



# Northern Coalfields Limited

A Miniratna Company, An undertaking of Government of India  
Head office: Panjreh Bhawan, Morwa, Singrauli-486889, M.P., India

Reference: NCL/HQ/PD/Manpower/DR/2018-19/539

Date: 01/10/2018

## Employment Notification (Paramedical Staff)

Northern Coalfields Limited (NCL), a subsidiary company of Coal India Limited (a Maharatna Company of Govt. of India), is a major contributor to energy requirement of the Nation. We are for Mining with a human face through socially sustainable development. We are committed to adopting the '**Ten Principles of the UN Global Compact**' as well as ensuring energy security of our Nation. We operate highly mechanized Open-Cast Coal Mines spread in two neighboring States of Madhya Pradesh and Uttar Pradesh.

NCL endorses 'Employee-First' philosophy and provides a competitive environment for skill development with plenty of opportunities for career progression besides providing attractive pay and perks.

*NCL invites applications from Indian nationals* possessing minimum qualifications required for regular appointment to the following positions of Paramedical Staff for its well equipped '3' Hospitals and '10' Dispensaries.

### (1) Positions/ Minimum Qualification/ Vacancies:

The different Positions, Minimum Qualifications required and the Vacancy for different categories are provided in Table 01.

**Table 01: Table showing Positions, Minimum Qualifications, Vacancy**

S.N.	Post	Essential Qualification	Identified categories of differently able, suitable for the Post	Total Vacancy(Including Backlog)				
				UR	SC	ST	OBC	Total
1	Staff Nurse T&S Gr C (Trainee)	1. 10+2 pass 2. 'A' Grade Nursing Diploma /Certificate (3 Years Course) from a recognized Institute approved by the Government. 3. Candidate must have valid registration from Nursing Council of India	OL	24	07	10	07	48
2	Technician CT Scan T&S Gr C (Trainee)	1. Matriculation from Recognized board /University 2. Diploma in Radiography (2 Years Regular Course) from an Institute recognized from AICTE. 3. Specialized Training in 'CT Scan' for Six months	OL, HH	3	0	0	0	3
3	Technician MRI T&S Gr C (Trainee)	1. Matriculation from Recognized board /University 2. Diploma in Radiography (2 Years Regular Course) from an Institute recognized from AICTE. 3. Specialized Training in 'MRI' for Six months	OL, HH	2	0	0	0	2
								53

[UR = Unreserved, SC= Scheduled Caste, ST= Scheduled Tribe, OBC (NCL) =Other Backward Class (Non-Creamy Layer), T&S Gr. = Technical & Supervisory Grade, OL= One Leg, HH= Hearing Impaired]

- 1) The No. of vacancies shown above are tentative and may increase or decrease at the discretion of NCL management.
- 2) The horizontal reservation for Ex-Servicemen and PWD will be applicable as per the central government guidelines and rules issued from time to time in this regard.
- 3) The crucial date for determining the eligibility/suitability of a candidate for different posts as required under the Notification shall be the last Date for submission of Application online by candidates as declared under notification.
- 4) Eligible candidates may apply for more than one post separately.

## **(2) Training Period and Pay:**

- a) Entry of Staff Nurse with 'A' Grade recognized Nursing Diploma or Certificate with 3 years course will be inducted as Staff Nurse and after successful completion of one year training will be placed in T & S Grade 'C' in the minimum scale. During training period they will be entitled for pay and allowances as applicable in T & S Grade C.
- b) Entry of recognized diploma holders in Radiography in CT Scan Technician cadre will be in T & S Grade "C" as a Technician-CT Scan (Trainee) for one year. They will be entitled for Pay & Allowances as admissible in T & S Grade "C". On successful completion of one year of Training, they will be regularized as Technician-CT Scan in T & S Grade "C" and their fixation in T & S Grade "C" will be at the minimum of the Scale of T & S Grade "C".
- c) Entry of recognized diploma holders in Radiography in MRI Technician cadre will be in T & S Grade "C" as a Technician-MRI (Trainee) for one year. They will be entitled for Pay & Allowances as admissible in T & S Grade "C". On successful completion of one year of Training, they will be regularized as Technician-MRI in T & S Grade "C" and their fixation in T & S Grade "C" will be at the minimum of the Scale of T & S Grade "C".
- d) The initial basic pay for T & S Grade C is Rs. 31852.56 per month. Besides the basic they are eligible for DA and allowances and facilities as provided in As per JBCCI X.

