



NMDC LIMITED
(A Government of India Enterprise)
“Khanij Bhavan”, 10-3-311/A, Masab Tank, Hyderabad-500028, INDIA.
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CIN L13100TG1958GO1001674

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 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. The Steel Plant is going to be commissioned shortly.

2.0 For commissioning and subsequent operation & maintenance of Integrated steel plant (NISP) at Nagarnar, persons in Executive & Non-Executive cadres on Contract basis having experience in operation and maintenance of various areas of Steel plant as detailed below are required. Name of the Package, Post, Area of work, No. of posts, Required Qualification, experience etc are as follows:

2.1 Posts in Executive Cadre:

S No	Functional area	Post	Area of Work	No. of post(s)	Qualification	Post Qualification Experience (Essential)	Experience (Desirable)
(A) Energy Management Department							
1	Operation	Executive-III (Contract)	Operation I/c	01	Degree in any branch of Engineering / Technology	Experience of Energy Management Department in an Integrated Steel Plant	Overall knowledge of all the units of EMD. Knowledge on distribution of various gases for smooth running of the plant in normal/emergency condition, Preparation of SOPs, commissioning, shut-down procedures and various emergency procedures. Knowledge on gas hazards.
2	Operation	Executive-I(a) (Contract)	GMBS	03			Working experience of Gas booster, Control philosophy of gas mixing station and their trouble shooting Knowledge of gas hazards.
3	Operation	Executive-I(a) (Contract)	LD Gas Recovery Plant, including Gas Holder	04			Working experience of gas holder, ESP and boosters. Knowledge of gas recovery system and various gas hazards.
4	Operation	Executive-I(a) (Contract)	Inspection of Fuel gas pipeline	01			Experience of carrying out inspection of fuel gas lines, flushing of seal pots, charging of gas lines, shut down procedures, testing and normalization. Knowledge of gas hazards.

S No	Functional area	Post	Area of Work	No. of post(s)	Qualification	Post Qualification Experience (Essential)	Experience (Desirable)
5	Operation	Executive-I(b) (Contract)	Inspection of Utility Gas pipeline	04	Degree in any branch of Engineering / Technology	Experience of Energy Management Department in an Integrated Steel Plant	Experience in operation of utility gas pipelines, charging, shut down, normalization procedures for oxygen, nitrogen and steam. Knowledge on handling of oxygen, nitrogen, steam and gas hazards
6	Operation	Executive-I(b) (Contract)	Inspection of Fuel gas pipeline	02			Experience of carrying out inspection of fuel gas lines, flushing of seal pots, charging of gas lines, shut down procedures, testing and normalization. Knowledge of gas hazards.
7	Operation	Executive-I(b) (Contract)	Energy Centre/Gas Control	03			Operational Experience in distribution of hazardous fuel gases and utility gases. Continuous monitoring of gaseous parameters through SCADA
8	Mechanical Maintenance	Executive-III (Contract)	Mechanical Maintenance I/c	01			Overall knowledge of all units in EMD. Preparation of SMPs, shut-down procedures and various emergency procedures, ensuring availability of equipment by timely attending the shut-down and breakdowns. Implementation of various maintenance procedures. Knowledge on gas hazards.
9	Mechanical Maintenance	Executive-II (Contract)	Mechanical Maintenance I/c	02			Overall knowledge of all units in EMD. Preparation of SMPs, shut-down procedures and various emergency procedures, ensuring availability of equipment by timely attending the shut-down and breakdowns. Implementation of various maintenance procedures. Knowledge on gas hazards.

