

class by Air for E-7 Grade/E8 Grade) for their travel from the Communication address to the Selection / Interview venue by the shortest route. Reimbursement of travelling expenses shall be made only on production of ticket / proof for travel (Train ticket / Bus ticket / Boarding Pass) and NOC (incase of candidates from State PSEs / Central PSEs / State Government / Central Government/Quasi Government/Public Sector Banks/Public Sector Insurance companies).

- 11.8 **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 of Document verification, failing which such candidates will not be permitted to appear for the interview and Travelling Allowance will not be reimbursed to them.**
- 11.9 Candidates already removed / terminated / deserted their employment from NLCIL will not be considered.
- 11.10 Persons already resigned from NLCIL may also apply, subject to fulfilling the notified eligibility criteria.
- 11.11 A candidate who has availed Voluntary Retirement (VR) from CPSE/PSU/State PSU/Central Govt./State Govt./Public Sector Banks/ Public Sector Insurance companies 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/applicable organization from where he/she 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 NLCIL the appointment order would be sent to such person only after getting clearance from the PSU/ applicable organization 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.
- 11.12 NLCIL reserves the right to cancel/ restrict/ modify /reopen /alter the recruitment process, if the need so arises, without issuing any further notice or assigning any reason thereof.
- 11.13 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.
- 11.14 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 joining if;
- 11.14.1 any information / documents submitted by the candidate is found to be false or
- 11.14.2 suppressed relevant information or
- 11.14.3 if not found to be in conformity with eligibility criteria mentioned in the advertisement.
- 11.15 Candidates may email to help.recruitment@nclindia.in for any queries/clarifications. Candidates are hereby advised not to contact telephone numbers of any other officials / divisions.

12.0 HOW TO APPLY?

- 12.1 Candidates should apply only through online mode in NLC India Limited website www.nclindia.in.
- 12.2 Before registering / applying online, the candidates should ensure that they have mobile number and valid & active personal email ID and keep them active for the entire duration of selection as NLCIL will send all selection related communications only through SMS / email till the selection process is completed.
- 12.3 Candidates have to upload required scanned copies of documents / certificates in prescribed format to establish their eligibility, failing which the application is liable for rejection.
- 12.4 Candidates applying for more than one post should apply with unique email ID and submit separate Registration-cum-Application Form & receipt for fee along with the requisite enclosures for each post(s).
- 12.5 Candidates should submit single application only for any post. In case of multiple applications / registrations for any post, the last registered application shall only be considered.
- 12.6 Candidates should ensure that they have uploaded the required documents before submitting applications, for their benefit, after uploading a document, "View Document" option will be provided in the on-line portal to check.
- 12.7 After payment of required application Fee & uploading required documents / certificates candidates should submit their application 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.
- 12.8 Scrutiny of applications for short listing of candidates for Selection will be solely based on documents / certificates uploaded by the candidates at the time of registration / submission of application through ONLINE.
- 12.9 **No manual / Email/ paper applications will be entertained and candidates are advised not to send any hard copy to this office.**
- 12.10 The Online application portal for registration will be active from 10:00 hours on 18/11/2024 to 17:00 hours on 17/12/2024.

13.0 PAYMENT OF APPLICATION FEE:

- 13.1 Candidates are required to pay a non-refundable amount of INR.854/- [INR 500/-towards Application fee plus INR 354/- (inclusive of 18% GST) towards Processing fee] through ONLINE, using State Bank of India E-Collect facility available at www.onlinesbi.com.
- 13.2 Candidates belonging to SC/ST/PwBD& Ex-Servicemen categories are exempted from paying application fee. However, they have to pay a non- refundable amount of INR.354/- (inclusive of 18% GST) towards processing fee.

Category	Application Fees	Processing Fees	Total Fees
UR / EWS / OBC (NCL)candidates	INR 500 / -	INR 354/- [INR 300/- plus INR 54/- (18% GST)]	INR 854/-
SC /ST / PwBD/ Ex-servicemen candidates	Exempted	INR 354/- [INR 300/- plus INR 54/- (18% GST)]	INR 354/-

- 13.3 The application fee mentioned above does not include service charges or any other charges that bank may levy.
- 13.4 The amount paid towards application fee / processing fee will not be refunded in any circumstances.
- 13.5 Detailed instructions for making online payment are available in login page of NLCIL Online Application Portal.
- 13.6 **The following documents are mandatory at the time of application as well as Document Verification. In case the candidate is unable to produce, the requisite document at any stage, the candidature shall be summarily rejected.**

Sl. No.	Documents
1	Proof of Date of Birth (Birth Certificate (or) SSLC / Matriculation Mark Sheet).
2	Copy of AADHAR Card

