Disabilities (PwBDs) for the following Non-Executive Positions for its Units / Offices located at Neyveli, Tamil Nadu.

### 1.0 POST, GRADE, SCALE OF PAY, NUMBER OF VACANCIES & RESERVATION:

Sl. No	Post	Grade & Scale of Pay	Reservation for PwBDs - Category wise				Total Vacancies
			Category -a	Category -b	Category - c	Category -d & e	
1.	Assistant Service Worker / Trainee	W0A (15000-3%-30000)	-	-	-	05 ASD (M, MoD), ID, SLD, MI / Multiple Disability involving (a) to (d). [a] B, LV, b) D, HH, c) OA, OL, BL, OAL, CP, LC, Dw, AAV, d) ASD (M, MoD), ID, SLD, MI]	05
2	Assistant Industrial Worker / Trainee (Non ITI)	W0A (15000-3%-30000)	-	05 HH (D, HH)	02 OH (OA, OL, BL, OAL, CP, LC, Dw, AAV)	01 ASD (M, MoD), ID, SLD, MI / Multiple Disability involving (a) to (d). [a] B, LV, b) D, HH, c) OA, OL, BL, OAL, CP, LC, Dw, AAV, d) ASD (M, MoD), ID, SLD, MI]	08
3.	Clerical Assistant Gr.-II / Trainee	W2 (19000-3%-77000)	-	04 HH (D, HH)	01 OH (OA, BA, BL, OL, OAL, CP, LC, Dw, AAV, Mdy)	02 ASD (M, MoD), ID, SLD, MI/ Multiple Disability involving (a) to (d). [a] B, LV, b) D, HH, c)OA, BA, BL,OL,OAL, CP,LC, Dw, AAV,Mdy, d) ASD (M, MoD), ID, SLD, MI]	07
4.	Junior Stenographer / Trainee	W3 (20000-3%-81000)	03 VH (B, LV)	-	01 OH (OA, OL, BL, OAL, CP, LC, Dw, AAV)	01 SLD, MI / Multiple Disability involving (a) to (c). [a] B, LV, b) OA, OL, BL, OAL, CP, LC, Dw, AAV, c) SLD, MI]	05
5.	Data Entry Operator / Trainee	W4 (21000-3%-85000)	05 VH (LV)	04 HH (D, HH)	-	01 ASD (M), ID, SLD, MI / Multiple Disability Involving (a) to (d) [a] LV, b) D, HH, c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) ASD (M), ID, SLD,MI]	10

Persons with not less than 40% disability specified for various categories of posts are only eligible to apply for the respective post.

ABBREVIATIONS: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both Leg & One Arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, MDy= Muscular Dystrophy, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities.

## 2.0 QUALIFYING REQUIREMENTS:

Sl. No	Name of the post	Educational Qualification
1.	Assistant Service Worker / Trainee in W-0A Grade	Pass in V Standard (5 <sup>th</sup> Standard) and above
2.	Assistant Industrial Worker / Trainee (Non ITI) in W-0A Grade	Pass in VIII Standard (8 <sup>th</sup> Standard) and above
3.	Clerical Assistant Grade-II / Trainee in W-2 Grade	Pass in any Degree
4.	Junior Stenographer / Trainee in W-3 Grade	i. Any Degree with ii. Pass in the Technical Examination of the Government in Typewriting Senior Grade (English) and iii. Pass in the Technical Examination of the Government in Shorthand Junior Grade (English) iv. Knowledge in operation of Computer will be preferred
5.	Data Entry Operator / Trainee in W-4 Grade	B.Sc. (Computer Science) or Bachelor of Computer Application

### Note - 1

Candidate should have studied Tamil as one of the subjects (language) as indicated below:

For the post of Assistant Service Worker/Trainee - in 5<sup>th</sup> Standard or above.

For the post of Assistant Industrial Worker/Trainee - in 8<sup>th</sup> Standard or above.

For the remaining posts - in SSLC / 10<sup>th</sup> Standard.

### Note - 2

- Any other qualifications, which are regarded / classified as equivalent or having combination of branches other than the notified one will not be considered.
- All qualifications should have been acquired from Indian Universities / Institutes / Boards, recognized by applicable and appropriate statutory authority in India.

## 3.0 CRUCIAL DATE:

Crucial date for determining the notified Educational Qualification and determination of upper age limit will be the first of the month in which the notification is issued (i.e. 01-01-2022).

