

Advt. No.: NML/01/2025

**Excavate Your Talent, Empower the Nation — Join NTPC Mining Limited**

1. **About NTPC Mining Ltd:** NTPC Mining Ltd (NML), a wholly owned subsidiary of NTPC Ltd., has a vision to be the leading mineral company to ensure energy security of the Nation.

Currently, NML has a portfolio of seven coal blocks, including Pakri Barwadih, Chatti Bariatu & Chatti Bariatu (South), Kerandari, Badam, North Dhadu (Eastern Part), Talaipalli and Dulanga. Out of these, five blocks—Pakri Barwadih, Chatti Bariatu, Kerandari, Talaipalli, and Dulanga—located in the states of Jharkhand, Chhattisgarh, and Odisha—are operational. The remaining two blocks are in various stages of development. The total peak rated capacity of all the blocks is 74 MTPA. NML has demonstrated rapid growth in recent years and aims to become a 100 MTPA company within the next five years.

NML is looking for **qualified and experienced professionals** for its Mines/Offices on a **fixed term basis** (in Executive cadre) for the Finance, Environment Management, and Surveyor positions as per the details given below:

2. **Vacancies / Reservations:**

Name of the Post	Vacancies						Identified type of disabilities for the Post
	Total	UR	SC	ST	OBC (NCL)	EWS	
Executive (Finance)	03	03	-	-	-	-	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, BLOA, BLA, LC, Dw, AAV d) MD involving (a) to (c) above
Executive (Environment Management)	03	03	-	-	-	-	a) B, LV b) D, HH c) OA, OL, LC, Dw, AAV d) ASD (M), SLD, MI e) MD involving (a) to (d) above
Assistant Mine Surveyor	15	08	02	01	03	01	Not identified for PwBDs

The total number of projected vacancies indicated above may increase/decrease as per the Company's requirements. Reservation for the PwBD category is as per the Government guidelines.

3. **Eligibility Criteria:**

a. **Essential Qualification and Experience**

Name of the post	Essential Qualification	Essential Work Experience
Executive (Finance)	Graduate from a recognised university/institution and fully qualified CA/CMA	Minimum 01-year post-qualification experience (excluding articleship period) in the area of Finance/Accounts.
Executive (Environment Management)	Graduate Engineering Degree in Environment with at least 60% marks  <b>(OR)</b> Graduate with at least 60% marks, along with a minimum of two years of full-time PG Degree / PG Diploma / M.Sc / M.Tech in Environment Engineering / Environment Science / Environmental Management with at least 60% marks from a recognised University / Institution. For PwBD candidates, the minimum marks required are 50%.	Minimum 01-year post-qualification experience in the field of Environmental Compliance and regulatory affairs / Environmental impact assessment (EIA) / Pollution control and monitoring / Land and biodiversity management / Sustainable and post-mining practices.
Assistant Mine Surveyor	Full time regular Diploma in Mines Survey / Mining / Civil Engineering from a State Technical Board or recognised institution with Surveyor's Certificate of Competency issued by DGMS under Coal Mines Regulations (CMR).	Minimum 05-year post-qualification experience in the field of Mine Surveying after obtaining the Surveyor's Certificate of Competency from DGMS. The same is relaxed by 01-year for SC/ST category vacancies.

**Note:**

- Wherever CGPA/GPA is awarded in the essential qualification, its equivalent percentage of marks must be indicated in the application form as per the norms of the University/Institution from where the qualification is obtained. In such cases, the certificate issued by the respective University/Institution with the formula for converting CGPA/GPA into percentage is to be submitted.
- Training/Teaching/Internship/Apprenticeship period would not be counted as experience.
- In case of any dispute arising about the admissibility of any particular qualification, the decision of NML shall be final and binding.

