



NLC India Limited

(‘Navratna’ - Government of India Enterprise)

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

Advt.No:08/2024

Recruitment of Executives in Secretarial (Company Secretary) Discipline.

NLC India Limited (NLCIL), a premier ‘NAVRATNA’ Public Sector Enterprise with an Annual Turnover (Consolidated) of INR. 12,999.03 Crores (FY. 2023-24) is spreading its wings in the frontiers of Mining (Lignite & Coal), Thermal Power Generation and Renewable Energy.

1.0 NLCIL invites applications from eligible candidates for the following Executive Position in Secretarial (Company Secretary) discipline.

S. No	Post	No. of Posts	Grade & Scale of Pay	Minimum Educational Qualification
1.	Graduate Executive Trainee (Secretarial)	02 [UR-02]	E-2 (50000 - 160000)	Member of the Institute of Company Secretaries of India.

Note: The members of the Institute who have got their membership on or before 1st June 2024 are only eligible.

2.0 The Upper age limit is 30 years as on crucial date (i.e. 01/06/2024) and it is relaxable by 10 Years for Persons with Benchmark Disabilities (degree of disability 40% and above). For Ex-Servicemen as per Govt. of India guidelines. However, maximum age limit is 58 years as on crucial date.

3.0 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. 4th January 2021. The categories of PwBD candidates who are eligible to apply for the post as under:

Name of Discipline	Category / Disability Identified Suitable for the Post
Secretarial	a) B, LV, b) D, HH, c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy, e) MD involving (a) to (c) above

ABBREVIATIONS: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, MDy= Muscular Dystrophy, MD=Multiple Disabilities



- 4.0 Applicants who are meeting the eligibility criteria as per the notification will be shortlisted for the selection in the ratio 1:6 against the notified vacancies, based on the merit order of Academic Performance in CS Professional Program.
- 5.0 Selection will be based on Academic Performance in CS Professional Program (60 marks), Group Discussion (15 marks) and Personal Interview (25 marks). The exact date & Venue of the selection will be communicated to the shortlisted candidates through registered email / sms.
- 6.0 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.
- 7.0 The list of documents to be furnished by the candidates to clearly establish their eligibility.

Sl. No.	Documents
1	High quality recent Passport size Colour photograph (3.5 cm Width x 4.5 cm Height, taken after 01/01/2024 in a professional studio).
2	Good quality image of candidate's signature (in dark Blue or Black ink)
3	Proof of Date of Birth (Birth Certificate (or) SSLC / Matriculation Mark Sheet).
4	Copy of AADHAR Card
5	Copy of Membership of the Institute of Company Secretaries of India.
6	Copy of consolidated / semester wise marksheet of CS Professional Program
7	Copy of Disability Certificate in case of PwBD candidates.
8	Proof for Ex-Servicemen in case of Ex-Servicemen only
9	Other documents 'if any' in support of their credentials

Opening date of submission of application	22-06-2024
closing date of submission of application	06-07-2024

Date: 22-06-2024

Sd/-

CHIEF GENERAL MANAGER (HR)

"CREATING WEALTH FOR WELL BEING"

REGD. OFFICE: NLC India Limited, No. 135, EVR Periyar High Road, Kilpauk, Chennai- 600010
CORPORATE OFFICE: Block-1, Neyveli-607 801, Cuddalore District, Tamil Nadu.
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To Apply, please login to ICSI Placement Portal at :

<https://placement.icsi.edu/PlacementApp/member>