## 4.0 UPPER AGE LIMIT (as on Crucial Date):

Upper Age Limit (as on Crucial Date) for all the posts in Non-Executive cadres is prescribed as 30 years in normal recruitments. However, DOPT OM F.No.15012/1/2003-Estt. (D)-Dated 29/06/2015 provides relaxation of 10 years (15 years for SC/ST and 13 years for OBC[NCL] candidates) in upper age limit in respect of Persons with Disabilities, provided the post is identified suitable for relevant category of disability. Hence the upper age limit is as indicated below: -

POST	UPPER AGE LIMIT IN YEARS		
	PwBD + UR / PwBD +EWS	PwBD +OBC(NCL)	PwBD + SC/ST
Assistant Service Worker / Trainee	40	43	45
Assistant Industrial Worker / Trainee (Non ITI)			
Clerical Assistant Gr.-II / Trainee			
Junior Stenographer / Trainee			
Data Entry Operator / Trainee			
1. The above upper age limit is inclusive of PwBD relaxation (10 Years) and OBC[NCL] / SC / ST relaxation as the case may be. 2. Age Relaxation for OBC (NCL) / SC/ST candidates will be extended only if valid OBC (NCL) / SC / ST Certificates are uploaded at the time of application.			

## 5.0 INDUCTION & CTC:

Sl. No.	Post	Grade	Pay Scale	CTC per annum (in INR. Approx.) #
1.	Assistant Service Worker / Trainee	W-0 A Grade	(15000-3%-30000)	Rs.4.35 Lakhs
2.	Assistant Industrial Worker / Trainee (Non ITI)	W-0 A Grade	(15000-3%-30000)	Rs.4.35 Lakhs
3.	Clerical Assistant Gr.-II / Trainee	W-2 Grade	(19000-3%-77000)	Rs.5.31 Lakhs
4.	Junior Stenographer / Trainee	W-3 Grade	(20000-3%-81000)	Rs.5.55 Lakhs
5.	Data Entry Operator / Trainee	W-4 Grade	(21000-3%-85000)	Rs.5.80 Lakhs

# In Addition to the CTC mentioned above, Company provides free Medical treatment for self and dependents; Group Insurance; etc., as per rules. Eligible type of residential accommodation (unfurnished) will be provided at standard rent in Company Townships subject to availability.

## 6.0 RESERVATION:

Reservation of Vacancies to PwBDs (indicated in Para-1.0 above) is horizontal reservation. As per the instructions issued vide DOPT OM No.36035/2/2017-Estt(Res)-Dated 15/01/2018, PwBDs to be recruited against these vacancies shall be adjusted against the reserved points of respective category (UR / OBC / SC / ST / EWS as the case may be) depending upon the category to which they belong.

## 7.0 RELAXATIONS:

- 7.1 Relaxations for SC/ST/OBC (non-creamy layer)/ PwBD (degree of disability 40% & above) & Ex-servicemen candidates will be as per Government of India guidelines.
- 7.2 PwBD-OBC Candidates belonging to OBC- Creamy Layer are not entitled to avail any relaxation otherwise extended to OBC (NCL) category. Such candidates have to indicate their category as PwBD-UR.
- 7.3 PwBD Candidates belonging to OBC (NCL) / SC/ST categories should meet the eligibility norms notified for PwBD – UR Category for consideration as unreserved (PwBD-UR) Category. In other words, OBC (NCL) /SC/ST PwBD candidates those who avail age relaxation under OBC (NCL) /SC/ST category, will not be considered as PwBD-UR Category.
- 7.4 PwBD Candidates claim to belong to EWS / OBC(NCL) / SC/ST / PwBD (Type of Disability) / Ex-Servicemen category shall necessarily upload valid EWS / OBC(NCL) / SC/ST / Disability Certificate (Not less than 40% disability) with type / category of disability indicated/ Discharge Certificate, as the case may be, issued by the Competent Authority. Prescribed Certificate formats can be downloaded from “Forms” tab in Careers Page of NLCIL website www.nlcindia.in.
- 7.5 PwBD candidates who claim to belong to EWS / OBC (Non-Creamy Layer) category are required to upload requisite EWS / OBC (Non-Creamy Layer) certificate in the latest prescribed format of Government of India, issued in the current Financial Year.
- 7.6 Category (EWS / SC/ST / OBC/ PwBD / Ex-servicemen) once filled in the online application form cannot be changed and no benefit of other category will be admissible later on.
- 7.7 Upper age limit indicated at para 4.0 does not apply to PwBD employees currently on the rolls of NLCIL or its Subsidiary companies / Joint ventures. However, they should have minimum 02 years of remaining service as on the crucial date (01.01.2022).

