



न्यूक्लियर पावर कॉर्पोरेशन ऑफ इंडिया लिमिटेड
NUCLEAR POWER CORPORATION OF INDIA LIMITED
 (भारत सरकार का उद्यम A Government of India Enterprise)
मानव संसाधन निदेशालय Directorate of Human Resource
 विक्रम साराभाई भवन, Vikram Sarabhai Bhavan,
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 सी आई एन CIN : U40104MH1987GOI149458
 Website : www.npcil.nic.in



**Detailed Advertisement for Recruitment of
 Deputy Manager in HR/F&A/C&MM/Legal and Jr. Hindi Translator**

Advertisement No NPCIL/HRM/2023/02

Last Date for Submission of Online Application: 29/05/2023 (1700 Hrs)

NPCIL, a premier Central Public Sector Enterprise (CPSE) under the Administrative Control of the Department of Atomic Energy, Government of India having comprehensive capability in all facets of Nuclear Technology viz. Site Selection, Design, Construction, Commissioning, Operation, Maintenance, Renovation, Modernization & Upgradation, Plant Life Extension, Waste Management and Decommissioning of Nuclear Reactors in India under one roof, invites online applications from the eligible Indian Citizens for the following post/s to share these challenging spectrum of responsibilities.

1.0 Details of Vacancy breakup:

1.1 Post and category wise break of Backlog vacancies

Sl. No.	Name of the Post	No. of Backlog Reserved Vacancies			
		SC	ST	OBC (NCL)	Total
1	Dy. Manager(HR)	0	0	0	0
2.	Dy. Manager (F&A)	0	5	3	8
3.	Dy. Manager (C&MM)	1	1	1	3
4.	Dy. Manager (Legal)	0	1	0	1
5	Jr. Hindi Translator (JHT)	0	1	1	2
	Total	1	8	5	14

1.2 Post & Category wise break up of Current Vacancies

Sl. No	Name of the Post	No. of Current Vacancies					Total
		UR	EWS	SC	ST	OBC (NCL)	
1.	Dy. Manager(HR)	20	04	08	03	13	48
2.	Dy. Manager (F&A)	11	02	03	01	07	24
3.	Dy. Manager (C&MM)	17	03	06	02	11	39
4.	Dy. Manager (Legal)	01	00	00	00	00	01
5.	Jr. Hindi Translator (JHT)	01	01	00	00	00	02
Abbreviations:		UR-Unreserved EWS-Economically Weaker Section SC-Scheduled Caste ST- Scheduled Tribe OBC(NCL)-Other Backward classes(Non Creamy Layer)					

2.0 **Reservation for Persons with Benchmark Disabilities (PwBDs) :**

2.1 The posts identified for PwBD's are as under:

Gr.	Post	Categories				
		(a)	(b)	(c)	(d)	(e)
A	Dy. Manager (HR)	B, LV	D, HH	OA, BA, OL, BL, OAL, SD/SI (with associated limb dysfunction of OA, BA, OL, BL, OAL), CP, LC, Dw, AAV, SD/SI (without any associated neurological/ limb dysfunction)	SLD	MD
	Dy. Manager (F&A)	B, LV	D, HH	OA, BA, OL, BL, OAL, BLOA, BLA एसडी SD/SI (with associated limb dysfunction of OA, BA, OL, BL, OAL BLOA, BLA), LC, Dw, AAV, SD/SI (without any associated neurological/ limb dysfunction)	MI	MD
	Dy. Manager (C&MM)	B, LV	D, HH	OA, BA, OL, SD/SI (with associated limb dysfunction of OA, BA, OL), CP, LC, Dw, AAV, SD/SI (without any associated neurological/ limb dysfunction)	SLD, MI	MD
	Dy. Manager (Legal)	B, LV	HH	OL, OA, BA, BL, OAL, BLOA, BLA SD/SI (with associated limb dysfunction of OA, BA, OL, BL, OAL BLOA, BLA), CP, LC, Dw, AAV, SD/SI (without any associated neurological/ limb dysfunction)	SLD	MD
B	Jr. Hindi Translator (JHT)	B, LV	D, HH	OA, OL, BL, OAL, BLOA, BLA, SD/SI (with associated limb dysfunction of OA, OL, BL, OAL, BLOA, BLA), CP, LC, Dw, AAV, Mdy, SD/SI (without any associated neurological/ limb dysfunction)	SLD, MI	MD

Abbreviations :

Category a: B-Blind, LV-Low Vision

Category-b: D-Deaf, HH-Hard of Hearing.

Category-c: OA-One Arm, OL-One Leg, BA-Both Arms, BL-Both Legs, OAL-One arm and one Leg, BLOA- Both Leg and One Arm, BLA-Both legs Arms, CP-Cerebral Palsy, LC-Leprosy cured, Dw-Dwarfism, AAV-Acid Attack Victims, MDy – Muscular Dystrophy, SD - Spine Deformity, SI - Spine Injury.

Category-d: SLD- Specific Learning Disability, MI-Mental Illness.

Category-e: MD-Multiple Disabilities.

2.2 Out of the 124 vacancies for Dy. Manager (HR/F&A/C&MM/Legal), break up of PwBD vacancies is as under :-

Group	Category of disability	Current vacancies	* Backlog vacancies	Total
Group A (Dy. Manager)	(a)	2	1	03
	(b)	1	1	02
	(c)	1	0	01
	(d) & (e)	1	0	01

* If a suitable person with benchmark disability is not available, it may be filled by interchange among the categories of benchmark disabilities identified for reservation.

2.3 The PwBD candidates will be filled in any of the identified posts amongst the existing vacancies of Dy.Managers. The candidates appointed under PwBD will be adjusted against the vacancy of respective categories of SC/ST/OBC(NCL)/EWS/ Unreserved (UR).

