

**NHDC LIMITED**

**NHDC LTD**, a premier Joint venture Company of NHPC & Govt of Madhya Pradesh engaged in development and generation of Hydropower in Madhya Pradesh, invites on-line applications from the Indian Nationals for the below mentioned post.

Sl. No	Designation / Grade / Pay Scale	Vacancies	Minimum Qualification
1	<b>Sr. Medical Officer (E3) / Rs. 60000-180000 (IDA)</b>	<b>UR- 01</b>	MBBS Degree with valid registration Experience: Two years post internship experience (as on 11/09/2019) excluding period spent on Courses/ PG etc.
2	<b>Trainee Officer (Law) (E2) / Rs. 50000-160000 (IDA)</b>	<b>UR- 01</b>	Full time regular Graduate Degree in Law (Professional) (3 years LLB or 5 years integrated course) from recognized Indian University/ Institute recognized by Bar Council of India. Candidate must have secured minimum 60% marks or equivalent grade in Graduate's degree/ Integrated course.
3	<b>Trainee Officer (HR) / (E2) Rs. 50000-160000 (IDA)</b>	<b>03 (UR-01 EWS-01 SC-01)</b>	Full time regular two years Post Graduate Degree/ Post Graduate Diploma/ Post Graduate Program in Management with specialization in Human Resource/ Human Resource Management/Human Resource Management & Labour Relations/ Industrial Relations/ Personnel Management/ Personnel Management & Industrial Relations /Industrial Relations & Personnel Management from recognized Indian University/ Institute approved by AICTE. Or Full time regular two years Master's in Social Works with specialization in Personnel Management & Industrial Relations from recognized Indian University/ Institute approved by AICTE Or Full time regular two years Master's of Human Resource & Organisational Development (MHROD) from recognized Indian University/ Institute approved by AICTE Or Full time regular two years MBA with specialization in Human Resource from recognized Indian University/ Institute approved by AICTE. Candidate must have secured minimum 60% marks or equivalent grade in Master's degree or P.G. Diploma/ Program.
4	<b>Trainee Officer (Finance) / (E2) Rs. 50000-160000 (IDA)</b>	<b>04 (UR-01 EWS-01 SC-01 ST-01 (Backlog))</b>	Graduate with CA from Institute of Chartered Accountants of India/ CWA or CMA from Institute of Cost Accountant (formerly known as Institute of Cost & Works Accountant of India).

(UR- Unreserved, EWS- Economically Weaker Section, SC- Schedule Cast & ST- Schedule Tribe)

**Age Limit:**

Upper Age limit for the posts mentioned at Sl. No.-1 is 33 years and for Sl. No. 2 to 4 is **30** years as on **31.08.2019**.

**COMPENSATION PACKAGE:**

Compensation in CTC terms is one of the best amongst PSUs. Trainee Officer (E-2 grade), on successful completion of the one-year training period, will be placed as Assistant Manager in the Pay scale of Rs. 60000-180000 (IDA) (E-3) with probation period of one year and others will also be on probation period of one year in their respective pay scale.

Besides basic pay, Candidates upon joining will be paid Industrial Dearness Allowance (IDA) and will also be entitled for allowances under Cafeteria. Other benefits include Leased accommodation/ Company accommodation/ HRA, Medical Reimbursement, Long term & Short term Advances, Superannuation benefits, Performance Related Pay etc. as per Corporation rules in force from time to time. Pay Scale & allowances are provisional.

## **PLACEMENT**

Selected Candidates will be offered appointment to the respective post and they will be placed at Project/Power Station/Offices including holding company in various parts of the country as per requirement.

## **SELECTION PROCESS**

**The candidates registered online and having uploaded all requisite documents on web-site, shall be provisionally allowed to appear for written test. Eligibility of the candidates shall be checked/verified at the time of interview and only eligible shortlisted candidates will be allowed to appear before the interview board.** List of shortlisted candidates called for interview based upon merit list of written Test will be made available at [www.nhdcindia.com](http://www.nhdcindia.com) & will also be e-mailed to such candidates.

