

8. APPLICATION FEE:

Candidate(s) will have to make the payment of Application Fees through the Online Mode only as under:

Unreserved (UR) /OBC- Non-Creamy Layer / EWS	Rs. 1000.00/- plus applicable GST of Rs. 180/- totaling Rs. 1180/- (Rupees One Thousand One Hundred Eighty Only)
SC/ ST/ ESM / PwBD/ Departmental Candidates	Nil

Note 1: Applications without the prescribed fee will not be entertained and summarily rejected.

No representation against such rejection would be entertained.

Note 2: Fee once paid shall neither be refunded nor be adjusted under any circumstances.

Note 3: Any tax or Bank charges other than the application fees will be borne by the candidate.

Note 4: Application fee will be paid through online mode only. There will be no other mode for payment of application fee. NCL will not be responsible, in case a candidate deposits the fee in any wrong account.

9. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:

- At the time of Computer Based Test, if a candidate is found guilty of using unfair means or impersonating or misbehaving in the examination hall or resorting to any other unfair means in connection with his/her candidature for the selection; or obtaining support of his/ her candidature by any means, such candidates will be liable to criminal prosecution and will be disqualified from the Computer Based Test. The Company may also debar such candidates from participating in any selection process in the Company in future.
- If it is detected that any candidate has furnished any false information / particulars with regard to his/her qualification, Category/caste and experience in the Application Form or in any document and/ or misrepresented / suppressed any material fact in the application form, for securing appointment, his/ her service will be terminated forth with during probation period or even after confirmation of the service.
- Canvassing in any form will be treated as dis-qualification.

10. SELECTION PROCESS:

- Eligible candidates meeting the minimum eligibility criteria as on the Cut-Off Date as specified in this Employment Notice/Advertisement will be required to appear for a Computer Based Test. The selection will be based on a candidate's relative score in the Computer Based Test.
- Candidates will be allowed to appear in the Computer Based Test merely on the basis of their declaration regarding their eligibility as mentioned in the online application form. Scrutiny/ Verification of the claims of the candidate(s) of their eligibility for a post applied will be done post declaration of result of the Computer Based Test. Such scrutiny/ verification will be done only for those candidates who shall pass the Computer Based Test as per the laid down cut-off marks (Minimum Qualifying Marks).
- For HEMM Operator (Trainee)** - Computer Based Test will be conducted for selection of Candidates for the post of HEMM Operator (Trainee).The Computer Based Test will be of 100 Marks for 90 minutes duration (in one sitting) common for all posts of HEMM Operator (Trainee).The Merit for filling the posts will be prepared on the scores of candidates in the Computer Based Test of 100 marks. Each question will carry 01 mark and there is no penalty for wrong answer. No marks will be awarded for un-attempted questions. The question paper shall be bilingual i.e. in English and Hindi only. However, in case of any error/ambiguity in Hindi version, the English version of the question shall be valid and final.

- d. **For Paramedical Staff and Overseer (Civil)** - Computer Based Test will be conducted separately for each post. The Computer Based Test will be of 100 Marks for 90 minutes duration (in one sitting), comprising two sections (Section-A & Section-B); Section 'A' will consist of technical knowledge (discipline related) with 70 multiple choice questions (MCQs) and Section 'B' will consist of General Knowledge, General Awareness, Reasoning, Verbal & Mental Ability and Quantitative Aptitude with 30 marks multiple choice questions (MCQs). Each question will carry 01 mark and there is no penalty for wrong answer. No marks will be awarded for un-attempted questions. The question paper shall be bilingual i.e. in English and Hindi only. However, in case of any error/ambiguity in Hindi version, the English version of the question shall be valid and final.
- e. Indicative syllabus for the Computer Based Test are attached as **Annexure-A, B & C**.
- f. **TEST CITIES:** The Computer Based Test will be held at Test Cities as mentioned in the online application form. Candidates may opt for the Test Cities from the list as per their preference and the same cannot be changed after the online application form is submitted. NCL reserves the right to allocate any test city or change the Test city opted by the candidate. NCL reserves the right to add or delete any cities(s) from the list based on the number of applicants.
- g. Selection of candidates in the merit panel will be subject to securing of cut-off marks (*Minimum Qualifying Marks*) in the Computer Based Test for the concerned position with respect to their category and fulfilling prescribed eligibility criteria as mentioned below:

