



NMDC Ltd., 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 is in the process of massive expansion and diversification activities both in India and abroad. NMDC is setting up a 3.0 MTPA Integrated Steel Plant at Nagarnar near Jagdalpur, Chhattisgarh State. The company has also undertaken a Slurry Pipeline Project for laying of Slurry Pipeline between Bailadila and Visakhapatnam (A.P.) via Nagarnar/Jagdalpur. Online applications are invited from eligible & willing candidates to fill up the following posts:

Sl. No	Discipline	Post & Grade	No of post
1.	Finance	General Manager (E8)	01
2.	Safety	Dy. General Manager (Safety) (E6)	01
		Asst. General Manager (Safety) (E5)	01
		Sr. Manager (Safety) (E4)	02
		Dy. Manager (Safety) (E2)	04
		Asst. Manager (Safety) (E1)	10
3.	Survey	Jr. Officer	01
4.	Raj Bhasha	Asst. Manager (E1)	02

**Note:** The No. of posts indicated above is tentative and may vary depending upon organizational requirement. The post at Sl.No. 1 & 4 is for NMDC, Sl.No. 2 for NISP, Nagarnar, Sl.No. 3 is for Slurry Pipe Line (SPL), Jagdalpur.

#### **1. Discipline: Finance**

**Post: General Manager (E8)**

#### **Qualification and Experience:**

Graduate from a recognized University and Member of the Institute of Chartered Accountants of India / Institute of Cost and Works Accountants of India with good academic record. He should have atleast 20 years of relevant post qualification executive experience in corporate financial management and accounts including cost, budgetary control, Institutional finance, working capital management, etc in an Industrial/Mining Organization. Out of the total post qualification Experience, the candidate must have worked at a Senior level for a minimum period of 5 years.

**2. Discipline: Safety:**

Posts: DGM (E6)/AGM (E5)/Sr. Manager (E4)/Dy. Manager (E2)/Asst. Manager (E1)

**Qualification & Experience:**

Degree in Mechanical/Electrical Engineering with Degree/Diploma in Industrial Safety recognized by Central/State Government Institute. Working experience in Central or State Government or Public Sector Undertaking or any reputed Industry sectors like, Iron & Steel, Power, Heavy Engineering, Chemical, Cement, Oil and Gas. Candidates having knowledge of Industrial Safety Systems and promotion of safety consciousness among employees and examination of machinery, equipment and building from safety angle and organizing safety training to employees will be preferred. Experience in providing advice and assisting the factory management in the fulfillment of its obligation statutory otherwise concerning prevention of personal injuries and maintaining a safe working environment. Experience in administration of Safety provisions and regulations under the Factories Act. The candidate should have adequate knowledge of Hindi.

**Desirable:** Experience in Integrated Steel Plant, Expertise in Disaster Management, Liaisoning with statutory department of factories.

**3. Discipline: Survey**

**Post: Junior Officer**

**Qualification & Experience:**

Three years Diploma in Civil Engineering. Minimum 5 years post qualification experience in survey of linear projects like land or Roads, Oil/Gas/Slurry/Water Pipeline. The Candidate should have experience in using all Survey Equipments, in particular experience in using DGPS and Total Station. The candidate should have expertise in the use of AUTOCAD, GIS/LIS Softwares. Knowledge in using ArcGIS Software and AUTOCAD Civil 3D are desirable.

**4. Discipline: Rajbhasha**

**Post: Asst. Manager (E1)**

**Qualification & Experience:**

MA (Hindi) (preferably 1<sup>st</sup> division) with English as one of the subjects at Degree level and successful completion of Translation course conducted by Central Translation Bureau, Ministry of Home affairs. Should have post qualification experience of minimum 2 years in Translation of Technical and /or non-Technical documents from English to Hindi and vice-versa in newspapers or Public Relations Department of any State / Central government or Public Sector Undertaking. Preference will be given to the candidates having working experience in the Department of Official Language (Rajbhasha).

**II) Scale of Pay, Minimum period of Experience, Maximum Age:**

Sl. No	Posts&Grade	Scale of Pay (Rs.)	Approx.CTC P.A. In NMDC	Min Relevant Exp. (yrs)	Max. Age (Yrs.)
1.	General Manager (E8)	51300-3%-73000/-	28.00 Lakhs	20	52

2.	DGM (E6)	19000-450-24400/- (Pre-revised)	23.00 Lakhs	15	52
3.	AGM (E5)	43200-3%-66000/-	21.00 Lakhs	13	50
4.	Sr. Manager (E4)	36600-3%-62000/-	17.50 Lakhs	10	50
5.	Dy. Manager (E2)	24900-3%-50500/-	12.00 Lakhs	04	45
6.	Asst. Manager (E1)	20600-3%-46500/-	10.00 Lakhs	02	45
8.	Junior Officer (JO)	15000-3%-38000	7.50 Lakhs	05	35

III) 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 PwDs/Ex. Servicemen.