S No	Functional area	Post	Area of Work	No. of post(s)	Qualification	Post Qualification Experience (Essential)	Experience (Desirable)
10	Mechanical Maintenance	Executive-I(b) (Contract)	Maintenance of Utility Gas pipeline	02	Degree in any branch of Engineering / Technology	Experience of Energy Management Department in an Integrated Steel Plant	Experience in maintenance of oxygen, high pressure gas lines like nitrogen, argon, steam etc. and their safety precaution. Experience in the maintenance of steam traps, moisture traps Knowledge on handling of oxygen, nitrogen, steam and gas hazards
11	Mechanical Maintenance	Executive-I(b) (Contract)	Planning and Technical Cell	01			Knowledge of procurement, indenting, contract procedures, budgeting and mechanical equipment under EMD, NDT procedures for gas pipelines and housekeeping. Safety on material handling, compliance of various factory act on material handling.
12	Mechanical Maintenance	Executive-I(b) (Contract)	Maintenance of Mechanical Equipment	01			Knowledge of maintenance of Gas Boosters, Booster fan alignment, balancing, blanking and de-blanking. Should have knowledge on gas safety and shut-down procedures.
13	Mechanical Maintenance	Executive-I(b) (Contract)	Maintenance of Fuel Gas pipeline	02			Experience on Mechanical Maintenance of fuel gas pipelines, Blanking and de-blanking of fuel gas lines(CO gas, BF gas and mixed gas). Knowledge of gas hazards and the safety precaution.
14	Electrical Maintenance	Executive-II (Contract)	Electrical Maintenance I/c	01	Degree in Electrical Engg/ Technology	Overall knowledge of all the units of EMD. Good knowledge of Electrical shut-down procedures, Electrical Safety, Implementation of various maintenance procedures, ensuring availability of equipment by timely attending the shut-down and break-downs. Knowledge on gas hazards.	

S No	Functional area	Post	Area of Work	No. of post(s)	Qualification	Post Qualification Experience (Essential)	Experience (Desirable)	
15	Electrical Maintenance	Executive-I(b) (Contract)	Planning Cell & Stores	02	Degree in Electrical Engg/ Technology	Experience of Energy Management Department in an Integrated Steel Plant	Knowledge of procurement, indenting, budgeting, contract procedures, electrical equipment under EMD and housekeeping	
16	Electrical Maintenance	Executive-I(b) (Contract)	Electrical Maintenance of Fuel Gas Pipeline	02			Maintenance and trouble-shooting of electrical switch-gear, motors, actuators, solenoid valves, flare stack ignition system and earth protection. Knowledge on electrical safety and gas safety	
17	Electrical Maintenance	Executive-I(b) (Contract)	Maintenance of Electrical equipment	02			Knowledge of maintenance of electrical equipment like PLC system, LT, HT motors, ESP system, Electrical panel, VVF drives, Transformer – Rectifier set. Knowledge on gas safety and shut-down procedures.	
18	Gas Safety	Executive-II (Contract)	Gas Safety & Up keep of equipment	03			Degree in any branch of Engineering / Technology	Knowledge of various gas hazards and their safety precaution, use of various gas safety appliances. Implementation of various gas safety procedures
19	Fuel Economy	Executive-II (Contract)	Fuel Economy	02				Knowledge of fuel management and combustion system, methodology for calculating energy of various departments and plant as a whole and Energy audit. Knowledge of Energy Management System and compliance of Energy Conservation Act.

S No	Functional area	Post	Area of Work	No. of post(s)	Qualification	Post Qualification Experience (Essential)	Experience (Desirable)
B) Safety							
1	Safety Deptt	Executive-I(a) (Contract)	Safety Management system in SMS, LDCP, Safety Induction Training, Mills, Auxiliary Packages)	10	Degree in any branch of Engineering or technology along with degree or diploma in Industrial Safety as per factories Act/Rules	Experience in Safety Management System in Iron and Steel Industry.	Experience of working in Safety Management System in Iron, Steel, Power, Cement, Chemical Plants, Accident prevention programmes. Safety Committees. Promotional activities, Safety training & Inspections, safety campaigns.
2	Safety Deptt	Executive-I(a) (Contract)	Safety Monitoring in Sinter Plant, Blast Furnace, RMHS	03			Experience of working in Safety Management System Iron, Steel, Power, Cement, Chemical Plants Safety Inspections/ Observations
3	Safety Deptt	Executive-I(b) (Contract)	Safety Mgt system in Planning of PPE procurement, Railway, Traffic, Promotional activities, Audit Mgt)	05			Experience of working in Safety Management System in Integrated Steel Plant, Cement Plant, Power Plant. ERP safety Module implementation, Permit to Work, OHSAS, ISO. Process Safety Management
4	Safety Dept	Executive -III (Contract)	Incharge Safety Monitoring all Plant	03			Experience of working in Safety Management System in Integrated Steel Plant, Cement Plant, Power Plant. Disaster Management Plan. ERP, OHSAS, ISO. Liasioning with factories Inspectorate Dept.

