



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

NMDC Limited, 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. NMDC Ltd is in the process of massive expansion and diversification both in India and abroad. NMDC Ltd is setting up a 3.0 MTPA Integrated Steel Plant at Nagarnar near Jagdalpur, Chhattisgarh State. The Company has also undertaken a Slurry Pipeline Project for laying of Slurry Pipeline between Bailadila and Visakhapatnam (A.P.) via Nagarnar, Jagdalpur. NMDC Ltd is now inviting online applications from eligible & willing candidates for the following posts to be deployed in its various Projects/Units/Offices.

(A) For Executive Cadre

Sl. No	Discipline	Grade	No. of posts
1.	Mining	M-2	8
2.	Survey		3
3.	G&QC		13
4.	C & IT		7
5.	Instrumentation		1
6.	Geo Physicist	M-4	1
Total			33

(B) For Junior Officer Cadre (For BIOM Kirandul Complex, BIOM Bacheli Complex and DIOM Donimalai)

Sl. No	Discipline	No. of Posts
1	Junior Officer (Mechanical) Trainee	13
2	Junior Officer (Electrical) Trainee	8
3	Junior Officer (Mining) Trainee	29
4	Junior Officer (G & QC) Trainee	4
Total		54

2.0 Required Qualifications and Experience:

(I) Junior Manager (M-2 Grade) in the following Disciplines:

a) Mining Discipline:

A degree in Mining Engineering and /or II class/first class Mines Manager's Certificate of Competency with two years post qualification experience in Mechanized Opencast or Underground Metal/Coal Mines.

b) Survey Discipline:

Three (3) years Diploma in Mining or Mines & Mine Surveying and Mine Surveyor's Certificate of Competency under MMR. Candidates should have Minimum 02 years experience in Opencast Metal Mines as Surveyor using surveying systems like Digital levels, Theodolites, Total Station etc.

c) G & QC Discipline:

M.Sc/M.Sc(Tech.)/M.Tech in Geology/Applied Geology from a recognized University/Institute. Minimum experience of 2 (two) years in the areas of geological mapping, sampling, exploratory drilling. Logging, preparation of cross sections & slice plans, Estimation of grade and tonnage of iron ore/diamond /gold/base metals/manganese/chromite/tungsten. Practical knowledge of applications in remote sensing, GIS, GPS, Geo-statistics and Mining planning Softwares will have added weightage.

d) C & IT Discipline:

MCA or BE/B.Tech (Computer/CS/IT) or Degree in Engineering + PG Diploma in Computer Application Programming/ Computer Mgt./Systems Management from a recognized University/Institute. Post qualification experience of 2 (two) years as given below in any one of the functional areas of **(i) Network & Infrastructure-** Design/modify LAN, WAN, Firewalls, L2/L3 Switches, Routers, Leased lines, Windows Active Directory, DNS, Exchange Server, Virtualisation. **(ii) Database/System Administration** – Manage database like Oracle, SQL Server, perform DBA related tasks, UNIX, Linux, Windows Server Management, write scripts, backup/recovery, apply patches, upgrades. **(iii) Software** – Write/maintain programs in languages like C/C++/Java/JSP, VB, .NET, create stored procedures, functions, database triggers etc., create and maintain websites, manage middleware, perform software engineering tasks.

e) Instrumentation Discipline:

Degree in Instrumentation Engineering from a recognized University/Institute. The candidate must have minimum 2 (two) years of post-qualification working experience in the process industries like Iron & Steel /Beneficiation/Pellet/Power/Fertilizers/ Chemical/ Cement plants.

II) Dy. Manager (M-4 grade) in the following Discipline:

a) Geo Physicist Discipline:

M.Sc./M.Sc. Tech./M.Tech in Geophysics/Applied Geophysics from a recognized University/Institute with first class. Minimum 4 years of experience in geophysical surveys viz. Magnetic, Electromagnetic, Gravity, Electrical resistivity, Induced Polarization (IP) and Self Potential (SP) surveys, data acquisition, processing and interpretation for mineral exploration.

