



NMDC LIMITED
(A Government of India Enterprise)
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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 is in the process of expansion and diversification activities both in India and abroad. NMDC is also setting up an Integrated Steel Plant at Nagarnar near Jagdalpur, Bastar District, Chhattisgarh State.

NMDC Limited is now inviting online applications from eligible & willing candidates for the following posts for its upcoming Tokisud North Coal Mine, Hazaribagh District, Jharkhand State.

2.0 Name of the Post, Required Qualification, Experience and Number of Posts:

2.1 Posts in Executive Grade:

Sl.No	Post	No. of posts
1	<p>Deputy General Manager (Mining) (M-8)</p> <p>Qualification: Degree in Mining Engineering from a recognized University/Institute of repute. Should possess First Class Manager Certificate of Competency under CMR issued by DGMS for coal.</p> <p>Experience: Minimum 15 years of post qualification experience in development and managing the operation of open cast coal mines in India encompassing mine planning, drilling, blasting, production/excavation, dewatering of mine water, mines Safety, Environmental management, quality control of Coal and its dispatch etc. Liaisoning with DGMS, MoEF, Pollution Control Board, DMG, Coal Controller, Controller of explosive, MoC local administration etc.</p> <p>The candidate having experience of working in the statutory capacity of Mines Manager in opencast coal mines shall be desirable. Experience in green field coal mining project in India, contract management in mining related works and Establishing mine infrastructure shall have added advantage.</p>	1
2	<p>Asst. General Manager (Mining) (M-7)</p> <p>Qualification: Degree in Mining Engineering from a recognized University/Institute of repute. Should Possess First Class Manager Certificate of Competency under CMR issued by DGMS for coal.</p> <p>Experience: Minimum 12 years of post qualification experience in development and managing the operation of open cast coal mines in India encompassing mine planning, drilling, blasting, production/excavation, dewatering of mine water, mines Safety, Environmental management, quality control of Coal and its dispatch etc. Liaisoning with DGMS, MoEF, Pollution Control Board, DMG, Coal Controller, Controller of explosive, MoC and local administration etc.</p> <p>The candidate having experience of working in the statutory capacity of Mines Manager in opencast coal mines shall be desirable. Experience in green field coal mining project in India, contract management in mining related works and Establishing mine infrastructure shall have added advantage.</p>	1
3	<p>Senior Manager (Mining) (M-6)</p> <p>Qualification: Degree in Mining Engineering from a recognized University/Institute of repute. Should possess First Class Manager Certificate of Competency under CMR issued by DGMS for coal.</p> <p>Experience: Minimum 10 years of post qualification experience in development and managing the operation of open cast coal mines in India encompassing mine planning, drilling, blasting, production/excavation, dewatering of mine water, mines Safety, Environmental management, quality control of Coal and its dispatch etc. Liaisoning with DGMS, MoEF, Pollution Control Board, DMG, Coal Controller, Controller of explosive, MoC and local administration etc.</p> <p>The candidate having experience of working in the statutory capacity of Mines</p>	1

