



NLC India Limited

(‘Navratna’ - Government of India Enterprise)

RECRUITMENT CELL / HR DEPARTMENT / CORPORATE OFFICE
BLOCK-1, NEYVELI, CUDDALORE DISTRICT, TAMILNADU - 607 801



Advt.No:02/2025

RECRUITMENT OF EXECUTIVES IN SECRETARIAL DISCIPLINE

NLC India Limited (NLCIL), a premier ‘NAVRATNA’ Public Sector Enterprise invites applications from eligible candidates for the following Executive Positions in Secretarial Discipline.

Post(s)	Grade & Scale of Pay (Rs)	No. of Posts
Additional Chief Manager (Secretarial)	E-6 (90000-240000)	01
Deputy Chief Manager (Secretarial)	E- 5 (80000 – 220000)	01

For Detailed Information on Eligibility Criteria, Important Dates, Online Application, Upper Age Limit, Reservation & Relaxation and Selection Process etc., please refer detailed advertisement hosted in the Institute of Company Secretaries of India (ICSI) website and ICSI Placement portal from 27-01-2025.

RECRUITMENT CELL, NLCIL

**ADVT NO 02/2025 - RECRUITMENT OF EXECUTIVES IN SECRETARIAL DISCIPLINE THROUGH
INSTITUTE OF COMPANY SECRETARIES OF INDIA (ICSI)**

NLC India Limited (NLCIL), a premier 'NAVRATNA' Public Sector Enterprise with an Annual Turnover (Consolidated) of INR. 12999.03 Crores (FY. 2023-24) is spreading its wings in the frontiers of Mining (Lignite & Coal), Thermal Power Generation and Renewable Energy. To add to its strength and fuel its growth, the Company is looking for executives in Secretarial discipline.

1.0 POST, GRADE, NUMBER OF VACANCIES & RESERVATION, EDUCATIONAL QUALIFICATION & EXPERIENCE REQUIREMENTS:

S. No	Post / Grade	No of Vacancies and Reservation	Minimum Educational Qualification	Length & Area of Post Qualification Work Experience in the relevant discipline #
(a)	(b)	(c)	(d)	(e)
1	Additional Chief Manager (Secretarial) (E6 Grade)	01 (UR-01)	Member of the Institute of Company Secretaries of India.	<p>Length of Post qualification experience: ACM (E-6 Grade) – 13 Years</p> <p>Area of Post Qualification Experience: Out of 13 years Post qualification experience in Company Secretarial Compliances in Govt./Public/Private Sector Company, experience in listed company is preferred. The incumbent should possess thorough knowledge of matters pertaining to institutional Finance, Company Law, Corporate and Secretarial functions. The candidate should be well versed with the provisions and regulations of Company Act and SEBI rules & regulations. The candidate should have experience of handling Board matters such as organizing Board meetings, presentation of Board memoranda/agendas. The candidate should have good administrative and liaising skills. A legal degree will be an added advantage.</p>
2	Deputy Chief Manager (Secretarial) (E5 Grade)	01 (UR-01)		<p>Length of Post qualification experience: DCM (E-5 Grade) – 09 Years.</p> <p>Area of Post Qualification Experience: Out of 9 years Post qualification experience in Company Secretarial Compliances in Govt./Public/Private Sector Company, experience in listed company is preferred. The incumbent should possess thorough knowledge of matters pertaining to institutional Finance, Company Law, Corporate and Secretarial functions. The candidate should be well versed with the provisions and regulations of Company Act and SEBI rules & regulations. The candidate should have experience of handling Board matters such as organizing Board meetings, presentation of Board memoranda/agendas. The candidate should have good administrative and liaising skills. A legal degree will be an added advantage.</p>

Note – 1
Documentary proof in support of the candidates' experience, in the required "Area & Length of post qualification work experience" as prescribed at column (e) above, have to be uploaded online to establish their eligibility for the post.

Note – 2
Reservation of Vacancies to PwBDs is horizontal reservation, as per DoPT/Govt. of India directives.

Note - 3
i) Any experience other than the notified area of experience will not be considered.
ii) Candidates who possess the notified eligibility criteria are only eligible to apply.

