



NLC India Limited

('Navratna' - Government of India Enterprise)

RECRUITMENT CELL / HR DEPT / CORPORATE OFFICE
Block-1, Neyveli-607 801, Cuddalore District, Tamil Nadu



ADVT NO 03/2026

RECRUITMENT OF HINDI TRANSLATOR GR.I/ TRAINEE ON REGULAR BASIS

NLC India Limited (NLCIL), a premier 'NAVRATNA' Public Sector Enterprise is spreading its wings in the frontiers of Mining (Lignite & Coal), Thermal Power Generation and Renewable Energy across the country. To add to its strength and fuel its growth, the Company is looking for Hindi Translator Gr.I/ Trainees.

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

S. No	Post / Grade	No of Vacancies and Reservation	Educational Qualification
(a)	(b)	(c)	(d)
1	Hindi Translator Gr.I/ Trainee (W-3 grade)	02 Posts OBC (NCL)- 01 / ST- 01	i) MA in Hindi from a recognised university and Bachelor's Degree with English as one of the subject. ii) Should possess P.G Diploma in translation (i.e. Hindi to English and vice-versa) from a recognized university / institution.

2.0 CRUCIAL DATE:

Crucial date for claim of ST/ OBC (NCL) status for upper age limit, fee concession, reservation etc., where not specified otherwise, will be the first of the month in which the notification is issued (i.e. 01/03/2026).

3.0 UPPER AGE LIMIT:

S.No.	Grade	Upper Age Limit in years (As on 01/02/2026) including relaxations	
		OBC (NCL)	ST
1	W-3	33	35

- Age Relaxation for OBC (Non-Creamy layer)/ST/ 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 OBC (NCL) / ST / Disability / Discharge Certificates are uploaded at the time of registration of application.
- Upper age limit is relaxable by 10 years for Persons with Bench Mark Disabilities as per Govt. of India guidelines. (in addition to relaxation entitled to OBC(NCL)/ST categories wherever applicable)
- Relaxation for Ex-Servicemen (ESM) category candidates is as per extant Govt. of India guidelines.
- Upper age limit indicated above does not apply to employees currently on the rolls of NLCIL or its Subsidiary companies /Joint ventures. However, they should have minimum 02 years of remaining service as on crucial date.
- However, in all the cases of relaxation, maximum age limit is 58 years as on crucial date.

4.0 PAY SCALE & CTC:

S.No.	Grade	Pay Scale	CTC per annum (in INR. Approx.) #
1	W-3	20000 - 3% - 81000	5.58 Lakhs

In Addition to the CTC mentioned above, Unified Incentive Scheme (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.

5.0 TRAINING:

On successful completion of one-year training in the post of Hindi Translator Gr.I/Trainee (W3 grade), they will be regularized as Hindi Translator Gr.I (W4 grade).

6.0 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.

7.0 RESERVATION & RELAXATION:

- 7.1 Reservation and relaxations for ST/OBC (Non-Creamy Layer)/ 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.
- 7.2 Candidates claim to belong to OBC (NCL) / ST / PwBD/ Ex-Servicemen category should necessarily upload valid OBC (NCL) / ST / 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.
- 7.3 Candidates belonging to OBC "Creamy Layer" are not entitled to avail any concession otherwise extended to OBC (NCL) category.
- 7.4 Candidates belonging to OBC (Non Creamy Layer) category should upload latest OBC (NCL) certificate in the prescribed format (applicable for purpose of reservation in appointment to posts under Government of India as contained in DOPT Memo No.36036/2/2013- Estt. (Res.) dated 30-05-2014) obtained from competent authority. However, they should produce valid OBC (NCL) certificate obtained on or after 01.04.2025 from competent authority at the time of document verification prior to, failing which they will not be permitted to attend the selection.
- 7.5 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.
- 7.6 Category (ST/OBC (NCL)/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.
- 7.7 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.

8.0 CATEGORIES OF DISABILITY IDENTIFIED SUITABLE FOR THE POST:

- 8.1 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 are notified vide Notification No. 38-16 / 2020 -DD-III, Dated 04/01/2021.
- 8.2 The categories of Persons with Benchmark Disabilities, identified suitable for the post are given in below table.

