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|  | <b>NMDC Limited</b><br><b>(A Government of India Enterprise)</b><br><b>“Khanij Bhavan”, 10-3-311/A, Castle Hills, Masab Tank, Hyderabad-500028</b><br><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 and willing Departmental candidates of NMDC and external candidates for the following posts to be deployed in its various Projects i.e. BIOM Kirandul Complex, BIOM Bachel Complex, DIOM Donimalai Complex, and other Projects/Units as per the requirement of the Company.

| Sl. No. | Post/Discipline   | No. of posts for Departmental candidates | No. of posts for External candidates | Total No. of Posts |
|---------|---|--|--------------------------------------|--------------------|
| 1       | Administrative Officer (Finance & Accounts) Trainee         | 5  | 6                                    | 11                 |
| 2       | Administrative Officer (Materials & Purchase) Trainee       | 8  | 8                                    | 16                 |
| 3       | Administrative Officer (Personnel & Administration) Trainee | 8  | 7                                    | 15                 |

**Note:** The No. of Posts indicated above is tentative and may vary depending upon organizational requirement.

## **2.0 Required Qualifications :**

### **a) Administrative Officer (Finance & Accounts)**

Graduate with CA (Inter) / ICWA – CMA (Inter)

### **b) Administrative Officer (Materials & Purchase)**

Degree in any Branch of Engineering or Technology.

### **c) Administrative Officer (Personnel & Administration)**

Graduation with 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.

**Note:** If the PG/Degree/ Diploma in Management does not mention the area of specialization, specialization in the area will be considered only if the candidate has studied at least three subjects of the specialized course as elective subjects.

**2.1 The Departmental candidates of NMDC, interested to apply for the above posts should be working in RS-07 Regular Grade & above (minimum one year service in RS-07 Grade as on last date of application is essential).**

### 3.0 I) Maximum Age: 32 YEARS

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 PwBDs/Ex. Servicemen. For Departmental candidates (internal candidates from NMDC) age relaxation will be given up to 15 years.

### 3.0 II) Number of Posts and Reservation :

A) For the vacancies earmarked for Departmental candidates of NMDC :

| S1. No | Discipline                 | No. of Posts | SC | ST | OBC (NCL) | EWS | UR | Identified type of disabilities for PwBD |
|--------|----------------------------|--------------|----|----|-----------|-----|----|--|
| 1.     | Finance & Accounts         | 5            | 1  | -  | 2         | -   | 2  | -----                                    |
| 2.     | Materials & Purchase       | 8            | 1  | 1  | 2         | 1   | 3  |  |
| 3.     | Personnel & Administration | 8            | 1  | -  | 2         | 1   | 4  |  |

B) For the vacancies earmarked for External candidates :

| S1. No | Discipline                 | No. of Posts | SC | ST | OBC (NCL) | EWS | UR | Identified type of disabilities for PwBD  |
|--------|----------------------------|--------------|----|----|-----------|-----|----|---|
| 1.     | Finance & Accounts         | 6            | 1  | 1  | 2         | -   | 2  | -----   |
| 2.     | Materials & Purchase       | 8            | 1  | -  | 2         | 1   | 4  |   |
| 3.     | Personnel & Administration | 7            | 1  | 1  | 2         | 1   | 2  | 1) Blind, Low vision.<br>2) Deaf, Hard of hearing.<br>3) Locomotor Disability (OA, BA, OL, OAL, BL, CP, MDY) including Leprosy cured, Dwarfism and Acid attacked victims.<br>4) Autism, Intellectual Disability, Specific Learning Disability Mental Illness & Multiple Disabilities. |

\*\*Abbreviations used: OA = One Arm, OL = One Leg, OAL = One Arm and One Leg, BL = Both Legs, BA = Both Arms, CP = Cerebral Palsy, MDY = Muscular Dystrophy.

\*\* One post is reserved for Persons with Benchmark Disability (PwBD) in Personnel Discipline on horizontal basis.

\*\*\* Where the posts specified in this notification are not reserved for a category, a reserved category candidate can also apply provided he/she fulfill the criteria specified for UR Category. He/she shall be treated at par with unreserved category candidate in the selection process.

**Note: It is to be noted that if any, vacancy earmarked for Departmental candidates remains unfilled, those unfilled vacancies may be clubbed with the vacancies of outside recruitment discipline wise / category wise and may be filled accordingly.**

**4.0 Stipend:** Candidates selected to above post 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                  | Pay scale On completion of training |
|--------|---|-----------------|--------------------------|-------------------------------------|
| 1.     | Administrative Officer<br>(Finance & Accounts)<br>(Trainee)         | 18<br>Months    | Rs.37,000/-<br>Per month | Rs.37000-130000/-                   |
| 2.     | Administrative Officer<br>(Materials & Purchase)<br>(Trainee)       |                 |                          |                                     |
| 3.     | Administrative Officer<br>(Personnel & Administration)<br>(Trainee) |                 |                          |                                     |

For the Departmental candidates of NMDC who have been selected to the post of Administrative Officer (Trainee) will continue to draw their salary during their training period and after successful completion of training they will be placed in the appointed pay scale as mentioned above.

