

	<b>NMDC Limited</b> <b>(A Government of India Enterprise)</b> <b>“Khanij Bhavan”, 10-3-311/A, Masab Tank, Hyderabad-500028</b> <b>CIN L13100TG1958GOI001674</b>
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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 now inviting online applications from eligible & willing candidates for the following posts to be deployed in its various Projects/ Units/Offices.

<b>Sl. No</b>	<b>Grade</b>	<b>Post /Discipline</b>	<b>No. of Posts</b>
1	M-07	Jt. Company Secretary	1
2	M-07	Assistant General Manager (Law)	1
3	M-07	Assistant General Manager (Personnel)	3
4	M-02	Junior Manager (Chemical)	1
5	M-02	Junior Manager (Environment)	3
6	M-02	Junior Manager (Rajbhasha)	2

## **2.0 REQUIRED QUALIFICATIONS AND EXPERIENCE:**

### **a. Jt. Company Secretary (AGM/M-07 Grade):**

(i) Graduate with CS (Final)

(ii) The candidate must be an Associate Member of the Institute of Company Secretaries in India and holding the post of either Company Secretary/Deputy Company Secretary/Assistant Company Secretary in listed companies preferably CPSEs.

(iii) Candidates having additional qualifications such as CMA, LLB, MBA (Fin.) is desirable.

Experience: Minimum of 12 years of relevant post qualification experience in dealing with Compliances of various provisions of Companies Act, 2013 arranging Board Meetings, Audit Committee Meetings and Annual General Meetings, compliance of LODR Regulations, looking after Investors Relation Cell, incorporation of Subsidiary Companies, Joint Venture Companies, preparation and vetting of JV agreements / share holders agreements, dissolution of companies etc., handling RTI matters, experience in merger/amalgamation of companies under Companies Act, NCLT and other applicable provisions, disinvestment of shares under IPO/OFS, completion of various formalities associated with disinvestment, issue of bonus shares, buyback, liaise/follow-up with various Ministries, Govt. Departments etc. Preference will be given to highly motivated candidates.

### **b. Law Discipline (M-07 Grade):**

Graduation with Degree in Law (3 years duration) Or (5 years Integrated Course) after HSC (10+2) from a recognized University/Institute.

Experience: Minimum twelve (12) years relevant post qualification experience in dealing Contract Management in legal department of Govt./PSU/Industrial Organization/Law Firm. Preference will be given to those candidates who have experience in dealing with issues

relating to Arbitration or Mines and Minerals and/or have Degree/Diploma in Contract Management, Arbitration or Environment laws.

**c. Personnel Discipline (M-07 Grade):**

(i) Graduation

(ii) PG Degree/PG Diploma in Sociology/Social Work/Labour Welfare/Personnel Management/ IR /IRPM/HR/HRM or MBA (Personnel Management/HR /HRM) minimum of two years duration.

Experience: Minimum Twelve (12) years relevant post qualification experience in executive cadre in a large Industrial Organisation having a workforce of 1000 employees or more. Should be well conversant with Personnel and IR policies, Labour Laws and should have a proven record of successfully handling Human Resources and Industrial Relations matters. The incumbent should be dynamic, self driven and have good liaison, communication and presentation skills.

**d. Chemical Discipline (M-02 Grade):**

M.Sc (Chemistry)/Degree in Chemical Engineering.

Experience: Minimum two (2) years relevant post qualification experience in Chemical analysis of Ore and minerals and scientific inference thereof. Experience in Chemical analysis of Iron ore is an added advantage. A Ph.D in Chemistry is desirable. Knowledge of Computer will be an added advantage.

**e. Environment Discipline (M-02 Grade):**

Degree in Civil/Chemical/Mining/Environment Engineering or PG Degree in Environmental Management/ Engineering/ Environmental Science/Geology/ Chemistry/Botany Or PG Degree/Diploma in Environment Management (02 years duration) Or Doctorate in Environment Studies/Impact Assessment.

Experience: Minimum two (02) years relevant post qualification experience in the Environmental field for Mining Industry preferably in open cast mine in implementation of various Environmental Management Plan works, obtaining consent to operate, authorization under Hazardous waste (Management & Handling) Rules, Bio-medical waste management Rules, etc and filing up of statutory returns under Air & Water Acts, Environmental (Protection) Act 1986, EIA Notification 2006, etc and experience in the process of obtaining Forest clearance and liaison work with statutory authorities.