## **(3) Upper-Age Limit:**

- i. The Upper-age Limit will be 30 years as on the Last Date for **Submission of Applications online** as provided in the Notification.
- ii. The Upper-age limit will be relaxed by 5 years for SC/ST candidates and 3 years for OBC (Non Creamy Layer) candidates. The Upper-age limit for candidates who had originally been domiciled in the state of Jammu & Kashmir during the period from 01/01/1980 to 31/12/1989 & For Ex-Servicemen/PH, age relaxation is applicable as prescribed by Government of India Order issued from time to time. No Upper-age limit is applicable for employees of NCL, CIL and other Subsidiaries of CIL. The Date of Birth as recorded in the Matriculation/ SSC/ High School or Equivalent Examination certificates only will be accepted. No subsequent request for change in Date of Birth will be entertained.

## **(4) Selection Process:**

- i. Eligible candidates meeting the age and the minimum eligibility criteria as on the last date of submission of Application online as specified under this Notification will be required to appear for a Written Test. The selection will be based on a candidate's relative performance in the written test.
- ii. Candidates will be allowed to appear in the written test merely on the basis of their declaration regarding their eligibility as mentioned in the application form. Scrutiny/ Verification of the applications and documents submitted by candidates will be done post declaration of result of the written test, only for those candidates who shall pass the written test as per the laid down cut-off marks. In the post-written test scrutiny/verification of documents, if the particulars in the application and the attached documents are found not in conformity with the eligibility criteria and parameters mentioned in this notification, the candidature of such applicants shall stand disqualified regardless of the marks scored in the written test.
- iii. The written test will be of 100 marks separate for all three posts. The duration of the written shall be of 90 minutes only.
- iv. The Written test will comprise of objective type questions with four choices of answer and there will be no negative marking for any wrong answer. Question booklet (in Hindi/English) will be provided along with a separate OMR sheet, at the start of written examination. Instructions (Bilingual) for

candidates will be given on the question booklet as well as on the OMR sheet. The written test will comprise of questions related to concerned diploma course, general intelligence, mental ability etc.

- v. The Written test will be conducted at different centers in District Singrauli, Jabalpur and Bhopal in MP; District Sonbhadra, Allahabad and Varanasi in UP, depending upon the total number of applicants. Applicants may provide three choices while filling their Application. However, Management reserves the right to cancel/ allot any Centre at its discretion. Candidates cannot claim any Centre opted by them as a matter of right.
- vi. Selection of candidates in the merit panel will be subjected to scoring of cut-off marks in the written test for concerned post with respect to their category as mentioned below and fulfilling eligibility criteria:

S.N.	Posts	Maximum Marks	Category of Candidates	Cut-Off Marks required for Selection
1.	Staff Nurse T&S Gr C (Trainee)	100	UR & OBC (Creamy Layer)	50 marks
2.	Technician CT Scan T&S Gr C (Trainee)		SC/ST/ OBC (NCL)	45 marks
3.	Technician MRI T&S Gr C (Trainee)			

- vii. Result of the Written Test will be published through official website of NCL as early as possible.
- viii. Successful candidates, in the order of their marks scored in the written test, will be notified for appearance for scrutiny/verification of their testimonials. The candidates shall have to appear along with all original certificates/documents as per eligibility criteria notified in this advertisement for scrutiny/verification. The date, time and venue for scrutiny/ verification shall be notified in the official website of NCL and the candidates shall have to report accordingly.
- ix. Post scrutiny/ verification of eligibility, 'Provisional merit panels' of candidates who score the requisite cut-off marks and above and fulfilling the eligibility criteria will be published, in the order of marks scored, in the official website of NCL.
- x. In case of a tie of marks obtained in the written test for the posts, it will be resolved first on the basis of percentage of marks scored in diploma course, then by marks scored in Higher Secondary (in the case of Staff Nurse)/ matriculation (in the case of others), then by the year of passing of diploma (earlier being the first), then by Date of Birth (elder being the first) and then by alphabetic order of their first and last name as appearing in the matriculation certificate.
- xi. Provisional offer of appointment will be issued to the successful candidates in accordance with their relative merit position and with due consideration of the reservation of posts to the reserved category candidates and against vacancies.
- xii. If it is found during the Scrutiny/ Verification, or even after that during the course of training, or even during the course of employment, that the candidate is not fulfilling the criteria of eligibility in any respect, his/her candidature will be cancelled.

