



NMDC Limited
(A Government of India Enterprise)
"Khanij Bhavan", 10-3-311/A, Masab Tank,
Hyderabad-500028

NMDC Limited, a Navaratna Public Sector Enterprise under the Ministry of Steel, Government of India and a multi locational, multi product and consistently profit-making Mining & Mineral Exploration Organization with large turnover. NMDC is in the process of massive expansion and diversification both in India and abroad. NMDC is now inviting applications from eligible & willing candidates with relevant experience for its various Projects/Offices for the following post:

Sl. no.	Functional Area	Name of the Post /Grade	No. of post	Reservation
1	HR	Chief General Manager/M-10	1	UR

2.0 REQUIRED QUALIFICATIONS AND EXPERIENCE:

The candidate should have the following qualification and experience with good academic record from a recognized university/institution.

- (i) Graduation, and
- (ii) PG Degree/PG Diploma in Sociology/Social Work/Labour Welfare/Personnel Management/ IR /IRPM/HR/HRM or MBA (Personnel Management/HR/HRM) minimum of two years full time duration.

Experience: Minimum 21 years relevant post qualification experience in Human Resources function, formulation/execution of HR strategies, policies, talent acquisition, employee engagement, capability building, Performance & Reward Management, Industrial relations, Medical, HRD, Rajbhasha, HR operations, Corporate Governance, including payroll, service matters, and disciplinary procedures, statutory compliance, RTI, vigilance, and audit requirements. The incumbent will act as a strategic advisor to the Board/Top Management on HR matters and responsible for driving organizational development and frameworks in line with corporate objectives.

The incumbent will be responsible for driving the overall domain of HR aligned with company's business goals ensuring compliance with regulatory guidelines and corporate governance standards.

3.0 CANDIDATES SHOULD ALSO HAVE THE FOLLOWING EXPERIENCE:

- (i) Candidates working in Govt./PSUs applying for above post should have worked in the pay scales or equivalent grade for a minimum period of two years:

Minimum service period of 2 years in scale of pay (₹)
1,20,000-3%-2,80,000/- (E7 Grade) (IDA) (OR) Equivalent CDA Pay Scale

Candidates must attach proof of their pay scale for last two years in the application form.

- (ii) Candidates from Private Sector applying for the above post should be drawing following minimum CTC as mentioned below for the last two years. Further, this includes having experience of minimum three levels below the Board level for the period not less than two years.

Minimum CTC per annum for last 2 years (Average) (₹)

38.49 Lakhs or above

Candidates must attach proof of their Average annual CTC for last two years in application form.

4.0 MINIMUM AGE: 45 years

4.1 MAXIMUM AGE: 53 years

5.0 SCALE OF PAY:

Sl. No.	Post & Grade	Scale of Pay (₹)
1	Chief General Manager (M-10)	120000-280000/-

6.0 HOW TO APPLY:

Sl. No.	Particulars
a	Applications will be considered in online mode only.
b	Eligible candidates would be required to apply online through NMDC website www.nmdc.co.in (link available on the "Careers" page of the website). The site will be available/activated from 10:00 AM on 01/10/2025 to 11:59 PM on 21/10/2025.
c	Helpline email nmdc@jobapply.in will be available between 10 AM to 06 PM on all working days to assist in technical aspect of online mode.
d	Candidates are required to fill all the details online and upload all the relevant documents/certificates as per the requirement of notification.
e	For detailed notification along with its Annexures for the above posts the candidates are advised to visit careers page of NMDC website i.e. www.nmdc.co.in .
f	Before applying in online mode, candidates are advised to read the instructions of notification carefully and shall ensure that they must fulfill the essential requirements of the post and other conditions as mentioned in the Employment Notification, which will be available at NMDC's website as mentioned at 6.0(b) above.
g	Before applying their online application, candidates are advised to keep the soft copy of the documents i.e. (i) Recent passport size photograph (ii) Matriculation/10 th certificate (iii) Certificates in support of Qualification & Experience (iv) Caste/Category Certificate, SC/ST/OBC(NCL)/EWS/Disability Certificate etc. as applicable (v) Scanned signature etc. (vi) Mobile No. (vii) email
h	After applying online, the candidate is required to download the hard copy of filled in application form and keep the printout of the Application form which will be generated by the system after successful registration.
i	Call letters will be sent through post/email. Call letters can also be downloaded from Careers page on NMDC Website. NMDC will not be responsible for any loss of email sent due to invalid/wrong e-mail ID provided by the candidate or postal delay/non receipt of information by post. Only those candidates will be allowed to appear for Interview who will produce a valid call letter.
j	The candidates will be issued call letter based on their declaration in the online application. Mere issue of call letter does not indicate that the eligibility of the candidate has been confirmed. The eligibility of the candidate will be confirmed after Document Verification at the time of Interview.
k	Candidates are required to mention their date of birth and name as per Matriculation/10 th class certificate issued by the recognized Board.
l	Candidates are advised to submit only one application. In case of multiple applications, from a candidate, the latest one shall be considered as final and older applications shall be rejected.

7.0 MODE OF SELECTION:

The mode of selection for eligible applicants would be through an interview.

8.0 VERIFICATION OF DOCUMENTS WITH ORIGINALS:

The candidates who will be called for Interview are required to produce original documents/testimonials, along with self-attested photo copies, in support of Age, Qualification, Experience, Category, Grade/CTC etc. for verification of their eligibility as per notification at the time of Interview. In case the candidate(s) do not produce/submit the required documents before attending Interview, the candidate(s) will not be permitted to attend the Interview and Travelling Allowance will not be reimbursed. The decision of NMDC Management is final in this regard.