Posts	Maximum Marks	Category of Candidates	Minimum Cut-Off Marks required for Selection out of Maximum Marks
All Notified Posts	100	UR/ EWS	50 Marks
		SC/ ST/ ESM/ OBC-NCL/ PwBD	40 Marks

- h. For all HEMM posts, in cases where more than one candidate secures equal marks in the Computer Based Test conducted for the posts, tie will be resolved by applying the following methods one after another: (i) Percentage of Marks scored by the Candidates in their matriculation by preferring the candidate with Higher percentage; then (ii) Date of Birth, by preferring older candidates; and then (iii) Alphabetical order in which names (As Mentioned in the Matriculation certificate) of the candidates appears.
- i. For all Paramedical posts other than 'Jr. Technician (ECG) (Trainee) T&S Gr D' in cases where more than one candidate secures equal marks in the Computer Based Test conducted for the posts, tie will be resolved by applying the following methods one after another: (i) The candidate with higher score in Section-A will be preferred; Then (ii) Date of Birth, with older candidates, will be preferred; Then (iii) Alphabetical order in which names of the candidates appears.
- j. For the post of 'Jr. Technician (ECG) (Trainee) T&S Gr D' in cases where more than one candidate secure the equal marks in Computer Based Test conducted for the posts, tie will be resolved by applying the following methods one after another: (i) Candidate possessing graduation (Over the prescribed 10+2/ Intermediate/ Higher Secondary) qualification will be preferred (Degree higher to graduation will not be entertained for resolving tie.); then (ii) The candidate with higher score in Section-A will be preferred then (iii) Date of Birth, with older candidates, will be preferred; Then (iv) Alphabetical order in which names of the candidates appears.
- k. For the post of Overseer (Civil), In cases where more than one candidate secures equal marks in the Computer Based Test conducted for the posts, tie will be resolved by applying the following methods one after another: (i) The candidate with higher score in Section-A will be preferred; Then (ii) Date of Birth, with older candidates, will be preferred; Then (iii) Alphabetical order in which names of the candidates appears.
- l. Result of the Computer Based Test will be published on NCL website as early as possible after successful completion of the Computer Based Test.

- m. Such candidates who would score equal or above the Minimum Qualifying Marks would only be notified for appearing for scrutiny/ verification of their testimonials supporting their claim of candidature, in the order of their marks scored in the Computer Based Test for all posts separately up to the extent the positions remain un-filled. The candidates shall have to appear along with all original certificates/ documents as per eligibility criteria notified in this employment notice/advertisement for scrutiny/ verification. The date, time and venue for scrutiny/ verification would be notified on NCL website and the candidates shall have to report accordingly. In the event of failure to report with all original certificates and testimonials within the stipulated time, the candidature of such candidate shall stand cancelled automatically without further notice.
- n. Provisional merit panels of candidates who secure the requisite cut-off marks stipulated above and fulfilling the eligibility criteria will be published, in the order of marks scored, after resolving tie as prescribed, on NCL website in respect of different Posts.
- o. Different Posts of HEMM Operator (Trainee) will be filled in the following order of Posts, with candidates in the order of their Merit Position, the candidates fulfill the qualification and subject to other eligibility conditions as provided in this Employment Notice/Advertisement. The decision of NCL Management in this regard shall be final and binding on all candidates.
 - 1. Dumper Operator (Trainee)
 - 2. then; Surface Minor Operator (Trainee),
 - 3. then; Dozer Operator (Trainee),
 - 4. then; Pay Loader Operator (Trainee),
 - 5. then; Grader Operator (Trainee) and
 - 6. finally; Crane (Trainee)
- p. Provisional appointment letters will be issued to the successful candidates as per their relative merit position, their eligibility for the post and with due consideration of the reservation for reserved category candidates.
- q. If it is found during the Scrutiny/ Verification, or during the course of probation/training, or even during the course of employment, that the candidate is not fulfilling the eligibility criteria in any respect, his/her candidature/ appointment shall be cancelled.

