



# NLC India Limited

('Navratna' - Government of India Enterprise)

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



Advt.No:07/2026

## ADVT NO 07/2026 - RECRUITMENT OF EXECUTIVES IN SECRETARIAL DISCIPLINE

NLC India Limited (NLCIL), a premier 'NAVRATNA' Public Sector Enterprise with an Annual Turnover (Consolidated) of INR. 15283 Crores (FY. 2024-25) is spreading its wings in the frontiers of Mining (Lignite & Coal), Thermal Power Generation and Renewable Energy. To add to its strength and fuel its growth, the Company is looking for executives in Secretarial discipline.

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

S. No	Post / Grade	No of Vacancies and Reservation	Minimum Educational Qualification	Length & Area of Post Qualification Work Experience in the relevant discipline #
(a)	(b)	(c)	(d)	(e)
1	Manager (Secretarial) (E4 Grade)	02 (UR-01 ; OBC-01)	Member of the Institute of Company Secretaries of India.	<p><b>Length of Post qualification experience:</b> Manager (E-4 Grade) – 05 Years</p> <p><b>Area of Post Qualification Experience:</b> Post qualification experience in Company Secretarial Compliances in Govt./Public/Private Sector Company. The incumbent should possess thorough knowledge of matters pertaining Company Law, Corporate and Secretarial functions, SEBI Rules &amp; Regulations.</p>

Note - 1  
# Documentary proof in support of the candidates' experience, in the required "Area & Length of post qualification work experience" as prescribed at column (e) above, have to be uploaded online to establish their eligibility for the post.

Note - 2  
Reservation of Vacancies to PwBDs is horizontal reservation, as per DoPT/Govt. of India directives.

Note - 3  
i) Any experience other than the notified area of experience will not be considered.  
ii) Candidates who possess the notified eligibility criteria are only eligible to apply.

### 2.0 REQUIREMENTS IN ADDITION TO LENGTH OF POST QUALIFICATION EXPERIENCE AS PRESCRIBED AT PARA 1.0 ABOVE:

- 2.1 Candidates from Private/Govt./PSE should be working at the time of application as well as at the time of Interview/ Selection and should get properly relieved from the current employer at the time of Joining.
- 2.2 Candidates working in Central Public Sector Enterprises / State Public Sector Enterprises / Central Government / State Governments / Public Sector Banks should possess minimum two years' experience in the immediate lower scale of pay or equivalent scale, out of the total length of post qualification experience required for the notified post.
- 2.3 Candidates in the same / equivalent scale of pay pertaining to the notified post or in the higher scale of pay may also be considered. In that case, minimum 02 years' experience in the immediate lower scale of pay is not required.
- 2.4 Candidates must meet either of the above mentioned criteria at Clause 2.2 or 2.3 at the time of application as well as at the time of Interview/ Selection and at the time of Joining.
- 2.5 Employees of NLCIL applying for the above post, should possess minimum 'One Year' experience in the immediate lower Scale of pay & immediate lower Designation out of the total length of post qualification experience required for the above post.
- 2.6 Candidates from Private Sector at the time of making application as well as on the date of interview / selection, must be drawing a CTC not less than 50% of CTC of E-4 Grade.
- 2.7 If a candidate changes employment sector / category (i.e., from private to CPSE / State PSE / Central Govt. etc., or vice versa) after submitting the application, he / she must meet the eligibility criteria of the latter employment sector / category also at the time of Interview/Selection and should get properly relieved from the current employer at the time of Joining.

### 3.0 CRUCIAL DATE:

Crucial date for claim of upper age limit and for all purposes of the notification, where not specified otherwise, will be the first of the month in which the notification is issued (i.e. 01/06/2026).

### 4.0 AGE LIMIT:

S.No.	Grade	Upper Age Limit in years (As on 01/06/2026) including relaxations			
		UR/EWS	OBC	SC	ST
1	E-4	36	39	36*	36*

- o \*Wherever there is no reservation for SC/ST categories in a particular post, candidates belonging to SC/ST categories applying against unreserved vacancies shall be considered under general standard of merit and no relaxation in age will be extended.
- o Age Relaxation for 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 Disability / Discharge Certificates are uploaded at the time of registration of application.
- o 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) category wherever applicable)
- o Relaxation for Ex-Servicemen (ESM) category candidates is as per extant Govt. of India guidelines.
- o 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.
- o However, in all the cases of relaxation, maximum age limit is 58 years as on crucial date.

## 5.0 PAY SCALES, CTC & IMMEDIATE LOWER SCALE:

S.No.	Grade	Pay Scale	CTC per annum (in INR. Approx.) #	Lower Grade / Scale of Pay for Candidates from PSUs:
1	E-4	70000-200000	19.76 Lakhs	IDA Scale : 24900-50500(2007) 60000-180000(2017)

# In Addition to the CTC mentioned above, Performance Related Pay (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.

## 6.0 PROBATION:

Selected candidates on appointment will be on probation for a period of one year from the date of joining the post notified above.

