



5 DECADES OF UNEARTHING ENERGY

# नार्दन कोलफील्ड्स लिमिटेड

## Northern Coalfields Limited

(मिनीरत्न कंपनी) (A Miniratna Company)

(कोल इण्डिया लिमिटेड की अनुषंगी कंपनी) (A subsidiary of Coal India Limited)

### भर्ती विभाग /Recruitment Department

CIN- U10102MP1985GOI003160

ISO 9001, ISO 14001, ISO 27001 & ISO 45001 Certified Company

पोस्ट-सिंगरौली कोलियरी, जिला- सिंगरौली (म.प्र.), पिन 486889 / Post- Singrauli Colliery, Distt- Singrauli (M.P.), PIN-486889

Phone: 07805-56177, email: [rectt.ncl@coalindia.in](mailto:rectt.ncl@coalindia.in) website: [www.nclcil.in](http://www.nclcil.in)

Date: 31/12/2025

Ref. No.: NCL/HQ/HR/Recruitment/2025/**E-332**

### Notification

Applications are invited from the eligible superannuated Staff Nurse, Pharmacist and Lab Technicians of NCL for engagement under the guidelines of Coal India Limited for availing the services of superannuated non-executive employees circulated vide Office Order no. CIL/C-5B/MP&IR/Non-Ex/Guidelines/268 dated 12.10.2020.

#### (A) Posts & Vacancies:

The details of the post and vacancies are provided in **Table-A**.

**Table-A: Table showing detailed bifurcation of vacancies in the posts:**

| S. No. | Post/Designation Name | Total vacancies |    |    |           |                 |
|--------|-----------------------|-----------------|----|----|-----------|-----------------|
|        |                       | UR              | SC | ST | OBC (NCL) | Total vacancies |
| 1      | Staff Nurse           | 9               | 3  | 0  | 4         | <b>16</b>       |
| 2      | Pharmacist            | 3               | 1  | 0  | 1         | <b>5</b>        |
| 3      | Lab Technician        | 4               | 1  | 0  | 1         | <b>6</b>        |

**UR**; UNRESERVED, **SC**; SCHEDULED CASTE, **ST**; SCHEDULED TRIBE, **OBC (NCL)**; OTHER BACKWARD CLASS (NON CREAMY LAYER).

#### Note(a):

- Closing date for receipt of application form is **30.01.2026**.
- The total number of vacancies and the reserved vacancies are provisional and may vary according to the actual requirements. The reservation under various categories will be as per prevailing Government of India's guidelines at the time of finalization of results.

#### (B) Eligibility Criteria:

- The applicants who have superannuated prior to **31.12.2022** and after **31.12.2025**, will not be eligible to apply.
- The other eligibility conditions will be as per the guidelines of CIL issued vide OO no. CIL/C-5B/MP & IR/Non-Ex./Guidelines/268 dated: 12/10/2020.

**(C) Reservation:**

1. Reservation of SC/ST/OBC (NCL) CENTRE LIST will be applicable as per Govt. of India rules and guidelines, notifications and amendments from time to time issued in this regard.
2. Applicant(s) who wish to be considered against reserved vacancies and seek other concessions applicable to the reserved categories must submit requisite certificate(s) issued by Competent Authority for availing such reservation.
3. SC/ ST/ OBC (NCL) applicants who are selected on their merit will not be adjusted against the reserved vacancies. Such applicant (s) will be accommodated against the un- reserved vacancies earmarked for UR category. The reserved vacancies will be filled up separately from amongst the eligible SC/ST/OBC (NCL) applicants.

**(D) Selection Criteria:**

1. Applicants shall apply for the only one post from which he/she had superannuated. The application of the applicants applying for any other posts will not be considered.
2. Eligible applicants meeting the minimum eligibility criteria as specified under this notification will be assessed based on the specified parameters such as Physical Attendance and Annual Confidential Report (ACR) in the preceding three years of superannuation, excluding the year of superannuation except in case of employees who have superannuated on March 31st.