**f. Rajbhasha Discipline (M-02 Grade)::**

M.A.(Hindi) (preferably 1<sup>st</sup> Division) with English as one of the subjects at Degree level from a recognized University/Institute

**Desirable:** Successful completion of translation course conducted by Central Translation Bureau, Ministry of Home Affairs.

Experience: Minimum two (02) years relevant post qualification experience in translation of Technical and/or Non-technical documents from English to Hindi and vice versa in any of the State/Central Government or Public Sector Undertaking. Preference will be given to the candidates having work experience in Department of Official Language (Rajbhasha).

**3.0 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:**

<b>Post/Grade applied for:</b>	<b>Minimum service period of 2 years in scale of pay</b>
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Jr. Manager – (M-02)	Rs.37,000-1,30,000/- or above (IDA)
	Rs. 9,300 – 34,800/- (PB-2) (GP-4,200) (CDA) - Pre-revised Scale Rs 35,400 – 1,12,400/- (Level 6) (CDA) - Revised Scale
AGM - (M-07)	Rs.90,000- 2,40,000/- or above (IDA)
	Rs. 15600-39100 (PB-3) (GP-7600)-Pre revised scale 78800-180500 (Level 12) (CDA)-Revised scale

Candidates must attach proof of their pay scale for last two years in online application form.

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

Post/Grade applied for:	Minimum CTC for last 2 years
Jr. Manager- (M-2)	10.94 Lakhs or above
AGM - (M-07)	26.60 Lakhs or above

Candidates must attach proof of their Average annual CTC for last two years in online application form.

#### **4.0 SCALE OF PAY, CTC & MAXIMUM AGE**

Sl.No	Posts & Grade	Scale of Pay (Rs.)	Approx. CTC (Per Annum) In NMDC (Rs.)	Max. Age (Yrs.)
1.	Jr. Manager (M-2)	50000-3%-160000/-	14.78 Lakhs	30
2.	AGM - (M-07)	1,00,000- 2,60,000/-	29.56 lakhs	45

Upper age limit is relaxable upto 5 years for SC/ST and 3 years for OBC (Non-Creamy Layer) and as per Govt. of India Guidelines for PwBD/Ex-Servicemen. For Departmental candidates (NMDC) age relaxation will be given upto 15 years.

#### **5.0 NUMBER OF POSTS AND RESERVATION:**

Sl. No	Post/Discipline	Grade	Total No. of posts	Reservation			
				SC	OBC (NCL)	EWS	UR
1	Jt. Company Secretary	M-7	01	---	---	---	1
2	Asst. Gen. Manager (Law)	M-7	01	---	---	---	1
3	Asst. Gen. Manager (Personnel)	M-7	03	1	1	---	1
4	Junior Manager (Chemical)	M-2	01	---	1	---	---
5	Junior Manager (Environment)	M-2	03	---	---	1	2
6	Junior Manager (Rajbhasha)	M-2	02	1	1	---	---
<b>Total :</b>			<b>11</b>	<b>2</b>	<b>3</b>	<b>1</b>	<b>5</b>

\* The number of vacancies indicated above is tentative which may vary depending upon the requirement. Reservation of the vacancies for SC/ST/OBC(NCL)/EWS/PwBD/ Ex-Servicemen will be as per Government of India Directives.

