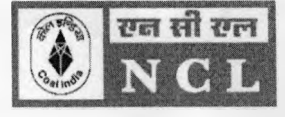




नार्दन कोलफील्ड्स लिमिटेड  
Northern Coalfields Limited  
(मिनीरल कंपनी) (A Miniratna Company)



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

श्रमशक्ति एवं भर्ती विभाग / Manpower & 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

website: manpower.ncl@coalindia.in website: nclcil.in

क्रमांक: एनसीएल/सिंग/कावि/2026/०५

दिनांक: ०५.०१.२०२६

To,

- 1) General Manager – (HR)/NEE Dept. NCL HQ.
- 2) Staff Officer (HR.) – All Area / Unit

**Sub: Publication of Internal Notification – Assistant Foreman (Electrical), Assistant Foreman (Mechanical) & Assistant Foreman (E&T), Trainee, Gr. C**

Dear Sir,

Enclosed herewith please find a copy of Internal Notification for the post of Assistant Foreman (Electrical), Assistant Foreman (Mechanical) & Assistant Foreman (E&T), Trainee, Gr.C for publication on all notice boards of your Area / Unit.

Moreover, the following should be complied by all concerned:-

1. Application Forms will be submitted in the prescribed proforma attached (to be printed on A4 Size – to and fro) with Internal Notification.
2. The duly filled in application forms are to be submitted by the employees to the HR Department of the concerned Area or Unit, where the employee is presently posted / working.
3. After checking all entries as mentioned in the Part –A of the Application Form, from the service records of the employee, the HR Department shall fill the other requisite details as required in Part –B of the application form with due diligence, and certify it under seal and signature.
4. Application will be submitted by all Areas / Units on or before 27-01-2026 to Manpower Department, NCL (HQ).

This is for your information and further needful action.

Enclosure: (As stated above)

Yours faithfully,

*Shanab*  
Dy. General Manager (HR)/MP &IR Dept.  
NCL HQ, Singrauli

**Copy to:**

General Managers – All Areas of NCL & GMs / HODs of NCL HQ.

**Copy for kind information to:** Director (HR), NCL.



**Internal Notification**

Northern Coalfields Limited (NCL), a subsidiary of Coal India Limited, invites applications from the existing, willing & eligible employees of NCL, possessing minimum qualifications / experience required for selection to the following positions / posts.

**A. Positions / Posts**

The different positions / posts for different categories are provided in Table – 01.

**TABLE – 01**

Designation	Unreserved (UR)	Scheduled Caste (SC)	Scheduled Tribe (ST)	Persons with Benchmark Disability (PwBD)	Total
Assistant Foreman (Electrical) (Tr.), T&S Gr. C	30	05	02	01	37
Assistant Foreman (Mechanical) (Tr.), T&S Gr. C	22	04	01	01	27
Assistant Foreman (E&T) (Tr.), T&S Gr. C	03	00	00	00	03
<b>Total Posts</b>	<b>55</b>	<b>09</b>	<b>03</b>	<b>02</b>	<b>67</b>

**B. The details of positions earmarked for PwBD Categories are as below –**

1. Assistant Foreman (Electrical) (Trainee) Grade-C OA, OL, BL, HH
2. Assistant Foreman (Mechanical) (Trainee) Grade-C OA, OL

OA: ONE ARM, OL: ONE LEG, BL: BOTH LEGS AFFECTED BUT NOT ARMS, HH: HARD OF HEARING

Note: The above positions fall into the Identified List of Positions for PwBD candidates, as per the list of posts identified by Coal India Limited under Rights of Persons with Disabilities Act, 2016. The same is available on the official website of Coal India Limited.

