



# Northern Coalfields Limited

A mini ratna Company, An undertaking of Government of India  
Head office: Panjreh Bhawan, Morwa , Singrauli-486889,M.P.,India

Reference: NCL/HQ/PD/Manpower/DR/2018-19/ 487

Date: 28/08/2018

## Employment Notification

Northern Coalfields Limited (NCL), a subsidiary company of Coal India Limited (A Maharatna Company of Govt. of India), is a major contributor to energy requirement of the Nation. We are for Mining with a human face through socially sustainable development. We are committed to adopting the ‘**Ten Principles of the UN Global Compact**’ as well as ensuring energy security of our Nation. We operate highly mechanized Open-Cast Coal Mines spread in two neighboring States of Madhya Pradesh and Uttar Pradesh.

NCL endorses ‘Employee-First’ philosophy and provides a competitive environment for skill development with plenty of opportunities for career progression besides providing attractive pay and perks.

NCL invites applications from Indian nationals possessing minimum qualifications required for appointment to the following positions of Operator Trainees for operating highly automated and advanced Heavy Earth Moving Machines.

### **(1) Positions/ Minimum Qualification/Vacancies:**

The different Positions, Minimum Qualifications required and the Vacancy for different categories are provided in Table 01.

**Table 01: Table showing Positions, Minimum Qualifications, Vacancy**

S. N.	Position/ Designation Code	Position / Designation	Minimum Qualifications	Number of vacancies				
				Total	SC (15%)	ST (20%)	OBC (NCL) (15%)	UR
1.	HMV01	Dumper operator(T)	Matriculate/SSC/High School or equivalent passed from any recognized Board of Secondary and Higher Secondary education of Indian State. & Valid HMV license issued from any RTA/RTO of Indian States.	213	31	42	31	109
2.	HMV02	Dozer Operator(T)	Matriculate/SSC/High School or equivalent passed from any recognized Board of Secondary and Higher Secondary education of Indian State. & Valid HMV license issued from any RTA/RTO of Indian States along with Endorsement for Tractor Driving.	121	18	24	18	61
3.	HMV03	Surface Miner/ Continuous Miner Operator (T)	Matriculate/SSC/High School or equivalent passed from any recognized Board of Secondary and Higher Secondary education of Indian State. & Valid HMV license issued from any RTA/RTO of Indian States.	28	4	5	4	15
4.	HMV04	Pay loader operator(T)	Matriculate/SSC/High School or equivalent passed from any recognized Board of Secondary and Higher Secondary education of Indian State. & Valid HMV license issued from any RTA/RTO of Indian States.	21	3	4	3	11

5.	HMV05	Crane operator(T)	Matriculate/SSC/High School or equivalent passed from any recognized Board of Secondary and Higher Secondary education of Indian State. & Valid HMV license issued from any RTA/RTO of Indian States.	34	5	6	5	18
6.	HMV06	Grader Operator(T)	Matriculate/SSC/High School or equivalent passed from any recognized Board of Secondary and Higher Secondary education of Indian State. & Valid HMV license issued from any RTA/RTO of Indian States along with Endorsement for Tractor Driving.	38	5	7	5	21
7.	HMV07	Shovel operator(T)	Matriculate/SSC/High School or equivalent passed from any recognized Board of Secondary and Higher Secondary education of Indian State. & Valid HMV license issued from any RTA/RTO of Indian states.	56	8	11	8	29
8.	HMV08	Drill operator(T)	Matriculate/SSC/High School or equivalent passed from any recognized board of Secondary and Higher Secondary education of Indian State.	48	7	9	7	25
9.	HMV09	Dragline Operator(T)	Matriculate/SSC/High School or equivalent passed from any recognized Board of Secondary and Higher Secondary education of Indian State. & ITI in Diesel Mechanic/Motor Mechanic /Fitter Trades with Valid NCVT/SCVT Trade certificate. & Valid HMV license issued from any RTA/RTO of Indian states.	60	9	12	9	30

[UR = Unreserved, SC= Scheduled Caste, ST= Scheduled Tribe, OBC (NCL) =Other Backward Community (Non-Creamy Layer), SSC= Secondary School Certificate (10<sup>th</sup> Standard), NCVT= National council for vocational training, SCVT= State council for vocational training]

**NOTE 1:-**An applicant must have minimum 55% marks in Matriculation/ SSC/ High School or equivalent examination in order to be eligible for above mentioned posts.