Sl. No.	Documents
3	Proof for possessing notified Qualifications: Provisional Certificate [or] Degree / Post Graduate Degree/ Post Graduate Diploma/ Membership Certificate(s)/Bar council enrollment certificate/Medical registration certificate in chronological order <i>(Including SSLC / HSC/Diploma certificates)</i>
4	Consolidated or Semester wise Mark Sheet(s) in chronological order
5	Copy of Experience Certificate(s), from the present / previous employer(s) in support of notified post qualification work experience. (In Chronological order). Candidates have to upload documentary proof in support of their experience in the required "Length & Area of post qualification work experience[including fuel type(coal/lignite)/ mine type (opencast/ underground), individual unit (mw) capacity, Plant location, annual turnover etc.]" as prescribed at para 1.0 (e), to establish their eligibility for the post.
6	Candidates from Private Sector, have to upload documentary proof in support of their CTC (Copy of last 6 months Pay Slips, Pay Certificate issued by Competent Authority in company's letter head, Last 3 years Form-16 & Income Tax returns filed in respective years etc.) to establish their eligibility for the post as prescribed at para 2.4 above.
7	Practicing Advocates have to upload documentary proof in support of their CTC (Last 3 years Income Tax returns filed in respective years)
8	Proof for having minimum Two years' experience in the immediate Lower Pay Scale for candidates from Central Public Sector Enterprises / State Public Sector Enterprises / Central Government / State Governments / Public Sector Banks, along with latest pay slips/pay certificates.
9	Candidates from State PSEs / Central PSEs / Government / Quasi Government/Public Sector Banks, should produce No Objection Certificate (NOC) at the time of document verification/selection.
10	Copy of Community Certificate in case of candidates belonging to SC/ST/OBC(NCL)/EWS categories.
11	Copy of Disability Certificate in case of PwBD candidates.
12	Proof for Ex-Servicemen in case of Ex-Servicemen only
13	Other documents 'if any' in support of their credentials

14.0 IMPORTANT GUIDELINES FOR UPLOADING DOCUMENTS:

- 14.1 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.
- 14.2 In support of educational qualification / experience / CTC/ Immediate lower scale of pay, wherever multiple documents (i.e. Mark sheet or Certificates) need to be uploaded, all documents are to be arranged in chronological order in a single pdf file and to be uploaded. Any attempt to upload multiple pdf files will result in over writing and only the last uploaded file will get saved.
- 14.3 No physical mode of submission of application and/or required documents in support of their candidature would be entertained.
- 14.4 Candidates are requested to scan and upload the self-attested copies of following documents / certificates.

Sl. No.	Documents	File type	File size not exceeding
1	High quality recent Passport size Colour photograph (3.5 cm Width × 4.5 cm Height, taken after 01/06/2024 in a professional studio).	JPEG	50 KB
2	Good quality image of candidate's signature (in dark Blue or Black ink)	JPEG	50 KB
3	Proof of Date of Birth (Birth Certificate (or) SSLC / Matriculation Mark Sheet).	PDF or JPG	250 KB
4	Copy of AADHAR Card	PDF or JPG	250 KB
5	Proof for possessing notified Qualifications: Provisional Certificate [or] Degree / Post Graduate Degree/ Post Graduate Diploma/ Membership Certificate(s)/Bar council enrollment certificate/Medical registration certificate in chronological order <i>(Including SSLC / HSC/Diploma certificates)</i>	PDF (kindly refer para 14.2 before uploading)	2.5 MB
6	Consolidated or Semester wise Mark Sheet(s) in chronological order		2.5 MB
7	Copy of Experience Certificate(s), from the present / previous employer(s) in support of notified post qualification work experience. (In Chronological order). Candidates have to upload documentary proof in support of their experience in the required "Length & Area of post qualification work experience[including fuel type(coal/lignite)/ mine type (opencast/ underground), individual unit (mw) capacity, Plant location, annual turnover etc.]" as prescribed at para 1.0 (e), to establish their eligibility for the post.	PDF (kindly refer para 14.2 before uploading)	2.5 MB
8	Candidates from Private Sector, have to upload documentary proof in support of their CTC (Copy of last 6 months Pay Slips, Pay Certificate issued by Competent Authority in company's letterhead, Last 3 years Form-16 & Income Tax returns filed in respective years etc.) to establish their eligibility for the post as prescribed at para 2.4 above.	PDF (kindly refer para 14.2 before uploading)	2.5 MB
9	Proof for having minimum Two years' experience in the immediate Lower Pay Scale for candidates from Central Public Sector Enterprises / State Public Sector Enterprises / Central Government / State Governments / Public Sector Banks, along with latest pay slips/pay certificates.	PDF or JPG	250 KB
10	Copy of Community Certificate in case of candidates belonging to SC/ST/OBC(NCL)/EWS categories.	PDF or JPG	250 KB
11	Copy of Disability Certificate in case of PwBD candidates.	PDF or JPG	250 KB
12	Proof for Ex-Servicemen in case of Ex-Servicemen only	PDF or JPG	250 KB

Sl. No.	Documents	File type	File size not exceeding
13	Other documents 'if any' in support of their credentials	PDF or JPG	250 KB

14.5 The list of documents to be uploaded given above is not exhaustive and candidates may upload other documents as the case may be, to clearly establish their eligibility. Failure on the part of candidates to upload all required documents to clearly establish their eligibility along with the online application would lead to rejection of their candidature.

15.0 Information regarding Selection Schedule will be communicated to the shortlisted candidates through NLCIL's website/besides e-mail to their registered e-mail address/ message through SMS to their Registered Mobile Number. The Call Letter for Document verification/Interview will be uploaded in NLCIL's website and the same need to be downloaded and printed by the candidate concerned.

16.0 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.

17.0 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.

18.0 NLCIL's DECISION FINAL:

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.

19.0 IMPORTANT DATES:

Opening of On-line registration of application - Date & Time	18/11/2024 at 10:00 hrs
Closing of On-line registration of application - Date & Time	17/12/2024 at 17.00hrs
Last Date for On-line payment of Fees - Date & Time	17/12/2024 at 23:45hrs
Last date for On-line Submission of application for candidates who have already registered and paid Fees within time limit - Date & Time	18/12/2024 at 17.00 Hrs

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RECRUITMENT CELL/NLCIL

"CREATING WEALTH FOR WELL BEING"

REGD. OFFICE: NLC India Limited, No. 135, EVR Periyar High Road, Kilpauk, Chennai- 600010
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