**C. ELIGIBILITY**

The eligibility criteria (Minimum Qualification and Experience) required for the notified posts is provided in Table – 02, as mentioned below:-

**TABLE – 02**

Designation	Category / Grade	Minimum Qualification & Experience
Assistant Foreman (Electrical)	Trainee T&S Gr. C	<ol style="list-style-type: none"><li>1. Matriculate or equivalent examination passed from any recognised Board of Examination; &amp;</li><li>2. Diploma or relevant and higher qualification (Minimum 03 Year's Course) in Electrical Engineering from any institute recognised by the Government</li><li>3. Departmental Candidate having 3 years' experience</li></ol>

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Designation	Category / Grade	Minimum Qualification & Experience
Assistant Foreman (Mechanical)	Trainee T&S Gr. C	<ol style="list-style-type: none"> <li>1. Matriculate or equivalent examination passed from any recognised Board of Examination; &amp;</li> <li>2. Diploma or relevant and higher qualification (Minimum 03 Year's Course) in Mechanical Engineering from any institute recognised by the Government</li> <li>3. Departmental Candidate having 3 years' experience</li> </ol>
Assistant Foreman (E&T)	Trainee T&S Gr. C	<ol style="list-style-type: none"> <li>1. Matriculate or equivalent examination passed from any recognised Board of Examination; &amp;</li> <li>2. Diploma or relevant and higher qualification (Minimum 03 Year's Course) in Electronics Engineering from any institute recognised by the Government</li> <li>3. Departmental Candidate having 3 years' experience</li> </ol>

Note –

1. Matriculation obtained through Distance Learning mode or Correspondence mode shall not be considered eligible.
2. The Diploma Course shall be from an Institute / University recognized by Govt. / AICTE.
3. The minimum qualifications for Foreman Cadre mentioned in the Table 02 above will be the prescribed minimum qualification. Hence, candidates possessing higher and relevant qualification may also apply.

**D. CLARIFICATION ON THE RELEVANT AND HIGHER QUALIFICATION OF DIPLOMA FOR SUPERVISORY POSITIONS:**

Table showing relevant and higher qualification of diploma for Supervisory Positions is provided in Table – 03, as mentioned below:-

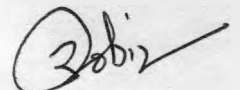
**TABLE – 03**

S. No	Post Name	Essential required Diploma in Engineering	Higher Qualification and Branches pertains to	Not Eligible Branches of Diploma / B.E. / B. Tech.
01.	Assistant Foreman (Electrical)	Diploma in Electrical Engineering	Engineering degree in Electrical Engineering / Electrical & Electronics Engineering	Instrumentation & Control, Power System, Power Electronics, Power Engineering and combination of Electrical Engineering with any of these or similar branches.
02.	Assistant Foreman (Mechanical)	Diploma in Mechanical Engineering	Engineering degree in Mechanical Engineering	Production, Industrial, Automation, Thermal, Manufacturing Engineering and combination of Mechanical engineering and any of these or similar branches.

S. No	Post Name	Essential required Diploma in Engineering	Higher Qualification and Branches pertains to	Not Eligible Branches of Diploma / B.E. / B. Tech.
03.	Assistant Foreman (E&T)	Diploma in Electronics Engineering	Engineering degree in Electronics / Electronics & Communication / Electronics & Telecommunication	Instrumentation, Instrumentation & Control, Electrical, Instrumentation & Control and Electronics Engineering Degree in combination with any of the above branch. Or Diploma in any other branch other than Electronics is not eligible.

#### E. GENERAL INSTRUCTIONS

1. Only existing, willing and eligible employees of NCL need to apply and submit the duly filled in application form to HR Department of their respective Areas or Units, where they are posted. In case of employees posted at NCL (HQ) / CETI / Central Hospital, the applications are to be submitted to Non-Executive Establishment Department, NCL (HQ).
2. No applications shall directly be submitted to Manpower / Recruitment Department, NCL (HQ).
3. The cut-off date for determining the eligibility shall be the Date of publication of the Notification.
4. A candidate shall apply for one post only as per the eligibility criteria mentioned against the post. If more than one application is received from a candidate, most recent application will be considered as Final.
5. Employees with designation as a Trainee, shall **not** be considered eligible.
6. Employees **not** having Departmental, Safety & Vigilance Clearance as CLEAR / NIL, shall not be considered eligible to apply.
7. The employees in T&S Gr. C or above shall **not** be considered eligible to apply.
8. Consent for releasing of the candidate without substitute from the Area in the event of his / her selection shall have to be agreed by the concerned Areas / Units.
9. Employees selected in the post mentioned in Sr. No. 01 or Sr. No. 02 as mentioned in the above posts in Table – 01 shall be posted in E&M / Excv. Cadre as per the requirement of the company.
10. The posting of candidates in Excavation cadre will be done first (following reserved positions in different categories i.e. UR, SC and ST in the order of merit position of the candidates). On filling of vacancies in Excavation cadre, vacancies of E&M cadre will be filled in each category following reserved positions in different categories i.e. UR, SC and ST with the remaining candidates.