### **(05) General Instructions for Candidates:**

1. Before submitting the application, the candidate must ensure that he/she fulfills all the eligibility and other norms mentioned in the advertisement. He/she may cross check the information such as date of birth, category, sub-category, contact details, etc. furnished in the application form before finally submitting the same online as no correction would be possible later.
2. The decision of NCL management regarding eligibility criteria, acceptance or rejection of applications, mode of selection to the post etc. shall be final and binding on all candidates. Mere fulfilling of minimum qualification and job requirements will not vest any right on candidates for being called for written test / document verification. No correspondence will be entertained from the candidates found ineligible and not called for written test / documents verification.
3. Mere issuance of Admit Card/ Call Letter to a candidate will not imply that his/ her candidature has been finally cleared by NCL. The candidature shall remain provisional till such time NCL verifies the eligibility conditions with reference to original documents after the candidate qualifies in the written test and confirms appointment.
4. Candidates should ensure that they fulfill the eligibility criteria prescribed for the post for which they have applied. In case it is found at any stage of the selection process or even after the appointment that the candidate has submitted false or incorrect information or suppressed any relevant information/ material facts or does not fulfill the eligibility criteria, his/her candidature/ service is liable for rejection/ termination without notice.
5. No relaxation in the educational qualification, as prescribed in Table 01, is admissible for any category of candidate.
6. Wherever CGPA/OGPA/DGPA is awarded, equivalent percentage of marks must be indicated in the application form as per the norms adopted by Board.
7. Minimum qualification acquired through distance learning/ part-time or equivalent qualification shall not be considered.
8. Age and all other eligibility criteria shall be reckoned as on the last date of submission of Online Application as prescribed under Notification.
9. Candidates should carefully fill up their category (General/ SC/ ST/ OBC/PH/ Ex-Servicemen etc.) in the Online Application form. No change of category shall be allowed at the later stage of selection process.
10. Vacancies reserved for OBC category are available to OBC candidates belonging to Non-Creamy Layer (NCL) category only. Hence OBC candidates belonging to creamy layer may fill their application as General candidate.
11. Candidates applying against vacancies reserved for OBC should note that they are required to submit a valid caste certificate along with the printed Online Application in support of their belonging to OBC community in the central list of OBC issued by Govt. of India, in the prescribed format for this purpose so as to prove that they do not belong in the 'Creamy Layer' of OBC. OBC (NCL) certificate for admission to educational purpose will not be considered.
12. SC/ ST/ OBC/PH/ Ex-Servicemen certificates issued by Competent Authority should either be in Hindi or English.
13. Ex-servicemen must be discharged from Army up to the last date prescribed for submission of Online Application.
14. All documents (Caste Certificate, Educational Qualification, Registration in Nursing Council of India etc.) as per applicability and as provided by the candidate will be verified from the issuing authority and candidature will be cancelled if the certificates are not found satisfactory/genuine at any subsequent stage of written test.
15. At any stage of recruitment or later, if a candidate is found guilty of any misconduct such as:

- (a) Impersonating or procuring impersonation by person; or
  - (b) Resorting to any irregular means in connection to his/ her candidature during selection process; or
  - (c) Using undue influence for his/ her candidature by any means; or
  - (d) Submitting false certificates/ documents or suppressing any information at any stage; or
  - (e) Giving wrong information regarding his/her category (SC/ ST/ OBC/ Ex-Serviceman), while appearing in the examination or thereafter; his/ her candidature will be summarily rejected and will be terminated from service, apart from initiating any other action or taking legal recourse as deemed fit.
16. All correspondences with the candidates shall be done through Postal Mode/ Speed Post/ Registered Post and all general information shall be provided through NCL website. However, admit card will be provided only through official website and the candidates will have to download the admit card. The responsibility of receiving, downloading and printing of application form, Admit Card and other information shall be of candidates. NCL will not be responsible for any loss of document due to invalid/ wrong/ incomplete contact details provided by the candidate or for delay/ non-receipt of information.
17. Candidates are advised to apply much before the closing date for submission of Online Application mentioned in this advertisement to avoid last minute network congestion and not to wait for submission of the hard copy through post till the last date to avoid the possibility of delay on account of postal delivery, etc.
18. NCL will not take any responsibility for the candidates not being able to submit their applications (Online/ Printed copy through post) within the prescribed last dates on account of any reasons beyond the control of NCL.
19. NCL will not bear any liability on account of service bond/ salary/ leave salary/ pension contribution, etc, if any, of previous employment of any candidate already working in Central Govt./ State Govt./ Autonomous Body/ Public Sector Undertaking.
20. Candidates employed in Govt./ Semi Govt./ Public Sector Undertaking/ Autonomous Bodies are required to produce 'No Objection Certificate' along with the application and produce relieving order from the Organization in the event of selection.
21. Selected candidates could be posted in any dispensary/hospital of NCL and are liable to be transferred to other subsidiaries of Coal India Limited any time during their service as may be required.
22. Appointment of selected candidates will be subject to their passing the Company's Medical Examination as per the laid down medical standards of the Company.
23. Selection of candidate shall be provisional, subject to verification of documents relating to eligibility criteria, character, antecedents and other documents submitted by the candidate and is also subject to his/ her meeting other requirements applicable for appointment under the rules of NCL.
24. The date of written examination and other details will be subsequently informed. Candidates will have to appear at the Centre/ Venue allotted to them by NCL for the written test. No change in Centre/ Venue is permissible and no application shall be entertained in this regard.
25. SC/ ST candidates called for written examination will be reimbursed up to 2<sup>nd</sup> Class Non-AC fare as per rules on production of railway receipt / bus receipt ticket for the shortest route.
26. No TA/ DA will be paid for appearing in the written test, scrutiny/ verification of certificates and documents or for joining on being selected except otherwise as provided in this advertisement.
27. NCL management reserves the right to modify/ alter/ restrict/ enlarge/ cancel the recruitment process, and revise the number of vacancies, at its discretion without assigning any reasons whatsoever. The decision of the NCL management will be final and no appeal will be entertained in this regard.