III) Junior Officer (JO Grade) in the following Disciplines:

a. Mechanical Discipline:

Three years Diploma in Mechanical Engineering **OR** Graduate in Mechanical Engineering from a recognized University/Institute.

Experience: Five years experience (in case of Diploma Holders)

b. Electrical Discipline:

Three years Diploma in Electrical/Electronics Engineering **OR** Graduate in Electrical/Electronics Engineering from a recognized University/Institute.

Experience: Five years experience (in case of Diploma Holders.)

c. Mining Discipline:

Degree in Mining Engineering or its equivalent from a recognized University/Institute with 2nd Class Mines Manager Certificate of restricted to open cast metalliferrous mine.

OR Three year Diploma in Mining Engineering from a recognized University/Institute.

Experience: Five years experience in the relevant field with Foreman Certificate of Competency to open cast metalliferrous mine in case of Diploma Holders.

d. G & QC Discipline:

M.Sc/M.Sc(Tech)/M.Tech in Geology/Applied Geology/Exploration Geology from a recognized University/Institute.

Experience: One year Post qualification experience in Geological mapping, Sampling, Mining or related industry.

3.0 I) Scale of Pay, Minimum period of Experience, Maximum Age:

Sl No	Posts & Grade	Scale of Pay (Rs.)	Approx.CT C P.A. In NMDC	Min Relevant Post-qualification Exp. (yrs)	Max. Age (Yrs.)
1.	Dy. Manager (M-4)	70000-3%-200000/-	17.80 Lakhs	04	45
2.	Jr. Manager – (M-2)	50000-3%-160000/-	12.80 Lakhs	02	45
3.	Junior Officer (JO)	37000-3%-130000/-	9.50 Lakhs	As specified against each	35

Upper age limit is relaxable upto 5 years for SC/STs and 3 years for OBCs (Non-Creamy Layer) and as per Govt. Guidelines for PwDs/Ex. Servicemen on the maximum age mentioned at clause no 3.0 above. For Departmental candidates (NMDC) age relaxation will be given as per the rules of the Corporation.

II) Stipend Candidates selected for the Junior Officer (Trainee) posts will be placed initially as a “Trainee”. The period of training, monthly stipend during the training period and regular pay scales after successful completion of training are as below:

Sl No	Post name		Training period	Stipend during training period		Pay scale on completion of training
				First 12 Months	Remaining Months	
1	Junior Officer (Mechanical/Electrical/Minining) Trainees	Degree Holders	12 Months	15000/-	-----	37000-3%-130000
		Diploma Holders	24 Months	15000/-	16000/-	
2	Junior Officer (G&QC) Trainees		12 Months	15000/-	-----	

(iii)

Number of Posts and Reservation

Sl.No	Cadre	No. of Posts	SC	ST	OBC	UR
1.	Executives	33	04	02	08	19
2.	Junior Officer	54	08	04	14	28

4.0 Candidates should also have the following experience:

- (I) Candidates working in Govt./PSUs applying for above posts should have worked in the pay scales or equivalent grade for a minimum period of two years:

Post/Grade applied for:	Minimum service period of 2 years in scale of pay:
Dy. Manager (M-4)	50000-3%-160000/- or above
Jr. Manager- (M-2)	40000-3%-140000/- or above

Candidates must attach proof of their pay scale for last two years along with their applications.

- (II) Candidates from Private Sector applying for the above posts should be drawing following minimum CTC per annum or above as mentioned below for the last two years.

Post/Grade applied for:	Minimum CTC per annum for last 2 years (Average):
Dy. Manager (M-4)	12.80 Lakhs or above
Jr. Manager- (M-2)	10.25 Lakhs or above

Candidates must attach proof of their Average annual CTC for last two years along with their applications.