11. Employees selected in any of the above posts mentioned in Table – 01 shall be **transferred** to any Areas / Units of NCL as per the requirement of the Company.
12. The selection of a candidate shall be based on the relative performance of the candidate in the Selection Test to be conducted for assessment of suitability of candidates. The Selection Test / Computer Based Test (CBT) which shall comprise of 100 multiple choice questions for 90 minutes duration (in one sitting), comprising two sections (Section – A & Section – B);
- Section – A will consist of Technical Knowledge (Specific Discipline related i.e. Electrical / Mechanical / Electronics & Telecommunication) with 70 Multiple Choice Questions (MCQs)
  - Section – B will consist of General Ability, General Knowledge, General Awareness, Reasoning, Verbal & Mental Ability and Quantitative Aptitude, etc. with 30 marks Multiple Choice Questions (MCQs)
  - Each question will carry 01 mark and there will be no negative marking for wrong answers in the Computer Based Test.
  - No marks will be awarded for an un-attempted questions.
  - The Question Paper shall be bilingual i.e. in English and Hindi only. However, in case of any error / ambiguity in Hindi version, the English version of the question shall be valid and final.
13. In cases where more than one candidate secures equal marks in the Computer Based Test conducted for any of the three positions, **tie will be resolved** by applying the following methods one after another
- The candidate with higher score in Section – A will be preferred; Then
  - Date of Birth, with older candidates, will be preferred and then
  - Alphabetical order in which names of the candidates as appears in the Matriculation Certificate will be considered.
14. All the future communication / information regarding this selection process will be made available on NCL website. Candidates are advised to check / visit NCL website ([www.nclcil.in](http://www.nclcil.in)) regularly for future updates.
15. The date of Selection Test and other details will be subsequently informed through NCL Website ([www.nclcil.in](http://www.nclcil.in)). Candidates will have to appear at the Centre / Venue allotted to them (as mentioned in the Admit Card), for the selection test. No change in Centre / Venue is permissible and no application shall be entertained in this regard.
16. The nature of reservation for PwBD, if any, will be HORIZONTAL. A General / OBC / EWS Category PwBD candidate will be adjusted against UR Vacancy and PwBD Candidates belonging to SC / ST Categories will be adjusted against vacancies reserved for SC & ST Candidates respectively.
17. Selection of the candidates in the merit panel will be subjected to securing of a Minimum Cut – Off Marks in the Computer Based Test for the concerned position with respect to their category as mentioned in Table – 04 as below and fulfilling prescribed eligibility criteria.

**TABLE – 04**

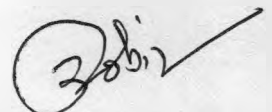
<i>Category of Candidates</i>	<i>Maximum Marks</i>	<i>Minimum Cut - Off Marks</i>
General / OBC / EWS	100	40
SC / ST / PwBD		35

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18. Indicative Syllabus for the selection test will be published in the NCL Website in due course.
19. After selection to the post, the employee has to join in the selected post and if any application is made by the selected employees, regarding foregoing the selection, he will be **debarred** from any Selection Process in NCL for 02 years, from the date of Issuance of Selection Order.
20. Candidate shall note that at any stage of selection or later, if an employee is found indulging in any of the following misconduct, the candidature will be summarily **rejected** and disciplinary action as per the Certified Standing Orders may be initiated apart from any legal course of action as deemed fit.
  - a) Impersonating or procuring impersonation by person; or
  - b) Resorting to any means in connection to his / her candidature during Selection Process; or
  - c) Using undue influence for his / her candidature by any means; or
  - d) Submitting false certificates / documents or suppressing any information at any stage; or
  - e) Giving wrong information regarding his / her category (SC / ST / PwBD), while appearing in the examination or thereafter;
  - f) Canvassing in any form and at any stage
  - g) At the time of Computer Based Test, if found guilty of using unfair means or misbehaving.
21. NCL Management reserves the right to modify / alter / restrict / cancel the Selection process at its discretion without assigning any reasons, whatsoever. The decision of the NCL Management will be final and no appeal shall be entertained in this regard.