28. All future communication/ information regarding this recruitment will be made available on NCL website. Candidates are advised to check/ visit NCL website ([www.nclcil.in](http://www.nclcil.in)) regularly for further updates.
29. Court of jurisdiction for any dispute will be Jabalpur High Court.
30. In case of any ambiguity/ confusion, English Version of Employment Notification will be considered valid.

**(06) How to Apply:**

- a) Candidates are advised to login into the official website of NCL by using URL [www.ncl.cil.in.>Career>Recruitment > Apply online](http://www.ncl.cil.in.>Career>Recruitment > Apply online).
- b) Advertisement is available in both English and Hindi. Candidates may select either of them at their convenience.
- c) Candidates are advised to go through the provisions of the complete advertisement carefully for assessing his/her eligibility in accordance with the qualifications and other norms of Age and caste etc.
- d) Candidates belonging to SC/ ST/ OBC/ PH/Ex-Servicemen should submit self-attested copies of certificates issued by the Competent Authority to that effect along with the application. OBC candidates are required to latest Other Backward Class certificate (Non-Creamy Layer) in the format as applicable for applicant to post under Govt. of India.
- e) Candidates belonging to categories other than SC/ST/PH/Ex Servicemen & Departmental categories are required to pay a non-refundable application fee of Rs 500/- (Five Hundred Rupees only) only through the online facility of 'SB Collect'.
- f) If a candidate has gone through the advertisement properly then they have to utilize the links as given below for making their application to the posts as per their qualification (as defined in the advertisement under qualification code 01 to 05)

Step1: Registration

Step2: Fee payment (For General/OBC)

Step3: Apply

Step4: Submission

Step 5: Generation of Hard copy for sending it to the office of General Manager  
(Recruitment/Manpower) NCL

***Step 1: Registration:***

- a. Please enter an email id & Mobile number for registration. Email id and password as provided during registration will be your login id and password.
- b. The name, email id & mobile number provided during registration cannot be changed/ corrected later and will appear on the application form. Please ensure to fill in the correct name as per your matriculation certificate.
- c. Password Policy: Password should have minimum six characters with at least one alphabet, one numeric character and one of the following characters! @ # \$ % ^ \* \_ : } { ; = ( ) + | ?
- d. Before proceeding for Registration, please read the Terms and Conditions and accept.
- e. After completing the process of registration each applicant will be provided a unique registration number of five digits. Registration number will be required for completing the rest step for making application.

### ***Step 2: Fee Payment***

- a. Please ensure that pop-ups are not blocked in browser settings; if it is blocked please ensure to allow pop up for this site.
- b. SC/ST/PH/ Ex Servicemen/ Departmental candidates may directly proceed to fill the Application form since they are exempted from payment of Application Fee.
- c. The candidate must ensure that they are possessing requisite qualification as prescribed under notification.
- d. Candidates are required to click on the link **Fee Payment which will directly open SB Collect window (Please follow step by step process appears on the screen of SB Collect).**
- e. Candidates are requested to read the instructions and to accept the terms and conditions for making payment through SB Collect.
- f. Each candidate is required to make entries like Name, Fathers' name, Registration number, Caste Category, Qualification etc. before making payment.
- g. Candidates have to follow the instructions on the SB Collect and after completing the process of fee payment, a Payment acknowledgement Receipt of Application Fee 'or' Challan bearing the "SB Collect Reference Number" will be generated, which will be required while filling the application form in *Step:3*

### ***Step 3: Apply:***

After completing the first two steps of Registration and Fee payment, candidates have to click on **link for particular post** in current opening section, which will open a blank application form; candidates have to make all relevant entries in complete as required. Before filling the online application form, please ensure the following documents are ready.