5.0 HOW TO APPLY: Applications will be considered in on-line mode. The candidate has to apply through on-line.

Sl.	On-line mode
a	Eligible candidates would be required to apply online through NMDC website www.nmdc.co.in (link available on the "Careers" page of the website). The site will be available/activated from 10:00AM on <u>15.01.2018</u> to <u>12.02.2018</u> .
b	Helpline number 9674524077 will be available between 10 AM to 6 PM on all working days to assist Technical aspect of online mode.
c	Candidates are required to fill all the details in on-line and upload all the relevant documents/ certificates as per the requirement of notification.
d	For detailed notification along with its Annexures for the posts mentioned at (A) and (B) above candidates are advised to visit careers page of NMDC website i.e. www.nmdc.co.in . In case of any clarifications, typographical errors or omissions, Corrigendum etc. to the notification shall be issued in the above NMDC Website only.
e	Before applying on-line mode candidates are advised to read the instructions of notification carefully which will be available at NMDC web-site as mentioned at 5.0(d) above.
f	An amount of Rs. 500/- (Rupees five hundred only) for Executive Cadre posts and Rs. 300/- (Rupees Three hundred only) for Junior Officer Cadre posts is to be paid by all the candidates as application fee which is non-refundable.
g	Candidates belonging to SC/ST/PwD/Ex-servicemen categories and Departmental Candidates of NMDC Ltd. applying for the post will be exempted from paying Application Fee. Proof for fee exemption is to be enclosed as stated at point no. 9.12. In the absence of above certificate or fee payment details his/her application will be rejected.
h	The payment can be made by using debit card/credit card/on-line net banking through SBI-Collect using Internet Banking integrated with on-line application. Transaction charges if any will be borne by the candidate. On successful completion of transaction, application form with Unique Transaction number

	and application number will be generated which is to be printed for record. If the candidate does not receive the application form with Unique Transaction number his/her on-line application will not be considered complete and he/she will have to make payment again. Failed transaction will be automatically refunded to the same account from which payment was originally made, within 10 working days.
i	Application fee once paid will not be refunded OR adjusted against any further notifications, also in case of cancellation of the notification for which application fee paid.
j	Candidates are advised to keep the soft copy of the documents i.e. (i) recent passport size photograph (ii) Matriculation / 10 th certificate (iii) Certificates in support of Qualification & Experience (iv) Caste Certificate / Disability Certificate etc. as applicable. (v) Scanned signature etc.
k	After applying "online", the candidate is required to download the hard copy of filled in application form and send the same by mentioning the Registration Number appearing on the online application on top of the envelope, affixing recent passport size photograph along with copies of all the Certificates and Testimonials in support of his/her application, by Post to "Post Box No.1382, Post Office, Humayun Nagar, Hyderabad, Telangana State, Pin- 500028" so as to reach on or before 20.02.2018. Downloaded applications received after the last date of receipt of application or received without supporting documents shall be summarily rejected.
l	Call letters / admit cards will be send through post / email. NMDC will not be responsible for any loss of email sent due to invalid/wrong email id provided by the candidate or postal delay/ non receipt of information by post. Only those candidates will be allowed to appear for written test /(GD/Interview or both)/Supervisory Skill Test who will produce valid call letter / admit card.
m	Candidates are required to mention their date of birth and name as per Matriculation/10 th class certificate issued by the recognized Board.

6.0 Mode of Selection:

6.1 The mode of selection for the above posts will consist of the following:

Stage	Mode of selection			
	For Executive Cadre posts i.e. (M-2) & (M-4) grade	Max Marks	For Junior Officer Cadre posts	Max Marks
I	Written Test	70	Written Test	100
II	Interview/GD or both	30	Supervisory Skill Test	Qualifying in nature
Total Marks		100 marks	Total Marks	100 marks

6.2 Question paper booklet for Written Test will be in Hindi & English which consists of objective type multiple choice questions. For answering the questions, Optical Mark Reader/Optical Mark Recognition (OMR) sheet will be provided or any other mode as decided by NMDC Ltd.

6.3 The candidates will be called for Interview/GD or both for the post of M-2 and M-4 grade on the basis of performance in the Written Test by following reservation policy. However, the candidate should secure minimum marks in Written Test, which is as follows:

“SC/ST-30 marks, OBC-35 marks and UR - 40 marks”.

