



**NMDC Limited**  
**(A Government of India Enterprise)**  
**“Khanij Bhavan”, 10-3-311/A, Masab Tank, Hyderabad-500028**  
**CIN: L13100AP1958G01001674**

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 with large turnover. NMDC is in the process of massive expansion and diversification 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. NMDC is now inviting applications from suitable persons for the following posts for Donimalai Iron Ore Mine, Donimalai Township-583118, Dist. Bellary, Karnataka:

## 2.0 QUALIFICATION & EXPERIENCE:

Sl. No.	Name of the post	No. of Vacancies	Qualification & Experience		
1.	Maintenance Assistant (Mech) (Trainee) (RS-02)	114	ITI in Welding / Fitter / Machinist /Turner / Motor Mechanic / Diesel Mechanic/Auto Electrician.		
2.	Maintenance Assistant (Elect) (Trainee) (RS-02)	40	ITI in Electrical Trade		
3.	HEM (MECH) Grade-III (Trainee) /MCO Grade – III (Trainee) (RS-04)	04	<b>Essential</b> Diploma in Mechanical Engineering (Three years course) <b>Desirable</b> Possess a valid Heavy Vehicle Driving License		
4.	Electrician Grade -III (Trainee) (RS-04)	04	Three years Diploma in Electrical Engineering with Industrial/ Domestic Electrical Installations Certificate.		
5.	HEM Operator Grade -III (Trainee) (RS-04)	02	Three years Diploma in Mechanical Engineering/ Automobile Engineering with Heavy Vehicle Driving License (HVDL)		
6.	QCA Grade-III (Trainee) (RS-04)	05	Graduate in B.Sc (Chemistry/Geology) <b>Post Qualification Experience:</b> One year experience in sampling work is essential		
Reservation for RS-2 -		SC: 24	ST: 10	OBC: 42	UR: 78
Reservation for RS-4 -		SC: 3	ST: 1	OBC: 5	UR: 6

2.1 The number of vacancies indicated above is tentative which may vary depending upon the requirement. Reservation of the posts for SC/ST/OBC/PwD/Ex-Servicemen will be as per Government of India Directives.

### 3.0 STIPEND, PAY SCALES, MAXIMUM AGE, ETC.:

Sl. No.	Name of the Post	Stipend During Training Period		Pay scale on Regularization	Maximum Age	Cutoff date for Maximum Age	Minimum Age
		First 12 Months	Next 06 Months				
1	Maintenance Assistant (Mech) (Trainee) (RS-02)	11000/-	11500/-	11330-3%-20000 (Pre-revised)	30 yrs	10.03.2015	18 yrs
2	Maintenance Assistant (Elect) (Trainee) (RS-02)	11000/-	11500/-	11330-3%-20000 (Pre-revised)			
3	HEM (MECH) Grade – III (Trainee) / MCO Grade –III (Tr) (RS-04)	12000/-	12500/-	12030-3%-21220 (Pre-revised)			
4	Electrician Grade –III (Trainee) (RS-04)	12000/-	12500/-	12030-3%-21220 (Pre-revised)			
5	HEM Operator Grade –III (Trainee) (RS-04)	12000/-	12500/-	12030-3%-21220 (Pre-revised)			
6	QCA Grade –III (Trainee) (RS-04)	12000/-	12500/-	12030-3%-21220 (Pre-revised)			

**3.1** Upper age limit is relaxable upto 5 years for SC/STs and 3 years for OBCs (Non- Creamy Layer) and for PwD / Ex. Servicemen as per Govt. of India Guidelines on the maximum age mentioned at Clause No.3.0 above. For departmental candidates (NMDC) age relaxation will be given as per the rules of the Corporation.

**4.0 HOW TO APPLY:** Applications will be considered both in online as well as off-line mode. The candidate has to apply only in one mode i.e. either on-line or off-line.