## **TEST CENTER:**

The written test will be held in Two (02) cities as mentioned in the Online Application System. Candidates have to choose one city as test center and no change in any circumstances will be considered subsequently. However, NHDC reserve the right to cancel or add any Center depending on the response of the candidates for that area/center. Admission to the test center will be on production of Admit Card which is to be downloaded only from our website by candidates and photograph should be duly self-attested. **(Name of Test Center- Bhopal & Delhi)**

## **About Written Test:**

Test booklet will be provided in English as well as in Hindi. The test duration will be of 3 hours and in three parts i.e. Part-I of 140 multiple-choice questions in concerned discipline, Part-II of 30 multiple-choice questions on General Awareness and Part-III of 30 multiple-choice questions on Reasoning.

## **RESERVATION AND RELAXATIONS:**

1. Reservation for SC/ST/OBC (Non -Creamy Layer)/EWS / Persons with Disabilities (PwD) (degree of disability 40% or above) will be as per the Govt. norms and directives.
2. SC/ST/PWD candidates with minimum 50 % marks in qualifying examination are eligible to apply.
3. The upper age limit is relaxable by 5 years for SC/ST, 3 years for OBC (Non - Creamy Layer). It is relaxable by 10 years for PWD – Unreserved & EWS, 13 years for PWD – OBC (Non - Creamy Layer) and 15 years for PWD – SC/ST Candidates.
4. The upper age limit is relaxed by 5 years for the candidates who had ordinarily been domiciled in the state of Jammu & Kashmir during 01.01.1980 to 31.12.1989.
5. The relaxation of age for Ex-servicemen shall be as per Government guidelines.
6. SC/ST candidates appearing for written test shall be reimbursed single to & fro 2<sup>nd</sup> class rail /ordinary bus fare by the shortest route limited to the nearest examination centre to the mailing address mentioned in their application form on production of proof through ECS/Cheque.

## **SERVICE AGREEMENT BOND:**

The Selected candidates for the post of Trainee Officer of Unreserved, EWS and OBC (Non - Creamy Layer) category will be required to execute a service agreement bond of Rs. 2.50 lakhs and for SC/ST of Rs. 1.25 lakhs to successfully complete a minimum period of four years of service in the Corporation including the period spent on training.

## **HOW TO APPLY:**

1. Eligible candidates have to apply through online registration system of NHDC only. To apply, visit: [www.nhdcindia.com](http://www.nhdcindia.com) with valid e-mail ID.
2. Candidates belonging to Unreserved/EWS and OBC (NCL) category are required to pay non-refundable registration fee of Rs.500/-. The SC/ST/PwD category candidates need not pay the registration fee.
3. State Bank of India has been authorized to collect the registration fee under SBI collect facility.
4. Fee once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility & correctness of information on Application Form before paying the registration fee.
5. Read the instructions carefully and fill the On-line application form giving accurate information. After filling it, system will generate a Unique Registration Number of NHDC. Candidates should keep ready scanned copies of their certificate in separate file given in step no. 4 under head Steps for Applying, of less than 300KB each JPEG/PDF format, alongwith passport size colour photograph and signature in JPEG format of less than 25 KB size and 15 KB size respectively.
6. Candidates can visit the online registration site from 23.08.2019 (00.01 hours) to 11.09.2019 (23.45 Hours).

### **Steps For Applying:**

**Step-1:** Log on to [www.nhdcindia.com](http://www.nhdcindia.com) .

**Step-2:** Read all instructions given on the website.

**Step-3:** Fill the Online application form with relevant details and submit.

**Step-4:** Scanned copies of following documents should be kept ready by the candidate before applying online registration for attachment:

- a) Matriculation/ Secondary School Certificate as proof of date of birth.
- b) Complete set of mark sheets/ certificates in support of qualification.
- c) Caste certificate for SC/ST and Caste certificate in format prescribed by the Government of India in case of OBC (NCL) candidates. The community Certificate should have been issued within 6 months for OBC (NCL) (if applicable) at the time of registration.
- d) **Income & Assets Certificate** in format prescribed by the Government of India in case of EWS candidates. The candidate shall submit the income and assets certificate at the time of registration, which has been issued for the financial year prior to the year of application.
- e) Disability certificate issued by competent authority (if applicable).
- f) Experience certificate (if applicable).
- g) A certificate for conversion of grade/CGPA to percentage of marks based on the procedure certified by university/ Institution from where they have obtained the bachelor degree.