**I. Physical Attendance - 15 Marks for 3 years (5 Marks per year )**

- a) For above 90% of physical attendance in a year- 5 Marks,
- b) For 80% to 90% of physical attendance in a year - 3 Marks,
- c) For 70% to below 80% of physical attendance in a year - 2 Marks,
- d) For less than 70% of physical attendance in a year - 0(Zero) Marks

**Note (b):-**

- i. Physical Attendance would mean the actual attendance put in by an applicant employee excluding all forms of absence from work such as leave, sick etc. However, would include absence from duty by virtue of 'on-duty' approved on account of PME, VTC, other Training and release from duty on account of official tour/company events.
- ii. Percentage would be computed by taking the total number of days of working of the respective mine, including Sundays and holidays in a year, as denominator.

**II. Annual Confidential Report (ACR) – 15 Marks for 3 years (5 Marks per year)**

- a) For 'Outstanding'/'Excellent' grade in a year- 5 Marks
- b) For 'Very Good' grade in a year- 3 Marks

**Note (c):-**

- i. 'Year' for the selection criteria mentioned above would mean a Financial Year for the calendar month of April to March.

ii. The data of physical attendance and ACR earned will be taken from the official record of the employee concerned.

**III. Other selection/eligibility criteria** shall be as provided in the guidelines of CIL for availing the services of superannuated non-executive employees.

**IV.** In cases where more than one applicant secures equal marks for the post, the **tie will be resolved** by applying the following methods one after another:

- (i) Marks scored in the ACR (Higher grade will be given preference)
- (ii) Date of Birth (Younger will be given preference)
- (iii) Date of Appointment (Junior would be given preference)

**V.** Provisional merit panels of shortlisted applicants for different Posts, who are fulfilling the eligibility criteria, will be derived in the order of marks scored, after resolving tie as prescribed and by giving reservation as applicable.

**(E) Offer of Engagement Letter, Remuneration and other conditions**

1. Provisional offer of Engagement will be issued, subject to being found medically fit in the Company's Medical Examination (IME) as per the laid down Rules related to Medical Examination of CIL.
2. The candidates offered provisional offer of engagement shall have to report within 7 days from the date of receipt of the letter with all the original and valid educational and technical qualification certificates along with caste certificate, as applicable.
3. The initial engagement of the selected candidate would be for a period of one year from the date of joining subject to the upper age limit of 65 years as provided in the CIL guidelines. It is extendable for another term of one year subject to his performance during the initial term of engagement, medical fitness, mutual consent, norms and other terms and conditions stipulated in the guidelines of CIL mentioned above and also subject to the upper age limit of 65 years. In either case, the engagement period will be limited to the age of 65 years.
4. The engagement of a candidate on the selected post shall stand terminated automatically on the expiry of the initial period of engagement unless and otherwise it is extended for the second term as provided in this notification. In the event of extension for a second term, the engagement shall stand terminated automatically on the expiry of the second term so extended.
5. During the course of engagement, if it is found that the candidate is not fulfilling the eligibility criteria, in any respect, his/her offer of engagement shall be cancelled.
6. Remuneration, Deductions, Medical Facilities and Working Days, Hours of work, Leave, Holidays & Rest Days etc. shall be governed as per the guidelines of CIL issued vide CIL/C-5B/MP & IR/Non Ex./Guidelines/268 dated: 12/10/2020.

**(F) General Instructions for Applicants:**

1. Before submitting the application, the applicant must ensure that he/ she fulfills all the eligibility criteria and other norms mentioned in this Notification. He/ she may cross check the information such as Date of Birth, Caste Category, Contact Details, and Qualifications etc. furnished in the application form before finally submitting the same. The basic details

such as date of birth, date of appointment, date of superannuation, caste etc. will be considered as recorded in the service record of the candidate.