2.4 Over and above the four (04) vacancies of JHT at para 1.1 & 1.2 above, one (01) unfilled PwBD vacancy as under will be filled in :-

Group	Category of disability	Current vacancies	* Backlog vacancies	Total
Group B Jr. Hindi Translator (JHT)	(b)	0	1	01

* If a suitable person with benchmark disability is not available, it may be filled by interchange among the categories of benchmark disabilities identified for reservation. The candidate selected against the quota for persons with benchmark disabilities will be placed in appropriate category viz. SC/ST/OBC(NCL)/EWS/Unreserved depending upon the category to which they belong in the roster meant for reservation of SCs/STs/OBCs/EWSs. In case none of the points are reserved for a category, the candidate under benchmark disability belonging to such category shall be adjusted in future against the next available vacancy reserved for the said category.

2.5 Only such persons, who suffer from not less than 40% of relevant Disability will be eligible to be considered under PwBD.

2.6 PwBD candidates are required to submit a Disability Certificate issued by an authority as prescribed in the Rights of Persons with Disabilities Rules, 2017; failing which their candidature will not be considered.

2.7 Necessary assistance for access & seating will be provided to PwBD candidates at the written examination centre and Skill Test/Interview venue.

3.0 **Educational Qualification & Experience :**

Sl No	Name of the Post	Educational Qualifications, Experience & other criteria
1.	Deputy Manager (HR)	a) Graduation in any discipline with not less than 60% marks, plus b) Two years full time MBA or equivalent with specialization in Personnel Management & Industrial Relations, from IIMs/XLRI/XISS/XIM or MA (Personnel Management & Industrial Relations) from TISS or an equivalent Post Graduate Degree/Diploma from a recognized University/AICTE approved Institute, with not less than 60% marks in Post Graduate Degree/Diploma in aggregate.
2.	Deputy Manager (F&A)	a) Graduation in any discipline with not less than 60% marks, plus b) CA/ICWA with pass class OR Two years full time MBA or equivalent with specialisation in Finance from a recognised University / AICTE approved Institute, with not less than 60% marks in the Post Graduate Degree/Diploma in aggregate

Sl No	Name of the Post	Educational Qualifications, Experience & other criteria
3.	Deputy Manager (C&MM)	<p>a) Graduation in Engineering in any of the branches; plus b) Full time MBA or equivalent (preferably in Materials Management/Inventory Control) with not less than 60% marks from a recognized University/AICTE approved Institute.</p> <p>Note : Engineering Graduates with Post Graduate qualification as above will be considered for grant of advance increments by Selection Committee, subject to a maximum of 5 increments, based on performance, at the recruitment stage.</p>
4	Deputy Manager (Legal)	<p>Full time degree in Law (Professional) with not less than 60% marks in aggregate from a University recognised by the Bar Council of India. Candidate should be registered with the concerned Bar council of the State or Bar Council of India and other statutory bodies.</p> <p>Experience: Should have 3 years post qualification practical experience at Bar and/or in any reputed Organisation as an Officer having adequate exposure to Company/Civil/Labour Laws. Candidates should possess excellent communication and drafting skills and have the capacity and capability to handle and deal with legal problems and cases independently.</p>
5	Jr. Hindi Translator (JHT)	<p>Master's Degree of a recognised University in Hindi/English, with English/Hindi as a main subject at Degree Level; (OR) Master's Degree of a recognised University in any subject with Hindi and English as main subjects at Degree Level; (OR) Master's Degree of a recognised University in any subject with Hindi/English medium and English/Hindi as a main subject at Degree Level; (OR) Master's Degree in Hindi/English or in any other subject with Hindi/English medium, with English/Hindi as main subject or a medium of examination at Degree Level; (OR) Bachelor's Degree with Hindi and English as main subjects or either of the two as medium of examination and the other as main subject + Recognised Diploma/Certificate course in translation from Hindi to English and vice-versa or two years experience of translation work from Hindi to English and vice-versa in Central Government/State Government offices including Government of India Undertakings.</p>

Note :

- (i) For PwBD candidates, the educational qualifications for Dy. Managers will be 55% instead of current 60% wherever prescribed.

- (ii) In case of educational qualification, in addition to an institute being approved by UGC/AICTE, the particular Degree/Diploma awarded by that institute is also required to be an approved Degree/Diploma by UGC/AICTE.
- (iii) Internal candidates may please refer to the Internal Circular before applying. Interested & eligible serving employees of NPCIL after applying online are required to take the print out of online application form and send it through proper channel.
- (iv) Candidates must have already passed the qualifying examination as on the last date of submission of application i.e. **29/05/2023**. Candidates who have appeared for the qualifying examination but whose results are not declared by the crucial last date for submitting the application, are not eligible.
- (v) For all the above posts, candidates should preferably be proficient in working with computers and have exposure in handling software packages like Windows, MS Office, etc.

4.0 Pay Level & Approximate Monthly Emoluments :

Name of the post	Pay Level in the Pay Matrix	Pay in the Pay Matrix	DA @ 42% of Pay (w.e.f. 1 st January 2023)	Approximate Monthly Emoluments (Pay + DA)
Dy. Manager(HR)	Level 10	₹56,100/-	₹ 23,562/-	₹ 79,662/-
Dy. Manager (F&A)				
Dy. Manager (C&MM)				
Dy. Manager (Legal)				
Jr. Hindi Translator(JHT)	Level 06	₹35,400/-	₹ 14,868/-	₹ 50,268/-

DA # Dearness Allowance. DA is based on the rates notified by Government of India from time to time.