**NOTE 2:-**

1. The No. of vacancies shown above are tentative and may increase or decrease at the discretion of NCL management.
2. The horizontal reservation for Ex-Servicemen will be applicable across the vacancies of above shown posts and 14.5% vacancies are reserved (horizontally) for Ex-Servicemen.
3. None of the above positions fall into the Identified List of Positions for PWD candidates, by Government of India (as prescribed *vide Notification No.16-15/2010-DD-III dated 29th July 2013*), hence reservation for PWD is not applicable in this recruitment.
4. **The crucial date for determining the eligibility/suitability of a candidate for different posts as required under the Notification shall be the Closing Date for submission of Application Online by candidates.**

## (2) 'Qualification Codes' and Eligibility for various Positions

Qualification Codes for different sets of the Minimum Qualification & corresponding Positions, as provided in Table 01, are summarized in Table 02 below. Applicants must be aware about the qualification code corresponding to their qualifications, as provided in Table 02, while filling application and for written examination. Candidates possessing the set of qualifications given in Table 02 are deemed to be eligible for applying to the corresponding Job Positions mentioned in the Table.

**Table 02: Table showing Qualification Codes for the Minimum Qualification and the corresponding eligible Job Positions**

S. N.	Minimum Qualification	Qualification Code	Eligible Position Code
1.	Matriculate/ SSC/ High School or equivalent	01	HMV08
2.	Matriculate/ SSC/ High School or equivalent & HMV License (Without endorsement for Tractor Driving)	02	HMV01,HMV03,HMV04, HMV05,HMV07, HMV08,
3.	Matriculate/ SSC/ High School or equivalent & HMV License (With endorsement for Tractor Driving)	03	HMV01,HMV02,HMV03, HMV04,HMV05,HMV06, HMV07, HMV08,
4.	Matriculate/ SSC/ High School or equivalent & HMV License (Without endorsement for Tractor Driving) & ITI (Diesel Mechanic/Motor Mechanic/Fitter)	04	HMV01,HMV03,HMV04, HMV05,HMV07, HMV08, HMV09
5.	Matriculate/ SSC/ High School or equivalent & HMV License (With endorsement for Tractor Driving) & ITI(Diesel Mechanic/Motor Mechanic/Fitter)	05	HMV01,HMV02,HMV03, HMV04,HMV05,HMV06, HMV07, HMV08,HMV09

\*(H MV= Heavy Motor Vehicle)

### (3) Training Period and Pay:

On selection, candidates will undergo training of three years. Their subsequent career growth will be governed as per the provisions of the respective cadre scheme.

During the training period, in addition to the basic pay, as mentioned in Table 03 below, the candidates are eligible for Dearness Allowance, Other Allowances and benefits which include CMPF (Coal Mines Provident Fund), Gratuity, Pension and Medical facilities etc. as per Company's rules.