S No	Functional area	Post	No. of post(s)	Qualification	Post Qualification Experience (Essential)	
C) Materials Management						
1	Purchase / Stores	Executive-I(a) (Contract)	05	Degree in any branch of Engineering or technology	Experience in any Integrated Steel Plant in MM Deptt.	
2	Purchase/ Stores	Executive-I (b) (Contract)	08			
3	Purchase/ Stores	Executive-III (Contract)	03			
D) Contracts Management						
1	Contracts	Executive-I (b) (Contract)	07	Degree in any branch of Engineering or technology	Experience in any Integrated Steel Plant in Contracts Deptt.	
2	Contracts	Executive-III (Contract)	04			
E) Centralised Maintenance Mechanical						
S No	Functional area	Post	No. of post(s)	Qualification	Post Qualification Experience (Essential)	Experience (Desirable)
1	Mechanical	Executive -I(b) (Contract)	04	Degree (BE/B.Tech) in Mechanical Engg.	Experience in Central Mechanical Maintenance Deptt or mechanical maintenance section of Mill/SMS/ Coke Oven/ RMHS/ Blast Furnace	Planning of spares, consumables etc. Preparation of contract specification, execution of contracts for different type of heavy maintenance jobs.
F) Compressed Air Station						
S No	Functional area	Post	No. of post(s)	Qualification	Post Qualification Experience (Essential)	Experience (Desirable)
1	Mechanical	Executive -I(b) (Contract)	01	Degree (BE/B.Tech) in Mechanical Engg.	Experience in Compressed Air Station Dept or mechanical maintenance section of Power Blowing Station / Oxygen Plant	Experience in testing commissioning, operation & maintenance of centrifugal compressors
2	Electrical	Executive -I(b) (Contract)	01	Degree (BE/B.Tech) in Electrical Engg.	Experience in Compressed Air Station Dept or electrical maintenance section of Power Blowing Station / Oxygen Plant	Experience in testing commissioning, operation & maintenance of centrifugal compressors
G) Crane Engineering						
S No	Functional area	Post	No. of post(s)	Qualification	Post Qualification Experience (Essential)	Experience (Desirable)
1	Mechanical	Executive -I (a) (Contract)	02	Degree (BE/ B.Tech) in Mechanical Engg.	Experience in Mechanical maintenance of cranes (EOT etc.) or mechanical maintenance section of SMS/ RMHS/ Mills.	Maintenance of EOT cranes will be preferred. Preparation of contract specification & execution of various maintenance jobs. Planning of spares & consumables etc.

S No	Functional area	Post	No. of post(s)	Qualification	Post Qualification Experience (Essential)	Experience (Desirable)
2	Mechanical	Executive -I (b) (Contract)	01	Degree (BE/ B.Tech) in Mechanical Engg.	Experience in Mechanical maintenance of cranes (EOT etc.) or mechanical maintenance section of SMS/ RMHS/ Mills.	Maintenance of EOT cranes .Preparation of contract specification & execution of various maintenance jobs. Planning of spares & consumables etc.
3	Mechanical	Executive-II (Contract)	01			Maintenance of EOT cranes will be preferred. Preparation of contract specification & execution of various maintenance jobs. Planning of spares & consumables etc.

2.2 Posts in Supervisory & Non-Executive Cadre:

S No	Functional area	Post	Area of Work	No. of post(s)	Qualification	Post Qualification Experience (Essential)	Experience (Desirable)
A) Energy Management Department							
1	Operation	Supervisor cum Chargeman (Contract)	Inspection of Utility Gas pipeline	06	Diploma in any branch of Engineering	Experience in Energy Management Department	Experience in operations of gas pipe lines and equipment in Steel Plant, Experience in handling hazardous gases like Blast furnace gas, Coke oven gas and BOF (LD) gas. Inspection of utility gas lines and the distribution system.
2	Operation		Energy Centre/Gas Control	04			Experience in gas pipe lines and equipment in steel plant, Experience in handling hazardous gases like BF gas, CO gas, LD gas and other utility gases and the distribution system
3	Operation		LD Gas Recovery Plant, including Gas Holder	04			Experience in gas pipelines and equipment in steel plants, Experience in handling hazardous gases like BF gas, CO gas, LD gas and its safety aspects. Knowledge on operating gas boosters, ESP and gas holder. Knowledge of shut-down of the recovery system during normal & abnormal conditions
4	Operation		Inspection of Fuel gas pipeline	04			Experience in gas pipelines and equipment in steel plant, experience in handling hazardous gases like BF gas, CO gas, LD gas and the safety aspects. Knowledge of carrying out inspection of gas lines, shut-down procedures, testing and normalization procedures.