2.0 REQUIREMENTS IN ADDITION TO LENGTH OF POST QUALIFICATION EXPERIENCE AS PRESCRIBED AT PARA 1.0 ABOVE

- 2.1 Candidates working in Central Public Sector Enterprises / State Public Sector Enterprises / Central Government / State Governments / Public Sector Banks should possess minimum two years' experience in the immediate lower scale of pay or equivalent lower scale, out of the total length of post qualification experience required for the particular post(s)
- 2.2 Candidates in the same / equivalent scale of pay pertaining to the notified post or in the higher scale of pay may also be considered. In that case, minimum 02 years' experience in the immediate lower scale of pay is not required.
- 2.3 Candidates from Private Sector at the time of making application as well as on the date of interview / selection, must be drawing a CTC as below:
 - 2.3.1 not less than 60% of CTC of E-5/E-6 Grade.

3.0 CRUCIAL DATE:

Crucial date for claim of upper age limit etc., where not specified otherwise, will be the first of the month in which the notification is issued (i.e. 01/01/2025).

4.0 AGE LIMIT:

S.No.	Grade	Upper Age Limit in years (As on 01/01/2025) including relaxations			
		UR / EWS	OBC	SC	ST
1	E-6(ACM)	47	47*	47*	47*
2	E-5	44	44*	44*	44*

- *Wherever there is no reservation for OBC(NCL)/SC/ST categories in a particular post, candidates belonging to OBC(NCL)/SC/ST categories applying against unreserved vacancies shall be considered under general standard of merit and no relaxation in age will be extended.
- Age Relaxation for PwBD (Degree of Disability 40% & above)/Ex-Servicemen candidates will be as per Government of India guidelines and the same will be extended only if valid Disability / Discharge Certificates are uploaded at the time of application.
- Upper age limit is relaxable by 10 years for Persons with Bench Mark Disabilities as per Govt. of India guidelines.
- Relaxation for Ex-Servicemen (ESM) category candidates is as per extant Govt. of India guidelines.
- However, in all the cases of relaxation, maximum age limit is 58 years as on crucial date.

5.0 PAY SCALES, CTC& IMMEDIATE LOWER SCALES:

S.No.	Grade	Pay Scale	CTC per annum (in INR. Approx.) #	Lower Grade / Scale of Pay for Candidates from PSUs:
1	E-6	90000-240000	24.51 Lakhs	IDA Scale : 32900-58000(2007) 80000-220000(2017)
2	E-5	80000 - 220000	21.79 Lakhs	IDA Scale :29100-54500 (2007) 70000 - 200000 (2017)

In Addition to the CTC mentioned above, Performance Related Pay (Annually), Medical treatment for self & dependents and Group Insurance as per rules will be provided. Eligible type of residential accommodation (unfurnished) will be provided at standard rent in Company Townships subject to availability.

6.0 PROBATION: -

Selected candidates on appointment will be on probation for a period of one year from the date of joining the post notified above.

7.0 PLACE OF POSTING

Selected candidates are liable to be posted to any Unit/Area/Place under the control of NLC India Limited or any Joint Venture / Associate / Subsidiary Company of NLC India Limited located in different States / Union Territories of India.