**Table03: Table showing Job Positions, Period of Training and Pay**

S.N.	Job Positions	Period of Training and Pay
1.	Dumper operator(T)	Initially, appointment will be as trainee for three years, and during the training period the trainees will be paid Cat I wages (Basic of Rs 1011.27 per day) and other allowances payable as per the JBCCI X. Annual increments will be paid yearly. On successful completion of the 3-years of training and being found suitable, the candidate will be placed as Dumper Operator in Excavation Cat D scale of pay. Subsequent career growth would be as per the cadre scheme of Dumper Operator.
2.	Dozer Operator(T)	Initially, appointment will be as trainee for three years, and during the training period the trainees will be paid Cat I wages (Basic of Rs 1011.27 per day) and other allowances payable as per the JBCCI X. Annual increments will be paid yearly. On successful completion of 3-years training and being found suitable, the candidate will be placed as Dozer Operator (T) in Excavation Cat D scale of pay. Subsequent career growth would be as per the cadre scheme of Dozer Operator.
3.	Surface Miner/Continuous Miner operator (T)	Initially, appointment will be as trainee for three years, and during the training period the trainees will be paid Cat I wages (Basic of Rs 1011.27 per day) and other allowances payable as per the JBCCI X. Annual increments will be paid yearly. On successful completion of 3-years of training and being found suitable, the Candidates will be placed as Surface Miner/ Continuous Miner Operator (TR) in Excavation Cat D scale of pay. Subsequent career growth would be as per the cadre scheme of Surface Miner/ Continuous Miner Operator.

4.	Pay loader operator(T)	Initially, appointment will be as trainee for three years, and during the training period the trainees will be paid Cat I wages (Basic of Rs 1011.27 per day) and other allowances payable as per the JBCCI X. Annual increments will be paid yearly. On successful completion of 3-years training and being found suitable, the candidates will be placed as Pay Loader Operator in Excavation Cat D scale of pay. Subsequent career growth would be as per the cadre scheme of Pay Loader Operator.
5.	Crane operator(T)	Initially, appointment will be as trainee for three years, and during the training period the trainees will be paid Cat I wages (Basic of Rs 1011.27 per day) and other allowances payable as per the JBCCI X. Annual increments will be paid yearly. On successful completion of 3-years training and being found suitable, the candidates will be placed in the scale/designation of Crane Operator(T) in Excavation Cat D scale of pay. Subsequent career growth would be as per the cadre scheme of Crane Operator.
6.	Grader Operator(T)	Initially, appointment will be as trainee for three years, and during the training period the trainees will be paid Cat I wages (Basic of Rs 1011.27 per day) and other allowances payable as per the JBCCI X. Annual increments will be paid yearly. On successful completion of 3-years training and being found suitable, the candidates will be placed in the scale/designation of Grader Operator in Excavation Cat D scale of pay. Subsequent career growth would be as per the cadre scheme of Grader Operator.
7.	Shovel operator(T)	Initially, appointment will be as trainee for three years, and during the training period the trainees will be paid Cat I wages (Basic of Rs 1011.27 per day) and other allowances payable as per the JBCCI X. Annual increments will be paid yearly. On successful completion of 3-years training and being found suitable, the candidates will be placed in the scale/designation of Shovel Operator(T) in Excavation Cat D scale of pay. Subsequent career growth would be as per the cadre scheme of Shovel Operator.
8.	Drill operator(T)	Initially, appointment will be as trainee for three years, and during the training period the trainees will be paid Cat I wages (Basic of Rs 1011.27 per day) and other allowances payable as per the JBCCI X. Annual increments will be paid yearly. On successful completion of 3-years training and being found suitable, the candidates will be placed in the scale/designation of Drill Operator (T) in Excavation Cat D scale of pay. In the cadre of Dumper Operator, the subsequent career growth would be as per the cadre scheme of Drill Operator.
9.	Dragline Operator(T)	Initially appointment will be as trainee, and during the training of three years the trainees will be paid Cat II wages (Basic of Rs1034.04 per day) for first year of training and Cat III wages (Basic of Rs 1065.55 per day) for remaining two years of training, along with other allowances and payable as per the JBCCI X. Annual increments will be paid yearly On successful completion of 3-years training and being found suitable, they will be placed in the scale/designation of Dragline Operator (T) Excavation Cat C in the cadre of Dragline Operator, the subsequent career growth would be as per the rules (as per cadre scheme of DRAGLINE OPERATOR) (During the three years of training period, selected candidates either will be placed in maintenance of Dragline and Shovel or they will be placed in maintenance of Dragline and Shovel for one year and remaining two year of training they will be placed in operation of Shovel)