	<p>Manager in opencast coal mines shall be desirable. Experience in green field coal mining project in India, contract management in mining related works and Establishing mine infrastructure shall have added advantage.</p>	
4	<p>Senior Manager (Finance) (M-6) Qualification: Graduation and CA/ICWA or Engineering Graduate with MBA (Fin) Experience: Minimum 10 years post qualification relevant experience in the area of Finance & Accounting, in preparation and finalization of Accounts, Budget & Costing, Accounting and Audit, Inventory Management, Working Capital Management, etc. in a Mining/Manufacturing industry preferably operating under SAP environment. Candidates should have experience of Custom Regulations and Tax Laws.</p>	2
5	<p>Manager (Finance) (M-5) Qualification: Graduation and CA/ICWA or Engineering Graduate with MBA (Fin). Experience: Minimum 7 years post qualification relevant experience in the area of Finance & Accounting, in preparation and finalization of Accounts, Budget & Costing, Accounting and Audit, Inventory Management, Working Capital Management, etc. in a Mining/Manufacturing industry preferably operating under SAP environment. Candidates should have experience of Custom Regulations and Tax Laws.</p>	4
6	<p>Manager (Mining) (M-5) Qualification: Degree in Mining Engineering from a recognized University/Institute of repute. Should possess First Class Manager Certificate of Competency under CMR issued by DGMS for coal. Experience: Minimum 7 years' epost qualification experience in development and managing the operation of open cast coal mines in India encompassing mine planning, drilling, blasting, production/excavation, dewatering of mine water, mines Safety, Environmental management, quality control of Coal and its dispatch etc., Liaison with various government authorities for various permissions under Mines Act, statute. The candidate having experience of working in the statutory capacity of Asst Manager in opencast coal mines shall be desirable. Experience in green field coal mining project in India shall have added advantage.</p>	5
7	<p>Manager (Commercial) (M-5) Qualification: Degree in Engineering or Graduate from recognised University with MBA or PG Degree/Diploma in Marketing/Foreign Trade/Sales Management (2 years duration) or Graduate in Engineering with CA/ICWA. Experience: Minimum 7 years of post qualification experience in Marketing, Market Research, Product Development, Sales forecasting and Planning in an organization of repute. He should be conversant with export/import rules and regulations. Candidates having experience in Metal and Mining Sector will have added advantage.</p>	2
8	<p>Deputy Manager (Mining)(M-4) Qualification: Degree in Mining Engineering from a recognized University/Institute of repute. Should possess First Class Manager Certificate of Competency issued by DGMS for coal/ Second Class Manager Certificate of Competency under CMR issued DGMS for coal. Experience: Minimum 4 years experience post qualification in the operation of open cast coal mines in India encompassing mine planning, drilling, blasting, production/excavation, dewatering of mine water, mines safety, environment management, quality control of coal and its dispatch etc.</p>	1
9	<p>Deputy Manager (Survey)(M-4) Qualification: Diploma in Mining Engineering or Mines & Mine Surveying from a recognised University/Institute of repute. The candidate should be Holder of valid mine surveyor's certificate of Competency issued by DGMS for Coal under CMR 1957/CMR 2017. Experience: Minimum 04 years of post qualification experience with knowledge of handling all types of surveying instruments, computation of earth work volume and preparation of plans and section through software like AutoCAD civil 3 D etc., Fully conversant with modern equipment like Total Station instrument, Auto Set Level, Dumpy level etc., Working experience in preparation and maintenance of mine plans, sections and statutory requirement under CMR 1957/2017 etc.,</p>	1

2.2 Posts in Supervisor Grade:

Sl.No	Post	No. of posts
1	Junior Officer (Mining)/Blasting Supervisor	1
	<p>Qualification: Candidate should have Degree in Mining Engineering from recognised Institute of repute with second class manager certificate of competency under CMR issued by DGMS for coal or Diploma in Mining Engineering from recognised Institute of repute with overman certificate of competency under CMR issued by DGMS for coal. Valid First Aid Certificate issued by St John Ambulance Association.</p> <p>Experience: Minimum 5 years of post qualification experience in Coal Mines of which Minimum one year of experience in conducting deep hole blasting in opencast coal mines for Diploma Holders</p>	

2.3 Posts in Workman (Non-Executive)Grade:

Sl. No	Post	No. of posts
1	Shot Firer (RS-04)	2
	<p>Qualification:Matric / 10th Passed with Valid Sirdar/ Overman / Shot firer/Blaster certificate of competency issued by DGMS for coal and Valid First Aid Certificate issued by St John Ambulance Association</p> <p>Experience: Minimum 3 years of post qualification experience in Coal Mines out of which minimum one year of experience in conducting deep hole blasting in opencast coal mines.</p>	

3.0 Candidates applying for Posts in Executive Grade should also have following:

Post/Grade applied for:	Minimum service period of 2 years in scale of pay
Deputy General Manager(M-8)	Rs. 1,00,000 – 2,60,000 or above (IDA) Pre- revised Scale - Rs. 43,200 – 66,000
	Rs 1,18,500 – 2,14,100/- (Level 13) (CDA) Revised Scale
	Candidate from Private sector should be drawing CTC of Rs 25.05 lakhs during last 2 years.
Asst. General Manager (M-7)	Rs. 90,000 – 2,40,000 or above (IDA) Pre- revised Scale - Rs.36,600 – 62,000
	Rs 78,800 – 2,09,200/- (Level 12) (CDA) Revised
	Candidate from Private sector should be drawing CTC of Rs 22.55 lakhs during last 2 years.
Senior Manager (M-6)	Rs. 80,000 – 2,20,000 or above (IDA) Pre- revised Scale - Rs.32,900 – 58,000
	Rs 67,700 – 2,08,700/- (Level 11) (CDA) Revised
	Candidate from Private sector should be drawing CTC of Rs 20.04 lakhs during last 2 years.
Manager (M-5)	Rs. 70,000 – 2,00,000 or above (IDA) Pre- revised Scale - Rs.29,100 – 54,000
	Rs 67,700 – 2,08,700/- (Level 11) (CDA) Revised
	Candidate from Private sector should be drawing CTC of Rs 17.54 lakhs during last 2 years.
Deputy Manager (M-4)	Rs. 60,000 – 1,80,000 or above (IDA) Pre- revised Scale - Rs.24,900 – 50,500
	Rs 56,100 – 1,77,500 (Level 10) (CDA) Revised
	Candidate from Private sector should be drawing CTC of Rs 15.03 lakhs during last 2 years.