8.0 RESERVATION& RELAXATION:

- 8.1 Reservation and relaxations for PwBD (degree of disability 40% & above) & Ex-servicemen candidates will be as per Government of India guidelines. The reservation for PwBD is on horizontal basis.
- 8.2 The Upper age limit is relaxable by 10 Years for Persons with Benchmark Disabilities (degree of disability 40% and above) as per Govt. of India guidelines. The Upper age limit for Ex-Servicemen is as per extant Govt. of India guidelines.
- 8.3 Candidates who claim to belong to PwBD/ Ex-Servicemen category should necessarily upload valid Disability Certificate / Discharge Certificate, as the case may be, issued by the Competent Authority. Certificate formats can be downloaded from "Forms" tab in Careers Page of NLCIL website www.nlcindia.in.
- 8.4 Candidates belonging to OBC (NCL)/ SC/ST/EWS categories should meet the eligibility norms notified for UR category for consideration against unreserved (UR) vacancies. In other words, OBC (NCL)/SC/ST/EWS candidates applying against unreserved posts shall be considered under general standard of merit and no relaxations shall be available for the candidates.
- 8.5 PwBD candidates should possess valid disability certificate issued by a Competent Authority as prescribed vide The Rights of Persons with Disabilities Act, 2016 (RPWD Act, 2016). Such certificate shall be subject to verification/re-verification as may be decided by the Board/ competent authority.
- 8.6 Category (PwBD/Ex-servicemen) once filled in the online application form will not be changed and no benefit of other category will be admissible later on.
- 8.7 Wherever there is no reservation for Persons with Benchmark Disabilities, PwBD candidates are allowed to apply as General candidates subject to the posts having been identified suitable for such disabilities. The Department of Empowerment of Persons with Disabilities, Ministry of Social Justice and Empowerment have identified the jobs/posts suitable to be held by persons with benchmark disabilities and the physical requirement for all such jobs/posts vide their Gazette Notification Dt.4thJanuary 2021. The categories of PwBD candidates who are eligible to apply for the posts is given in Annexure.

9.0 METHOD OF SELECTION:

- 9.1.1 Selection will be based on Personal Interview.
- 9.1.2 The minimum qualifying marks in the personal interview shall be 50% of prescribed score for UR candidates. Relaxation in minimum qualifying marks shall not apply for SC/ST/OBC (NCL) candidates considered under UR category.
- 9.1.3 The final selection of candidates shall be in the order of merit based on the marks scored by the candidates in the Personal Interview, subject to scoring the minimum qualifying marks prescribed.

10.0 MEDICAL FITNESS: -

Every provisionally selected candidate, prior to being appointed for the post, is required to undergo Pre-Employment Medical examination as per the prescribed health standards of NLCIL by the Company's Medical Officer and subject to being found Medically Fit, prescribed for the post.

11.0 GENERAL CONDITIONS:

- 11.1 Only Indian Nationals are eligible to apply.
- 11.2 **Candidates from State PSEs / Central PSEs / Government / Quasi Government/Public Sector Banks, should produce No Objection Certificate (NOC) at the time of document verification, otherwise they will not be permitted to attend Personal interview.**
- 11.3 Depending on the response and requirement, NLCIL reserves the right to raise / relax the eligibility conditions.
- 11.4 NLCIL reserves the right not to fill up any or all the posts notified at its discretion and vacancies may also be increased / decreased depending upon organizational requirements.
- 11.5 Candidates are informed that mere submission of applications shall not give them any right to be called for selection.
- 11.6 Candidates called for Personal Interview, are eligible for reimbursement of travelling expenses (A/C 2 Tier Sleeper / I Class Non-A/C in any train / Bus fare for E-5/E-6 Grade) for their travel from the Communication address to the Selection / Interview venue by the shortest route.

Reimbursement of travelling expenses shall be made only on production of ticket / proof for travel (Train ticket / Bus ticket / Boarding Pass) and NOC (incase of candidates from State PSEs / Central PSEs / Government / Quasi Government/ Public Sector Banks).