#### (4)Age Limit:

- i. The candidate must have completed 18 years of age as on the Last Date for Submission of Online Applications(Crucial date) as provided in the Notification.
- ii. Upper-age Limit will be 30 years as on the Last Date for Submission of Online Applications (Crucial date) as provided in the Notification.
- iii. The Upper-age limit will be relaxed by 5 years for SC/ST candidates and 3 years for OBC (Non Creamy Layer) candidates.
- iv. The Upper-age limit will be relaxed by 5 years to all candidates who had originally been domiciled in the state of Jammu & Kashmir during the period from 01/01/1980 to 31/12/1989 and candidate has to provide the certificate of the same issued by District Magistrate/ Block Development Officer/ Sub-Divisional Officer along with the application.
- v. For Ex-Servicemen, age relaxation is applicable as prescribed by Government of India Order issued from time to time.

- vi. No Upper-age limit is applicable for employees of NCL, CIL and other Subsidiaries of CIL.
- vii. The Date of Birth as recorded in the Matriculation/ SSC (Secondary School Certificate) / High School or Equivalent Examination certificates only will be accepted. No subsequent request for change in Date of Birth will be entertained.

**(5) Selection Process:**

- i. Eligible candidates meeting the age and the minimum eligibility criteria as on the last date of submission of Application online as specified under this Notification will be required to appear for a Written Test. The selection will be based on a candidate's relative performance in the written test.
- ii. Candidates will be allowed to appear in the written test merely on the basis of their declaration regarding their eligibility as opted in the application form. Scrutiny/ Verification of the applications and documents submitted by candidates will be done post declaration of result of the written test, only for those candidates who shall pass the written test as per the laid down cut-off marks. In the post-written test scrutiny/verification of documents, if the particulars in the application and the attached documents are found not in conformity with the eligibility criteria and parameters mentioned in this advertisement, the candidature of such applicants shall stand disqualified regardless of the marks scored in the written test.
- iii. The written test will be of 100 marks common for all posts, and an additional Technical Test (ITI Level) of 50 marks for the post of Dragline Operator (T) (Position Code H MV09). The candidates applying for the post of Dragline Operator (T) will be evaluated on 150 marks; while others on 100 marks.
- iv. The Written test will comprise of objective type questions with four choices of answer and there will be no negative marking for any wrong answer. Question booklet (in Hindi/English) will be provided along with a separate OMR sheet, at the start of written examination. Instructions (Bilingual) for candidates will be given on the question booklet as well as on the OMR sheet. The written test common for all will comprise of questions related to aptitude, trade, general intelligence, mental ability etc. and the Technical Test will comprise of questions related to ITI trades of Diesel Mechanic, Motor Mechanic & Fitter trades.
- v. The Written test will be conducted at different centers in District Singrauli, Jabalpur and Bhopal in MP; District Sonbhadra, Allahabad and Varanasi in UP, depending upon the total number of applicants. Applicants may provide three choices while filling their Application. However, Management reserves the right to cancel/ allot any Centre at its discretion. Candidates cannot claim any Centre opted by them as a matter of right.
- vi. Selection of candidates in the merit panel will be subjected to scoring of cut-off marks in the written test with respect to their category as mentioned below and fulfilling eligibility criteria:

S.N.	Posts	Maximum Marks	Category of Candidates	Cut-Off Marks required for Selection
1.	All Posts other than Dragline Operator(T)	100	UR &OBC (Creamy Layer)	50 marks
			SC/ST/ OBC (NCL)	45 marks
2.	Dragline Operator (T)	150	UR & OBC (Creamy Layer)	75 marks
			SC/ST/ OBC (NCL)	68 marks

- vii. Result of the Written Test will be published through official website of NCL as early as possible.
- viii. Successful candidates, in the order of their marks scored in the written test, will be notified for appearance for scrutiny/verification of their testimonials. The candidates shall have to appear along with all original certificates/documents as per eligibility criteria notified in this advertisement for

scrutiny/verification. The date and venue for scrutiny/verification shall be notified in the official website of NCL and the candidates shall have to report accordingly.