11. GENERAL INSTRUCTIONS FOR CANDIDATES:

- a. A candidate can apply for any one of the posts notified in the Employment Notice/Advertisement as provided in 'Table A, B & C'. If a candidate applies for multiple positions his/her candidature for recruitment against this notification will be cancelled.
- b. The qualification should be recognized by AICTE/ UGC/ appropriate Indian Statutory Authorities for the post of Overseer (Civil).
- c. Before submitting the online application form, the candidate must ensure that he/ she fulfills all the eligibility criteria and other norms mentioned in the Employment Notice/Advertisement. He/ she may cross check the information such as Date of Birth, Category, Contact Details, and Qualifications etc. furnished in the application form before finally submitting the same online as no correction would be possible later and no correspondence will be considered in this regard.
- d. Decision of NCL management regarding eligibility criteria, acceptance or rejection of applications, mode of selection to the notified posts 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 Computer Based Test / document verification. No correspondence will be entertained for candidature declared ineligible.
- e. Mere issuance of Admit Card 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 Computer Based Test.
- f. Candidates should ensure their eligibility at the time of applying online. 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 or suppressed any relevant information/ material facts or does not fulfill the eligibility criteria, his/her candidature/ service is liable for rejection/ termination without notice.

- g. No relaxation in the minimum educational qualification is admissible for any category of candidate.
- h. Wherever Grade (CGPA/ OGPA/ DGPA etc.) is awarded, a certificate duly issued by concerned Board/University for conversion of Grade to percentage is to be produced by the candidate at the time of Scrutiny/ Verification of original documents.
- i. Age and all other eligibility criteria shall be reckoned as on the Cut-Off Date as prescribed under this employment notice/advertisement.
- j. Candidates should carefully fill up their category (UR/ SC/ ST/ OBC/ Ex-Servicemen/ EWSs / PwBD etc.) in the Online Application form. No change of category shall be allowed at later stage of selection process and the candidature of such applicants shall be rejected.
- k. At the time of document verification, the Ex-servicemen must produce discharge certificate or other relevant certificate issued by Army / Navy / Air Force of Indian Union for availing the benefit of Ex-Servicemen in terms of Ex-servicemen (Re-employment in Central Civil Service and Posts) Amendment Rules, 1986.
- l. All documents (Caste Certificate, Educational Qualification, EWS certificate, PwBD certificate, Registration in Nursing Council of India etc.) as per applicability and as provided by the candidate will be verified from the office of issuing authority and candidature will be cancelled if the certificates are not found satisfactory/ genuine at any subsequent stage of Computer Based Test.
- m. ***The candidates must have an active E-mail Id & Mobile number which must remain valid for at least next one year. All correspondences with the candidates shall be done either through registered e-mail id or mobile number (as may be necessary) and all general information/notice shall be provided through NCL website. However, admit card will be provided only through NCL website and the candidates will have to download the admit card.*** The responsibilities 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. In case of any problems faced by the candidates in filling up the online application form they may refer the "Help Desk Option" available in the individual login portal. For queries other than the online application form, candidates may write only to e-mail Id: rectt.ncl@coalindia.in
- n. Candidates are advised to apply much before the last date for submission of online application form mentioned in this employment notice/advertisement to avoid last minute network congestion.
- o. NCL will not take any responsibility for the candidates not being able to submit their online application form within the prescribed last dates on account of any reasons beyond the control of NCL.
- p. Response query management will be made operational on the NCL website after 04 days from the completion of Computer Based Test for inviting comments/objections from candidates, if any. The link for objection management will be hosted for 04 days only. Objections through any other mode will not be entertained.
- q. NCL reserves the right to shortlist candidates for Computer Based Test, reschedule the test date & venue etc. or alter any of the advertised condition depending upon the circumstances.
- r. 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.
- s. Candidates employed in Govt./ Semi Govt./ Public Sector Undertaking (including departmental candidates i.e. employees of CIL and its subsidiaries) / Autonomous Bodies are required to produce 'No Objection Certificate' at the time of Scrutiny /Verification of original documents if shortlisted. Such candidates on final selection shall have to resign from their present job before joining NCL.
- t. Selected candidates could be posted in any of the Mines/Establishments/ dispensary/hospital of NCL and are liable to be transferred to other subsidiaries of Coal India Limited any time during their service as may be required.