S No	Functional area	Post	Area of Work	No. of post(s)	Qualification	Post Qualification Experience (Essential)	Experience (Desirable)
4	Operation	Sr. TCO (Contract)	Energy Centre/Gas Control	04	ITI in any discipline	Experience in Energy Management Department	Experience in gas pipe lines and equipment in steel plant, Experience in handling hazardous gases like BF gas, CO gas, LD gas and other utility gases and the distribution system
5	Operation		GBMS	03			Experience in gas pipe lines and equipment in steel plant, Experience in handling hazardous gases like BF gas, CO gas, LD gas and its safety aspects. Knowledge on operating gas boosters and shut down of boosters, operation of gas mixing station etc.
6	Operation		Inspection of Fuel gas pipeline	03			Experience in gas pipelines and equipment in steel plant, experience in handling hazardous gases like BF gas, CO gas, LD gas and the safety aspects. Knowledge of carrying out inspection of gas lines, shut-down procedures, testing and normalization procedures.
7.	Operation		Inspection of Utility Gas Pipe Line	01			Experience in operations of Utility & Gas pipelines and equipment in Steel Plant. Experience in handling hazardous gases like BF gas, CO gas, BOF(LD) gas Inspection of utility gas lines and the distribution system..
8	Mechanical Maintenance	Supervisor cum Chageman (Contract)	Maintenance of Utility Gas pipeline	06	Diploma in any branch of Engineering		Experience in operations of gas pipe lines and equipment in Steel Plant, Experience in handling hazardous gases like Blast furnace gas, Coke oven gas and BOF (LD) gas. Maintenance of Oxygen, steam and high pressure gases like Nitrogen, Argon etc.
9	Mechanical Maintenance		Planning and Technical Cell	02			Knowledge of mechanical equipment under EMD. Should be able to co-ordinate with various central agency. Knowledge of NDT of gas pipelines, making the specification drawing development etc.
10	Mechanical Maintenance		Maintenance of Mechanical Equipment	05			Knowledge of maintenance of various equipment and pipe lines of gas handling units. Knowledge of maintenance of booster fan, alignment, balancing. Knowledge on gas safety and shut down procedure