#### **F. HOW TO APPLY**

1. Employees are advised to go through the entire Internal Notification for assessing their eligibility as per Clause A, B, C, D and E of the Internal Notification.
2. Employees are also advised to apply in the prescribed format attached as Annexure - A (Part- A, to be filled by the Employee & Part-B, to be filled by the HR Department of the respective Area / Unit). Application in any other form or format shall not be entertained.
3. Employees are further advised to submit their applications well within time, before the last date to apply, to the HR Department of their respective Area or Unit.
4. The HR Department after scrutinizing the applications received, shall certify the details of the applications received in Part – A, verify the self-attested documents attached in the form and make necessary entries in Part – B with due diligence.
5. Further, after obtaining the consent of Area General Manager or In-charge of the Unit regarding sparability of employee consequent to selection, the complete applications along with requisite documents are to be sent by HR Department of Areas / Units to Manpower Department, NCL (HQ) along with a covering letter, signed by Staff Officer (HR) of all the applications received, with details of the employees mentioned in the covering letter (Details – Employee No. , Name & Designation).
6. Incomplete applications or applications received after due date or not having signature of the candidate / supporting documents attached or not routed through proper channel (with the signature of Staff Officer / In-charge- HR and Area General Manager) shall be rejected.

A handwritten signature in black ink, appearing to be 'Robin', with a long horizontal stroke extending to the right.

7. Employees must attach self-attested documents supporting their claims in the application form, which is to be duly verified by HR Department of the Concerned Area or Unit. The following documents are required to be attached, as per the eligibility:-
- i. Matriculation or equivalent Certificate / Mark sheets or as prescribed against the post.
  - ii. Diploma / Educational / Technical Qualification Certificates / Mark sheets, as required for the post.
  - iii. 4 Passport Size Recent Photographs with the Name of the Candidate on the back side (placed in an envelope attached to the application).
  - iv. Valid Caste Certificate, issued by Competent Authority, if applicable.
  - v. Valid Persons with Benchmarked Disability Certificate issued by Competent Authority, if applicable.
  - vi. Copy of the Identity Card issued by the Area / Unit containing photograph of the candidate.

**G. IMPORTANT DATES**

**TABLE – 05**

Start date of inviting applications	<b>Date of Publication of Notification i.e. 05-01-2025</b>
Last Date of receipt of applications at Area / Unit	<b>14 days from the Date of Publication of Notification i.e. 19-01-2026</b>
Last Date of receipt of applications duly forwarded by Area / Unit at MP&R Dept, NCL (HQ)	<b>07 days from the Last Date of Receipt of Applications at Area / Unit i.e. 27- 01-2026</b>
Tentative Date of Issue of Admit Card for Eligible Candidates	<b>Will be intimated through official website of NCL</b>
Tentative Date of Written Test	<b>Will be intimated through official website of NCL</b>
Tentative Date of Declaration of Results	<b>Will be intimated through official website of NCL</b>

You may write to us for any clarification on [manpower.ncl@coalindia.in](mailto:manpower.ncl@coalindia.in)

*Sharma*  
Dy. General Manager (HR) / HOD  
Manpower Department, NCL

(2012)



(To be filled by the employee)