- 11.7 **Candidates will be called for selection based on Self certified information along with copies of testimonials uploaded by them. They should produce the original documents, in support of their meeting eligibility conditions, at the time of Document verification, failing which such candidates will not be permitted to appear for the interview and Travelling Allowance will not be reimbursed to them.**
- 11.8 Candidates already removed / terminated / deserted their employment from NLCIL will not be considered.
- 11.9 Persons already resigned from NLCIL may also apply, subject to fulfilling the notified eligibility criteria.
- 11.10 A candidate who has availed Voluntary Retirement (VR) from CPSE/PSU/State PSU/Central Govt./State Govt./Public Sector Banks/ Public Sector Insurance companies and having received ex-gratia payment as VR compensation can also apply provided that he/she is prepared to repay/return the VRS compensation to the PSU/applicable organization from where he/she has received such compensation to the extent required as laid down in the VR scheme/relieving letter and other Govt. rules as applicable at the time of VR. If such candidate who has got VR is selected by NLCIL the appointment order would be sent to such person only after getting clearance from the PSU/ applicable organization concerned about the repayment of ex-gratia compensation. Further, all instructions/guidelines of Government of India issued in respect of VRS will also apply apart from the above.
- 11.11 NLCIL reserves the right to cancel/ restrict/ modify /reopen /alter the recruitment process, if the need so arises, without issuing any further notice or assigning any reason thereof.
- 11.12 If the Disability/Discharge certificate has been issued in a language other than English/ Hindi, the candidates should submit a self-certified translated copy of the same either in English or Hindi.
- 11.13 Candidature of a registered applicant is liable to be rejected at any stage of recruitment process / Candidate's employment will be terminated / cancelled after recruitment, on or after joining if;
- 11.13.1 any information / documents submitted by the candidate is found to be false or
- 11.13.2 suppressed relevant information or
- 11.13.3 if not found to be in conformity with eligibility criteria mentioned in the advertisement.

12.0 HOW TO APPLY?

- 12.1 Candidates should apply only through online mode through ICSI portal only.
- 12.2 Before registering / applying online, the candidates should ensure that they have mobile number and valid & active personal email ID and keep them active for the entire duration of selection as ICSI will send all selection related communications only through email till the selection process is completed.
- 12.3 Candidates have to upload required scanned copies of documents / certificates in prescribed format along with the Application Form (format enclosed at Annexure-II) to establish their eligibility, failing which the application is liable for rejection.
- 12.4 Candidates applying for more than one post should apply with unique email ID and submit separate Application Forms along with the requisite enclosures for each post(s).
- 12.5 Candidates should submit single application only for any post. In case of multiple applications for any post, the last registered application shall only be considered.
- 12.6 Candidates should produce all self-attested copies of certificates / documents, at the time of Document / Certificate verification.
- 12.7 Scrutiny of applications for short listing of candidates for Selection will be solely based on documents / certificates uploaded by the candidates at the time of submission of application through ONLINE.
- 12.8 **No manual / Email/ paper applications will be entertained and candidates are advised not to send any hard copy to ICSI.**
- 12.9 The ICSI Online application portal will be active from 10:00 hours on 27/01/2025 to 17:00 hours on 06/02/2025.
- 12.10 The period of online application in ICSI portal is extendable with the approval of competent authority.

13.0 IMPORTANT GUIDELINES FOR UPLOADING DOCUMENTS:

- 13.1 The following documents are mandatory at the time of application as well as during Document Verification. In case the candidate is unable to produce, the requisite document at any stage, the candidature shall be summarily rejected.

Sl. No.	Documents
1	Proof of Date of Birth (Birth Certificate (or) SSLC / Matriculation Mark Sheet).
2	Copy of AADHAR Card
3	Proof for possessing notified Qualifications: Provisional Certificate [or] Degree / Post Graduate Degree/ Post Graduate Diploma/ Membership Certificate(s) in chronological order <i>(Including SSLC / HSC/Diploma certificates if applicable)</i>
4	Consolidated or Semester wise Mark Sheet(s) in chronological order
5	Copy of Experience Certificate(s), from the present / previous employer(s) in support of notified post qualification work experience. (In Chronological order). Candidates have to upload documentary proof in support of their experience in the required "Length & Area of post qualification work experience as prescribed at para 1.0 (e), to establish their eligibility for the post.
6	Candidates from Private Sector, have to upload documentary proof in support of their CTC (Copy of last 6 months Pay Slips, Pay Certificate issued by Competent Authority in company's letter head, Last 3 years Form-16 & Income Tax returns filed in respective years etc.) to establish their eligibility for the post as prescribed at para 2.3 above.
7	Proof for having minimum Two years' experience in the immediate Lower Pay Scale for candidates from Central Public Sector Enterprises / State Public Sector Enterprises / Central Government / State Governments / Public Sector Banks, along with latest pay slips/pay certificates.
8	Candidates from State PSEs / Central PSEs / Government / Quasi Government/Public Sector Banks, should produce No Objection Certificate (NOC) at the time of document verification/selection.
9	Copy of Disability Certificate in case of PwBD candidates.
10	Proof for Ex-Servicemen in case of Ex-Servicemen only

