

NORTHERN COALFIELDS LIMITED, SINGRAULI

(Mini Ratna Company)

(A Subsidiary of Coal India Ltd.)

Employment Notification

Ref: NCL/SGR/PD/Rectt./NRD/16/582

Dated: 26.11.2016

Northern Coalfields Limited, Singrauli; a well known Public Sector Undertaking of Government of India in Coal Sector, invites applications from the citizens of India for the following posts :

Sno	Name of the Post	No. of Vacancies					Total	Requisite Qualification & Experience
		UR	SC	ST	OBC (Non Creamy Layer)			
1	Jr. Stenographer (OL)- Rajbhasha Gr. C	07	01	02	01	11	i) Matriculation or equivalent examination from the recognized Board of examination with Hindi as one of the subject, OR Matriculate with certificate in Hindi like Prabhakar Praveshika etc. ii) Must have speed of 80 words per minute in Hindi Shorthand and 30 word per minute in Hindi Typing.	
2	Jr. Stenographer (English)- Gr. C	11	02	03	02	18	i) Matriculation or equivalent examination from the recognized Board of examination. ii) Must have speed of 80 words per minute in English Shorthand and 40 word per minute in English Typing.	
3	ITI Electrician Trainee Cat III	09	01	02	01	13	Matriculate with ITI in Electrician Trade. Must have completed Apprenticeship training under Apprenticeship Act 1961	
4	HEMM Operator Trainee, Cat II	82	23	31	23	159	i) Matriculate with ITI in Fitter/Diesel/Motor Mechanic Trade. Must have completed Apprenticeship training under Apprenticeship Act 1961 ii) Must have valid Heavy Motor Vehicle (HMV) License	
	TOTAL	109	27	38	27	201		

Note1: Cutoff date for the validity of the requisite Certificates will be 30/10/2016***Note2: Vacancy may subject to change at NCL Management's discretion**

A)	Scale of Pay as per NCWA-IX, for the Gr. C Posts : (Monthly Rated) Rs. 19035.02 Cat III posts : (Daily Rated) Rs. 636.77 Cat II posts : (Daily Rated) Rs. 617.94	To be revised with effect from 01.07.2016
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B) Age Limit & Relaxations:(i) Minimum Age is 18 years for all posts; Upper Age limit for Posts of Sl Nos 1 to 4 is for SC/ST: 35 years, for OBC (non creamy layer): 33 years, and for Unreserved (UR) : 30 years as on **30/10/2016**

(ii) The Upper age limit in the case of candidates, who had ordinarily been domiciled in the Kashmir division of the State of Jammu & Kashmir during the period from 01/01/1980 to 31/12/1989, is relaxable by 5 years over and above the prescribed age.

S. No	Name of Posts & Trade	Physical Requirement	Categories of Disabilities
1	Jr. Stenographer (English)/OL-Rajbhasha Gr. C	S.ST.W.L.MF.SE.RW.H.C	OA.OL.BL.OAL.B.LV.HH
2	ITI Electrician Trainee Cat III	ST, SE, S, RW, MF, W	OA.OL. HH

ABBREVIATIONS USED : S=Sitting, ST=Standing, W=Walking, BN=Bending, CRL= Crawling, CL=Climbing, JU=Jumping, L=Lifting, KC=Kneeling & Crutching, RW=Reading & Writing, MF=Manipulation by Fingers, PP=Pulling & Pushing, SE=Seeing, C=Communication, H=Hearing, OA=One Arm, BA=Both Arms, OAL=One Arm and One Leg, BLA=Both Legs & Arms, BLOA=Both leg & one arm, OL=One Leg, BL=Both Leg, CP= Cerebral Palsy, LC= Leprosy Cured, OH= Orthopaedically Impaired, VH= Visually Impaired, B=Blind, LV=Low Vision, HH= Hearing Impaired

NORMAL RECRUITMENT DRIVE - 2016

Application for the post of _____ in Northern Coalfields Limited.

NCL Ref No. _____, Date _____

[To be filled by the candidate in CAPITAL LETTER in Black Ball Pen only]

1. CANDIDATE NAME										Affix attested recent passport size photograph and signature
2. FATHER'S NAME										
3. ADDRESS										
4. CITY					6. PINCODE					
5. STATE										
7. Gender (mark √)		M F		8. NATIONALITY			9. RELIGION			

Signature of Candidate [within box only.]

10. Caste (mark √)		UR SC ST OBC		11. CERTIFICATE NO.				12. ISSUE DATE				13. NON CREAMY LAYER		Y
												(for obc candidates)		N
								D D M M Y Y				only		

Attach the copy of permanent caste certificate for SC/ST candidates.

Non Creamy Layer Certificate issued by Competent Authority on or after 01.01.2016 for OBC(Non Creamy Layer) Candidates

14. DATE OF BIRTH				D D M M Y Y Y Y				15. AGE AS ON				Y Y M M D D			
16. PHYSICALLY HANDICAPPED				Y N				17. For DEPARTMENTAL CANDIDATES (mark √)				Y N			
*minimum 40% disability (mark √)								If " Yes"							
If Yes, provide the disability and its code as per published notification.								Employee No.							
								Grade/ Category							
								Designation							
								Subsidiary/ Area/ Place							
								application to be certified by Controlling officer under seal							
18. Please Mention				Ex. Servicemen (mark √)				Yes				No			

Attach supporting certificates

19. Educational Qualification					
Qualification	Board/ University	Year of Passing	Stream (Specify from the advertisement)	Duration of Course	% age of Marks

20. Experience		Y N		21. Name & Employment Exchange Registration Number, if any									
if yes, Employer													
Post & Period													
Scale of Pay													
Nature of Work													

22. Email Id				23. Mobile Number			
24. FEE DETAILS [non refundable]				DD No.	DD DATE	AMOUNT	SBI Bank Branch Name
[Exempted for SC/ST/ PWD/Departmental Candidates]							

I, hereby, declare that the above information furnished by me is correct to best of my knowledge and If found wrong, my candidature may be cancelled at any time by the management.