## 8.0 SPECIAL CONDITIONS:

- 8.1 Only such PwBD candidates, with not less than 40% of relevant disability, as per the Rights of Persons with Disabilities Act, 2016 (The RPWD Act, 2016) are eligible to be considered for the posts notified.
- 8.2 All PwBD candidates will have to upload a disability certificate as per the format prescribed by the Ministry of Social Justice and Empowerment, Government of India in support of their claim.
- 8.3 If the candidate fails to upload the disability certificate in the prescribed format issued by Competent Authority, his/her candidature will not be considered.
- 8.4 Disability certificate shall be subject to verification / re-verification as may be decided by the Board / competent authority.
- 8.5 Candidates in the category of Blindness, Locomotors Disability (Both Arm Affected – BA) and Cerebral Palsy, the facility of Scribe shall be opted for, if so desired by the candidate, as per the relevant provisions of Act / Rules / Guidelines of Govt. of India, Ministry of Social Justice & Empowerment, for Written Test. Candidates have to make their own arrangements for the same.
- 8.6 Candidates who are eligible for the facility of scribe can opt for engaging their own Scribe and should indicate the same while submitting their application online. Scribe certificate, as applicable, in the prescribed format has to be uploaded.

## 9.0 METHOD OF SELECTION:

9.1 For the posts of Data Entry Operator / Trainee and Junior Stenographer / Trainee.

9.1.1 Selection will be based on Written Test (70 marks) and Practical Skill Test (30 marks);

9.1.2 Written Test will be of objective type multiple choice Questions for 70 marks in the following subjects: -

Subject	Level	Maximum Marks
General Aptitude comprising of quantitative aptitude, reasoning and general awareness.	Degree	70 Marks (70 MCO Questions for 70 Marks)

9.1.3 Duration of examination will be 90 minutes (120 minutes for the candidates who are availing the facility of scribe and for those who are eligible to use scribe);

9.1.4 The Question Paper shall be Bilingual (Tamil & English)

9.1.5 Practical / Skill Test will be for 30 marks, which will be conducted in the following manner: -

Type of Practical / Skill Test	Practical / Skill Test Norms
Data Entry Skill Test [for the post of Data Entry Operator / Trainee]	Data Entry of approximate 1000 Key Depressions in 15 Minutes on desktop computer. The text passage will be in English.
Shorthand Test & Transcription [for the post of Junior Stenographer / Trainee]	Dictation: 10 Minutes at a speed of 80 words per minute in English.
	Transcription: Should transcribe the shorthand notes in English on desktop computer within the maximum time of 50 Minutes.

9.1.6 Minimum Qualifying marks individually in Written Test and Practical Test will be 40 % for all PwBD candidates.

9.1.7 The number of candidates to be considered for practical test will be 06 times the number of vacancies to be filled and where the number of such candidates are less than 06 times, all eligible candidates shall be considered for practical test in the order of merit based on the marks scored by them in Written Test subject to scoring minimum qualifying marks prescribed. In case the number of notified vacancies are 05 or below for a post and the number of eligible candidates to be called for practical test are higher than the prescribed ratio of 6:1, but less than 10:1, the prescribed norm 6:1 could be up to 10:1.

- 9.1.8 All candidates obtaining same cut off marks shall also be called for practical test.
- 9.1.9 Candidates scoring minimum qualifying marks each in Written Test and Practical Test shall only be considered for final selection. Final selection shall be in the order of merit based on the total marks scored by the candidates (out of 100 marks) in Written Test and Practical Test.

9.2 For the post of Clerical Assistant Gr.-II / Trainee

- 9.2.1 Selection will be based on Written Test;
- 9.2.2 Written Test will be of objective type multiple choice Questions for 100 marks in the following subjects: -

Subject	Level	Maximum Marks
General Aptitude comprising of quantitative aptitude, reasoning and general awareness.	Degree	100 Marks

- 9.2.3 Duration of examination will be 120 minutes (160 minutes for the candidates who are availing the facility of scribe and for those who are eligible to use scribe).
- 9.2.4 The Question Paper shall be Bilingual (Tamil & English)
- 9.2.5 Minimum Qualifying marks in Written Test will be 40% for all PwBD candidates.
- 9.2.6 Candidates scoring minimum qualifying marks in Written Test shall only be considered for final selection. Final selection shall be in the order of merit based on the total marks scored by the candidates (out of 100 marks) in Written Test.