Sl. No.	Documents
11	Other documents, if any, in support of their credentials

- 13.2 Candidates are requested to ensure that only legible self-attested documents are uploaded. Also they are requested to ensure that the documents that they have uploaded are legible for scrutiny, failing which the application is liable for rejection.
- 13.3 In support of educational qualification / experience / CTC/ Immediate lower scale of pay, wherever multiple documents (i.e. Mark sheet or Certificates) need to be uploaded, all documents are to be arranged in chronological order in a single pdf file and to be uploaded.
- 13.4 No physical mode of submission of application and/or required documents in support of their candidature would be entertained.
- 13.5 Candidates are requested to scan and upload the self-attested copies of following documents / certificates.

Sl. No.	Documents	File type	File size not exceeding
1	High quality recent Passport size Colour photograph (3.5 cm Width × 4.5 cm Height, taken after 01/10/2024 in a professional studio).	JPEG	50 KB
2	Good quality image of candidate's signature (in dark Blue or Black ink)	JPEG	50 KB
3	Proof of Date of Birth (Birth Certificate (or) SSLC / Matriculation Mark Sheet).	PDF or JPG	250 KB
4	Copy of AADHAR Card	PDF or JPG	250 KB
5	Proof for possessing notified Qualifications: Provisional Certificate [or] Degree / Post Graduate Degree/ Post Graduate Diploma/ Membership Certificate(s) in chronological order (<i>Including SSLC / HSC/Diploma certificates if applicable</i>)	PDF (kindly refer para 13.2 before uploading)	2.5 MB
6	Consolidated or Semester wise Mark Sheet(s) in chronological order		2.5 MB
7	Copy of Experience Certificate(s), from the present / previous employer(s) in support of notified post qualification work experience. (In Chronological order). Candidates have to upload documentary proof in support of their experience in the required "Length & Area of post qualification work experience as prescribed at para 1.0 (e), to establish their eligibility for the post.	PDF (kindly refer para 13.2 before uploading)	2.5 MB
8	Candidates from Private Sector, have to upload documentary proof in support of their CTC (Copy of last 6 months Pay Slips, Pay Certificate issued by Competent Authority in company's letterhead, Last 3 years Form-16 & Income Tax returns filed in respective years etc.) to establish their eligibility for the post as prescribed at para 2.3 above.	PDF (kindly refer para 13.2 before uploading)	2.5 MB
9	Proof for having minimum Two years' experience in the immediate Lower Pay Scale for candidates from Central Public Sector Enterprises / State Public Sector Enterprises / Central Government / State Governments / Public Sector Banks, along with latest pay slips/pay certificates.	PDF or JPG	250 KB
11	Copy of Disability Certificate in case of PwBD candidates.	PDF or JPG	250 KB
12	Proof for Ex-Servicemen in case of Ex-Servicemen only	PDF or JPG	250 KB
13	Other documents, if any, in support of their credentials	PDF or JPG	250 KB

13.6 The list of documents to be uploaded given above is not exhaustive and candidates may upload other documents as the case may be, to clearly establish their eligibility. Failure on the part of candidates to upload all required documents to clearly establish their eligibility along with the online application would lead to rejection of their candidature.

- 14.0 Information regarding Selection Schedule will be communicated by ICSI to the shortlisted candidates through email/other appropriate means. The same need to be downloaded and printed by the candidate concerned.
- 15.0 Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and / or an application in response thereto can be instituted only in Chennai and the Courts/Tribunals/Forums (Jurisdiction Courts) at Chennai shall have sole and exclusive jurisdiction.
- 16.0 It is mandatory that eligible candidates should go through the full text of the advertisement and agree to all the conditions given while applying for the post.
- 17.0 **NLCIL's DECISION FINAL:**
The decision of NLCIL's Appointing Authority in all matters relating to eligibility, acceptance or rejection of applications, penalty for false information, mode of selection, selection and posting of selected candidates will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