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

4.0 Scale of Pay& Maximum Age

Sl. No	Posts & Grade	Scale of Pay (Rs.)	Max. Age (Yrs.)
1.	Deputy General Manager (M-8)	1,20,000 -2,80,000	52
2	Asst. General Manager (M-7)	1,00,000-2,60,000	45
3	Senior Manager (M-6)	90,000 – 2,40,000	45
4	Manager (M-5)	80,000 – 2,20,000	45
7	Deputy Manager (M-4)	70,000 – 2,00,000	45
8	Junior Officer	37,000 – 1,30,000	35
9	Shot Firer (RS-4)	19,900 – 35,040	30

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

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

5.0 Number of Posts and Reservation

Sl. No	Post	Total No. of posts	Reservation				
			SC	ST	OBC (NCL)	EWS	UR
1	Deputy General Manager (Mining)/ Mines Manager (M-8)	1	-	-	-	-	1
2	Asst. General Manager (Mining) (M-7)	1	-	1	-	-	-
3	Senior Manager (Mining) (M-6)	1	-	-	1	-	-
4	Senior Manager (Finance) (M-6)	2	-	-	-	1	1
5	Manager (Finance) (M-5)	4	1	-	1	-	2
6	Manager (Mining) (M-5)	5	1	-	2	-	2
7	Manager (Commercial) (M-5)	2	-	1	-	1	-
8	Deputy Manager (Mining)(M-4)	1	-	-	-	-	1
9	Deputy Manager (Survey) (M-4)	1	1	-	-	-	-
10	Junior Officer (Mining)/Blasting Supervisor	1	-	-	-	-	1
11	Shot Firer	2	-	-	-	-	2
Total		21	3	2	4	2	10

* One post is reserved for Persons with Benchmark Disability (PWBD) in Finance discipline on horizontal basis. Identified type of disabilities for PWBD is Loco-motor Disability (OA, OL, OAL, B, LV) including leprocy cured, dwarfism, and acid attack victim.

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

Sl.	On-line mode
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a	Eligible candidates would be required to apply online through NMDC website www.nmdc.co.in (link available on the “Careers” page of the website). The link will be available/activated from 10:00AM on 27.05.2021 to 16.06.2021		
b	Helpline number 9674524077 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 such as i) recent passport size photograph (ii) Matriculation /10 th certificate (iii) Certificates in support of Qualification & Experience (iv)CasteCertificate, SC/ST/OBC(NCL)/EWS/Disability/ Ex-Serviceman Certificate etc. as applicable (v) Scanned signature etc.		
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. www.nmdc.co.in . In case of any clarifications, typographical errors or omissions, Corrigendum etc. to the notification shall be issued in the above NMDC Website only.		
e	Before applying on-line mode candidates are advised to read the instructions of notification carefully which will be available at NMDC website as mentioned at 6.0(d) above.		
f	Amount as under is to be paid by all the candidates for respective Posts as application fee which is non-refundable.		
	Executive Grade Posts – Rs 500.00	Supervisory Grade Post – Rs 250.00	Workman Grade Posts– Rs 150.00
g	Candidates belonging to SC/ST/PwD/Ex-servicemen categories will be exempted from paying Application Fee. Proof for fee exemption is to be enclosed as stated at point no. 9.10 (a). In the absence of abovecertificate 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 SBI-Collect using Internet Banking integrated with on-line application. Transaction charges if any will be borne by the candidate. On successful completion of transaction, application form with Unique Transaction number and application number will be generated which is to be printed for record. If the candidate does not receive the application form with Unique Transaction number his/her on-line application will not be considered complete and he/she will have to make payment again. Failed transaction will be automatically refunded to the same account from which payment was originally made, within 10 working days.		
i	Application fee once paid will not be refunded OR adjusted against any further notifications, even in case of cancellation of the notification for which application fee is paid.		
j	After applying “online”, the candidate is required to download the hard copy of filled in application form.Candidates are required to keep the printout of the Registration form which will be generated by the system after successful registration.		
k	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.		
l	Candidates are required to mention their date of birth and name as per Matriculation/10 th class certificate issued by the recognized Board. No other proof of date of birth and name shall be accepted.		