- (i) Payment Receipt of Application Fee or Challan bearing the "SB Collect Reference Number" and the unique registration number generated through registration.
- (ii) Scanned recent color passport size self-attested photograph.
- (iii). All educational & professional marks sheet and percentages of marks.

Start filling the application with Name (as per Matriculation Certificate), Father's Name, Mother's Name, Address (present & permanent), date of birth, gender, etc., select the minimum required educational & professional qualifications from the drop box and select 'Yes' or 'No' for compliance, and finally candidates are required to upload the self attested scanned photograph as per the given specification.

***Step 4: Final Step:***

a. Print the application form, and sign at the required place. Please attach all relevant documents

from the following list as applicable:-

1. Print out of application as generated by system.
2. Self attested copies of Matriculation/SSC/ High School or equivalent (for CT scan and MRI Technicians) and 10+2 (for Staff Nurse only).
3. Self attested copies of 'A' grade nursing diploma/certificate and valid registration in Nursing Council of India (for Staff Nurse only).
4. Self attested copies of diploma (2 years) in Radiography and minimum 6 months special training completion certificate (for CT scan and MRI Technicians).
5. 4 Passport size recent photographs with name of the candidate on the back side.
6. Receipt of acknowledgement of Application fees (if applicable).
7. Self attested valid Caste Certificate issued by Competent Authority (if applicable).
8. Self Attested copies of Ex-Servicemen certificate (if applicable).
9. Self attested copies of valid Domicile certificate for candidates of state of J&K.
10. Candidates who are differently able(PWD), have to submit valid certificate in the prescribed format of government of India issued by competent authority as applicable, with stating the percentage of disability that should be more than 40% for availing the relaxation and reservation in this regard.

**Incomplete on-line applications or applications received after the due date or without signature / Relevant documents will be rejected.**

***Step 5: Submission Of Application:*** Candidates should send the Print-out of the application form submitted Online along with all the relevant documents in a sealed envelope to "The General Manager (Personnel-Recruitment) NCL, Recruitment Department, with a caption on the envelope 'Application For The Post of Paramedical Staff( Name of the Post applied) in NCL' by Registered/ Speed post only. Applications submitted by hand or sent through any other mode will stand rejected. Applications should reach to this office latest by 12.12.2018. Each applicant is advised to complete the registration/Fee payment/form filling in well advance to the last date and to send the hard copies as desired to the office of The General Manager (Recruitment / Manpower) before the declared last date.

**Mailing Address for Submission of Application:**

The office of General Manager (P/MP&R),  
Manpower Department, Panjreh Bhawan,  
Northern Coalfields Limited Head Quarters,  
Thana: Morwa, P.O. Singrauli, District: Singrauli,  
Madhya Pradesh - 486889

Please note that submission of online application is not sufficient enough to call for written test. It is mandatory to send the physical copy of online application along with the desired self attested copies of relevant documents contained in an envelope super scribed the notification number and qualification through Registered/speed post to the address mentioned above within the date specified under. Admit cards will not be enabled in respect of those candidates whose hard copies of applications along with all relevant certificates are not received within the due date mentioned above.



**(07): Important Dates:**

Start date of Online registration and form submission	08/10/2018 (00:01AM)
Closing date for online registration and form submission	12/11/2018 (11:45PM)
Last date of receipt of Hard copy of application with relevant documents	12/12/2018
Tentative date of downloading the admit card for eligible candidates	Will be intimated through official website
Tentative Date of Written Test	Will be intimated through official website
Tentative date of declaration of results	Will be intimated through official website

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Contact for any clarification: Office Hours- 09:00 AM to 5:00 PM (Monday to Friday)  
Excluding Lunch hours (01:00 PM to 02:00 PM)  
09:00 AM to 01:00 PM (Saturday)  
Office shall remain close on Sunday

Landline Phone numbers: 07805-226573 / you may also write to us on [rectt.ncl@gmail.com](mailto:rectt.ncl@gmail.com)

**General Manager (Man Power & Recruitment)**