18.0 **IMPORTANT DATES:**

Opening of On-line application portal - Date & Time	27/01/2025
Closing of On-line of application portal - Date & Time	06/02/2025

ANNEXURE - I

CATEGORIES OF DISABILITY IDENTIFIED SUITABLE FOR THE POSTS:

Name of Post	Category / Disability Identified Suitable for the Post
Additional Chief Manager (Secretarial) & Deputy Chief Manager (Secretarial)	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV d) MI e) MD involving(a) to (d) above
ABBREVIATIONS: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, BA=Both Arms, OL=One Leg, BL=Both Leg, OAL=One Arm and One Leg, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, MI= Mental Illness & MD=Multiple Disabilities	



ANNEXURE - II

ADVT NO 02/2025

RECRUITMENT OF EXECUTIVES IN SECRETARIAL DISCIPLINE THROUGH INSTITUTE OF COMPANY SECRETARIES OF INDIA (ICSI)

APPLICATION FORM

Advertisement No: 02/2025

Post Applied Pay Band / Grade:

(Strike out whichever is not applicable):

Additional Chief Manager (Secretarial) / 90000-240000 (E-6)

Deputy Chief Manager (Secretarial) / 80000 - 220000 (E-5)

Affix Photograph

1. ICSI Membership No. :
2. ICSI Student Registration No. :
3. Candidate Name :
4. Father's Name :
5. Communication Address:
6. Permanent Address:
7. Contact number:
8. E-mail ID :
9. Aadhar No.:
10. PAN no:
11. State of Domicile :
12. Date of Birth :
13. Community :
14. Sub Caste :
15. Marital Status :
16. Religion :
17. Ex-Serviceman :
18. Person With Disabilities (Yes/No) :
If yes, type and percentage of disability:
19. Qualification:

Qualification Particulars				
Qualification	Course Duration (in years)	Month/Year of Passing	Name of the Board/Institute/University	Marks (in %)

20. ICSI Membership Certificate Number/date:

21. Experience:

Experience Particulars			
	Post Held 1 :	Post Held 2 :	Post Held 3 :
Designation			
Organisation Name			
From Date			
To Date			
Nature of Employment : (Regular/FTE/Temporary/Contract)			
Organisation Type (Private/PSU/Government)			
Pay Scale & Grade / CTC :			
Nature of Duties			

Please add additional columns/fields if required.

22. Languages known:

Languages known details:			
	Read (Y/N)	Write (Y/N)	Speak(Y/N)
English			
Tamil			
Hindi			
Others: (Please specify)			

23. Have you ever been convicted / detained / Prosecuted / arrested / bound down / debarred / fined by court of Law? (Yes/No)

If yes, furnish details:

24. Are any FIRs/Cases/Chargesheets pending against you? (Yes/No)

If yes, furnish details:

25. Details of pending Disciplinary cases and punishments undergone/undergoing: (Yes/No)

If any, furnish details :

26. Are you related to any employee of NLCIL? (Yes/No)

If yes, furnish details of related employee(s)

Name:

Relationship:

CPF number:

Status (Serving/retired):

27. Have you been a candidate for any other post in NLCIL during the last one Year? (Yes/No)

If so, furnish details :

28. Whether you have served in NLCIL in the past in any post ? : (Yes/No)

If so, furnish details :

Enclosures (Uploaded by Candidate) - (Yes/No)

Proof for SSLC :

Proof for HSC :

Proof for Notified Qualification :

Proof for Experience :

Proof for Community :

Proof for Date of Birth :

Proof for Aadhar :

Proof for PAN :

Proof for PwBD :

Proof for Ex-Service Man :

Proof for ICSI Membership:

Proof for Payslip :

Proof for Immediate Lower Pay Scale:

Proof for Consolidated/Semester Marksheet(s) :

Proof for CTC Certificate:

Proof for Other Certificate:

Declaration

I hereby declare that all the above information furnished by me are true and complete. I am aware that furnishing of false /incomplete information will result in rejection of my candidature /loss of employment, if appointed to the post applied, at any stage.

Place :

Date :

SIGNATURE OF THE APPLICANT