- IX. Post scrutiny/verification of eligibility, 'Provisional merit panels' for Dragline Operator (T) and for posts other than Dragline Operator (T) of candidates who score the requisite cut-off marks and above and fulfilling the eligibility criteria will be published, in the order of marks scored, in the official website of NCL.
- X. In case of a tie of marks, obtained in the written test for the posts other than Dragline Operator (T), it will be resolved first on the basis of percentage of marks scored in matriculation, then by the year of passing (earlier being the first), Date of Birth (elder being the first) and then by alphabetic order of their first and last name as appearing in the matriculation certificate. In the case of Dragline Operator (T), the tie will be resolved first by marks scored in the technical paper, then by percentage of marks scored in matriculation then by the year of passing (earlier being the first), Date of Birth (elder being the first) and then by alphabetic order of their first and last name as appearing in the matriculation certificate.
- XI. Both the provisional merit panels will be published simultaneously so that the candidates whose name appear in both the merit panels may know their position in both the merit panels, and accordingly they may make a choice regarding the post.
- XII. Provisional offer of appointment will be issued to the successful candidates in accordance with their relative merit position and with due consideration of the reservation of posts to the reserved category candidates and against vacancies.
- XIII. Candidates who secure a position in the merit panel for the post of Dragline Operator (T) will be asked to report first. After filling the vacancies in the post of Dragline Operator (T), the candidates for other posts will be asked to report in accordance with their merit position in the merit panel of Posts other than Dragline Operator (T).
- XIV. The selected candidates in the merit panel for the posts other than Dragline Operator (T), in the order of their merit panel, shall be given the option of choosing Job Position subject to availability of vacancies.
- XV. If it is found during the Scrutiny/ Verification, or even after that during the course of training, or even during the course of employment, that the candidate is not fulfilling the criteria of eligibility in any respect, his/her candidature will be cancelled.

#### **(06) General Instructions for Candidates:**

1. Before submitting the application, the candidate must ensure that he/she fulfills all the eligibility and other norms mentioned in the advertisement. He/she may cross check the information such as date of birth, category, sub-category, contact details, etc. furnished in the application form before finally submitting the same online as no correction would be possible later.
2. The decision of NCL management regarding eligibility criteria, acceptance or rejection of applications, mode of selection to the post etc. shall be final and binding on all candidates. Mere fulfilling of minimum qualification and job requirements will not vest any right on candidates for being called for written test / document verification. No correspondence will be entertained from the candidates found ineligible and not called for written test / documents verification.
3. Mere issuance of Admit Card/Call Letter to a candidate will not imply that his/ her candidature has been finally cleared by NCL. The candidature shall remain provisional till such time NCL verifies the eligibility conditions with reference to original documents after the candidate qualifies in the written test and confirms appointment.
4. Candidates should ensure that they fulfill the eligibility criteria prescribed for the post for which they have applied. In case it is found at any stage of the selection process or even after the appointment that the candidate has submitted false or incorrect information and suppressed any relevant

information/ material facts or does not fulfill the eligibility criteria, his candidature/ service is liable for rejection/termination without notice.