**PART- A**

1. Post applied for : \_\_\_\_\_  
पद के लिए आवेदन
2. Name of the Employee : \_\_\_\_\_  
कर्मचारी का नाम
3. Employee No. / NEIS No. : \_\_\_\_\_  
कर्मि संख्या
4. Employee Designation : \_\_\_\_\_  
कर्मचारी का पदनाम
5. Grade / Category : \_\_\_\_\_  
ग्रेड / कैटेगरी
6. Date of Birth (in figures) : \_\_\_\_\_  
जन्म तिथि (अंकों में)
7. Date of Appointment (in figures): \_\_\_\_\_  
नियुक्ति तिथि (अंकों में)
8. Place of Posting Area / Unit : \_\_\_\_\_  
वर्तमान कार्यस्थल क्षेत्र / इकाई
9. Department, where Posted : \_\_\_\_\_  
कार्यरत विभाग
10. Whether belongs to Scheduled Caste (SC) / Scheduled Tribe (ST) (Please Tick, as applicable):  
क्या आप अनुसूचित जाति / अनुसूचित जनजाति श्रेणी में आते हैं? (कृपया चिन्हित करें) SC  ST
11. Whether belongs to Persons with Benchmarked Disability (PwBD) (Please Tick, as applicable):  
क्या आप दिव्यांग श्रेणी में आते हैं? (कृपया चिन्हित करें) OA  OL  BH  HH  No (नहीं)
12. If yes, SC / ST / PwBD Certificate attached (Please Tick) : Yes (हाँ)  No (नहीं)   
अगर हाँ, क्या अनुसूचित जाति/ अनुसूचित जनजाति / दिव्यांग श्रेणी प्रमाण पत्र संलग्न है ? (कृपया चिन्हित करें)
13. 4 Passport Size Recent Photographs placed in an envelope & attached (Please Tick) :  
4 पासपोर्ट साइज़ की हाल की फ़ोटो एक लिफ़ाफ़े में रखकर अटैच किया? (चिन्हित करें) Yes (हाँ)  No (नहीं)
14. Copy of the self-attested NCL's Identity Card attached (Please Tick) :  
एन।सी।एल। की पहचान पत्र की अभिप्रमाणित छायाप्रति संलग्न है (चिन्हित करें) Yes (हाँ)  No (नहीं)
15. Educational / Technical Qualification Details (Enclose self-attested copies)  
शैक्षणिक/ तकनीकी योग्यता संबंधी विवरण (अभिप्रमाणित छायाप्रति संलग्न करें)

Qualification	Name of School / Institute	Board / University	Year of Passing	Percentage

I hereby declare that the information furnished above is true to best of my knowledge.

Date:

Place:

Signature of the Employee



**Northern Coalfields Limited**  
(A Mini Ratna Company)  
(A Subsidiary of Coal India Limited)

**Annexure-A**

**PART- B**

(To be filled by the HR Department)

**Employee Name:** \_\_\_\_\_ **Employee No. :** \_\_\_\_\_

- a) Departmental / Disciplinary action initiated or pending against the employee: YES  NO
- b) Safety Inquiry contemplated or pending against the employee: YES  NO
- c) Vigilance Inquiry contemplated or pending against the employee: YES  NO
- d) Eligible for Internal Selection to the post of (**Assistant Foreman (\_\_\_\_\_)**, T&S, Gr. C) YES  NO

Certified that the employee is a regular employee not under training period & the particulars mentioned in PART- A had been verified from the Service Record of the employee and have been found correct. The information as provided above in Part – A and Part – B are true and is as per the official records available with the HR department at Area / Unit.

प्रमाणित किया जाता है कि कर्मचारी कंपनी का स्थायी कर्मचारी है जो किसी प्रकार की परीक्षण अवधि में नहीं है एवं उसके द्वारा "पार्ट- ए" में भरे गए विवरण का मिलान सेवा अभिलेख से किया गया एवं सही पाया गया। उपरोक्त "पार्ट- ए" एवं "पार्ट- बी" में दी गयी सूचना सत्य है एवं मानव संसाधन विभाग, क्षेत्र / इकाई में उपलब्ध दस्तावेजों के अनुसार है।

**Signature of Staff Officer (HR)**  
(with seal)

Certified that in the event of his selection to the post applied for, he / she will be spared from his place of posting.

प्रमाणित किया जाता है कि कर्मचारी द्वारा आवेदित पद में चयन उपरांत, इनके कार्यरत क्षेत्र / इकाई से विरहित कर दिया जाएगा।

**Signature of Area General Manager / In-charge**  
(with seal)