S No	Functional area	Post	Area of Work	No. of post(s)	Qualification	Post Qualification Experience (Essential)	Experience (Desirable)
11	Mechanical Maintenance	Supervisor cum Chageman (Contract)	Maintenance of Fuel Gas pipeline	06	Diploma in any branch of Engineering	Experience in Energy Management Department	Experience on Mechanical Maintenance of Gas pipelines and gas equipment, Knowledge on gas recovery plant, GBMS, Gas holder, Blanking, De-blanking of fuel gas pipelines.
12	Mechanical Maintenance	Sr.TCO (Contract)	Maintenance of Utility Gas pipeline	01	ITI in any discipline	Experience in Energy Management Department	Experience in operations of gas pipe lines and equipment in Steel Plant, Experience in handling hazardous gases like Blast furnace gas, Coke oven gas and BOF (LD) gas. Maintenance of Oxygen, steam and high pressure gases like Nitrogen, Argon etc.
13	Mechanical Maintenance		Planning and Technical Cell	02			Knowledge of mechanical equipment under EMD. Should be able to co-ordinate with various central agency. Knowledge of NDT of gas pipelines, making the specification drawing development etc.
14	Mechanical Maintenance		Maintenance of Fuel Gas pipeline	03			Working experience on Mechanical Maintenance of Gas pipelines and gas equipment, Knowledge on gas recovery plant, GBMS, Gas holder, Blanking, De-blanking of fuel gas pipelines.
15	Mechanical Maintenance	TCO (Contract)	Maintenance of Utility Gas pipeline	01			Experience in operations of gas pipe lines and equipment in Steel Plant, Experience in handling hazardous gases like Blast furnace gas, Coke oven gas and BOF (LD) gas. Maintenance of Oxygen, steam and high pressure gases like Nitrogen, Argon etc.
16	Mechanical Maintenance		Maintenance of Mechanical Equipment	02			Knowledge of maintenance of various equipment and pipe lines of gas handling units. Knowledge of maintenance of booster fan, alignment, balancing. Knowledge on gas safety and shut down procedure.
17	Electrical Maintenance		Supervisor cum Chageman (Contract)	Planning cell and Stores			02
18	Electrical Maintenance	Electrical Maintenance of Fuel Gas Pipeline		06	Maintenance and trouble-shooting of electrical switch gear, motors, PLC, VFD, UPS, Maintenance and trouble-shooting of gas line isolation valve (Motorized gate valves, solenoid operated, Pneumatic and hydraulic valves).		
19	Electrical Maintenance	Maintenance of Electrical equipment		02	Knowledge of electrical maintenance of various equipment, actuators, HMI, DCS, Electrical panel, ESP, motors (LT/HT) etc. Knowledge of PLC and VVF drive maintenance, alignment, balancing etc. Knowledge on gas safety and shut down procedure.		

S No	Functional area	Post	Area of Work	No. of post(s)	Qualification	Post Qualification Experience (Essential)	Experience (Desirable)
20	Electrical Maintenance	Sr.TCO (Contract)	Planning cell and Stores	01	ITI in Electrical discipline	Experience in Energy Management Department	Knowledge of Electrical equipment under EMD. Able to co-ordinate with various central agency and making the specification drawing development etc.
21	Electrical Maintenance		Maintenance of Electrical equipment	02			Knowledge of electrical maintenance of various equipment, actuators, HMI, DCS, Electrical panel, ESP, motors (LT/HT) etc. Knowledge of PLC and VVF drive maintenance, alignment, balancing etc. Knowledge on gas safety and shut down procedure.
22	Gas Safety	Supervisor cum Chageman (Contract)	Gas Safety & Up keep of equipment	10	Diploma in any branch of Engineering		Knowledge of various hazards in the gas line and the safe operation, Provide first aids medical care during gas incident as a Para medical force. Knowledge of using various gas safety appliances. Knowledge on working in confined space etc.
23	Gas Safety	Sr.TCO (Contract)	Gas Safety & Up keep of equipment	03	ITI in any discipline		Knowledge of various hazards in the gas line and the safe operation, Provide first aids medical care during gas incident as a Para medical force. Knowledge of using various gas safety appliances. Knowledge on working in confined space etc.
24	Fuel Economy	Supervisor cum Chageman (Contract)	Fuel Economy	02	Diploma in any branch of Engineering		Experience in fuel management and combustion system, experience in energy audit of furnaces and rotating equipment and systems. Knowledge of WSA methodology for calculating energy, and CO ₂ emission and able to coordinate and submit compliance report related to energy to all agencies. Knowledge of collecting gas sample and analysis, pressure survey of various furnaces etc. and report preparation.
25	Fuel economy	Sr.TCO (Contract)	Fuel Economy	02	ITI in any discipline		Experience in fuel management and combustion system, experience in energy audit of furnaces and rotating equipment and systems. Knowledge of WSA methodology for calculating energy, and CO ₂ emission. Able to coordinate and submit compliance report related to energy to all agencies. Knowledge of collecting gas sample and analysis, pressure survey of various furnaces etc. and report preparation.