5. No relaxation in the educational qualification, as prescribed in Table 01, is admissible for any category of candidate. A minimum of 55% marks is mandatory in the Matriculate or equivalent examination (10<sup>th</sup> Standard) for all categories of candidates to become eligible for consideration.
6. Wherever CGPA/OGPA/DGPA is awarded, equivalent percentage of marks must be indicated in the application form as per the norms adopted by Board.
7. Age and all other eligibility criteria shall be reckoned as on the last date of submission of Online Application as prescribed under Notification.
8. Candidates should carefully fill up their category (General/SC/ST/OBC/ Ex-Servicemen etc.) in the Online Application form. No change of category shall be allowed at the later stage of selection process.
9. Vacancies reserved for OBC category are available to OBC candidates belonging to Non-Creamy Layer (NCL) category only.
10. Candidates applying against vacancies reserved for OBC should note that they are required to submit a valid caste certificate along with the printed Online Application in support of their belonging to OBC community in the central list of OBC issued by Govt. of India, in the prescribed format for this purpose so as to prove that they do not belong in the 'Creamy Layer' of OBC. OBC (NCL) certificate for admission to educational purpose will not be considered.
11. SC/ST/OBC/Ex-Servicemen certificates issued by Competent Authority should either be in Hindi or English.
12. Ex-servicemen must be discharged from his services up to the last date prescribed for submission of Online Application.
13. All documents (Caste Certificate, Educational Qualification, HMV License) as per applicability and as provided by the candidate will be verified from the issuing authority and candidature will be cancelled if the certificates are not found satisfactory/genuine at any subsequent stage of written test.
14. At any stage of recruitment or later, if a candidate is found guilty of any misconduct such as:
  - a. Impersonating or procuring impersonation by person; or
  - b. Resorting to any irregular means in connection to his/her candidature during selection process; or
  - c. Using undue influence for his/her candidature by any means; or
  - d. Submitting false certificates/documents or suppressing any information at any stage; or
  - e. Giving wrong information regarding his/her category (SC/ST/ OBC/Ex-Serviceman), while appearing in the examination or thereafter; his/her candidature will be summarily rejected and will be terminated from service, apart from initiating any other action or taking legal recourse as deemed fit.
15. All correspondences with the candidates shall be done through Postal Mode/Speed Post/Registered Post and all general information shall be provided through NCL website. However admit card will be provided only through official website and the candidates will have to download the admit card. The responsibility of receiving, downloading and printing of application form, Admit Card and other information shall be of candidates. NCL will not be responsible for any loss of document due to invalid/wrong/incomplete contact details provided by the candidate or for delay/ non-receipt of information.
16. Candidates are advised to apply much before the closing date for submission of Online Application mentioned in this advertisement to avoid last minute network congestion and not to wait for submission of the hard copy through post till the last date to avoid the possibility of delay on account of postal delivery, etc.

17. NCL will not take any responsibility for the candidates not being able to submit their applications (Online/ Printed copy through post) within the prescribed last dates on account of any reasons beyond the control of NCL.
18. NCL will not bear any liability on account of service bond/salary/leave salary/pension contribution, etc, if any, of previous employment of any candidate already working in Central Govt./State Govt./Autonomous Body/Public Sector Undertaking.
19. Candidates employed in Govt./Semi Govt./Public Sector Undertaking/Autonomous Bodies are required to produce 'No Objection Certificate' along with the application and produce relieving order from the Organization in the event of selection.
20. Selected candidates could be posted in any mines of NCL and are liable to be transferred to other subsidiaries of Coal India Limited any time during their service as may be required.
21. Appointment of selected candidates will be subject to their passing the Company's Medical Examination as per the laid down medical standards of the Company.
22. Selection of candidate shall be provisional, subject to verification of documents relating to eligibility criteria, character, antecedents and other documents submitted by the candidate and is also subject to his/her meeting other requirements applicable for appointment under the rules of NCL.
23. The date of written examination and other details will be subsequently informed. Candidates will have to appear at the Centre/Venue allotted to them by NCL for the written test. No change in Centre/Venue is permissible and no application shall be entertained in this regard.
24. SC/ST candidates called for written examination will be reimbursed up to 2<sup>nd</sup> Class Non-AC fare as per rules on production of railway receipt / bus receipt ticket for the shortest route.
25. No TA/DA will be paid for appearing in the written test, scrutiny/ verification of certificates and documents or for joining on being selected except otherwise as provided in this advertisement.
26. NCL management reserves the right to modify/alter/restrict/enlarge/cancel the recruitment process, and revises the number of vacancies, at its discretion without assigning any reasons whatsoever. The decision of the NCL management will be final and no appeal will be entertained in this regard.
27. All future communication/information regarding this recruitment will be made available on NCL website. Candidates are advised to check/ visit NCL website ([www.nclcil.in](http://www.nclcil.in)) regularly for further updates.
28. Court of jurisdiction for any dispute will be Jabalpur High Court.
29. In case of any ambiguity/confusion, English Version of Employment Notification will be considered valid.