9.3 For the post of Assistant Industrial Worker / Trainee (Non-ITI).

- 9.3.1 Selection will be based on Written Test (70 marks) and Practical Test/ Skill Test (30 marks);
- 9.3.2 Written Test will be of objective type multiple choice Questions for 70 marks in the following subjects: -

Subject	Level	Maximum Marks
General Aptitude comprising of quantitative aptitude, reasoning and general awareness.	8 <sup>th</sup> Std.	70 Marks (70 MCO Questions for 70 Marks)

- 9.3.3 Duration of examination will be 90 minutes (120 minutes for the candidates who are availing the facility of scribe and for those who are eligible to use scribe);
- 9.3.4 The Question Paper shall be Bilingual (Tamil & English)
- 9.3.5 Practical / Skill Test will be conducted for 30 marks.
- 9.3.6 Minimum Qualifying marks individually in Written Test and Practical Test will be 40 % for all PwBD candidates.
- 9.3.7 The number of candidates to be considered for practical test will be 06 times the number of vacancies to be filled and where the number of such candidates are less than 06 times, all eligible candidates shall be considered for practical test in the order of merit based on the marks scored by them in Written Test subject to scoring minimum qualifying marks prescribed. In case the number of notified vacancies are 05 or below for a post and the number of eligible candidates to be called for practical test are higher than the prescribed ratio of 6:1, but less than 10:1, the prescribed norm 6:1 could be up to 10:1.
- 9.3.8 All candidates obtaining same cut off marks shall also be called for practical test.
- 9.3.9 Candidates scoring minimum qualifying marks each in Written Test and Practical Test shall only be considered for final selection. Final selection shall be in the order of merit based on the total marks scored by the candidates (out of 100 marks) in Written Test and Practical Test.

9.4 For the post of Assistant Service Worker / Trainee

- 9.4.1 Selection will be based on Practical Test / Skill Test.
- 9.4.2 Practical Test / Skill Test will be conducted for 100 marks
- 9.4.3 Minimum Qualifying marks in Practical Test/ Skill Test will be 40% for all PwBD candidates.
- 9.4.4 Final selection shall be in the order of merit based on the marks scored by the candidates out of 100 marks in Practical Test / Skill Test, subject to scoring minimum qualifying marks.

10.0 GENERAL CONDITIONS:

- 10.1 Only Indian Nationals are eligible to apply.
- 10.2 Minimum age: - Candidates should have completed 18 years of age.
- 10.3 All qualifications should have been acquired from Indian Universities / Institutes / Board, recognized by applicable and appropriate statutory authority in India.
- 10.4 Candidates who have passed the notified Qualifications only are eligible to apply.
- 10.5 Candidates from State PSEs / Central PSEs / Government / Quasi Government, should produce No Objection Certificate (NOC) at the time of document verification otherwise they will not be permitted to join.
- 10.6 Depending upon the response and requirement, NLCIL reserves the right to raise / relax the eligibility conditions.
- 10.7 NLCIL reserves the right not to fill up any or all the posts notified at its discretion and vacancies may also be increased / decreased depending upon organizational requirements.
- 10.8 Candidates are informed that mere submission of applications shall not give them any right to be called for Selection.