Name of the Post	Disability Identified Suitable for the Posts
Hindi Translator Gr.I/ Trainee	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, CP, LC, Dw,AAV, MDy d) ASD (M), SLD, MI e) MD involving (a) to(d) above
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, Dw=Dwarfism, AAV=Acid Attack Victims, CP=Cerebral Palsy, LC=Leprosy Cured, ASD= Autism Spectrum Disorder (M= Mild), SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities	

9.0 METHOD OF SELECTION:

- 9.1 Selection will be based on Written test & Skill Test.
- 9.2 Candidates shall be evaluated for 100 marks in the following manner with intra allocation of marks indicated against each segment: -

Test	Norms for Awarding Marks	Maximum Marks
Written Test	General Knowledge; Logical reasoning and Numerical Ability (20 Marks) Relevant subjects (80 Marks) Total 100 Marks. (The marks obtained out of 100 marks will be converted to 70 Marks.)	70
Skill Test	By testing the practical skill of the shortlisted candidates in their respective domain.	30
Total		100

- 9.3 The minimum qualifying marks in the Written test & Skill Test shall be 40% of prescribed score in the case of ST/OBC (NCL)/PwBD candidates against the reserved posts.
- 9.4 Question Paper for Written Test will be in English language and will have 100 objective type questions carrying equal 01 mark each, with no negative marks for wrong answer. Duration of Written Test will be 120 minutes.
- 9.5 Candidates scoring minimum qualifying marks in both Written Test and Skill Test shall only be considered for final selection. Final selection shall be in the order of merit based on the total marks scored by the candidates (out of 100 marks) Written Test and Skill Test, after ensuring due reservation for ST/OBC(NCL).
- 9.6 In case of tie at cut-off level, (i.e.) more than one candidate scoring same marks (out of 100) at cut-off level, such cases will be resolved by applying the following criteria, one after another, till the tie is resolved:

9.6.1 Date of Birth of the candidates, senior most candidate(s) by age will be placed higher;

9.6.2 Alphabetical order of first name of the candidates.

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 All qualifications should have been acquired from Indian Universities/Institutes recognized by AICTE or UGC or any other appropriate statutory authority in India.

11.3 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, otherwise they will not be permitted to attend selection.

11.4 Depending on the response and requirement, NLCIL reserves the right to raise / relax the eligibility conditions.

11.5 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.

11.6 Candidates are informed that mere submission of applications shall not give them any right to be called for selection.

11.7 ST/PwBD candidates appearing for Selection (Written/Skill Test) are eligible for reimbursement of to & fro travelling expenses to the extent of sleeper class rail fare by the shortest route on production of proof of journey performed, along with reservation and the tatkal booking charges, if any. Reimbursement of travelling expenses shall be made only on production of ticket / proof for travel (Train ticket / Bus ticket) and NOC (incase of candidates from State PSEs / Central PSEs / Government / Quasi Government/ Public Sector Banks).

11.8 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 selection failing which such candidates will not be permitted to appear for the selection and Travelling Allowance will not be reimbursed to them.

11.9 Candidates already removed / terminated / deserted their employment from NLCIL will not be considered.

11.10 Persons already resigned from NLCIL may also apply, subject to fulfilling the notified eligibility criteria.

11.11 A candidate who has availed Voluntary Retirement (VR) from CPSE/PSU/State PSU/Central Govt./State Govt./Public Sector Banks 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 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 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.
- 11.12 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.
- 11.13 If the ST/OBC (NCL)/Disability 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.
- 11.14 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;
- 11.14.1 any information / documents submitted by the candidate is found to be false or
- 11.14.2 suppressed relevant information or
- 11.14.3 if not found to be in conformity with eligibility criteria mentioned in the advertisement.
- 11.15 Candidates can write to help.recruitment@nclindia.in for any queries/clarifications. Candidates are hereby advised not to contact telephone numbers of any other officials / divisions.

12.0 HOW TO APPLY?

- 12.1 Candidates should apply only through online mode in NLC India Limited website www.nclindia.in.
- 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 NLCIL will send all selection related communications only through SMS / email till the selection process is completed.
- 12.3 Candidates have to upload required scanned copies of documents / certificates in prescribed format to establish their eligibility, failing which the application is liable for rejection.
- 12.4 Candidates should submit single application only for any post. In case of multiple applications / registrations for any post, the last registered application shall only be considered.
- 12.5 Candidates should ensure that they have uploaded the required documents before submitting applications, for their benefit, after uploading a document, "View Document" option will be provided in the on-line portal to check.
- 12.6 After payment of required application Fee & uploading required documents / certificates candidates should submit their application through ONLINE, candidates should take a print out of registration cum application form and produce it along with 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 registration / submission of application through ONLINE.
- 12.8 No manual / paper applications will be entertained and candidates are advised not to send any hard copy to this office.
- 12.9 The Online application portal for registration, will be active from 10:00 hours on 18/03/2026 to 17:00 hours on 16/04/2026.