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

| On-line mode |  |
|--------------|--|
| a            | Applicants are required to apply in online mode only 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 10:00 AM on 27.01.2023 to 11:59 PM on 17.02.2023.  |
| b            | Helpline number <a href="tel:7044599061">7044599061</a> will be available between 10 AM and 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 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> .<br><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> |
| e            | 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 website as mentioned at 5.0(d) above.  |
| f            | An amount of Rs. 250/- (Rupees two hundred and fifty only) is to be paid by all the candidates as application fee which is non-refundable.   |
| g            | 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 attached as stated at point no. 8.12 (A). In the absence of above certificate or fee payment details his/her application will be rejected.               |
| h            | The payment can be made by using UPI /Credit card/on-line net banking through online payment gateway 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    |

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|---|---|
|   | 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 | 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 (iv)Caste/Category Certificate, SC/ST/OBC(NCL)/EWS/Disability Certificate etc. as applicable (v) Departmental candidates must attach Experience Certificate clearly mentioning the present Grade and period of Service in present Grade issued by Project/Unit of NMDC (vi)Scanned signature etc. |
| k | A candidate can apply for one post/discipline only. Candidates applying for more than one post/discipline will not be considered.   |
| l | After applying “online”, the candidate is required to download the hard copy of filled in application form and keep the printout of the Registration form which will be generated by the system after successful registration.  |
| m | Call letters/admit cards will be send through post/email. Call letters/admit cards can also be generated from Careers page of 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 Written Test 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.</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.   |

## 6.0 Mode of Selection:

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

| Stage              | Mode of selection | Max Marks        |
|--------------------|-------------------|------------------|
| I                  | Written Test      | 100              |
| <b>Total Marks</b> |                   | <b>100 marks</b> |

6.2 Eligible candidates will be required to appear for Written Test consisting of Multiple Choice Questions in any of the centers as decided by the Management. 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 Languages for Written Test will be in Hindi & English which will consist of objective type multiple questions.

6.4 The merit list of the candidates for final selection will be prepared discipline -wise on the basis of performance in the Written Test by following the Reservation policy. The merit list for Departmental candidates and external candidates will be made separately for filling up of the vacancies earmarked for Departmental candidates and external candidates. If any vacancy earmarked for Departmental candidates remains unfilled, those unfilled vacancies may be clubbed with the vacancies of outside recruitment discipline wise / category wise and may be filled accordingly.

**6.5** NMDC reserves the right to cancel/withdraw any question/questions from the Written Test, if required under any circumstances.

**7.0 Verification of Documents with originals:-**

Based on performance in the Written Test, the shortlisted candidates are required to appear for Document Verification. In Document Verification the candidates 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. In case the candidate(s) do not produce / submit the required documents, the candidature of such candidates will be summarily rejected and treated as cancelled. The decision of NMDC Management is final in this regard.

**8.0 GENERAL CONDITIONS:**

8.1 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.

8.2 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.

8.3 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.

8.4 NMDC Management reserves the right to alter/ fix the criteria for calling the candidates for Written 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.

8.5 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.

8.6 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.

8.7 The candidates selected for the post of Administration Officer (Trainee) will be posted initially at the Projects. 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. They may be assigned job/functions/assignments as per the business requirement of the Company.

8.8 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 registration of applications will also be extended. In general, no modification in notified specifications / criteria would be made after issue of Employment Notification.

**8.9 Before applying Online, all the candidates must fulfill the essential requirements of the posts 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 posts, 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.**

8.10 Outstation SC/ST/PwD/Ex-servicemen candidates called and attended for Written 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 website.

8.11 At the time of attending Written Test outstation SC/ST/PwD/Ex-servicemen candidates are requested to submit duly filled in TA form along with the required travelling tickets in original for the reimbursement as per eligibility. The said Travelling Allowance will be paid through e-payment by NMDC in due course.

8.12(A) Candidates belonging to SC/ST/OBC (Non Creamy Layer)/EWS/PwD/Ex-servicemen category should attach 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 Document Verification 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 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 8.9.93 and also belong to the community listed as OBC by Government of India as per latest directives issued by Government of India.

8.12(B) Candidates seeking reservation under EWS will have to attach, 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).

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

8.12 (D) 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.

8.13 If the SC/ ST/ OBC (NCL)/EWS/PwD certificate has been issued in a language other than English/Hindi, the candidates will be required to attach a self-certified translated copy of the same either in English or Hindi.

8.14 Ex-servicemen are required to produce equivalence certificate of his/her qualification acquired by him issued by the Competent Authority.

8.15 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.

8.16 Information regarding Written Test will be provided in the Admit Card/Call Letter which will 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 Written Test.

8.17 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 unique ID 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 Document Verification. In case the candidate(s) do not produce / submit the required documents, the candidature of such candidates will be summarily rejected and treated as cancelled. The decision of NMDC Management is final in this regard.

8.18 The term departmental candidates means only those candidates who are currently working with NMDC as permanent (Regular) employees.

8.19 The Selected candidates after regularization will be paid Pay and Allowances, other benefits viz. PRP, HRA, CPF, Gratuity, Medical facilities, Group Insurance etc., as per rules will also be admissible.

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

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

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

8.23 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 verification of documents. Where no norms have been specified, the CGPA/Grade will be presumed to have been provided on a 10 point scale.

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

8.25 Only Indian Nationals are eligible to apply.

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

8.27 The following information will be provided in NMDC website from time to time:

- (a) Eligible candidates for Written Test.
- (b) Marks of the candidates appeared in the Written Test.
- (c) List of shortlisted candidates for verification of documents.
- (d) List of provisionally selected candidates.

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

**CGM (Personnel)**