## 6.0 HOW TO APPLY:

Sl. No.	Particulars
a	Applications will be considered in on-line mode only. The candidate has to apply on-line.
b	Eligible candidates would be required to apply online through NMDC website <a href="http://www.nmdc.co.in">www.nmdc.co.in</a> (link available on the “Careers” page of the website). The site will be available/activated from 10:00AM on 05.11.2022 to 11:59 PM on 25.11.2022
c	Helpline email <a href="mailto:nmdc@jobapply.in">nmdc@jobapply.in</a> will be available between 10 AM and 6 PM on all working days to assist Technical aspect of online mode.
d	Candidates are required to fill all the details on-line and upload all the relevant documents/ certificates as per the requirement of notification.
e	For detailed notification along with its Annexures for the above posts the candidates are advised to visit careers page of NMDC website i.e. <a href="http://www.nmdc.co.in">www.nmdc.co.in</a> . <b>In case of any clarifications, typographical errors or omissions, Corrigendum etc. to the notification shall be issued in the above NMDC Website only.</b>
f	<b>Before applying on-line mode, candidates are advised to read the instructions of Notification carefully and will ensure that they must fulfill the essential requirements of the post and other conditions as mentioned in the Employment Notification, which will be available at NMDC web-site as mentioned at 6.0(b) above.</b>
g	An amount of Rs. 500/- (Rupees Five hundred only) is to be paid by all the candidates as application fee which is non-refundable.
h	Candidates belonging to SC/ST/PwBD/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. <b>9.12 (A)</b> . In the absence of above, certificate or fee payment details his/her application will be rejected.
i	The payment can be made by using UPI /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.
j	Application fee once paid will not be refunded OR adjusted against any further notifications, even in case of cancellation of the notification for which application fee is paid.
k	Before applying their online application, candidates are advised to keep the soft copy of the documents i.e. (i)recent passport size photograph (ii)Matriculation/10 <sup>th</sup> certificate (iii)Certificates in support of Qualification & Experience(iv)Caste/Category Certificate, SC/ST/OBC(NCL)/EWS/Disability Certificate etc. as applicable (v) Scanned signature etc. (vi) Mobile No.

l	After applying online, the candidate is required to download the hard copy of filled in application form and keep the printout of the Application form which will be generated by the system after successful registration.
m	Call letters/admit cards will be sent through post/email. Call letters/Admit Cards can also be downloaded from Careers page on NMDC Website. 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 online test (Computer Based Test)/Written Test/Interview who will produce valid call letter/admit card.
n	<b>The candidates will be issued call letter / admit card based on their declaration in the Online application. Mere issue of call letter /admit card does not indicate that the eligibility of the candidate has been confirmed. The eligibility of the candidate will be confirmed after Document Verification at the time of Interview.</b>
o	Candidates are required to mention their date of birth and name as per Matriculation/10 <sup>th</sup> class certificate issued by the recognized Board.
p	Candidates are advised to submit only one application. In case of multiple applications, from a candidate, the latest one shall be considered as final and older applications shall be rejected.

## **7.0 MODE OF SELECTION:**

7.1 The mode of selection for eligible applicants for the post of AGM (M-07 Grade) would be through an interview. Further, the mode of selection for eligible applicants for the post of Jr. Manager (M-02 Grade) would be through an interview. However, in case for any position where the ratio of eligible applicants for the post of Jr. Manager (M-02 Grade) is more than 1:5, Online Test (CBT)/Written Test may be one of the segments of selection. Online Test (CBT)/Written Test will be followed by an interview of qualifying candidates called in the ratio 1:3 discipline wise/category wise based on merit in the Online Test (CBT)/Written Test. In such cases, for final selection, merit list will be drawn by combining the scores of Online Test (CBT)/Written Test and Interview with the weightage of 85:15 in that order discipline wise/category wise.

7.2 In case, two or more candidates in the same discipline has secured equal marks in the Online Test (CBT)/Written Test and the ratio of 1:3 is increasing, in such case all those candidates secured equal marks in that discipline will be called for interview irrespective of the above ratio.

7.3 Languages for Online Test (CBT)/Written Test, if conducted, will be in Hindi & English which will consist of objective type multiple questions. NMDC reserves the right to cancel/withdraw any question/questions from the Online Test (CBT)/Written Test, if required under any circumstances.

## **8.0 VERIFICATION OF DOCUMENTS WITH ORIGINALS:**

The candidates who will be called for Interview are required to produce original documents/testimonials, along with self attested photo copies, in support of Age, Qualification, Experience, Category, etc. for verification of their eligibility as per notification at the time of Interview. In case the candidate(s) do not produce/submit the required documents before attending Interview, the candidate(s) will not be permitted to attend the

Interview and Travelling Allowance will not be reimbursed. 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/10<sup>th</sup> 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 etc will be the last date for submitting on-line application as mentioned at point no. 6(b) 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 Interview/Online Test (CBT)/Written Test.

9.4 NMDC Management reserves the right to alter/fix the criteria for calling the candidates for Interview/Online Test (CBT)/Written Test on the basis of qualification, experience, if any etc. depending upon the number of applications received.

9.5 During recruitment process, if any information provided by the candidate is found incorrect/incomplete or it is not in 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 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 notified specifications/criteria would be made after issue of employment notification.

9.8 The selected candidates 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. and they may be assigned job/functions/assignments as per the business requirement of the Company.