13.0 PAYMENT OF APPLICATION FEE:

- 13.1 Candidates are required to pay a non-refundable amount of INR.486/- [INR 250/-towards Application fee plus INR 236/- (inclusive of 18% GST) towards Processing fee] through ONLINE, using State Bank of India E-Collect facility available at www.onlinesbi.com.
- 13.2 Candidates belonging to ST/PwBD & Ex-Servicemen categories are exempted from paying application fee. However, they have to pay a non- refundable amount of INR.236/- (inclusive of 18% GST) towards processing fee.

Category	Application Fees	Processing Fees	Total Fees
OBC (NCL)candidates	INR 250 / -	INR 236/- [INR 200/- plus INR 36/- (18% GST)]	INR 486/-
ST / PwBD/ Ex-servicemen candidates	Exempted	INR 236/- [INR 200/- plus INR 36/- (18% GST)]	INR 236/-

- 13.3 The application fee mentioned above does not include service charges or any other charges that bank may levy.
- 13.4 The amount paid towards application fee / processing fee will not be refunded in any circumstances.
- 13.5 Detailed instructions for making online payment are available in login page of NLCIL Online Application Portal.

14.0 IMPORTANT GUIDELINES FOR UPLOADING DOCUMENTS:

- 14.1 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.
- 14.2 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. Any attempt to upload multiple pdf files will result in over writing and only the last uploaded file will get saved.
- 14.3 No physical mode of submission of application and/or required documents in support of their candidature would be entertained.
- 14.4 The following documents are mandatory at the time of application and originals of the same shall have to be submitted at the time of Document Verification. In case the candidate is unable to submit online/produce the originals at the time of document verification or at any stage, the candidature shall be summarily rejected

S. No	Documents
1	Proof of Date of Birth (Birth Certificate (or) SSLC / Matriculation Mark Sheet).
2	SSLC / Matriculation Mark Sheet
3	HSC / 12th Std. Certificate or Marksheet

4	Proof for possessing notified Qualifications: Provisional Certificate [or] Degree / Post Graduate Degree/ Post Graduate Diploma/ Certificate(s)
5	Consolidated or Semester wise Mark Sheet(s) in chronological order
6	For candidates from Central Public Sector Enterprises / State Public Sector Enterprises / Central Government / State Governments: NOC (at the time of Document Verification).
7	Copy of Community Certificate in case of candidates belonging to ST/OBC(NCL) categories.
8	Copy of Disability Certificate (applicable for PwBD candidates)
9	Proof for Ex-Servicemen (applicable for Ex-Servicemen)
10	AADHAR Card
11	PAN card
12	Other documents if any in support of their credentials

14.5 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 01/10/2025 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	Copy of PAN Card	PDF or JPG	250 KB
6	Proof for possessing notified Qualifications: Provisional Certificate [or] Degree / Post Graduate Degree/ Post Graduate Diploma/ Certificate(s) in chronological order	PDF (kindly refer para 14.2 before uploading)	2.5 MB
7	Consolidated or Semester wise Mark Sheet(s) in chronological order		2.5 MB
8	Copy of Community Certificate in case of candidates belonging to ST/OBC(NCL) categories.	PDF or JPG	250 KB
9	Copy of Disability Certificate in case of PwBD candidates.	PDF or JPG	250 KB

Sl. No.	Documents	File type	File size not exceeding
10	Proof for Ex-Servicemen in case of Ex-Servicemen only	PDF or JPG	250 KB
11	Other documents 'if any' in support of their credentials	PDF or JPG	250 KB

14.6 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.

15.0 Information regarding Selection Schedule will be communicated to the shortlisted candidates through NLCIL's website/besides e-mail to their registered e-mail address/ message through SMS to their Registered Mobile Number. The Call Letter for Interview will be uploaded in NLCIL's website and the same need to be downloaded and printed by the candidate concerned.

16.0 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.

17.0 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.

18.0 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.

19.0 IMPORTANT DATES:

Opening of On-line registration of application - Date & Time	18/03/2026 at 10:00 hrs
Closing of On-line registration of application - Date & Time	16/04/2026 at 17.00hrs
Last Date for On-line payment of Fees - Date & Time	16/04/2026 at 23:45hrs
Last date for On-line Submission of application for candidates who have already registered and paid Fees within time limit - Date & Time	17/04/2026 at 17.00 Hrs

RECRUITMENT CELL/NLCIL

"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.
Website:www.nlcindia.in / email: help.recruitment@nlcindia.in