- 10.9 Candidates will be called for selection based on Self certified information along with copies of testimonials uploaded by them. They should produce the original documents in support of their meeting eligibility conditions at the time verification failing which such candidates will not be permitted to appear for selection / joining.
- 10.10 Candidates already removed / terminated / deserted their employment from NLC India Limited will not be considered.
- 10.11 Candidates already resigned from NLC India Limited may also apply, subject to fulfilling the notified eligibility criteria.
- 10.12 A candidate who has availed Voluntary Retirement (VR) from Central PSU/State PSU/Central Govt./State Govt. and having received ex-gratia payment as VR compensation can also apply provided that he/she is prepared to repay/return the VRS compensation to the PSU from where he has received such compensation to the extent required as laid down in the VR scheme/relieving letter and other Govt. rules as applicable at the time of VR. If such candidate who has got VR is selected by NLC India Limited the appointment order would be sent to such candidate only after getting clearance from the PSU concerned about the repayment of ex-gratia compensation. Further, all instructions/guidelines of Government of India issued in respect of VRS will also apply apart from the above.
- 10.13 Candidates called for selection are required to make their own arrangements for their travel and stay and they will not be entitled for any reimbursement.
- 10.14 The appointment of selected candidates will be subject to being found Medically Fit as per the prescribed health standards of NLC India Limited and they will be required to undergo medical examination by the Industrial Medical Officer of the Company, prior to being appointed after due selection.
- 10.15 NLC India Limited reserves the right to cancel/ restrict/enlarge/ modify /reopen /alter the recruitment process, if the need so arises, without issuing any further notice or assigning any reason thereof.
- 10.16 If the SC/ST/OBC (NCL)/ EWS/Disability certificate has been issued in a language other than English/ Hindi, the candidates should submit a self-certified translated copy of the same either in English or Hindi.
- 10.17 Candidature of a registered applicant is liable to be rejected at any stage of recruitment process / Candidate's employment will be terminated / cancelled after recruitment, on or after the joining, if;
- 10.17.1 any information / documents submitted by the candidate is found to be false or
- 10.17.2 suppressed relevant information or
- 10.17.3 if not found to be in conformity with eligibility criteria mentioned in the advertisement.
- 10.18 Candidates can contact the Helpline No.04142-255135 between 10:00 Hours and 17.30 Hours on all working days i.e., Monday to Saturday or write to [help.recruitment@nclindia.in](mailto:help.recruitment@nclindia.in). Candidates are hereby advised not to contact telephone numbers of any other officials / divisions.
- 11.0 HOW TO APPLY:
- 11.1 Candidates should apply only through NLCIL Online Application Portal in NLCIL website -[www.nclindia.in](http://www.nclindia.in).
- 11.2 No manual / paper applications will be entertained and candidates are advised not to send any hard copy to this office.
- 11.3 Before registering / applying online, the candidates should ensure that they have valid e-mail ID & mobile number, which should remain valid till the recruitment process is completed.
- 11.4 Candidates have to register their Personal data, Educational Qualification, Age, Category and other details in Online Application Portal. Candidates should upload required scanned copies of documents / certificates in prescribed format to establish their eligibility.
- 11.5 Candidates who are eligible for the facility of scribe / compensatory time and want to avail the facility should opt for the same while filling up the online application and upload proof to establish their eligibility for such facility.
- 11.6 Scrutiny of applications for short listing of candidates for Selection (Written Test / Practical / Skill Test) will be solely based on documents / certificates uploaded by the candidates at the time of registration / submission of application through ONLINE.
- 11.7 After submitting applications through ONLINE, candidates should take a print out of registration cum application form and produce it along with self-attested copies of certificates / documents, at the time of Document / Certificate verification.
- 11.8 Candidates should submit single application only for any post. In case of multiple applications / registrations for any post, the last registered applications shall only be considered.
- 11.9 Candidates applying for more than one post should apply and submit separate Registration-cum-Application Form along with the requisite enclosures for each post(s).
- 11.10 PwBD candidates among NLCIL employees are also required to register and apply online.
- 11.11 Candidates whose names have been sponsored by the Local Employment Exchange / Special Employment Exchange against this notification are also required to apply Online, failing which their candidature will not be considered.
- 11.12 The Online application portal will be active from 10:00 hours on 22/01/2022 to 17:00 hours on 11/02/2022.
- 12.0 PAYMENT OF APPLICATION FEE:
- All PwBD candidates are exempted from payment of Application Fees.
- 13.0 IMPORTANT GUIDELINES FOR UPLOADING DOCUMENTS:
- 13.1 Candidates are requested to ensure that only legible self-attested documents are uploaded. Also, they are requested to ensure that the documents that they have uploaded are legible for scrutiny failing which the application is liable for rejection.

13.2 In support of educational qualification(s), wherever multiple documents (i.e., Mark Sheet or Certificates) need to be uploaded, all documents should be arranged in chronological order in a single pdf file and that pdf file to be uploaded. Any attempt to upload multiple pdf files will result in over writing and only the last uploaded file will get saved.