**b. Age Limit:**

- Upper Age Limit** for UR/EWS category vacancies as on the cut-off date, i.e., the last date of submission of online application is

Executive (Finance)	30 years
Executive (Environment Management)	35 years
Assistant Mine Surveyor	40 years

- Relaxation in Upper Age Limit for vacancies identified for respective category**

OBC (NCL)	03 Years
SC / ST	05 Years
PwBD	10 Years in respective category vacancy
Ex-Servicemen	Relaxation for Ex-Servicemen (ESM/XSM) category candidates will be as per the extant Govt. of India guidelines

- The category once filled in the application form cannot be changed, and no benefit of other category will be admissible later on. Candidates claiming to belong to any particular category shall necessarily have a valid EWS/OBC (NCL)/SC/ST/Disability certificate, as the case may be, from the Competent Authority. OBC (NCL) candidates should submit the caste certificate in the central format issued and valid for the current financial year (i.e. FY 2025-26). EWS candidates should submit the current year Income and Asset certificate, in the prescribed format, which should be valid for FY 2025-26 based on the income of FY 2024-25.

4. **Emoluments and Service Conditions:**

- The post wise **consolidated fixed monthly amount** is as under –

Executive (Finance)	Rs. 71,000/-
Executive (Environment Management)	Rs. 71,000/-
Assistant Mine Surveyor	Rs. 60,000/-

- HRA/company accommodation (subject to availability) shall be provided as per Company Rules.
- TA/DA will be reimbursed on the official tour, as per rules.
- Medical facilities for self, spouse (only one), 02 dependent children - below the age of 25 years in the case of unmarried sons and up to the age of 30 years in the case of unmarried daughters and dependent parents, will be extended during the term of engagement. The criteria of dependency shall be as per the Company Rules.
- Retention Benefit shall be payable as per the Company policy.
- Tenure of Engagement:** The initial period of the fixed term engagement shall be up to 03 years, which can be extended for a further period 02 years based on Organisational requirements and the performance of the FTE.

5. **Selection Process:**

- Candidates will have to appear for an all India based online Computer Based Test (CBT). The CBT will consist of two parts, i.e. Subject Knowledge Test (SKT) with 80 discipline-specific MCQs and Executive Aptitude Test (EAT), which shall include 40 MCQs on Aptitude, viz., numerical ability, reading comprehension, reasoning, general awareness, data interpretation, etc. The candidates are required to qualify in both SKT and EAT separately. The duration of the test will be 02 hours. There will be negative marking. ¼ of the maximum marks for the question will be deducted for every wrong answer. For UR/EWS category vacancies, the qualifying marks for SKT and EAT are 40% and 30% respectively. For SC/ST/OBC/PwBD vacancies, there is a relaxation of 25% w.r.t. UR/EWS category qualifying marks in both SKT and EAT.
- Based on the merit in CBT, candidates will be shortlisted and called for the Personal Interview. The qualifying marks in the Personal Interview for UR/EWS category vacancies are 40% and 30% for SC/ST/OBC/PwBD vacancies.
- The final selection shall be on the basis of 85% weightage of CBT marks and 15% weightage of Personal Interview marks.

6. **Test Centres:**

- The CBT is planned to be conducted at designated test centres in the test cities of Ranchi, Bhubaneswar, Raipur, Hyderabad, Delhi, and Guwahati. During the application process, candidates must indicate their test centre preference in order of priority. However, **NML reserves the right to cancel or change the test city depending on the candidates' responses to a particular city.** Candidates must be prepared to appear at any test centre allotted to them, as specified in their admit card. No change in the allocated test centre will be considered under any circumstances.
- The Personal Interview will be held online or physically at Ranchi.
- The exact address of the CBT venue will be communicated in the admit card, while details of the Personal Interview will be communicated separately to shortlisted candidates.