In addition to emoluments as above, following allowances, incentives & facilities are also available as per extant rules/entitlement depending on place of posting:

A] Allowances :

- Transport Allowance
- Leave Travel Allowance
- House Rent Allowance/Leased Accommodation Facility/Housing
- Site Location Allowance
- Professional Update Allowance (Annual)

B] Employee Benefits & Miscellaneous Facilities :

- Leave and Leave Encashment
- Medical Facility for Self & Dependents (CHSS)
- Education Facility for children within township
- Children Education Assistance
- Reimbursement of Cable TV Charges
- Reimbursement of Mobile Phone Charges
- Reimbursement of News Paper Charges
- Reimbursement of Membership fees for Professional Institution
- Canteen Subsidy

C] Incentives :

- Performance Linked Incentive

D] Loans & Advances :

- Interest bearing advances (for House Building, General Purpose)

E] Retirement Benefits/Social Security Schemes :

- Employees Provident Fund
- Gratuity
- Post-Retirement Medical Care
- Benevolent Fund
- Group Insurance

5.0 Age Limit & Relaxation in upper age limit :

5.1 Age as on the last date of receipt of online application i.e. 29/05/2023.

Sl. No	Name of Post	Age Limit as on Closing Date i.e. 29/05/2023
1	Dy.Manager (HR/F&A/C&MM/Legal)	18 to 30 years
2	Junior Hindi Translator	18 to 28 years

5.2 Relaxation in upper age limit :

Sl. No	Category	Age relaxation
1.	Scheduled Caste/Scheduled Tribe	05 years
2.	Other Backward Classes (Non Creamy Layer)	03 years
3.	Persons with Benchmark Disability (PwBD) – UR	10 years
4.	Persons with Benchmark Disability (PwBD) – EWS	10 years
5.	Persons with Benchmark Disability (PwBD) - Scheduled Caste/Scheduled Tribe	15 years
6.	Persons with Benchmark Disability (PwBD) - Other Backward Class (Non Creamy layer)	13 years
7.	Dependents of those who died in riots of 1984 (Dep 1984)	5 years
8.	Dependents of Defence Persons Killed in Action (DODPKIA)	5 years
9.	Ex-servicemen and commissioned officers including Emergency Commissioned Officers or Short Service Commissioned Officers.	5 years

Note :

- In case applicant is eligible for age relaxation in more than one category, the age relaxation will be on cumulative basis with any of the remaining categories for which age relaxation is permitted as mentioned above, subject to a maximum of 56 years.
- There is no age limit for employees serving in NPCIL who otherwise fulfil the prescribed criteria.

- iii. Reserved Category applicants applying against unreserved posts meeting all the criteria prescribed for unreserved applicants will not be considered for any relaxation / concession at any stage in the entire recruitment process.
- iv. SC/ST/OBC (Non Creamy Layer)/Economically Weaker Section (EWS)/PwBD candidates must produce caste /category/ Income & Asset certificate, as per the format prescribed by the Government of India.
- v. Relaxation & concessions for EWS/SC/ST/OBC(NCL)/PwBDs will be provided as per Government of India orders issued from time to time.
- vi. The age concession to PwBDs shall be admissible irrespective of the fact whether the post is reserved for PwBD or not, provided the post is identified suitable for the relevant category of disability.

5.3 The OBC applicants have to indicate their status as “Creamy Layer” or “Non Creamy Layer” as the case may be while filling online application. The applicants who belong to “Creamy Layer” are not entitled for relaxations & concessions admissible to OBC (Non Creamy Layer) Category. The OBC (Non Creamy Layer) applicants are required to submit requisite certificate in the format prescribed by Government of India, from a Competent Authority issued on or after 1/4/2023. The crucial date for determining the OBC non-creamy layer status will be the closing date of on-line application.

5.4 Further, OBC applicants, if called for Skill Test/interview will have to give an undertaking indicating that they belong to OBC (Non Creamy Layer) Category at the time of reporting for Skill Test/interview.

5.5 The EWS applicants are required to submit Income and Asset certificate (I&AC) in the format prescribed by Government of India, from a Competent Authority valid for the year 2023-24. The EWS status as on the closing date for online application for this advertisement shall only be considered for availing the reservation benefits, if eligible.

6.0 **Place of posting :**

The Deputy Managers (HR/F&A/C&MM/Legal) and Junior Hindi Translator may be posted at any of the NPCIL Units/Sites, Head Quarter (Mumbai) or Upcoming Projects of NPCIL in India depending on organizational requirement. However, the post carries with it liability to be transferred to any of the Units/Sites/HQ of NPCIL.

7.0 **Selection Process :**

7.1 **Deputy Manager (HR/F&A/C&MM/Legal)**

(a) Recruitment of Deputy Managers will be conducted in two stages as follows :

- (i) Stage I - Written/Online/OMR Test
- (ii) Stage II - Personal Interview

(b) **Stage I- Written/Online/OMR Test details :**

- i. Time allotted for test : 120 Minutes
- ii. Number of Questions : 120

- iii. Sections – 02 (Two)
Section I: Management Aptitude - consisting of questions related to Quantitative Aptitude, Reasoning, Ethics in Public Service, RTI Act, English Language, Data Interpretation & General Awareness.
Section II: Questions related to Professional Discipline (Syllabus enclosed).
- iv. Number of questions in each Section
Section I : 50 Questions (Management Aptitude)
Section II : 70 Questions (Professional Discipline)
- v. Marking Scheme : 1(One) Mark for each correct answer and deduction of 0.25 (1/4th) marks for each wrong answer.
- vi. Qualifying Marks for test : for unreserved candidate:40% and for Reserved candidates – 30% (SC/ST/OBC(NCL)/PwBD/EWS)
- vii. Depending upon the no. of applications received, the mode of test and venue will be decided and the same will be intimated to the candidates through website.
- viii. Admit card of the screened-in candidate for appearing for test will be made available in the website for downloading. eMail and/or SMS will also be sent to screened-in candidates.
- ix. Scoring minimum qualifying marks in written /online / OMR test, does not mean, he/she is shortlisted for interview.
- x. Depending upon the no. of vacancies, only those candidates who rank sufficiently high in the order of merit, based on the total marks scored in the written/online/OMR shall be shortlisted and called for personal interview.