Sl.	On-line mode	Off line mode
a	i) Eligible candidates would be required to apply online through NMDC website <a href="http://www.nmdc.co.in">www.nmdc.co.in</a> (link available on the “Careers” page of the website).	i) Candidates should send duly filled application in the prescribed format as specified in Annexure-I of notification on or before <b>19.02.2018 to the following address: “Post Box No.1383, Post Office, Humayun Nagar, Hyderabad, Telangana State, Pin-500028”.</b>
	ii) The site will be available/ activated from 10:00AM on <b>17.01.2018 to 19.02.2018</b>	ii) Candidates are required to super scribe on the envelope i.e. the employment notification number, name of the post for which they are applying, while sending the application without which such applications are liable to be rejected.
	iii) <b>In case of any clarifications, typographical errors or omissions, Corrigendum etc. to the notification shall be issued in the above NMDC Website only.</b>	
b	Helpline number 09674524077 will be available between 10:00 AM to 6:00 PM on all working days to assist technical aspects of online mode only.	
c	Candidates are required to fill all the details in on-line and upload all the relevant documents/ certificates as per the requirement of notification.	Candidates are required to apply as per the proforma (Annexure-I) indicated in the notification and all required documents / certificates are to be enclosed along with application.

d	Candidates are advised to visit careers page of NMDC website i.e. <a href="http://www.nmdc.co.in">www.nmdc.co.in</a> (for detailed notification along with its Annexures for the posts mentioned at clause no. 2.0 above).	
e	Before applying on-line / off-line mode candidates are advised to read the instructions of notification carefully which will be available at NMDC web-site as mentioned at (d) above.	
f	An amount of Rs. 150/- (Rupees one hundred fifty only) is to be paid by all the candidates as application fee which is non-refundable.	
g	Candidates belonging to SC/ST/PwD/Ex-servicemen categories and Departmental Candidates applying for the post through on-line/off-line mode will be exempted from paying Application Fee and proof for the exemption is to be enclosed as stated at clause no. 8.12. In the absence of the above certificate or fee payment details his/her application will be rejected.	
h	<p>The payment can be made by using debit card/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.</p>	<p>The application fee can be paid by SBI challan in the account <u>no. 37370674247 of NMDC Limited, Hyderabad and Challan details</u> are to be mentioned in the application and enclose the original receipt of the challan along with application.</p> <p>Transaction Fee if any will be borne by the candidates.</p> <p>The application will be rejected in case, candidate has not paid the application fee and/or not enclosed the original receipt of the challan along with application,</p>
i	Application fee once paid will not be refunded or adjusted against any further notifications in case of cancellation of the notification for which application fee paid.	
j	<p>Candidates are advised to keep the soft copy of the documents i.e. (i) recent passport size photograph (ii) Matriculation / 10<sup>th</sup> certificate (iii) certificate in support of qualification and experience (iv) Caste certificate / disability certificate etc. as applicable. (v) Scanned signature etc.</p>	<p>Candidates are advised to keep copies of required documents i.e. (i) recent passport size photograph (ii) Matriculation/ 10<sup>th</sup> certificate (iii) certificate in support of qualification and experience (iv) Caste certificate/disability certificate etc. as applicable (v) Bank a/c No. etc. with IFSC code for enclosing along with application.</p>
k	Call letters / admit cards will be send through post / email. NMDC will not be responsible for any loss of email sent, due to invalid/wrong address/ email id provided by the candidate or postal delay/ non receipt of information by post. Only those candidates will be allowed to appear for Written Test / 2 <sup>nd</sup> Level Test who will produce valid call letter / admit card	
l	Candidates are required to mention their date of birth and name as per Matriculation/10 <sup>th</sup> class certificate issued by the recognized Board.	
m	After applying online, candidate is required to download the system	

generated Provisional Registration Slip with unique registration number and other essential details	
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**5.0 Mode of Selection:** The mode of selection consists of (1) Written Test and (2) Trade Test/Job Proficiency Test (i.e. 2<sup>nd</sup> level test) and the maximum marks for written tests etc. in the above two stages are as follows:

	<b>Mode of selection</b>	<b>Maximum Marks</b>
Stage I	Written Test	100 marks
Stage II	2 <sup>nd</sup> level test - Trade Test/ Job Proficiency Test	Qualifying in nature
<b>Total Marks</b>		<b>100 marks</b>

**5.1** Question paper booklet for written test will be in Hindi, English & Kannada which consists of objective type multiple choice questions. For answering the questions Optical Mark Reader/Optical Mark Recognition (OMR) sheet will be provided or any other mode as decided by NMDC Ltd.

**5.2** NMDC reserves the right to cancel / withdraw any question/questions from the written test even at the time of evaluation.

**5.3** The Written Test question paper consists of the following:

<b>Part – I</b>		
<b>Sl</b>	<b>Subject</b>	<b>Marks</b>
a)	Subject Knowledge (on specific trade)	30 Marks
<b>Part-II</b>		
b)	General Knowledge	50 Marks
c)	Numerical and reasoning ability	20 Marks

The subject knowledge paper of Written Test will be on specific trade / Job. However, the Part-I of the subject knowledge paper of written test for Motor Mechanic and Diesel Mechanic Trades for the post of Maintenance Assistant (Mech.) (Tr.) will be one for both the Trades.

**5.4** The candidates will be called for 2<sup>nd</sup> level test on the basis of performance in written test by following reservation policy. However, the candidate should secure minimum marks in written test, which is as follows:

“SC/ST-30 marks, OBC-35 marks and UR - 40 marks”.

**5.5 Ratio of candidates to be called for 2<sup>nd</sup> Level Test:** The candidates will be called for 2<sup>nd</sup> level test (i.e., trade test/ Job Proficiency Test) trade-wise/ discipline-wise in the ratio of 1:3 which is on the basis of marks obtained in the written test. In case, two or more candidates in the same trade/discipline secured equal marks in the written test and the ratio of 1:3 is increasing, in such case all those candidates secured equal marks will be called for 2<sup>nd</sup> level test irrespective of the above ratio.

**6.0 Trade Test / Job Proficiency Test:** There will be 2<sup>nd</sup> level test i.e. Trade Test/Job Proficiency Test for RS-2 & RS-4 which is qualifying in nature. The qualifying marks in Trade Test/ Job Proficiency Test (out of a total of 100 marks) will be as under:

- (i) 40 percent marks for UR Candidates
- (ii) 37 percent marks for OBC Candidates and
- (iii) 30 percent marks for SC/ST

**6.1** The candidates who have attended for 2<sup>nd</sup> level test and failed to secure above qualifying marks stand disqualified for considering their candidature in final merit list.

**6.2 Procedure for 2<sup>nd</sup> Level Test (i.e. Trade Test/Job Proficiency Test):** The Trade Test/Job Proficiency Test will be conducted in the respective trade/job which is mandatory. The Trade Test / Job Proficiency Test is qualifying in nature and its marks will not be included in the Written Test marks. Final selection is on the basis of Written Test subject to qualifying in 2<sup>nd</sup> Level Test and further subject to clause no. 6.1 above.

**6.3** The merit list of the candidates for 2<sup>nd</sup> Level Test and also for final selection will be prepared Trade/Discipline wise on the basis of performance in the written test.

## **7.0 Verification of Documents with originals :-**

The candidates who will be called for 2<sup>nd</sup> level 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 2<sup>nd</sup> level test. In case the candidate(s) do not produce / submit the required documents before attending for 2<sup>nd</sup> level test, the candidate(s) will not be permitted to attend the 2<sup>nd</sup> level test. The decision of NMDC Management is final in this regard.

## **8.0 GENERAL CONDITIONS:**

8.1 The date of birth as well as the name of the applicant will invariably be taken from Matriculation/10<sup>th</sup> class certificate issued by the recognized Board and no other proof of date of birth and name shall be accepted.