### **(07)How to Apply:**

- a) Candidates are advised to login into the official website of NCL by using URL [www.nclcil.in](http://www.nclcil.in).>Career>Recruitment >Online Application.
- b) Advertisement is available in both English and Hindi. Candidates may select either of them at their convenience.
- c) Candidates are advised to go through the provisions of the complete advertisement carefully for assessing his/her eligibility in accordance with the qualifications and other norms of Age and caste etc.
- d) Candidates belonging to SC/ST/OBC/Ex-Servicemen should submit self-attested copies of certificates issued by the Competent Authority to that effect along with the application. OBC candidates are required to produce latest Other Backward Class certificate (Non-Creamy Layer) in the format as applicable for applicant to post under Govt. of India.
- e) Candidates belonging to categories other than SC/ST/Ex Servicemen & Departmental categories are required to pay a non-refundable application fee of Rs 500/- (Five Hundred Rupees only) only through the online facility of 'SB Collect'.



- f) If a candidate has gone through the advertisement properly then they have to utilize the links as given below for making their application to the posts as per their qualification (as defined in the advertisement under qualification code 01 to 05)

Step1: Registration

Step2: Fee payment

Step3: Apply

Step4: Submission

Step 5: Generation of Hard copy for sending it to the office of General Manager  
(Recruitment/Manpower) NCL

***Step 1: Registration:***

- a. Please enter an email id & Mobile number for registration. Email id and password as provided during registration will be your login id and password.
- b. The name, email id & mobile number provided during registration cannot be changed/ corrected later and will appear on the application form. Please ensure to fill in the correct name as per your matriculation certificate.
- c. Password Policy: Password should have minimum six characters with at least one alphabet, one numeric character and one of the following characters! @ # \$ % ^ \* \_ : } { ; = ( ) + | ?
- d. Before proceeding for Registration, please read the Terms and Conditions and accept the same.

***Step 2: Fee Payment***

- a. Please ensure that pop-ups are not blocked in browser settings; if it is blocked please ensure to allow pop up for this site.
- b. SC/ST/ Ex Servicemen/ Departmental candidates may directly proceed to fill the Application form since they are exempted from payment of Application Fee.
- c. The candidate must ensure that they are possessing requisite qualification as described under qualification codes as referred in the advertisement.
- d. Candidates are required to click on the link **Fee Payment which will directly open SB Collect window (Please follow step by step process appears on the screen of SB Collect).**
- e. Candidates are requested to read the instruction and to accept the terms and conditions for making payment through SB Collect.
- f. Each candidate is required to make entries like Name, Fathers' name, Caste Category, Qualification & Qualification code etc. before making payment.
- g. Candidates have to follow the instructions on the SB Collect and after completing the process of fee payment, a Payment acknowledgement Receipt of Application Fee 'or' Challan bearing the "SB Collect Reference Number" starting with DU will be generated, which will be required while filling

the application form in *Step:3*

***Step 3: Apply:***

After completing the first two steps of Registration and Fee payment, candidates have to click on **Apply** which will open a blank application form, candidates have to make all relevant entries in complete as required. Before filling the online application form, please ensure the following documents are ready.