2. The decision of NCL management regarding eligibility criteria, acceptance or rejection of applications, mode of selection to the post etc. shall be final and binding on all applicants. No correspondence will be entertained from the applicants found ineligible.
3. Applicants should carefully fill up their category (General/ SC/ ST/ OBC-(NCL) in their Application form.
4. All correspondences with the applicants shall be done either through Speed Post / Registered email id & Mobile number (as may be necessary) and all general information shall be provided through NCL website. Applicants are advised to check/ visit NCL website ([www.nclcil.in](http://www.nclcil.in)) regularly for further updates.
5. NCL will not take any responsibility for the applicants not being able to submit their applications within the prescribed closing dates on account of any reasons.
6. Selected applicants could be posted in any of the Area/Unit/Hospital of NCL and transferred to other Area/Unit/Hospital of NCL during the engagement period.
7. No TA/ DA will be paid for joining on being selected.
8. NCL management reserves the right to modify/ alter/ restrict/ enlarge/ cancel the engagement 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.
9. Court of Jurisdiction for any dispute will be Honorable High Court of Jabalpur M.P.

**(G) How to Apply:**

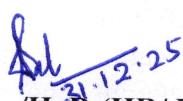
1. The interested applicants shall fill the prescribed application form by entering all the relevant details specified in the application form and submit **By hand** to the Office of the Staff Officer (HR) of the Concerned Area/Unit/Hospital from where the applicant has superannuated.

**(H) Important Dates:**

|  |            |
|--|------------|
| Start date of submission of application form | 01.01.2026 |
| Closing date for receipt of application      | 30.01.2026 |

Contact for any clarification: Office Hours- 10:00 AM to 5:00 PM (Monday to Friday)  
 Excluding Lunch hours (01:00 PM to 02:00 PM)  
 10:00 AM to 01:00 PM (Saturday)  
 Office shall remain close on Sunday

Landline Phone numbers: 07805-56177 / you may also write to us on [rectt.ncl@coalindia.in](mailto:rectt.ncl@coalindia.in).

  
**General Manager/HoD (HR/ Rectt), NCL**

Application Form

1. Name of the applicant (in capital letters): .....  
आवेदक का नाम (बड़े अक्षरी में)
2. Father's name: .....  
(पिता का नाम)
3. Date of birth (DD/MM/YYYY): .....  
(जन्म तिथि)
4. Employee number: .....  
(कर्मी संख्या)
5. Designation & Grade (at the time of superannuation): .....  
(सेवानिवृत्ति के समय पद व ग्रेड)
6. Date of appointment: .....  
(नियुक्ति तिथि)
7. Date of superannuation: .....  
(सेवानिवृत्ति की तिथि)
8. Name of the Area/Unit from where superannuated: .....  
(क्षेत्र इकाई जहां से सेवानिवृत्त हुए हैं)
9. Caste Category (General/OBC-(NCL)/SC/ST): .....  
श्रेणी (सामान्य/ अन्य पिछड़ा वर्ग/ अनुसूचित जाति / अनुसूचित जनजाति)  
(Attach self-attested copy of caste certificates if belonging to OBC-(NCL)/SC/ST)  
(अन्य पिछड़ा वर्ग: अनुसूचित जाति/ अनुसूचित जनजाति श्रेणी के आवेदक स्व: अभिप्रमाणित छायाप्रति संलग्न करें)
10. Post applied for: .....  
(पद जिसके लिये आवेदन किया गया है)
11. Mobile no: .....  
(मोबाइल नं)
12. E-mail ID (Optional): .....  
(ई-मेल) (वैकल्पिक)
13. Current Address: .....  
(वर्तमान पता)

Self-Attested  
Photograph

Signature of the Applicant (आवेदक के हस्ताक्षर)

### **Certificate by the Area/Unit/Hospital**

### 1. ACR of last three years (At the time of Superannuation):-

Year..... ACR.....

Year..... ACR.....

Year..... ACR.....

**2. Attendance of last three years (At the time of Superannuation):-**

Year..... Number .....

Year..... Number .....

Year..... Number .....

Certified that the above particulars have been verified from the service record of the applicant and have been found correct. (प्रमाणित किया जाता है आवेदक द्वारा भरे गये विवरण का मिलान उनके सेवा पुस्तिका से कर लिया गया है और सही पाया गया है)

**Forwarded to Competent Authority for further needful please.**

**Signature with seal of the Certifying Officer**

**Countersigned by:**

## **Staff Officer (HR)**

## **Area General Manager/ CMS, NSC**