13.3 Candidates are requested to scan and upload the self-attested copies of following documents / certificates:

Sl. No	Documents	File type	File size not exceeding
13.3.1	High quality Passport size Colour photograph (3.5 cm Width × 4.5 cm Height, taken after 01/10/2021 in a professional studio).	JPEG	50 KB
13.3.2	Good quality image of candidate's signature (in dark Blue or Black ink)	JPEG	50 KB
13.3.3	Proof for Date of Birth: 13.3.3.1 Birth Certificate / 10 <sup>th</sup> Std./ SSLC / Matriculation Certificate (Mandatory for Clerical Assistant Grade-II / Trainee, Junior Stenographer / Trainee and Data Entry Operator / Trainee). 13.3.3.2 Birth Certificate (or) TC / Record Sheet issued by respective School for the posts of Asst. Service Worker / Trainee (W-0A Grade) & Asst. Industrial Worker / Trainee (W-0A Grade) if they have not completed 10 <sup>th</sup> Standard / SSLC.	PDF or JPG	250 KB
13.3.4	Certificate in proof of possessing notified qualification: 13.3.4.1 TC / Record Sheet / Mark Sheet (if any) in respect of candidates possessing qualification of V-Std. Pass & above and applying for the post of Asst. Service Worker / Trainee (W-0A Grade). 13.3.4.2 TC / Record Sheet / Mark Sheet (if any) in respect of candidates possessing qualification of VIII-Std. Pass & above and applying for the post of Asst. Industrial Worker / Trainee (W-0A Grade). 13.3.4.3 For the remaining posts - SSLC Certificate & Mark Sheet, H.Sc Certificate & Mark Sheet, Provisional / Degree Certificates & Mark sheets 13.3.4.4 Type Writing & Short Hand Certificates as prescribed for the post of Junior Stenographer Trainee. <i>[Copy of above certificates &amp; mark sheets shall be uploaded in chronological order]</i>	PDF (kindly refer para 13.2 before uploading)	2.5 MB
13.3.5	Certificate in proof of studied Tamil as one of the subjects: 13.3.5.1 TC / Record Sheet / Mark Sheet (if any), indicating candidate studied Tamil as one of the subject (language) in V-Std. or above, for the post of Asst. Service Worker / Trainee (W-0A Grade). 13.3.5.2 TC / Record Sheet / Mark Sheet (if any), indicating candidate studied Tamil as one of the subject (language) in VIII-Std. or above, for the post of Asst. Industrial Worker / Trainee (W-0A Grade). 13.3.5.3 For other posts SSLC Mark Sheet indicating Tamil subject (language).	PDF or JPG	250 KB
13.3.6	Community Certificate in the prescribed format issued by the Competent Authority (for candidates belonging to EWS / OBC-NCL / SC / ST categories)	PDF or JPG	250 KB
13.3.7	Copy of Disability Certificate, clearly indicating the Type of disability and Percentage of disability	PDF or JPG	250 KB
13.3.8	Copy of Discharge Certificate (in case of Ex-serviceman)	PDF or JPG	250 KB
13.3.9	No objection Certificate (NOC), in case working in Govt. / PSU / Quasi Govt. companies	PDF or JPG	250 KB
13.3.10	Copy of AADHAR Card	PDF or JPG	250 KB
13.3.11	Other Documents if any in support of their credentials (Not mandatory)	PDF	2.5 MB

13.4 No physical mode of submission of application and / or required documents in support of their candidature would be entertained.

14.0 The Call Letter for Written Test/Practical/Skill Test will be uploaded in NLCIL's website and the same need to be downloaded and printed by the candidate concerned. Information regarding the same will be communicated to the shortlisted candidates through e-mail or SMS.

15.0 Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and / or an application in response thereto can be instituted only in Chennai and the Courts/Tribunals/Forums (Jurisdiction Courts) at Chennai shall have sole and exclusive jurisdiction.

16.0 It is mandatory that eligible candidates should go through the full text of the advertisement and agree to all the conditions given while applying for the post.

17.0 The decision of NLCIL's Appointing Authority in all matters relating to eligibility, acceptance or rejection of applications, penalty for false information, mode of selection, selection and posting of selected candidates will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

18.0 IMPORTANT DATES:

Opening of On-line submission of application Date & Time	22.01.2022 at 10:00 hrs
Closing of On-line submission of application Date & Time	11.02.2022 at 17:00 hrs

Deputy General Manager / MPP & Recruitment  
Recruitment Cell / HR department / Corporate Office  
Block-1, Neyveli, Cuddalore District, Tamil Nadu - 607 801.

"CREATING WEALTH FOR WELL BEING"