

	NMDC Limited (A Government of India Enterprise) “Khanij Bhavan”, 10-3-311/A, Castle Hills, Masab Tank, Hyderabad-500028 CIN L13100TG1958GOI001674
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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 Ltd is in the process of massive expansion and diversification both in India and abroad. NMDC Ltd is now inviting online applications from eligible and willing Departmental candidates of NMDC and external candidates for the following posts to be deployed in its various Projects i.e. BIOM Kirandul Complex, BIOM Bacheli Complex, DIOM Donimalai Complex, and other Projects/Units as per the requirement of the Company.

Sl. No.	Post/Discipline	No. of posts for Departmental candidates	No. of posts for External candidates	Total No. of Posts
1	Administrative Officer (Finance & Accounts) Trainee	5	6	11
2	Administrative Officer (Materials & Purchase) Trainee	8	8	16
3	Administrative Officer (Personnel & Administration) Trainee	8	7	15

Note: The No. of Posts indicated above is tentative and may vary depending upon organizational requirement.

2.0 Required Qualifications :

a) Administrative Officer (Finance & Accounts)

Graduate with CA (Inter) / ICWA – CMA (Inter)

b) Administrative Officer (Materials & Purchase)

Degree in any Branch of Engineering or Technology.

c) Administrative Officer (Personnel & Administration)

Graduation with 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 duration.

Note: If the PG/Degree/ Diploma in Management does not mention the area of specialization, specialization in the area will be considered only if the candidate has studied at least three subjects of the specialized course as elective subjects.

2.1 The Departmental candidates of NMDC, interested to apply for the above posts should be working in RS-07 Regular Grade & above (minimum one year service in RS-07 Grade as on last date of application is essential).

3.0 I) Maximum Age: 32 YEARS

Upper age limit is relaxable upto 5 years for SC/STs and 3 years for OBCs (Non-Creamy Layer) and as per Govt. Guidelines for PwBDs/Ex. Servicemen. For Departmental candidates (internal candidates from NMDC) age relaxation will be given up to 15 years.

3.0 II) Number of Posts and Reservation :

A) For the vacancies earmarked for Departmental candidates of NMDC :

S1. No	Discipline	No. of Posts	SC	ST	OBC (NCL)	EWS	UR	Identified type of disabilities for PwBD
1.	Finance & Accounts	5	1	-	2	-	2	-----
2.	Materials & Purchase	8	1	1	2	1	3	
3.	Personnel & Administration	8	1	-	2	1	4	

B) For the vacancies earmarked for External candidates :

S1. No	Discipline	No. of Posts	SC	ST	OBC (NCL)	EWS	UR	Identified type of disabilities for PwBD
1.	Finance & Accounts	6	1	1	2	-	2	-----
2.	Materials & Purchase	8	1	-	2	1	4	
3.	Personnel & Administration	7	1	1	2	1	2	1) Blind, Low vision. 2) Deaf, Hard of hearing. 3) Locomotor Disability (OA, BA, OL, OAL, BL, CP, MDY) including Leprosy cured, Dwarfism and Acid attacked victims. 4) Autism, Intellectual Disability, Specific Learning Disability Mental Illness & Multiple Disabilities.

**Abbreviations used: OA = One Arm, OL = One Leg, OAL = One Arm and One Leg, BL = Both Legs, BA = Both Arms, CP = Cerebral Palsy, MDY = Muscular Dystrophy.

** One post is reserved for Persons with Benchmark Disability (PwBD) in Personnel Discipline on horizontal basis.

*** Where the posts specified in this notification are not reserved for a category, a reserved category candidate can also apply provided he/she fulfill the criteria specified for UR Category. He/she shall be treated at par with unreserved category candidate in the selection process.

Note: It is to be noted that if any, vacancy earmarked for Departmental candidates remains unfilled, those unfilled vacancies may be clubbed with the vacancies of outside recruitment discipline wise / category wise and may be filled accordingly.