**Step-5:** Candidates should upload scanned copies of their certificate in separate space given in the online application form.

**Step-6:** Take out the print of registration slip/ form generated by the system for future reference.

Application registered without/ incomplete documents uploaded shall be summarily rejected even though registration number has been generated. Candidate should not send any documents/ certificates or printout of registration slip/form through post.

## **GENERAL INFORMATION AND INSTRUCTION:**

1. Only Indian Nationals are eligible to apply.
2. Before applying, the candidate should ensure that he /she fulfills the eligibility criteria and other norms mentioned in this advertisement. If a candidate qualifies in written test and is called for interview based on information given by the candidates, but does not fulfills the eligibility, will not be allowed to appear in interview.

3. Candidate with less than 60% marks taking average of all the semesters/years, irrespective of the weightage given to any particular semester/year by the university/ Institute in Qualifying Educational Qualification in respect of Law & HR will not be considered. Candidates with 59.99% marks are not eligible and the same shall not be rounded off to 60%. Candidates who are appearing in final qualifying examination in 2019 need not apply.
4. The candidates should have acquired the qualifying educational qualifications on or before 11/09/2019 to be eligible for applying.
5. No representation will be entertained for relaxation of prescribed qualification in any circumstances.
6. Internal candidates having requisite qualifications are eligible to apply.
7. Candidate has to apply Online only. No manual/paper application will be entertained.
8. The date of declaration of result / issuance of Mark sheet shall be deemed to be the date of acquiring the qualification and there shall be no relaxation on this account. Post qualification experience for the post /level shall be counted only from the said date onwards.
9. Written Test for all the posts will be held on the same day. Hence applicants should apply for one post as per their qualification.
10. Candidature of the registered candidate is liable to be rejected at any stage of recruitment process or after recruitment or joining, if any Information provided by the candidate is found to be false or is not found in conformity with eligibility criteria mentioned in the advertisement or having concealed any factual information pertaining to his/her education, Date of Birth, Experience during recruitment or joining.
11. Candidature is also liable to be rejected if valid registration form is not generated or not uploaded with requisite documents.
12. The admit card indicating roll number, name of the allocated center, date of written test and guidelines for the test will be made available on the NHDC website to the candidates found apparently eligible based on the online data. Candidates will also be informed through e-mail. The candidate has to download his/her Admit card, Test guidelines etc. for appearing in the test from the website. Admit card will not be sent by post.
13. Candidates are advised to keep their e-mail ID active at least for one year. No change in e-mail ID will be allowed once entered. All future correspondence shall be sent via e-mail only.
14. The candidature of all candidates shall be provisional and all the required documents will be checked only at the time of interview. Candidates fulfilling the eligibility criteria shall be allowed for interview.
15. Number of vacancies is tentative and posts will be filled up upon review of requirement.
16. Candidates working in Govt / Quasi Govt. organization / Public Sector Undertaking have to produce "No Objection Certificate" at the time of interview. Otherwise they will not be interviewed.
17. In case of any ambiguity / dispute arising on account of interpretation in version on other than English, only English version will prevail.
18. NHDC reserves the right to cancel / modify / restrict / curtail / enlarge or alter recruitment process, without issuing any further notice or assigning any reason there of.
19. Canvassing or otherwise influencing the selection process will render the candidature invalid.
20. Legal jurisdiction will be Bhopal in case of any dispute.
21. Other thing being equal, preference will be given to persons who are also displaced person affected by NHDC projects. Candidates belonging to the above category must submit a certificate obtained from the Competent Authority at the time of interview.