(c) Stage II -Interview :

- i. Date of personal interview & venue will be notified later. Individual intimation for those who are shortlisted through written/online/OMR test will be sent by email and/or SMS and will also be displayed on NPCIL website in the individual login.
- ii. Ratio for calling candidates for interview – 1:5 where no. of vacancies in a particular category are less than or equal to 10 and 1:4 where no. of vacancies in a particular category are more than 10.
- iii. Persons with Benchmark Disabilities (PwBDs) will be shortlisted separately by applying 1:5 ratio in each category of disability.
- iv. Total Marks for Personal Interview – 100
- v. Qualifying marks for interview – 60% for unreserved candidates and 50% for Reserved candidates (SC/ST/OBC(NCL)/PwBD/EWS).
- vi. Weightage for written/online/OMR test and interview marks for preparing Final merit list - 50:50 (equal weightage)
- vii. Scoring minimum qualifying marks in the interview doesn't mean that the candidate is empanelled for appointment.
- viii. Common merit list for Dy.Manager (HR/F&A, C&MM/Legal) based on written/online/OMR test and interview marks will be prepared for each PwBD

category for which vacancies are reserved & PwBDs will be selected in the order of merit from this list within the overall existing vacancies.

- ix. In the event of a tie, following criteria shall be adopted in sequence for deciding position in merit list:
- Candidates with higher marks in interview will be placed higher in the merit list
 - In case of candidates with equal interview marks, Candidates with higher marks in written test will be placed higher on the merit list
 - Wherever, both written marks & interview marks is equal, candidate senior in age will be ranked higher.

7.2 **Junior Hindi Translators**

- (i) The written examination will be held in two stages :

Stage 1 –Preliminary Test &
Stage 2 –Advanced Test.

(A) Stage 1 (Preliminary Test):

- (i) The test will consist of 50 Multiple Choice Questions (Choice of Four Answers) from the following syllabus :

1. Samanya Hindi
2. Samanya Angrezi
3. Samanya Gyan/Ganith/Vishleshanatmak Tarkshakti

- (ii) The Test will be of 01 (one) hour duration for a maximum 150 marks.
- (iii) 03 (Three) marks will be awarded for each correct answer and 01 (one) mark will be deducted for each incorrect answer.
- (iv) Qualifying Standards –General Category (UR) 40% marks; SC/ST/OBC(NCL)/PwBD/EWS – 30% Marks. Accordingly, the General Candidates with less than 40% marks and the candidates belonging to SC/ST/OBC(NCL)/PwBD/EWS with less than 30% marks will not be considered for evaluation.

(B) Stage 2 (Advanced Test) :

- (i) All the candidates appearing in Stage 1 will undertake the advanced test. The test will be of 02 (two) hours duration for a maximum of 150 marks.
- (ii) The Advanced Test will be a descriptive type Test comprising questions from the following syllabus :
- a. Anuchhed Anuvad – Do Hindi se Angrezi aur Do Angrezi se Hindi
 - b. Angrezi va Hindi ke Vakyansh aur Muhavro ka anuvad
 - c. Hindi yevam Angrezi shabdon ke Samatulya
 - d. Angrezi athva Hindi me saar Lekhan.
 - e. Angrezi me Paragraph Lekhan
 - f. Hindi Nibandh

- (iii) Qualifying marks : General Category (UR) 30% Marks; SC/ST/OBC(NCL)/PwBD/EWS – 20% marks.

Accordingly, the General candidates with less than 30% marks and the candidates belonging to SC/ST/OBC(NCL)/PwBD/EWS with less than 20% marks will be screened out for Stage 3.

- (iv) Stage I & Stage II examination will be conducted in a single day with 30 minutes break. The Stage-II examination will be considered for evaluation only if candidate qualifies in Stage 1 examination.
- (v) A merit list will be prepared of candidates after Stage 2 based upon scores obtained in Stage 2 only.
- (vi) In the event of a tie, following criteria shall be adopted in sequence for deciding position in merit list:
- Candidates with higher marks in Stage-1 to be placed higher on the merit list.
 - Candidates with lower negative marks in stage-1 to be placed higher on the merit list.
 - Date of birth of the candidates (candidates with earlier date of birth will be placed higher in the merit list)

- (C) Depending upon the no. of applications received, the mode of written/online/OMR test and venue will be decided and the same will be intimated to the candidates. Admit card of the screened-in candidate for appearing for written/online/OMR examination will be made available in the NPCIL website for downloading. eMail and/or SMS will also be sent to screened-in candidates.

(D) Stage-3 Skill Test:

- Based upon the merit list prepared after Stage-2, candidates will be shortlisted for Skill Test subject to maximum of 5 times the number of vacancies.
- The Skill Test will be of qualifying nature only on GO (Qualified) /NO GO (Not Qualified) basis.
- Skill Test will consist of Computer Proficiency Test.
- The qualifying standard in skill test for General category – 50% marks and for SC/ST/OBC(NCL)/ PwBD/EWS – 40%.
- Candidates clearing the Skill Test will be shortlisted and empaneled in order of merit based on marks secured in Stage-2.

7.3 PwBD candidates called for written test will be allowed to use assistive devices & scribe as per Govt. of India orders issued from time to time. The candidates will have to intimate the same before the date of written examination. Also, the PwBD candidates called for written test will be eligible for additional compensatory time as per Govt. of India orders.

7.4 The appointment of the selected candidate will be subject to the candidate being found Medically Fit by the Authorised Medical Officer of NPCIL.

8.0 Operation of Waiting List

- 8.1 Waitlist will be limited to equal number of candidates as in the select main list in different posts and categories, which will be valid for a period of one year from the date of approval of panel.
- 8.2 The Waitlist shall be operated only in the event of occurrence of a vacancy caused by non-joining of the candidate from the select list within the stipulated time allowed for joining the post or where a candidate joins the post but resigns or dies within a period of one year from the date of joining, if a fresh panel is not available by that time. Waitlist list will not be operated beyond one year from the date of approval of panel or after notifying any such recruitment, whichever is earlier.