9.0 GENERAL CONDITIONS:

9.1 The date of birth as well as the name of the applicant will invariably be taken from Matriculation/10th class certificate issued by the recognized Board and no other proof of date of birth and name shall be accepted.

9.2 The cut-off date for reckoning eligibility for educational qualification, age and experience, no. of years in equivalent Grade /CTC, etc. will be the last date for submitting online application as mentioned at point no. 6(b) of this notification. In case, the last date of receiving application form is extended, the original cutoff date for reckoning eligibility will remain unchanged.

9.3 The prescribed minimum educational qualifications are mandatory and in absence of the same any higher qualification even if possessed by the candidate does not make any candidate eligible to be called for Interview.

9.4 NMDC Management reserves the right to alter/fix the criteria for calling the candidates for Interview on the basis of qualification, experience, if any, etc. depending upon the number of applications received.

9.5 During recruitment process, if any information provided by the candidate is found incorrect/incomplete or it is not in conformity with eligibility criteria as specified in the notification for the above post or if it is found that candidate has concealed/distorted any material information, his/her candidature will be cancelled at any stage during the recruitment process or even after selection.

9.6 Mere fulfilling of the minimum criteria will not vest any right in candidates for being called for different stages of recruitment process. Depending upon response and requirement, the management reserves the right to raise/relax/cancel/modify/alter the entire recruitment/selection process, if need so arises, without issuing any further notice or assigning any reason whatsoever. Decision of management to call the candidates for selection shall be final. No interim correspondence will be entertained.

9.7 In case of any typographical errors or omissions, clarification, corrigendum to the notification shall be issued in NMDC website only. In such cases, the last date of receipt of applications will also be extended. In general, no modification in notified specifications/criteria would be made after issue of employment notification.

9.8 The selected candidate will be posted in any of the Mines/Units/offices of the Company as per requirements at any stage during service of the candidate in NMDC Ltd. and they may be assigned job/functions/assignments as per the business requirement of the Company.

9.9 Outstation candidates called for interview will be reimbursed to & fro single Air fare (Economy Class)/AC-I Rail fare by shortest route subject to production of proof by shortest route as per rules. Proforma of Travelling Allowance is available as Annexure-I in the notification at careers page of NMDC website.

9.10 At the time of attending Interview candidates are required to submit duly filled in Travelling Allowance form along with its required travelling tickets in original for its reimbursement to the candidates as per eligibility. However, the said Travelling Allowance will be paid through e-payment by NMDC in due course.

9.11 (A) Candidates belonging to SC/ST/OBC (Non-Creamy Layer)/EWS/PwBD/Ex-servicemen category should enclose a copy of caste/permanent Certificate as applicable in the prescribed proforma specified by Govt. of India. The OBC certificate submitted by the candidate should be issued within 06 months from the date of Interview and as per the orders contained in Department of Personnel and Training, Ministry of Personnel, Public grievance and Pensions, New Delhi, Office Memorandum No.36012/22/93-Estt(SCT) dated 08.09.93 and should clearly indicate that the candidate does not belong to the persons/sections (Creamy Layer) as mentioned in column-3 of the Schedule of the above referred Office Memorandum dated 8.9.93 and also belong to the community listed as OBC by Government of India as per latest directives issued by Government of India.

9.11 (B) Category (SC/ST/OBC-NCL/EWS/PwBD) once filled in the application form will not be changed and no benefit of other category will be admissible later on.

9.12 If the SC/ST/OBC (NCL)/EWS/PwBD certificate has been issued in a language other than English/Hindi, the candidates will be required to submit a self-certified translated copy of the same either in English or Hindi.

9.13. Ex-servicemen are required to produce equivalence certificate of his/her qualification acquired by them issued by the Competent Authority at the time of Interview. In absence of the above, candidates shall not be allowed to appear in the Interview.

9.14 The prescribed Travelling Allowance claim form (Annexure-I), caste certificates for SC/ST (Annexure-II), OBC (NCL) Certificate (Annexure-III), EWS certificate (Annexure-IV) are available in the notification on the Careers page of NMDC website i.e. www.nmdc.co.in only.

9.15 Information regarding Interview, will be provided in the Admit Card/Call Letter which can be obtained at Careers Page of NMDC website and candidates will be intimated for the same through their email etc. No other communication will be sent to the candidates for Interview.

9.16 Where the post specified in this Notification are not reserved for a category(ies), a reserved category candidate can also apply provided he/she fulfill the criteria specified for Unreserved Category. He/ She shall be treated at par with unreserved category candidates in selection process.

9.17 Depending upon the suitability of the candidates the selected candidate will be offered the notified post and he/ she will be paid emoluments as per the rules of the Company.

9.18 Apart from Pay and Allowances, other benefits viz. PRP, HRA, CPF, Gratuity, Medical facilities, Group Insurance etc., as per rules will also be admissible.

9.19 No interim correspondence will be entertained on any account during recruitment process.
Canvassing in any form will be treated as disqualification.

9.20 Candidates should retain printed copy of their application form as they can be asked to produce it for future reference.

9.21 In case of disparity in English & Hindi version of advertisement, English version will prevail.

9.22 Only Indian Nationals are eligible to apply.

9.23 Court of jurisdiction for any dispute will be at Hyderabad.

Asst. General Manager (HR)