8.2 The cut-off date for reckoning eligibility for educational qualification and minimum age will be the last date for submitting on-line / off- line application as mentioned at clause no. 4(a) of this notification. In case, the last date of receipt of application is extended, the original cutoff date for reckoning eligibility will remain unchanged.

8.3 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 Written Test / 2<sup>nd</sup> Level Test.

8.4 NMDC Management reserves the right to alter/ fix the criteria for calling the candidates for written test on the basis of qualification, experience, if any etc. depending upon the number of applications received. After screening the applications, the candidates will be called for written test.

8.5 During recruitment process, if any information provided by the candidate is found incorrect/incomplete or it is not 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.

8.6 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.

8.7 The selected candidates will be posted in Donimalai Iron Ore Mines, Donimalai Township -583118, Dist. Bellary, Karnataka. However, the Management reserves the right to post / transfer the selected candidates to any of the other Mines/Units/Offices of NMDC Ltd. as per requirements at any stage during service of the candidate in NMDC.

8.8 In case of any typographical errors, omissions, corrigendum, clarifications etc to the notification shall be issued as stated at Clause no.4.0(a) (iii) above. 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.

8.9 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.

8.10 Outstation SC/ST/PWD/Ex-servicemen candidates called and attended for Written Test and all the outstation candidates called and attended for 2<sup>nd</sup> level test will be reimbursed Travelling Allowance of second class Railway / Bus fare on production of Railway /Bus tickets

by shortest route as per rules. Proforma of Travelling Allowance is available as Annexure-II in the notification of NMDC web site.

8.11 At the time of attending i.e. before Written Test / 2<sup>nd</sup> Level Test candidates are required to submit duly filled in Travelling Allowance form along with its required travelling tickets in original for its re-imburement to the candidates as per eligibility. However, the said Travelling Allowance will be paid through e-payment by NMDC in due course. Proforma of Travelling Allowance is available as Annexure-II in the notification of NMDC website.

8.12 Candidates belonging to SC/ST/OBC (Non Creamy Layer)/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 2<sup>nd</sup> Level 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 indicating 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.

8.13 If the SC/ ST 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.

8.14 Ex-servicemen are required to produce equivalence certificate of his / her qualification acquired by him issued by the competent authority at the time of Skill Test/ Trade Test. In absence of the above, candidates shall not be allowed to appear in the trade test/skill test.

8.15 The prescribed application form (Offline) (Annexure-I), Travelling Allowance claim form (Annexure-II) caste certificates for SC/ST (Annexure-III) and OBC Certificate (Annexure-IV) are available in the notification on the Careers page of NMDC website i.e. [www.nmdc.co.in](http://www.nmdc.co.in) only.

8.16 Depending upon the suitability of the candidates for the post as mentioned in this notification, the selected candidates will be offered the post as Trainee of 18 months duration, during which they will be paid a consolidated stipend. On successful completion of training period, they will be offered regular scale of pay.

8.17 On successful completion of training period and placement in regular scale of pay, in addition to basic pay and dearness allowance, the candidates will be eligible for other fringe benefits like medical facilities, leave encashment, incentive bonus, gratuity, provident fund etc. as per rules of the Corporation in force from time to time.

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

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

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

8.21 No request for change of examination center will be entertained.

8.22 Candidates sponsored by Local Employment Exchange will have to submit application form along with required document in support of age, qualification, caste etc. at the time of Trade test/Job-Proficiency Test failing which their candidature will not be considered

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

8.24 The following activities will be displayed in NMDC website from time to time:

- (a) List of eligible candidates for Written Test will be displayed at least 21 days prior to Written Test.
- (b) List of candidates along with Written test marks.
- (c) List of candidates eligible for 2<sup>nd</sup> Level Test.
- (d) List of candidates qualified / disqualified in the 2<sup>nd</sup> Level Test along with marks.
- (e) List of provisionally selected candidates

**DGM (Personnel)**