S No	Post	No. of post(s)	Qualification	Post Qualification Experience (Essential)			
B) Hot Strip Mill							
1	Supervisor cum Chageman (Contract)	02	Diploma in any Branch of Engineering	Experience in operation & trouble shooting of CNC Roll grinding machine and CNC lathe			
2	Sr.TCO (Contract)	02	ITI in any discipline	Experience in Roll shop chock assembly, TRB/ oil film bearing maintenance and other roll shop activities etc.			
3	TCO (Contract)	02	10 th Pass/ ITI	Experience in Roll shop chock assembly, oil fill bearing maintenance and other roll shop activities etc.			
C) Central Maintenance Mechanical							
S No	Functional area	Post	Area of Work	No. of post(s)	Qualification	Post Qualification Experience (Essential)	Experience (Desirable)
1	Mechanical	Supervisor cum Chageman (Contract)	CMTS	05	Diploma in Mechanical Engg	Experience in Central Mechanical Maintenance Deptt or Mechanical Maintenance section of Mill/ SMS/ Coke Oven/ RMHS/ Blast Furnace	Preventive maintenance/ breakdown maintenance of heavy equipment with exposure in working at heights, rigging and welding
D) Compressed Air Station							
S No	Functional area	Post	Area of Work	No. of post(s)	Qualification	Post Qualification Experience (Essential)	Experience (Desirable)
1	Electrical	Supervisor cum Chageman (Contract)	CMTS	02	Diploma in Electrical Engg.	Experience in Electrical maintenance of compressed air station containing centrifugal compressors of min capacity of 50 cum per min/ electrical maintenance section of BG/ Mills/ SMS/CO/ BPP/Sinter Plant/ RMHS. Experience in Compressed Air Station	Working knowledge of centrifugal compressor will be preferred. Knowledge of Drives, PLC is required regarding automation.
2	Mechanical	TCO (Contract)	CMTS	06	ITI in Fitter	Experience in operation & maintenance of compressed air station containing centrifugal compressors with dryer and auxiliaries	Working knowledge in maintenance of pumps, cooling tower will be preferred.

E) Crane Engineering

S No	Functional area	Post	Area of Work	No. of post(s)	Qualification	Post Qualification Experience (Essential)
1	Mechanical	Supervisor cum Chargeman (Contract)	CMTS	03	Diploma in Mechanical Engineering	Experience in Mechanical Maintenance of cranes (EOT etc) of difference capacities of SMS/RMHS/ Mills/ Steel Loading Section.
2	Mechanical	TCO (Contract)	CMTS	04	ITI in Fitter	Experience in Mechanical Maintenance of cranes (EOT etc) of difference capacities of SMS/RMHS/ Mills/ Steel Loading Section.

2.3 Reservation for SC/ST/OBC (NCL)/EWS/PWD & Ex-serviceman is as per GOI guidelines

3.0 Eligibility Criteria

3.1 Number of years of post qualification experience and maximum age is as following

Name of the Post	Post Qualification experience (in Years)	Maximum Age (As on last date of applying/ registration)
Executive –I(a) (Contract)	04	65 Years
Executive –I(b) (Contract)	04	
Executive –II (Contract)	12	
Executive –III (Contract)	18	
Supervisor cum Chargeman(Contract)	05	
Sr.Technician cum Operator (Contract)	08	
Technician cum Operator(Contract)	04	

3.2 Candidate should be from the service of Central / State Govt PSEs/ Private Sector Steel Plant and should possess requisite expertise in any of the required area as mentioned at clause no. 2.0 above.

4.0 Terms and conditions of Contract:

- The period of contract** will be maximum upto **three years** initially or till the age of 65 years, whichever is earlier. The initial agreed period can be extended based on performance and depending on the requirements.
- Remuneration:** The selected candidates will be paid following consolidated remuneration mentioned against each contractual post and the same can be increased up to maximum 10% on annual basis in subsequent years based upon their performance.

Sl.no	Name of the contractual post	Remuneration Per Month (Consolidated)
1.	Executive -III (Contract)	Rs. 1,50,000/-
2.	Executive – II (Contract)	Rs. 1,20,000/-
3.	Executive – I (b) (Contract)	Rs. 90,000/-
4.	Executive I(a) (Contract)	Rs. 60,000/-
5.	Supervisor cum Chargeman (Contract)	Rs. 60,000/-
6.	Senior Technician cum Operator (Contract)	Rs. 50,000/-
7.	Technician cum Operator (Contract)	Rs. 40,000/-

- GST, as applicable, shall be borne by the company.
- The remuneration will be based on actual attendance and prorated deductions shall be made for their absence.
- Besides, they will be covered by a suitable Accidental Group Insurance for any accident occurred out of or in the course of employment during the period of their contract.