9.0 Travelling Allowance (TA) will be reimbursed as follows :

- 9.1 Those outstation applicants who appear for interview for the post of Dy. Manager (HR, F&A, C&MM and Legal) will be reimbursed First Class (Not First AC)/III AC to and fro rail fare by the shortest route only (including Rajdhani/Shatabdi/ Duranto Express) on production of tickets/boarding passes, in original. No TA reimbursement is payable for appearing for online/written test, if held.
- 9.2 Only those outstation candidates appearing for written/online/OMR test for post of Junior Hindi Translator will be reimbursed 2nd class/sleeper class to and fro rail fare by the shortest route on production of original journey tickets.
- 9.3 The amount towards reimbursement of TA will be remitted to the bank account of the candidates electronically for to and fro rail fare by the shortest route only based on the correspondence address mentioned in the online application. If applicant is not eligible for written test/interview due to not meeting the eligibility criteria or non production of the required documents including NOC, travel ticket etc. no travelling expenses will be reimbursed. No cash payment shall be made. Accordingly, candidates will be required to submit their bank account details in the prescribed format as provided.

10.0 Verification of Original Documents at the time of interview / skill test (as applicable) :

The following **original** documents will be verified at the time of interview/skill test. Non production of original documents will debar the candidate from appearing for the interview/skill test and no travelling charges will be reimbursed to such applicants :

a. Date of Birth (DoB) proof :

- I. Xth Std Passing Certificate indicating Date of Birth
OR
- II. School Leaving Certificate

b. **Qualification:**

- i. All Certificates/Mark Sheets for each Year/Semester in support of Educational/Technical/Professional Qualification, as prescribed.
- ii. Candidates are required to produce relevant certificate from Principal/Dean of the Institute in support of approval/ recognition of the Institute & Course by the Concerned Authority at the time of interview/skill test.

- iii. Applicants who are awarded gradation under the CGPA system are required to bring proof issued by the University/Institute converting the CGPA gradation in to appropriate percentage, which should meet the advertised requirement for the post.
- iv. There exists ambiguity in deciding %age of marks where it is under CGPA / CPI pattern and conversion is not available or provided by respective University / Institute. In such cases, following standards will be followed, as per approved Standard Operating Procedure (SOP) :-

%age of marks in qualifying examination	Equivalent CGPA / CPI on 10 Point scale	Equivalent CGPA / CPI on 9 Point scale	Equivalent CGPA / CPI on 8 Point scale	Equivalent CGPA / CPI on 7 Point scale	Equivalent CGPA / CPI on 6 Point scale	Equivalent CGPA / CPI on 5 Point scale	Equivalent CGPA / CPI on 4 Point scale
55%	5.9	4.9	4.4	3.8	3.3	2.7	2.0
60%	6.5	5.4	4.8	4.2	3.6	3.0	2.2
65%	7	6	5.3	4.6	4	3.3	2.5

- c. Relevant experience certificates (wherever applicable) clearly indicating the period and nature of experience.
- d. Applicants working in Central/State Government/PSUs/Aided Institutions should bring "**No Objection Certificate**" from the organisation, failing which they will not be allowed to appear for skill test/interview and no travelling expenses will be reimbursed to them.
- e. Applicants are required to furnish a Gazette Notification/certificate in respect of change of name, if applicable.
- f. In case of PwBD applicants, Disability certificate issued by a certifying authority.
- g. Certificate –Discharge certificate in case of Ex Serviceman (if applicable).
- h. Certificate in support of being Dependant of Defence Personnel Killed in Action (DODPKIA), (if applicable).
- i. **Caste/Category/Income & Asset Certificates:**
- i. EWS/SC/ST/OBC(NCL)/PwBD applicants must submit caste/category/Income & Asset certificate (as applicable) , as per the format prescribed by the Government of India.
- ii. If the EWS/SC/ST/ OBC(NCL)/PwBD certificate has been issued in a language other than English/Hindi, then the candidates will be required to submit a self-certified translated copy of the same in either English or Hindi.

11.0 **Language for Personal Interview:**

Applicants appearing for interview will have the choice of answering the questions either in Hindi or English.

12.0 **How to apply:**

- a. Eligible applicants have to apply through online application form as provided on the website www.npcilcareers.co.in only. Applications submitted in any other form including handwritten/typewritten applications in hard format delivered in person or by other means will not be entertained. DO NOT SEND any of the documents/application etc. to NPCIL.
- b. The online registration will commence from **12/05/2023** at **10:00 Hrs** and will end on **29/05/2023** at **17:00 Hrs**.
- c. It is mandatory to fill all the relevant information such as qualification details, experience details, percentage of marks, email address, contact mobile number, address for correspondence etc. Therefore, applicants are advised to keep such information ready before applying online.
- d. Before applying online, applicant should scan her/his photograph in JPEG format of size not more than 50KB and a minimum of 125 x 165 pixels (4.4 cm x 5.8 cm) in dimensions and signature in JPEG format of size not more than 20KB and a minimum of 125 x 80 pixels (4.4 cm x 2.9 cm) in dimensions. The photograph uploaded will be printed on the eAdmit Card/Interview Call Letter and only the applicant whose photograph is printed on the eAdmit card/call letter will be allowed to appear for test/interview (if called for).
- e. Applicant is requested to enter her/his valid and active email address, as all important communications will be sent to this email address. SMSs will also be sent to the applicant if an active mobile number for communication is provided. If the mobile number registered by the applicant is in the TRAI NCPR list (formerly called DND), applicant will not receive SMS alerts related to the registration. If applicant wants to receive future SMS alerts from NPCIL related to this recruitment, she/he is requested to remove her/his mobile number from the NCPR list through service provider.
- f. **The Online registration process consists of following steps :**

Step 1. Click on Apply=>Online Registration at the top/left for registration. The applicant is required to furnish all basic information such as Name, Date of Birth, Category, Email, Mobile number. On successful completion of this stage, activation link is generated/allotted and sent to applicant's email.

Step 2. The applicant is required to activate the account by clicking on the activation link received through email after completing registration in Step 1.

Step 3. On successful completion of this activation, applicants can login using their Login ID and password to apply online. In this step the applicant is required to fill all details of her/his Educational Qualifications, Work Experience etc.