6.4 Supervisory Skill Test: There will be Supervisory Skill Test for Junior Officer Cadre post which is qualifying in nature. The qualifying marks in Supervisory Skill Test (out of a total of 100 marks) will be as under:

- (i) 40 percent marks for UR Candidates
- (ii) 37 percent marks for OBC Candidates and
- (iii) 30 percent marks for SC/ST

7.0 Ratio of candidates to be called for (Interview/GD or both)/(Supervisory Skill Test): The candidates will be called for (GD/Interview or both)/Supervisory Skill Test in the ratio of 1:3 which is on the basis of marks obtained in the written test. In case, two or more candidates in the same discipline secured equal marks in the written test and the ratio of 1:3 is increasing, in such case all those candidates secured equal marks will be called for (GD/Interview or both)/Supervisory Skill Test irrespective of the above ratio.

7.1 The candidates who have attended for Supervisory Skill Test and failed to secure above qualifying marks stand disqualified for considering their candidature in final merit list.

7.2 Procedure for Supervisory Skill Test: The Supervisory Skill Test will be conducted in the respective discipline which is mandatory. The Supervisory Skill Test is qualifying in nature and its marks will not be included in the Written Test marks. Final selection is on the basis of Written Test subject to qualifying in Supervisory Skill Test and further subject to clause no. 7.1 above.

7.3 The merit list of the candidates for Supervisory Skill Test and also for final selection will be prepared discipline -wise on the basis of performance in the written test.

7.4 NMDC reserves the right to cancel / withdraw any question/questions from the written test even at the time of evaluation.

8.0 Verification of Documents with originals:-

The candidates who will be called for /(GD/Interview or both)/Supervisory Skill Test are required to produce original documents/ testimonials, along with self attested photo copies, in support of Age, Qualification, Experience, Caste etc. for verification of their eligibility as per notification at the time of (GD/Interview or both)/(Supervisory Skill Test). In case the candidate(s) do not produce / submit the required documents before attending for (GD/Interview or both)/Supervisory Skill Test, the candidate(s) will not be permitted to attend the (GD/Interview or both)/(Supervisory Skill Test). The decision of NMDC Management is final in this regard.

9.0 GENERAL CONDITIONS:

9.1 The date of birth as well as the name of the applicant will invariably be taken from Matriculation/10th class certificate issued by the recognized Board and no other proof of date of birth and name shall be accepted.

9.2 The cut-off date for reckoning eligibility for educational qualification, age and experience will be the last date for submitting on-line application as mentioned at point no. 5(a) of this notification. In case, the last date of submitting of application is extended, the original cutoff date for reckoning eligibility will remain unchanged.

9.3 The prescribed minimum educational qualifications are mandatory and in absence of the same any higher qualification even if possessed by the candidate does not make any candidate eligible to be called for Written Test / (GD/Interview or both)/(Supervisory Skill Test).

9.4 NMDC Management reserves the right to alter/ fix the criteria for calling the candidates for written test/ (GD/Interview or both)/(Supervisory Skill Test).on the basis of qualification, experience, if any etc. depending upon the number of applications received. After screening the applications, the candidates will be called for written test.

9.5 During recruitment process, if any information provided by the candidate is found incorrect/incomplete or it is not conformity with eligibility criteria as specified in the notification for the above post or if it is found that candidate has concealed / distorted any material information his/her candidature will be cancelled at any stage during the recruitment process or even after selection.

9.6 Mere fulfilling of the minimum criteria will not vest any right in candidates for being called for different stages of recruitment process. Depending upon response and requirement, the management reserves the right to raise/relax/cancel/modify/alter the entire 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.

9.7 (A) The selected Executives will be posted in any of the Mines/Units/offices of NMDC Ltd. as per requirements at any stage during service of the candidate in NMDC Ltd irrespective of the place of posting indicated in the notification.

9.7 (B) The selected JOs will be posted initially at the Project s indicated at clause No. 1(B). However, they will be posted in any of the Mines/Units/offices of NMDC Ltd. as per requirements at any stage during service of the candidate in NMDC Ltd irrespective of the place of posting indicated in the notification.

9.8 In case of any typographical errors or omissions, clarification, corrigendum to the notification shall be issued in NMDC website only. In such cases, the last date of receipt of applications will also be extended. In general, no modification in number of vacancies, notified specifications / criteria would be made after issue of employment notification.