## 7.0 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.

## 8.0 RESERVATION& RELAXATION:

- 8.1 Reservation and relaxations for OBC (NCL)/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.
- 8.2 SC/ST/PwBD/Ex-servicemen Candidates are exempted from payment of application fee. However, they have to pay a non-refundable amount of INR.354/- (inclusive of 18% GST) towards processing fee.
- 8.3 The Upper age limit is relaxable by 3 years for OBC (Non-Creamy Layer), 10 Years for Persons with Benchmark Disabilities (degree of disability 40% and above) [13 years for PwBD-OBC(NCL)] as per Govt. of India guidelines. For Ex-Servicemen is as per extant Govt. of India guidelines. However, in all the cases of relaxation, maximum age limit is 58 years as on crucial date
- 8.4 Candidates who claim to belong to OBC(NCL)/PwBD/ Ex-Servicemen category should necessarily upload valid OBC(NCL)/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.
- 8.5 Candidates belonging to OBC (NCL)/ SC/ST/EWS categories should meet the eligibility norms notified for UR category for consideration against unreserved (UR) vacancies. In other words, OBC (NCL)/SC/ST/EWS candidates applying against unreserved posts shall be considered under general standard of merit and no relaxations(except payment of application fee) shall be available for the candidates.
- 8.6 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.
- 8.7 Candidates belonging to OBC "Creamy Layer" are not entitled to avail any concession otherwise extended to OBC (NCL) category. Such candidates have to indicate their category as UR.
- 8.8 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 **01.04.2026** from competent authority at the time of document verification prior to Personal Interview, **failing which they will not be permitted to attend Interview under OBC (NCL) Category.**
- 8.9 Category (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.
- 8.10 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. 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.4<sup>th</sup>January 2021. The categories of PwBD candidates who are eligible to apply for the posts are given below:-

Name of Post	Category / Disability Identified Suitable for the Post
Manager (Secretarial)	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV d) MI e) MD involving(a) to (d) above
ABBREVIATIONS: 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, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, MI= Mental Illness & MD=Multiple Disabilities	

## 9.0 METHOD OF SELECTION:

- 9.1 Selection will be based on Personal Interview.
- 9.2 The minimum qualifying marks in the personal interview shall be 50% of prescribed score for UR candidates and 40% in the case of OBC (NCL) candidates against the reserved posts. Relaxation in minimum qualifying marks shall not apply for SC/ST/OBC (NCL)/PwBD candidates considered under UR category.
- 9.3 The final selection of candidates shall be in the order of merit based on the marks scored by the candidates in the Personal Interview, subject to scoring the minimum qualifying marks prescribed, ensuring due reservation.
- 9.4 In case of higher response for any particular post, management reserves the right to conduct Screening Test.

## 10.0 MEDICAL FITNESS:

Every candidate, provisionally shortlisted for the post is required to undergo a Pre-Employment Medical examination by the Company's Medical Officer prior to joining and is required to satisfy the medical fitness standards prescribed for the post.

## 11.0 GENERAL CONDITIONS:

- 11.1 Only Indian Nationals are eligible to apply.
- 11.2 **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 interview.**
- 11.3 Depending on the response and requirement, NLCIL reserves the right to raise / relax the eligibility conditions.
- 11.4 NLCIL reserves the right not to fill up any or all the vacancies notified at its discretion and vacancies may also be increased / decreased depending upon organizational requirements.
- 11.5 Candidates are informed that mere submission of applications shall not give them any right to be called for selection.
- 11.6 Candidates shortlisted for Personal Interview, are eligible for reimbursement of travelling expenses A/C 2 Tier Sleeper / I Class Non-A/C in any train / Bus fare for E-4 Grade for their travel from the Communication address to the Selection / Interview venue by the shortest route. Reimbursement of travelling expenses shall be made only on production of ticket / proof for travel (Train ticket / Bus ticket / Boarding Pass) and NOC (incase of candidates from State PSEs / Central PSEs / State Government / Central Government/Quasi Government/Public Sector Banks/Public Sector Insurance companies).
- 11.7 **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 Document verification, failing which such candidates will not be permitted to appear for the interview and Travelling Allowance will not be reimbursed to them.**
- 11.8 Candidates already removed / terminated / deserted their employment from NLCIL will not be considered.
- 11.9 Persons already resigned from NLCIL may also apply, subject to fulfilling the notified eligibility criteria.
- 11.10 A candidate who has availed Voluntary Retirement (VR) from CPSE/PSU/State PSU/Central Govt./State Govt./Public Sector Banks/ Public Sector Insurance companies 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/applicable organization 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/ applicable organization 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.
- 11.11 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.
- 11.12 If the 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.
- 11.13 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;
  - 11.13.1 any information / documents submitted by the candidate is found to be false or
  - 11.13.2 suppressed relevant information or
  - 11.13.3 if not found to be in conformity with eligibility criteria mentioned in the advertisement.
- 11.14 Candidates may email to [help.recruitment@nclcindia.in](mailto:help.recruitment@nclcindia.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.nclcindia.in](http://www.nclcindia.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. In case of multiple applications, 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 submission of application through ONLINE.
- 12.8 **No manual / Email/ 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 12/06/2026 to 17:00 hours on 13/07/2026.