This is a multi-stage step where applicant is allowed to go to next stage only on entering the information required for current stage. The sequence of stages is as follows:

1. Educational Qualifications
2. Post Qualification Work Experience

3. Personal Details
4. Upload Photo & Signature
5. Submit Application

The links for the above stages are available under 'Apply Online' menu (Apply=>Apply Online). The applicant should start by clicking on the "Educational Qualifications" link. Once information is saved, the next stage Work Experience will be made available for filling up the information.

On entering all the information related to current stage, the applicant can use "Save and Proceed to Next Step" option at the bottom of the form which will save the information entered in current stage and opens the next stage for filling. The next stage can also be opened using link provided in Apply Online menu (Apply=>Apply Online).

The information at any stage can be saved using the "Save and Proceed to Next Step" option.

Once the applicant reaches "Submit Application" stage, a draft of all the information entered along with the list of documents/certificates uploaded by the applicant will be shown. At this point the applicant is allowed to modify any details entered in earlier stages.

If applicant is sure that all the information entered/uploaded is correct, she/he can submit the application using "Submit Application" option. Please note that the Applicant will not be allowed to make any changes in the information furnished once she/he submits the Application. After submission of application, Registration number will be generated.

- Step 4. Only male applicants belonging to General, EWS and OBC categories are required to make a non-refundable payment as under towards application fee with the applicable bank charges using State Bank Collect link provided on the website after final submission of the online application.

Sl.No.	Post	Application Fee
1	Dy. Manager(HR)	₹ 500/-
2	Dy. Manager (F&A)	
3	Dy. Manager (C&MM)	
4	Dy. Manager (Legal)	
5	Jr. Hindi Translator(JHT)	₹ 150/-

- Step 5. The State Bank Collect facility can also be operated through the www.onlinesbi.co.in website by selecting State Bank Collect option => Click Check Box & Proceed => Select state as Maharashtra => type of Corporate/Institution as Others =>Others Name as NPCIL =>Submit =>Select Payment Category as 'Recruitment of Deputy Manager/Jr. Hindi Translator'.

SC/ST, PwBD, DODPKIA, Ex Servicemen, Female applicants and employees of NPCIL are exempted from the payment of Application Fee.

The applicant should use only this link for payment of fee. Applicant should mention Registration number generated in previous step along with all the other details correctly while paying the fee using State Bank Collect. Please note that it may take up to **three working days** to update the details of Application Fee. Once the details of payment of application fee are received from Bank, the applicant can view these details using the "Application Fee Payment Details" link.

Only after verification of payment of fee, the online application form can be viewed/printed. The printed application is required to be brought at the time of attending interview/ Skill Test. The information with respect to Registration Number, name of the applicant, date of birth, mobile number and email ID entered while making the online payment through 'State Bank Collect' should be same as entered in online application for verification of the payment. The applicable bank charges towards payment of Application Fee through 'State Bank Collect' of SBI will have to be borne by the applicant. The application fee can be paid through 'State Bank Collect' on any day between 12/05/2023 and 29/05/2023 only. Keep the printed receipt of 'State Bank Collect' for future reference.

- g. **The Online Application Process is complete only after all the above mentioned applicable steps are completed.**
- h. Application Status can be seen by the applicant by login through "Applicant's Login" link.
- i. Applicant is requested to make a note of the Login ID and password, as she/he will need this to login to the website to check her/his application status. An email will also be sent to the applicant with the application number.
- j. Exact percentage of the marks should be mentioned in the qualification percentage of marks column and no rounding off of marks should be done e.g. 59.99% should NOT be rounded off to 60%.
- k. Applicants will be informed through email and SMS (if active mobile number provided) about the availability of eAdmit Card on the website for test. Similarly, applicants will be informed through email and SMS about the availability of the 'Interview Call Letter' online on the website, if called/shortlisted for the interview. The time and venue of the test/interview will be available in the 'eAdmit Card/Interview Call Letter'. Applicants can login through the 'Applicant's Login' and print the same. The applicant must carry a clearly printed 'eAdmit Card/Interview Call Letter' to the test/interview venue, without which she/he will not be allowed to appear for test/interview.
- l. Initial screening is primarily based on the information provided in the online application form. It is, therefore, strongly advised that all the details should be carefully and correctly entered in online application form.
- m. Candidate is allowed to appear for test/interview based on the information provided in the online application form. It is, therefore, strongly advised to ensure whether you fulfil prescribed eligibility criteria before applying & enter all the details carefully and correctly in the online application form.

- n. Applicants are required to keep the scanned signature and photograph ready for uploading at the time of online registration.
- o. Please note that the '**Online Application Form**' without valid signature and photograph will not be accepted.
- p. **Important :**
 - Four Step Process :
 - I. Registration
 - II. Activation
 - III. Fill Applicant Details, upload signature, photo & submit application
 - IV. Pay fee using State Bank Collect (if fee is Applicable)

13.0 The shortlisted applicants appearing for the written/online/OMR Test/skill test/interview /should invariably carry with them the following **at the time of reporting for written/online/OMR test/skill test/personal interview :**

- Photo identity proof of PAN Card/Driving License/AADHAR Card/Voter ID/College ID/Government issued ID.
- One clear printout of the Call Letter bearing photograph of the applicant.
- One clear printout of the full online application form.
- One set containing self-attested copies of the certificates in support of educational qualification (both degree certificate and mark sheets), experience, caste, proof for date of birth etc.
- Originals of all the above mentioned documents.

14.0 **Important Dates :**

Starting date of online Registrtrion	12/05/2023 (1000 Hrs)
Closing date of online application	29/05/2023 (1700 Hrs)
Payment of Application Fee	12/05/2023 to 29/05/2023

15.0 **General Conditions:**

- a) Only **Indian Nationals** aged 18 years and above, are eligible to apply.
- b) Before submitting the online application form, the candidate must ensure that she/he fulfills all the required eligibility criteria for the post for which she/he is applying as detailed for the respective post. If the candidate is not eligible, her/his candidature will be cancelled at any stage of the recruitment process. If the candidate qualifies in the selection process and subsequently, it is found that she/he does not fulfill the eligibility criteria, her/his candidature will be cancelled and if appointed, services will be terminated without any notice or compensation.
- c) If applicant is eligible to apply in more than one post & wish to apply in multiple posts, she/he must submit separate application for each post with separate application fee. However, if the written/online/OMR test is held for all the posts in one session, she/he may appear for the test against any one discipline of her/his choice.
- d) In case of multiple/duplicate applications by candidate for the same posts; only latest application will be considered.