9.9 While applying for above post, the applicant should ensure that he/she fulfills all the eligibility and other criteria mentioned above as on the cutoff date and that the particulars furnished are correct in all respects.

9.10 Outstation SC/ST/PWD/Ex-servicemen candidates called and attended for Written Test and all the Outstation candidates called and attended (GD/Interview or both)/Supervisory Skill Test will be reimbursed Travelling Allowance of second A/C Two Tier Rail / Bus fare on production of Railway /Bus tickets by shortest route as per rules. Proforma of Travelling Allowance is available as Annexure -I in the notification of NMDC web site.

9.11 At the time of attending i.e. before Written test/(GD/Interview or both)/Supervisory Skill Test candidates are required to submit duly filled in Travelling Allowance form along with its required travelling tickets in original for its re-imburement to the candidates as per eligibility. However, the said Travelling Allowance will be paid through e-payment by NMDC in due course.

9.12 Candidates belonging to SC/ST/OBC (Non Creamy Layer)/PWD/Ex-servicemen category should enclose a copy of caste /permanent Certificate as applicable in the prescribed proforma specified by Govt. of India. The OBC certificate submitted by the

candidate should be issued within 06 months from the date of Interview and as per the orders contained in Department of Personnel and Training, Ministry of Personnel, Public grievance and Pensions, New Delhi, Office Memorandum No.36012/22/83-Estt(SCT) dated 08.08.83 and should clearly indicating that the candidate does not belong to the persons/sections (Creamy Layer) as mentioned in column-3 of the Schedule of the above referred Office Memorandum dated 8.8.83 and also belong to the community listed as OBC by Government of India as per latest directives issued by Government of India.

9.13 If the SC/ ST certificate has been issued in a language other than English/Hindi, the candidates will be required to submit a self-certified translated copy of the same either in English or Hindi.

9.14 Ex-servicemen are required to produce equivalence certificate of his / her qualification acquired by him issued by the competent authority at the time of (GD/Interview or both)/Supervisory Skill Test. In absence of the above, candidates shall not be allowed to appear in the (GD/Interview or both)/(Supervisory Skill Test)..

9.15 The prescribed Travelling Allowance claim form (Annexure-I), caste certificates for SC/ST (Annexure-II) and OBC Certificate (Annexure-III) are available in the notification on the Careers page of NMDC website i.e. www.nmdc.co.in only.

9.16 Merely applying through online mode will not entitle a candidate to have claim with regard to his/her application. They must submit the hard copy of the downloaded/filled in application form along with supporting documents for age, qualification, experience etc., as claimed by them in their application, failing which his/her candidature will be summarily rejected.

9.17 Depending upon the suitability of the candidates for the post of Executive at M-2 & M-4 grade as mentioned in this notification, the selected candidates will be offered the post in regular scale of pay and will be placed under probation for a period of one year. In case of Junior Officer (Trainee) the selected candidate will be offered for the post of Junior Officer (Trainee) and they will be paid stipend as mentioned in the notification. After successful completion of training, they will be placed at regular scale of pay.

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

9.19 No interim correspondence will be entertained on any account during recruitment process. **Canvassing in any form will be treated as disqualification.**

9.20 Candidates should retain their printed copy of application form as they can be asked to produce it for future reference.

9.21 In case of disparity in English & Hindi version of advertisement, English version will prevail.

9.22 No request for change of examination center will be entertained.

9.23 Court of jurisdiction for any dispute will be at Hyderabad.

9.24 The following activities will be displayed in NMDC website from time to time:

- (a) List of eligible candidates for Written Test will be displayed at least 21 days prior to Written Test.
- (b) List of candidates along with Written Test marks.
- (c) List of candidates eligible for (GD/Interview or both)/(Supervisory Skill Test).
- (d) List of provisionally selected candidates

9.25 Candidates are also required to super scribe the Employment Notification No., Name of the post, discipline and Registration No. generated while applying Online to the

envelope before sending the hardcopies of the application etc. to “Post Box No.1382, Post Office, Humayun Nagar, Hyderabad, Telangana State, Pin- 500028” so as to reach on or before 20.02.2018.

DGM (Personnel)