25. DATE OF APPLYING				26. Signature of candidate			

C) General Information: (Applicants must read these instructions carefully before applying for notified posts)

1. Besides basic pay, post carries other allowances & fringe benefits as per Company's rules/NCWA-IX (to be revised w.e.f 01/07/2016).
2. Filled Applications accompanied with attested copies of all required valid certificates should reach by **Post Only** to **General Manager (P/MP&R), Room No. 15, Personnel Department, NCL HQ, Singrauli, MP - 486889** on or before **07/01/2017**.
3. There is no Application Fee for SC/ST/PWD/Ex-Servicemen/Departmental Candidates. Candidates belonging to UR/OBC(non-creamy Layer) category will be required to pay a non-refundable application fee of **Rs. 500/- only** to be paid through **State Bank of India (SBI) demand draft** made in favour of "**Northern Coalfields Ltd, Singrauli**" payable at **SBI, Morwa (Branch Code : 03767)**. Demand draft from other banks will not be accepted and such applications will be rejected.
4. Application sent by any other means will not be accepted.
5. The envelope containing application (as per prescribed format given above) must be super scribed in bold letters on the top mentioning that "**APPLICATION FOR POST OF, NCL (NRD-2016)**".
6. Reservation & relaxation in norms for PWD/Ex-Servicemen candidates will be as per Government Directives.
7. One candidate can apply only for one post.
8. The application should be accompanied with the attested photocopies of the Certificates/Testimonials in support of Age, Educational Qualification, Caste & PH & Other related Certificates Issued by Competent Authority, with two copies of recent passport size photograph duly attested by Gazetted Officer.
9. Government/Semi Government /Public Sector Undertaking employee should apply through proper channel & have to submit NOC along with the application, failing which they will be barred from selection process.
10. Incomplete applications & those received after the due date will not be entertained.
11. Management will not take any responsibility for any kind of Postal delay or loss, in transit, for any application or communication.
12. Submission of application by hand will not be accepted.
13. Only Indian Nationals are eligible to apply.
14. If any information provided by candidate is found to be false or incorrect or not in conformity with the eligibility criteria, then his/her candidature is liable to be rejected at any stage of recruitment process or after recruitment or joining.
15. NCL reserves the right to change number of vacancies & cancel/restrict/modify/alter the recruitment process at any stage, if required, without issuing any further notice or assigning any reason thereof.
16. Departmental candidate fulfilling all eligibility criteria may also apply & there is no age limit for them.
17. Eligible candidates will be required to appear in written test.
18. List of ineligible candidates will be displayed on NCL Website www.nclcil.in for information of candidates.
19. As per Government Guidelines, there will be no interview in the recruitment of above mentioned posts.
20. Final Selection of candidate will be made on the basis of marks obtained out of overall 100 marks in written test in order of merit subject to eligibility and qualifying criteria as per vacancy position.
21. Written test will consist of one paper of overall 100 marks with 2 parts; one technical part of 70 marks which will have 70% weightage in written test and one general part (assessment of mental ability, quantitative ability, logical & reasoning skills) for 30 marks which will have 30% weightage in written test.
22. The technical part will have 70 multiple choice questions (MCQ) each carrying one mark. Similarly, the general part will have 30 MCQ each carrying one mark.
23. The written exam will be conducted for 1.5 hours.
24. The minimum marks in written test for UR to qualify will be 20% in each part and 50% in overall marks i.e an UR candidate has to secure at least 20% marks in each part to qualify as well as 50% in aggregate. The minimum marks in written test for SC/ST/OBC (non creamy layer) to qualify will be 20% in each part and 40% in overall marks i.e. a SC/ST/OBC (non creamy layer) candidate has to secure at least 20% marks in each part to qualify as well as 40% in aggregate.
25. There will be separate qualifying trade/skill test of short hand and typing for the post of Jr. Stenographer Gr. C (OL/English).
26. Date of written examination & other details shall be subsequently intimated.
27. SC/ST candidates will have to submit Permanent Caste/Category certificate issued by Competent Authority as a proof of SC/ST along with application form. OBC (non creamy layer) candidate have to submit OBC (non creamy layer) certificate issued by competent authority on or after **01/01/2016** along with Application form as a proof of OBC (non creamy layer).
28. SC/ST Candidates called for written Exam will be reimbursed fare as per rules for the ordinary class on production of Railway receipt / Bus receipt ticket for the shortest route.
29. Any dispute shall be under the jurisdiction at Jabalpur court only.
30. Canvassing in any form shall lead to disqualification/ forfeiture of candidature.
31. Appointment to the above posts will be subject to the candidate being medically fit as per standards prescribed for the post by the company. The selected candidates will have to undergo medical examination by the company's authorized Medical board & the final appointment/Joining will be subject to the Medical fitness certificate issued by company's authorized Medical board/ Officials.
32. Statutory certificates and other documents will be verified from the issuing authority and the candidature will be cancelled if the certificates are not found satisfactory/genuine at any subsequent stage.
33. Selected Candidate can be posted in any Project/Unit of NCL.
34. **Candidates are advised to regularly visit www.nclcil.in for any further information/communication.**
35. In case of any ambiguity / confusion, English version of the Employment Notification will prevail.

General Manager (P-MP & Rectt)
Northern Coalfields Ltd., Singrauli (MP)