- (i) Payment Receipt of Application Fee or Challan bearing the “SB Collect Reference Number” starting with DU and the unique registration number generated through registration.
  - (ii) Scanned recent color passport size self-attested photograph.
  - (iii) All educational & professional marks sheet and percentages of marks
  - (iv) Please click on the relevant qualifications and corresponding qualification codes for which you are going to apply.
- Start filling the application with Name (as per Matriculation Certificate), Father’s Name, Mother’s Name, Address ( present & permanent ), date of birth, gender, etc., select the minimum required educational & professional qualifications, and ‘Yes’ or ‘No’ for compliance as and when required. Complete the form in all respect by filling relevant fields and do follow the instructions. Please ensure the entries before final submission of application.
- (v) After completing the step 3 an ‘Application reference number’ will be generated, for future references.

***Step 4: Final Step:***

a. Print the application form, and sign at the required place. Please attach all relevant documents from the following list as applicable:-

1. Print out of application as generated by system.
2. Self attested copies of Matriculation/SSC/ High School or equivalent.
3. Self attested copies of HMV license (if applicable).
4. Self attested copies of ITI certificate of desired trade (if applicable).
5. 4 Passport size recent photographs (other than the one pasted in Application form) with name of the candidate on the backside.
6. Receipt of acknowledgement of Application fees (if applicable).
7. Self attested valid Caste Certificate issued by Competent Authority (if applicable).
8. Self Attested copies of Ex-Servicemen certificate (if applicable).
9. Self attested copies of valid Domicile certificate for candidates of state of J&K.

Incomplete on-line applications or applications received after the due date or without signature / Relevant documents will be rejected.

**Step 5: Submission Of Application:** Candidates should send the Print-out of the application form submitted Online along with all the relevant documents in a sealed envelope to “The General Manager (Personnel-Recruitment) NCL, Recruitment Department, with a caption on the envelope ‘Application For The Post Of Operator (T) in NCL’ by Registered/ Speed post only. Applications submitted by hand or sent through any other mode will stand rejected. Applications should reach the office latest by 24/10/2018. Each applicant is advised to complete the registration/Fee payment/form filling in well advance to the last date and to send the hard copies as desired to the office of General Manager (Recruitment / Manpower) before the declared last date

**Mailing Address for Submission of Application:**

The office of General Manager (P /MP & Rectt.),  
 Manpower Department, PanjrehBhawan,  
 Northern Coalfields Limited Head Quarters,  
 Thana: Morwa, P.O. Singrauli, District: Singrauli,  
 Madhya Pradesh - 486889

Please note that submission of online application is not sufficient enough to call for written test. It is mandatory to send, the physical copy of online application along with the desired self attested copies of relevant documents contained in an envelope super scribed as instructed above, through Registered/speed post to the address mentioned above within the date specified under. Admit cards will not be enabled in respect of those candidates whose hard copies of applications along with all relevant certificates are not received within the due date mentioned above.

Candidates are again advised to complete all formalities within time and not to wait for the last date.

**8: Important Dates:**

Date of Notification of Vacancies	28/08/2018
Starting Date of Online Application & Payment Gateway	10/09/2018
Closing Date of Online Application & Payment Gateway	24/09/2018
Last Date of Submission of Application online	24/09/2018
Last date of receipt of Hard copy of application with relevant documents	24/10/2018
Tentative date of downloading the admit card for eligible candidates	Will be intimated through website
Tentative Date of Written Test	Will be intimated through website
Tentative date of declaration of results	Will be intimated through website

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Contact for any clarification: Office Hours- 09:00 AM to 5:00 PM (Monday to Friday)  
 09:00 AM to 01:00 PM (Saturday)  
 Office shall remain close on Sunday

Landline Phone numbers: 07805-256573 /you may also write to us on [rectt.ncl@gmail.com](mailto:rectt.ncl@gmail.com)