- u. Appointment of selected candidates will be subjected to being found medically fit in the Company's Medical Examination as per the laid down Rules related to Medical Examination of CIL. The candidates are advised to go through the CIL's Medical Attendance Rule available on CIL's website and ensure that they meet the medical / physical standard to avoid any disappointment in Medical Examination.
- v. Selection of candidate shall be provisional and subject to verification of documents relating to eligibility criteria, character, antecedents and other documents submitted by the candidates and is also subject to his/ her meeting other requirements applicable for appointment under the rules of NCL.
- w. Appointment of the candidate in NCL will be subject to verification of Character & Antecedents by the prescribed authorities and if any discrepancy /fact is suppressed, the candidature of the candidate will be cancelled and decision of NCL in this regard will be final and binding.
- x. The date of Computer Based Test and other details will be subsequently informed through NCL website. Candidates will have to appear at the Centre/ Venue allotted to them by NCL for the Computer Based Test. No change in Centre/Venue is permissible and no application shall be entertained in this regard.
- y. In case of requirement, the Computer Based Test may be conducted in multiple shifts. In such case, the following appropriate Score Normalization Formula for normalization of Computer Based Test scores will be adopted as mentioned below:

Normalized score for each candidate (Xn) = $X_n = (S2/S1)*(X - X_{av}) + Y_{av}$	
S2	Is the SD of the shift with the Highest Average Score taken as Base for normalization (Criteria for choosing the base for normalization is generally taken as the shift with 'Highest Average' of raw scores)
S1	Standard Deviation for the corresponding shift (to be scaled to S2)
X	Raw score of a candidate
Xav	Simple average of the shift
Yav	Average corresponding to shift with highest Average (taken as Base for normalization)

- z. SC/ ST candidates called for Computer Based Test will be paid up to 2nd Class Non-AC fare as per rules. However, they have to submit their claims in duly filled appropriate TA Claim format provided with this employment notice/advertisement (at the end) along with all desired enclosures like caste certificate, photocopy of Onward (mandatory) and return Journey (optional) of railway ticket / bus receipt ticket to the invigilator after attempting Computer Based Test only, subsequent claims as well as claims with incomplete information will not be entertained. The distance of examination centre will be calculated from the permanent address of the candidate or from place of actual journey whichever is shorter. In case, candidate has submitted only onward journey ticket and not submitted the return journey tickets then the claims will be considered up to the double of onward journey fare and that will be paid as per rule.
- aa. No TA/ DA will be paid for appearing in the scrutiny/ verification of certificates and documents or for joining on being selected except otherwise as provided in this employment notice/advertisement.
- bb. Candidate will appear for the Computer Based Test at the examination center at his/her own risk and Northern Coalfields Limited will not be responsible for any injury or losses etc.
- cc. NCL management reserves the right to modify/ alter/ restrict/ enlarge/ cancel the recruitment process, and revise 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.
- dd. 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) regularly for further updates.