## 13.0 PAYMENT OF APPLICATION FEE:

- 13.1 Candidates are required to pay a non-refundable amount of INR.854/- [INR 500/-towards Application fee plus INR 354/- (inclusive of 18% GST) towards Processing fee] through ONLINE, using State Bank of India E-Collect facility available at [www.onlinesbi.com](http://www.onlinesbi.com).
- 13.2 Candidates belonging to SC/ST/ PwBD & Ex-Servicemen categories are exempted from paying application fee. However, they have to pay a non- refundable amount of INR.354/- (inclusive of 18% GST) towards processing fee.

Category	Application Fees	Processing Fees	Total Fees
UR / EWS / OBC (NCL)candidates	INR 500 / -	INR 354/- [INR 300/- plus INR 54/- (18% GST)]	INR 854/-
SC /ST / PwBD/ Ex-servicemen candidates	Exempted	INR 354/- [INR 300/- plus INR 54/-(18% GST)]	INR 354/-

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 The following documents are mandatory at the time of application as well as during Document Verification. In case the candidate is unable to produce, the requisite document at any stage, the candidature shall be summarily rejected.

Sl. No.	Documents
1	Proof of Date of Birth (Birth Certificate (or) SSLC / Matriculation Mark Sheet).
2	Copy of AADHAR Card
3	Proof for possessing notified Qualifications: Final CS Certificate and Membership Certificate(s) in chronological order (Including SSLC / HSC/ other educational certificates)
4	Mark Sheet(s) of all Groups & Stages (Foundation, Executive and Professional) of CS in chronological order
5	Copy of Experience Certificate(s), from the present / previous employer(s) in support of notified post qualification work experience. (In Chronological order). Candidates have to upload documentary proof in support of their experience in the required "Length & Area of post qualification work experience as prescribed at para 1.0 (e), to establish their eligibility for the post.
6	Candidates from Private Sector, have to upload documentary proof in support of their CTC (Copy of last 6 months Pay Slips, Pay Certificate issued by Competent Authority in company's letter head, Last 3 years Form-16 & Income Tax returns filed in respective years etc.) to establish their eligibility for the post as prescribed at para 2.6 above.
7	Proof for having minimum Two years' experience in the immediate Lower Pay Scale for candidates from Central Public Sector Enterprises / State Public Sector Enterprises / Central Government / State Governments / Public Sector Banks, along with latest pay slips/pay certificates.
8	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.
9	Copy of Community Certificate in case of candidates belonging to SC/ST/OBC(NCL)/EWS categories.
10	Copy of Disability Certificate in case of PwBD candidates.
11	Proof for Ex-Servicemen in case of Ex-Servicemen only
12	Other documents, if any, in support of their credentials

14.2 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.

14.3 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.

14.4 No physical mode of submission of application and/or required documents in support of their candidature would be entertained.

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 01/01/2026 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	Proof for possessing notified Qualifications: Final CS Certificate and Membership Certificate(s) in chronological order (Including SSLC / HSC/other educational certificates)	PDF (kindly refer para 14.3 before uploading)	2.5 MB
6	Mark Sheet(s) of all Groups & Stages (Foundation, Executive and Professional) of CS in chronological order		2.5 MB

Sl. No.	Documents	File type	File size not exceeding
7	Copy of Experience Certificate(s), from the present / previous employer(s) in support of notified post qualification work experience. (In Chronological order). Candidates have to upload documentary proof in support of their experience in the required "Length & Area of post qualification work experience as prescribed at para 1.0 (e), to establish their eligibility for the post.	PDF (kindly refer para 14.3 before uploading)	2.5 MB
8	Candidates from Private Sector, have to upload documentary proof in support of their CTC (Copy of last 6 months Pay Slips, Pay Certificate issued by Competent Authority in company's letterhead, Last 3 years Form-16 & Income Tax returns filed in respective years etc.) to establish their eligibility for the post as prescribed at para 2.6 above.	PDF (kindly refer para 14.3 before uploading)	2.5 MB
9	Proof for having minimum Two years' experience in the immediate Lower Pay Scale for candidates from Central Public Sector Enterprises / State Public Sector Enterprises / Central Government / State Governments / Public Sector Banks, along with latest pay slips/pay certificates.	PDF or JPG	250 KB
10	Copy of Community Certificate in case of candidates belonging to SC/ST/OBC(NCL)/EWS categories.	PDF or JPG	250 KB
11	Copy of Disability Certificate in case of PwBD candidates.	PDF or JPG	250 KB
12	Proof for Ex-Servicemen in case of Ex-Servicemen only	PDF or JPG	250 KB
13	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 Document verification/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	12/06/2026 at 10:00 hrs
Closing of On-line registration of application - Date & Time	13/07/2026 at 17.00hrs
Last Date for On-line payment of Fees - Date & Time	13/07/2026 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	14/07/2026 at 17.00 Hrs

-- RECRUITMENT CELL/NLCIL

"CREATING WEALTH FOR WELL BEING"