**9.9 Before applying Online, all the candidates must fulfill the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying. No enquiry asking for advice as to eligibility will be entertained. 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/PwBD/Ex-servicemen candidates called and attended for Online Test (CBT)/Written Test, (if required), and all the Outstation candidates called for and

attended Interview 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 before Online Test (CBT)/Written Test/Interview 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(A) Candidates belonging to SC/ST/OBC (Non Creamy Layer)/EWS/PwBD/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.36012/22/93-Estt(SCT) dated 08.09.93 and should clearly indicate 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 8.9.93 and also belong to the community listed as OBC by Government of India as per latest directives issued by Government of India.

9.12(B) Candidates seeking reservation under EWS will have to submit an Income and Asset Certificate issued by the Competent Authority. The prescribed format and the Competent Authority for the said certificate have been mentioned in DOPT Office Memorandum No.36039/1/2019 dated 31.1.19 (EWS Certificate Format attached as Annexure IV).

9.12 (C) Category (SC/ST/OBC-NCL/EWS/PwBD) once filled in the online application form will not be changed and no benefit of other category will be admissible later on.

9.13 Wherein in any recruitment year any vacancy earmarked for EWS category cannot be filled up due to non-availability of a suitable candidate belonging to EWS, such vacancies for that particular recruitment year shall not be carried forward to the next recruitment year as backlog and the vacancy will be filled by other than EWS candidate.

9.14 If the SC/ST/OBC (NCL)/EWS/PwBD 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.

9.15 Ex-servicemen are required to produce equivalence certificate of his/her qualification acquired by them issued by the Competent Authority at the time of Interview. In absence of the above, candidates shall not be allowed to appear in the Interview.

9.16 The prescribed Travelling Allowance claim form (Annexure-I), caste certificates for SC/ST (Annexure-II), OBC (NCL) Certificate (Annexure-III), EWS certificate (Annexure-IV) are available in the notification on the Careers page of NMDC website i.e. [www.nmdc.co.in](http://www.nmdc.co.in) only.

9.17 The term 'Departmental Candidates' means only those candidates who are currently working with NMDC as permanent employees.

9.18 Information regarding Online Test (CBT)/Written Test/Interview, if required, will be provided in the Admit Card/Call Letter which can be obtained at Careers Page of NMDC website and candidates will be intimated for the same through their email etc. No other communication will be sent to the candidates for Online Test (CBT)/Written Test /Interview.



9.19 **The candidates applying for the recruitment should ensure that they fulfill all eligibility conditions for the post against which they apply. Their admission at all the stages of selection process will be purely provisional subject to satisfying the prescribed eligibility condition. Mere applying through online mode and issue of Application No. for online application / call letter / admit card to the candidate will not imply that his / her candidature has been finally cleared by NMDC. NMDC takes up verification of eligibility conditions with reference to original documents of the shortlisted candidates at the time of Interview.**

9.20. Where the posts specified in this Notification are not reserved for a category(ies), a reserved category candidate can also apply provided he/she fulfill the criteria specified for Unreserved Category. He/ She shall be treated at par with unreserved category candidates in selection process.

9.21 Depending upon the suitability of the candidates the selected candidate will be offered for the post of Junior Manager/AGM and they will be paid emoluments as mentioned in the notification.

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

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

9.24 Only such PwBD category candidates would be eligible to get the applicable benefit of reservation/concessions whose relevant disability percentage is 40% and above.

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

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

9.27 Wherever CGPA/letter grade in a degree is awarded; equivalent percentage of marks should be indicated in the online application form as per the norms adopted by the University/Institute. The candidate will have to produce a copy of these norms with respect to his/her University/Institute at the time of Interview. Where no norms have been specified, the CGPA/Grade will be presumed to have been provided on a 10 point scale.

9.28 No request for change of examination center, in case Online Test (CBT)/Written Test will be entertained.

9.29 Only Indian Nationals are eligible to apply.

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

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

a)	List of eligible candidates for Online Test (CBT)/Written Test (if conducted) will be displayed at least 21 days prior to Online Test (CBT)/Written Test
b)	List of candidates along with Online Test (CBT)/Written Test marks.
c)	List of candidates eligible for Interview.
d)	List of provisionally selected candidates

Candidates are advised to visit NMDC Ltd Website [www.nmdc.co.in](http://www.nmdc.co.in) regularly for latest updates.

**CGM (Personnel)**