- e) The crucial date for reckoning the Maximum Age Limit and Post Qualification Experience is the last date of submission of online application i.e. **29/05/2023**.
- f) Only Post Qualification experience will be considered as relevant experience and preference will be given to the institutional experience. **Period of internship will not be counted as experience.**
- g) Category (SC/ST/OBC(NCL)/EWS/PwBD) once filled in the online application form will not be changed and no request for change of category due to non availability of prescribed certificate will be entertained later on.
- h) The candidate's appointment will remain provisional subject to caste/ category certificates being verified from appropriate authorities and verification of other testimonials. The candidate's services will be liable to be terminated forthwith without assigning any reason in case the above verification reveals that her/his claim for belonging to EWS/SC/ST/OBC(NCL)/PwBD category and other testimonials is found false. NPCIL also reserves its right to take such further action against the candidate as it may deem proper, for production of such a false caste certificate/testimonials.
- i) The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for Written/Online/OMR test/Skill test and/or Interview.
- j) Original documents (for verification) and self-attested copies as detailed in the advertisement along with duly signed hard copy of the Online Application are required to be produced at the time of Personal Interview/skill test. Applicant will not be interviewed, if any, of the required certificates/documents are not produced.
- k) If applicant is not interviewed due to not meeting the eligibility criteria or non-production of the required documents including original NOC, travel ticket, boarding passes etc., travelling expenses will **NOT** be reimbursed.
- l) NPCIL reserves the right to cancel/restrict/enlarge/modify/alter the recruitment process, if need so arises, without issuing any further notice or assigning any reason thereof. NPCIL may at its discretion, re-conduct written/online/OMR test/interview, wherever necessary in respect of a centre/venue and/or all centres/candidates in case of any eventualities.
- m) No request for change of Test Centre, date and time allotted for Written/online/OMR test/Skill test/interview (wherever applicable) will be entertained. NPCIL reserves the right of allocation of Test Centre of Written/online/OMR Test/skill test/ interview as it may deem fit which the applicant will be informed through email and/or SMS and no further request for any change shall be entertained in this regard.
- n) NPCIL reserves the right not to select a candidate for a post, if suitable candidate is not found.
- o) Appointment of the candidate in NPCIL is subject to satisfactory verification of Character & Antecedents and Special Security Questionnaire by the prescribed authorities. Further, appointment of the selected candidate will be subject to medical fitness by the Authorised Medical Officer of NPCIL.
- p) All positions advertised carries with it the liability to serve in any of the Units of the Corporation or at any other place in India depending upon NPCIL requirements.

- q) The email id and mobile number entered in the online application form should remain active for at least one year. **No change in the email id will be allowed once entered.** All future correspondence would be sent to the registered email.
- r) Request for refund of online application fee made by the candidate will not be entertained under any circumstances.
- s) In case of any ambiguity/dispute arising on account of interpretation in versions other than English, the English version shall prevail.
- t) In case of any dispute, legal jurisdiction will be Mumbai.
- u) If, at any stage of the recruitment process or subsequently, it is found that, the applicant :
- has provided wrong information or submitted false documents or
 - has suppressed relevant information or
 - does not meet the eligibility criteria for this recruitment or
 - has resorted to unfair means during selection process or
 - is found guilty of impersonation or
 - created disturbance affecting the smooth conduct of written/online test at the test centre or skill test/Personal Interview at interview venue
 - has uploaded non human or irrelevant photograph,
- she/he will be liable to be disqualified, prosecuted and debarred for all appointments in NPCIL and her/his application/appointment will be cancelled/rejected forthwith.
- v) Applicants applying in response to this advertisement may please visit web portals of NPCIL for latest updates in this regard from time to time.
- w) Records of the candidates not selected shall not be preserved beyond 06 months from the date of publication of select list.
- x) Mere fulfilment of requirements as laid down in the advertisement does not entitle a candidate to be called for Written/Online/OMR Test/skill test/interview.
- y) **Canvassing in any form will be a disqualification.**

16.0 **Contact Us :**

- Applicants may submit their queries, if any, under 'Contact Us' Link.
- Queries received during the period from **12/05/2023 (1100 Hrs onwards)** till **29/05/2023 (up to 1300 Hrs)** will only be entertained.
- Only valid queries pertaining to recruitment of Deputy Managers (HR/F&A/C&MM/Legal) and Junior Hindi Translator (JHT) will be entertained within the stipulated period.

Any further information/corrigendum/addendum etc. pertaining to this recruitment will be uploaded on www.npcil.nic.in and www.npcilcareers.co.in. Please keep referring these web portals.

NPCIL strives to have a workforce which reflects gender balance and women applicants are encouraged to apply

Nuclear Power – Providing a Clean and Sustainable Future

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स्वच्छ रहो, स्वस्थ रहो
एनपीसीआइएल, भारत सरकार द्वारा चलाए गए स्वच्छ भारत मिशन को प्रोत्साहित करता है।
न्यूक्लियर विद्युत – एक अपरिहार्य विकल्प



SYLLABUS FOR THE POST OF : Dy.MANAGER (HUMAN RESOUCE)