**No of Posts:** 22 (SC-04, ST-01, OBC-06 & UR-11)

**IV) Candidates should also have the following experience:**

**(I) Candidates working in Govt./PSUs applying for above posts in following pay scales or equivalent grade for a minimum period of two years:**

Post/Grade applied for:	Minimum service period of 2 years in scale of pay:
GM (E8)	19500-450-25350/- (pre-revised) or equivalent
DGM (E6)	43200-3%-66000/- or above
AGM (E5)	36600-3%-62000/- or above
Sr. Manager (E4)	32900-3%-58000/- or above
Dy. Manager (E2)	20600-3%-46500/- or above
Asst. Manager (E1)	16400-3%-40500/- or above
Junior Officer (JO)	-

Candidates must attach proof of their pay scale for last two years along with their applications for the above preference.

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

Post/Grade applied for	Minimum CTC per annum for last 2 years (average):
GM (E8)	26.50 Lakhs or above
DGM (E6)	21.00 Lakhs or above
AGM (E5)	17.50 Lakhs or above
Sr. Manager (E4)	15.50 Lakhs or above
Dy. Manager (E2)	10.00 Lakhs or above
Asst. Manager (E1)	7.50 Lakhs or above
Junior Officer (JO)	5.50 Lakhs or above

Candidate must attach proof of their annual CTC for last 2 years along with their application.

#### **V. GENERAL CONDITIONS:**

1. While applying the candidates should enter their full name as it appears in the matriculation / secondary certificate.

2. Wherever CGPA/OGPA or letter grade in a degree is awarded; equivalent percentage of marks should be indicated as per norms adopted by the University/Institute. The candidate will have to produce a copy of these norms with respect to his/her University/Institute at the time of Interview. Where no norms have been specified, the CGPA/OGPA will be presumed to have been provided on a 10 point scale.
3. The SC/ST/OBC (NCL)/PwD certificate should be as per the format as prescribed by Govt. of India. If the 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.
4. Experience and Age relaxation and higher start in the time scale may be considered in case of deserving candidates. Candidates may be considered for a lower post in case they are found otherwise suitable depending on their qualifications experience, present position and performance in interview.
5. Apart from Pay and Allowances, other benefits viz. PRP, HRA, CPF, Gratuity, Medical facilities, Group Insurance etc., as per rules will also be admissible.
6. Candidates called for interview should produce all original documents, at the time of Interview, failing which such candidates will not be permitted to appear for the interview and Travelling Allowance will not be reimbursed.
7. Mere fulfilling of the minimum criteria will not vest any right in candidates for being called for interview. Depending on response and requirement, the management reserves the right to raise/relax/cancel/modify/alter the 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. Candidature of a candidate is liable to be rejected at any stage of recruitment process or after recruitment or on joining, if any information provided by the candidate is false or is not found to be in conformity with eligibility criteria mentioned in the advertisement.
9. Outstation candidates called for interview for the post of GM (E8 Grade) will be reimbursed to and fro single Air Fare (Economy class)/ AC-I Rail Fare by shortest route and candidates called for interview for other posts will be reimbursed to & fro single AC - II Tier Rail fare by shortest route subject to production of proof.
10. The date for reckoning the age, qualification and post qualification experience etc shall be considered on the last date of online registration.
11. Court of jurisdiction of any dispute will be at Hyderabad.
12. Candidates are advised to have a valid E-Mail ID and mobile number to be entered compulsorily in the "online" application form and should remain active for at least one year. No change in the E-mail id will be allowed once entered.

## **VI. HOW TO APPLY**

- (I) Interested candidates meeting the above requirements may apply through "Online" only. To apply "Online", visit "Careers" page on NMDC website: [www.nmdc.co.in](http://www.nmdc.co.in).

The site is functional from 10:00 hours of **20.12.2016** to 18:00 hours of **21.01.2017**.

- (II) After applying "online", the candidate is required to download the hard copy of filled in application form and send the same by mentioning the User-ID appearing on the online application on top of the envelope. Affixing recent passport size photograph along with copies of all the Certificates and Testimonials in support of his/her application, by Post/Courier to Asst. General Manager (Personnel) (R&P), NMDC Ltd., 10-3-311/A, Khanij Bhavan, Castle Hills, Masab Tank, Hyderabad – 500 028 so as to reach his office on or before **31.01.2017**.
- (III) Merely applying through online mode will not entitle a candidate to have claim with regard to his/her application. They must submit the hard copy of the downloaded/ filled in application form along with supporting documents for age, qualification, experience etc., as claimed by them in their application, failing which his/her candidature will be summarily rejected.
- (IV) Downloaded applications received after the last date of receipt of application in NMDC office or received without supporting documents shall be summarily rejected.
- (V) Candidates applying for more than one post should apply separately for each post.