- f) Outpatient expenses for self-treatment @ Rs. 22,000/- per annum will also be paid
- g) The candidates selected must be medically fit for their selected area of the Steel Plant and will be subject to medical fitness test at the Company's authorized medical hospital/centre.
- h) The engagement can be terminated by giving one month's notice either side. Once engaged, the candidate will not be allowed to take up any other assignment outside during the period of their engagement.
- i) In case of official tour, they will be eligible for TA/DA as applicable.
- j) HRA will be paid as applicable.
- k) The persons engaged on contract basis will be eligible for leave as per rules.
- l) They will be eligible for weekly day of rest and public holidays as per rules of the Corporation.
- m) Apart from above, no other monetary benefit shall be admissible.

5.0 HOW TO APPLY: Applicants must apply / register themselves in online mode only.

Sl. No.	On-line mode
a	Eligible candidates would be required to apply online for registration 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 31-03-2021 to 15-04-2021
b	Helpline number <u>9674524077</u> 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)Caste/Category Certificate, SC/ST/OBC(NCL)/EWS/Disability/ Ex-Serviceman Certificate etc. as applicable (v) Scanned signature etc.
d	For detailed notification along the candidates are advised to visit careers page of NMDC website i.e. www.nmdc.co.in .
e	Before applying/registration in on-line mode candidates are advised to read the instructions of notification carefully which will be available at NMDC website as mentioned at 5.0(d) above.
f	After applying "online", the candidate is required to download the copy of filled in application/ registration form and should submit the same at the time of Document Verification at venue.
g	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.

6.0 Verification of Documents with Originals:-

The candidates who will be called for Interview/Written 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/Written test respectively. In case the candidate(s) do not produce / submit the required documents before attending Interview /Written Test the candidate(s) will not be permitted to attend the same. The decision of Management is final in this regard. The candidates are advised to carry the registration form at the time of Interview/Written Test/ Supervisory Skill Test / Skill Test

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 Cadre

The mode of selection for eligible applicants for various posts in Executive Cadre would be through Interview at Ranchi, Jamshedpur & Raipur for which candidates have to mention their preference while applying / registration in online mode.

7.2 **For the Post of Supervisors and Non-Executives Cadre**

- a) The mode of selection for eligible applicants will be Written Test and Supervisory Skill Test/ Skill Test for Supervisory posts and Non-Executives posts at Ranchi, Jamshedpur & Raipur for which candidates have to mention their preference while applying / registration in online mode. The eligible candidates as per age, qualification, experience etc will be called for Document Verification and Written Test. Only those candidates will be permitted for Written Test whose documents verification is found in order as per Notification.
- b) Eligible candidates will be required to appear for Written Test consisting of Multiple choice Questions in any of the centres as decided by Company. Languages for 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/ Skill Test for Supervisory Posts/Non-Executive Posts which will be qualifying in nature. The ng candidates will be called in the ratio 1:3, based on merit of the Witten Test for Supervisory Skill Test/ Skill 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 **General Conditions:**

8.1 The cut-off date for reckoning eligibility for educational qualification, age and experience etc will be the last date for submitting application/registration as mentioned at point no. 5(a) of this notification. In case, the last date of submitting of application/registration is extended, the original cutoff date for reckoning eligibility will remain unchanged.

8.2 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.

8.3 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.

8.4 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.

8.5 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.

8.6 The selected candidates will be engaged in NISP, Nagarnar on contract basis and they may be assigned job/functions/ assignments as per the business requirement of the Company.

8.7 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.

8.8(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/Written 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.

8.8(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 III)

8.9 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.

8.10 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.

8.11 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/ Written Test.

8.12 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. 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.

8.13 The prescribed Caste Certificates for SC/ST (Annexure-I), OBC(NCL) Certificate (Annexure-II), EWS certificate (Annexure-III) are available in the notification on the Careers page of NMDC website i.e., www.nmdc.co.in only.

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

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

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

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

8.18 No request for change of examination center, of Interview/Written Test/ Supervisory Skill Test/ Skill Test, will be entertained.

8.19 Only Indian Nationals are eligible to apply.

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

General Manager (Personnel)