Sl. No.	Topics
1	<u>Personnel Management:</u> Functions, Job analysis, Job Description, Job Evaluation, Organization Structure, Manpower Planning, Recruitment & Selection, Placement and Induction
2	Principles and Practices of Management
3	HRM concepts and functions, Performance appraisal, Career planning, Succession Planning
4	Training and Development, Management Development
5	Compensation Management
6	<u>Organizational Behaviour:</u> Concepts, Importance, Evolution, Group Dynamics, Motivation, Morale, Leadership, Job satisfaction, Organizational Change, Organizational Development, Organizational Climate
7	<u>Industrial Relations</u> : concept, scope, IR systems, Industrial disputes, Machinery for settlement of industrial disputes, workers participation in management, code of discipline, ILO, Grievance handling and Disciplinary action
8	Trade Unions : Meaning, objectives, functions, theories, trade union movement in India, trade union leadership, inter and intra union rivalry, role of different parties, Bi-party, Tripartism.
9	Labour Legislation: Principles of labour legislation, Implementation machinery, Labour legislation and Indian constitution. Factories Act, 1948, Industrial Disputes Act, 1947, Trade Union Act, 1926, Payment of Gratuity Act, 1972, Contract Labour (Abolition) / Regulation Act, Workmen's Compensations Act, 1923, Payment of Wages Act, 1936, Minimum Wages Act, 1948, Industrial Employment (Standing Orders) Act, 1946 Maternity Benefit Act, 1961, Employees Provident Fund & Misc. Provisions Act, Employees State Insurance Act.
10	Job Specification, Competency Development, Communication, RTI Act, 2005, Sexual Harassment of Women at Work Place (Prevention, Prohibition of Redresses Act.) 2013, Persons with Benchmarks Disability Act, 2016.

SYLLABUS FOR THE POST OF: DY. MANAGER (LEGAL)

Sl.No.	Topics
1	<u>Constitutional law of India</u> : Preamble, Fundamental rights and duties, directive principles of state policy, Judiciary, Executive, Union State Legislative Relations, Emergency provisions, Amendment of the constitution, Writ jurisdiction
2	<u>Legal Theory</u> : Nature and sources of Law, Natural law theory, sociological jurisprudence, Theories of punishment, Rights and duties, Concepts of possession and ownership
3	<u>Public International Law</u> : Nature of International Law and its relationship with Municipal Law, Recognition of States & Governments, Settlement of International Disputes, Human Rights
4	<u>Family Law</u> : Concepts of family law, Sources of Family law in India, Marriage and Dissolution of Marriage, Divorce, Maintenance, Matrimonial Remedies, Uniform civil code
5	<u>Law of Contracts</u> – General Principles : Essentials of a valid contract, offer, acceptance and consideration, capacity to contract – Minor’s contract, Elements vitiating contract – mistake, fraud, misrepresentation, public policy, coercion, undue influence, frustration of contract, Remedies for breach of contract – Damages.
6	<u>Laws of Torts</u> – Foundation of Tortious Liability, General Defences to an action of Torts, Vicarious liability, Remoteness of Damages, Contributory Negligence, Absolute and Strict Liability.
7	<u>Laws of Crimes</u> – General Principles : Nature and Definition of offence, General Exceptions, Common Intention and Common Object, Criminal Attempt, Conspiracy and Abetment, Offences against women
8	<u>Labour Laws</u> – Concepts, Industrial Disputes, Trade Unions – Rights and Immunities of Registered Trade Unions, Registration and its advances, Method of settlement of industrial disputes, Strikes and lockouts, Instrument of collective bargaining, Retrenchment, Lay offs, Closures and arbitration proceedings
9	<u>Environmental laws</u> – Environmental pollution, legislative measures for prevention and control of environmental pollution in India – Air and Water Pollution and General protection of environment, International development for protection of Environmental Pollution, Remedies for Environmental Protection – Civil, Criminal and Constitutional, Importance of Forest and Wildlife in protecting environment, Environmental impact assessment and control of hazardous wastes.
10	<u>Business Legislations</u> : Partnership Act – nature and essentials of partnership, mutual rights and liabilities of partners, advantages of registration of firms, The sale of goods act, Negotiable Instruments Act, Company Law – Role of Directors, Doctrines of Indoor Management and Ultra Vires, Law pertaining to land acquisitions, Global Trade Regimes under International Law.
11	Knowledge of Arbitration Act, Civil Liability Nuclear Damage (CLND) Act.2010., Taxation Law, The Contract Labour (Regulation & Abolition) Act., and other Social Welfare Legislation.

SYLLABUS FOR THE POST OF : DY. MANAGER (C&MM)

Sl. No.	Topics
1	Business Economics
2	Accounting & Finance
3	Legal aspects of Contracts-sale of Goods Act, Indian Contracts Act. etc.
4	Goods and Services Tax
5	Customs Duty
6	Contract Securities – Bank Guarantees
7	Project Planning & Schedule
8	Concept and basic principles of e-procurement/e-Tendering/e-auction /Reverse Auction.
9	Dispute resolution mechanism available in India.
10	Consequences of breach of contract and remedies available to Purchaser
11	Export-Import policy and procedures, legal framework of export-import, customs classification.
12	Inco-terms 2010.
13	Customs clearance- Sea, Air, post procedure and documentation.
14	Inventory control- ABC analysis, General principles of provisioning and procurement of common user items, fixing of minimum, maximum and re-order levels.
15	Material handling: Handling of compressed gases, inflammable, toxic substances, chemicals and hazardous materials, strategic items etc.
16	Emerging trends in Materials Management.
17	Third Party Logistics and Supply Chain Management.
18	Vendor Development, Vendor Registration and Evaluation of performance of suppliers.

SYLLABUS FOR THE POST OF : DY. MANAGER (F&A)

Sl. No.	Topics
1	Double entry book-keeping and principles.
2	Maintenance of Book of Accounts prescribed by the Companies Act,2013–Schedule3
3	Accounting standards.
4	Principles & Knowledge of Income Tax, VAT, CST, Goods & Service Tax, Central Excise and Customs Duties & Filing of returns and TDS
5	Principles involved in raising of Finance and connected ratios.
6	Statutory & Internal Audit.
7	Purchase procedures applicable for PSUs and Inventory control for Material Management.
8	Principles of Costing / elements of cost analysis.
9	Budget & Budgetary Control
10	Sources and capital structure for infrastructure projects
11	Working Capital Management and Liquidity Management for cash flow preparation.
12	Debt Market and roll of intermediaries in debt issues
13	Servicing of investors
14	Applications of Computers for the above purpose.