## 7. General Conditions:

- a. Only Indian Nationals of age 18 years or above are eligible to apply.
- b. All qualifications should be from Universities/Institutions or State Technical Boards that are recognised and approved in India.
- c. All computations of age/experience requirement/qualification shall be done w.r.t. the last date of submission of the online application as mentioned in the advertisement.
- d. TA/DA will not be paid to any candidate for appearing in the online selection test, i.e, CBT.
- e. Depending on the requirement, the Company reserves the right to cancel/restrict/curtail/increase the number of vacancies, if need so arises, without any further notice and without assigning any reason thereof.
- f. Posting shall be at any of the Coal Mining Project (CMP) sites of NTPC/NML or any Office/Headquarters of NML. All posts are transferable at the sole discretion of the Management.
- g. While applying for the post, the applicant should ensure that he/she fulfils the eligibility and other criteria mentioned in this advertisement, as on the specified dates and that the particulars furnished are correct in all respects. In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material fact(s), his/her candidature will stand automatically cancelled. If any of the above shortcomings are detected even after the appointment, his/her services are liable to be terminated without any notice. Canvassing in any form will lead to the cancellation of candidature.
- h. The admit card indicating roll number, name of the allocated test centre and guidelines for the test (CBT) will be made available online to candidates found apparently eligible based on the online data. The candidate has to download his/her Admit card for appearing in the online test from the website. **Please note that the admit card will not be sent by post.**
- i. The email ID and mobile no. used for the online application must remain valid for at least the next one year. No change in the email ID and mobile no. will be allowed. All future correspondence would be sent to this email ID only. **Candidates should also check that the emails sent are not redirected to the junk/spam folder.**
- j. Candidates employed with Govt. Departments/PSUs/Autonomous Bodies etc., are required to submit a relieving letter from the current organisation at the time of joining, if selected for the said post.
- k. In the case of candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes, Ex-Servicemen, PwBD, etc., the candidature will be considered for Interview, subject to verification of the certificate in the prescribed format.
- l. The mere fact that a candidate has submitted an application against the advertisement and apparently fulfilled the criteria as prescribed in the advertisement, would not bestow on him/her the right to be shortlisted/called for the online test/interview or to be considered for the further selection process.
- m. Any 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 Ranchi, and courts/tribunals/forums at Ranchi only shall have sole and exclusive jurisdiction to try any such cause/dispute.

- n. In case any ambiguity/dispute arises on account of interpretation in versions other than English, the English version will prevail.
- o. The indicative syllabus and sample question paper/mock-test will be available on the application portal for reference.

**8. Health:** The candidate should have sound health. Before joining, candidates will be required to undergo a medical examination at the designated NTPC/NML hospital(s). The decision of the Company's Medical Board/Officer will be final and binding. No relaxation in prescribed health standards is allowed. Those who are found **UNFIT**, will be disqualified for employment. Detailed medical norms are available on the **careers page of nml.co.in**. Hence, all applicants are advised to go through the medical norms before applying.

## 9. How to Apply:

a. **Eligible and Interested** candidates should log on to our website <https://www.nml.co.in/en/jobs/> to apply. No other means/mode of application shall be accepted. Candidates are required to possess a valid email ID & Mobile No. **NML will not be responsible for the bounce back of any email sent to the candidates.**

b. **Payment of Application Fee (online mode): Candidates belonging to the UR/EWS/OBC category are required to pay a non-refundable application fee of Rs. 500/-.** All candidates belonging to the SC/ST/XSM/PwBD category, and female/third gender candidates, are exempt from paying the application fee.

The option for payment of the application fee will be available in the online application. The candidates, as per the applicability, will have the option for the payment of the application fee through digital mode, i.e. Net banking/Debit Card/Credit Card/Prepaid Card/UPI.

Platform charges and applicable taxes will be charged extra, over and above the application fee. A copy of the registration slip may be retained by the candidate for future reference.

c. **Application fee once paid will not be refunded under any circumstances.** Candidates are therefore requested to verify their eligibility criteria before paying the application fee.

d. **Uploading of Documents:** The candidates should necessarily upload all the documents while applying. Applications with incomplete/insufficient documents are liable to be rejected/ not considered for further process. The guidelines and sequence for uploading the documents are available on the application portal.

e. **After submitting the online application, the candidate is required to download the application slip generated by the system with a unique application number.** A copy of the application slip may be retained by the candidate for future reference. No document is required to be sent by post.

f. NML will not be responsible for non-submission of a complete Application within the notified date as per the advertisement on account of any reason/issue.

g. It is mandatory that eligible candidates go through the full text of the advertisement and agree to all the conditions given while applying for the post. Any further addendum/corrigendum/updates will only be published on our website. Candidates are advised to regularly check our website <https://www.nml.co.in/en/jobs/>, for updates regarding the recruitment process.

## 10. Important Dates:

Activity	Date
Opening date of online application	27.10.2025
Last date of online submission of application	15.11.2025