7.0 Mode of Selection:

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

7.1 For the Post of Executives Grade

The mode of selection for eligible applicants for various posts in Executive Grade would be through interview.

7.2 For the Post of Supervisors and Non-Executives

- a) The mode of selection for eligible applicants will be Written Test and Supervisory Skill Test for Supervisory posts. The mode of selection for eligible applicants for the post of Non-Executive will be Written Test and Skill Test. The eligible candidates as per age, qualification, experience etc will be called for Written Test.
- b) Eligible candidates will be required to appear for Written Test consisting of Multiple choice Questions in any of the centres as decided by the Company. Written Test will be in Hindi & English which will consist of objective type multiple questions.
- c) The candidates who qualify in the Written Test will undergo a Supervisory Skill Test for Supervisory Posts and Skill Test for Non-Executive Posts which will be qualifying in nature. The qualifying candidates will be called in the ratio 1:3 based on merit of the Written Test. Final selection will be based on marks obtained in written test only.

	Mode of selection	Maximum Marks
Stage I	Written Test	100 marks
Stage II	a) Supervisory Skill Test (For Supervisors) b) Skill Test (For Non-Executives)	Qualifying in nature
Total Marks		100 marks

8.0 Verification of Documents with Originals: -

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

9.0 General Conditions:

9.1 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. 6.0(a) of this notification. In case, the last date of submitting of application is extended, the original cutoff date for reckoning eligibility will remain unchanged.

9.2 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/Written Test.

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

9.4 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.

9.5 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.

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

9.7 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.

9.8(a) All outstation candidates called and attended for Interview for Executive Post 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. Outstation SC/ST/PWD/Ex-servicemen candidates called & attended Written Test for Supervisory Post 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. Those candidates who are shortlisted for Supervisory Skill Test based on the merit of Written Test and called & attended Supervisory Skill Test will be reimbursed Travelling Allowance of second A/C Two Tier Rail/Bus fare on production of Railway/Bus tickets by shortest route as per rules.

9.8 (b) Outstation SC/ST/PWD/Ex-servicemen candidates called and attended for Written Test for Workmen Post will be reimbursed Travelling Allowance of second class Rail/ Bus fare on production of Railway/Bus tickets by shortest route as per rules. The candidates called & attended Skill Test will be reimbursed Travelling Allowance of second class Rail/Bus fare on production of Railway/Bus tickets by shortest route as per rules.

9.8 (c) Proforma of Travelling Allowance is available as Annexure –I in the notification of NMDC web site.

9.9 Candidates are required to submit duly filled in Travelling Allowance form along with travelling tickets in original for its re-imburement as per eligibility on the date of attending Written/ Supervisory/ Skill Test. However, the said Travelling Allowance will be paid through e-payment by NMDC in due course.

9.10(a) Candidates belonging to SC/ST/OBC(Non-Creamy Layer)/EWS/PWD/Ex-servicemen category should enclose a copy of caste/permanent Certificate as applicable in the prescribed proforma specified by Govt. of India. The OBC certificate submitted by the candidate should be issued within 06 months from the date of Interview/Supervisory Skill Test/Skill Test 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.

9.10(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).

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

9.12 If the SC/ST/OBC(NCL)/EWS/PWD/Ex-Servicemen 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.

9.13 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.

9.14 Information regarding Written Test/ Interview/ Supervisory Skill Test/Skill Test, 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 Written Test/Interview/ Supervisory Skill Test/Skill Test.

9.15 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 only.

- 9.16 Merely applying through online mode will not entitle a candidate to have claim with regard to his/her application.
- 9.17 No interim correspondence will be entertained on any account during recruitment process. **Canvassing in any form will be treated as disqualification.**
- 9.18 Only such PWD category candidates would be eligible to get the applicable benefit of reservation/concessions whose relevant disability percentage is 40% and above.
- 9.19 Candidates should retain printed copy of their application form as they can be asked to produce it for future reference.
- 9.20 In case of disparity in English & Hindi version of advertisement, English version will prevail.
- 9.21 No request for change of examination center, in case Interview/Written Test, will be entertained.
- 9.22 Only Indian Nationals are eligible to apply.
- 9.23 Court of jurisdiction for any dispute will be at Hyderabad.
- 9.24 The following activities will be displayed in NMDC website from time to time:
- (a) List of eligible candidates for Interview/Written Test/Supervisory Skill Test/ Skill Test/ will be displayed at least 21 days prior to Interview/Written Test/Supervisory Skill Test/Skill Test.
 - (b) List of provisionally selected candidates

General Manager (Personnel)