



न्यूक्लियर पावर कॉर्पोरेशन ऑफ इंडिया लिमिटेड

NUCLEAR POWER CORPORATION OF INDIA LIMITED

(भारत सरकार का उद्यम A Government of India Enterprise)

मानव संसाधन निदेशालय Directorate of Human Resource

विक्रम साराभाई भवन, Vikram Sarabhai Bhavan,

अणुशक्ति नगर Anushakti Nagar, मुंबई Mumbai-400 094

सी आई एन CIN : U40104MH1987GOI149458

Website : www.npcil.nic.in



Detailed Advertisement for Recruitment of ASSISTANT GRADE-1 (HR/F&A/C&MM)

Advertisement No NPCIL/HQs/HRM/2024/03

OPENING DATE FOR SUBMISSION OF ONLINE APPLICATION	05/06/2024 from 10:00 hrs
LAST DATE FOR SUBMISSION OF ONLINE APPLICATION	25/06/2024 till 17:00 hrs

NPCIL, a premier Central Public Sector Enterprise (CPSE) under the Administrative Control of the Department of Atomic Energy, Government of India having comprehensive capability in all facets of Nuclear Technology viz. Site Selection, Design, Construction, Commissioning, Operation, Maintenance, Renovation, Modernization & Upgradation, Plant Life Extension, Waste Management and Decommissioning of Nuclear Reactors in India under one roof, invites online applications from the eligible Indian Citizens for the following posts for HQs, Mumbai, Maharashtra to share these challenging spectrum of responsibilities.

1.0 **Break-up of vacancies:**

1.1 Post & Category wise break-up of Current Vacancies

Sl. No	Name of the Post	Vacancies	UR	EWS	SC	ST	OBC (NCL)	Total
1.	Assistant Grade-1 (HR)	Current	13	02	02	03	09	29
		Backlog	NA	NA	0	0	0	
2.	Assistant Grade-1 (F&A)	Current	08	01	02	01	05	17
		Backlog	NA	NA	0	0	0	
3.	Assistant Grade-1(C&MM)	Current	05	01	01	01	04	12
		Backlog	NA	NA	0	0	0	
		Abbreviations:	UR-Unreserved EWS-Economically Weaker Section SC-Scheduled Caste ST- Scheduled Tribe OBC(NCL)-Other Backward classes(Non Creamy Layer) NA-Not Applicable					

- 1.2 Out of the 58 vacancies for Assistant Grade-1 (HR/F&A/C&MM), break up of PwBD vacancies is as under:-

Group	Category of disability	Number of vacancies reserved for PwBD	
		Current vacancies	Backlog vacancies
Group C (Assistant Grade-1)	(a)	1	NA
	(b)	1	NA
	(c)	1	NA
	(d) & (e)	0	NA

2.0 **Reservation for Persons with Benchmark Disabilities (PwBDs) :**

2.1 The posts identified for PwBD's are as under:

Gr.	Post	Categories				
		(a)	(b)	(c)	(d)	(e)
C	Assistant Grade-1 (HR)	B, LV	D, HH	OA, BA, OL, OAL, SD/SI (with associated limb dysfunction of OA, BA, OL, OAL), CP, LC, Dw, AAV, MDy, SD/SI without any associated neurological/limb dysfunction.	ASD (M, MoD), SLD, MI	MD
	Assistant Grade-1 (F&A)	LV	D, HH	OA, OL, OAL, BL, BA, SD/SI (with associated limb dysfunction of OA, OL, OAL, BL, BA), CP, LC, Dw, AAV, SD/SI without any associated neurological/limb dysfunction.	ASD (M, MoD), SLD, MI	MD
	Assistant Grade-1 (C&MM)	LV	D, HH	OA, BA, OL, OAL, SD/SI (with associated limb dysfunction of OA, BA, OL, OAL), CP, LC, Dw, AAV, SD/SI without any associated neurological/limb dysfunction.	ASD (M, MoD), SLD, MI	MD

Category and Abbreviations used

PwBD	Disabilities	Abbreviations
(a)	Blindness or Low Vision	B- Blind; LV - Low Vision

(b)	Deaf and Hard of Hearing	D – Deaf ; HH – Hard of Hearing
(c)	Locomotor Disability including cerebral palsy, Leprosy Cured, Dwarfism, Acid attacks victims and Muscular dystrophy	OA-One Arm, OL – One Leg, BA – Both Arms, BL – Both Leg, OAL – One Arm and One Leg, BLOA – Both Leg and One Arm, BLA – Both Legs Arms, CP – Cerebral Palsy, LC – Leprosy Cured, Dw – Dwarfism, AAV – Acid Attack Victims, MDy – Muscular Dystrophy, SD/SI – Spinal Deformity/Spinal Injury without any associated neurological / limb dysfunction. Persons with SD/SI with associated limb dysfunction shall be covered under the respective sub category such as OA, OL, BA, OAL, BLOA and BLA as the case may be.
(d)	Autism, Intellectual Disability, Specific learning disability and mental illness.	ASD – Autism Spectrum Disorder (M – Mild, MoD – Moderate), ID – Intellectual Disability, SLD – Specific Learning Disability, MI – Mental illness.
(e)	Multiple disabilities from amongst Persons under clauses (a) to (d) including deaf-blindness.	MD – Multiple Disabilities.

Note:

- i) Reservation for PwBDs is horizontal. The PwBD candidates will be selected against any of the identified posts amongst the existing vacancies of Assistant Grade-1. The candidates selected under PwBD category will be adjusted against the vacancy of respective categories of SC/ST/OBC(NCL)/EWS/ Unreserved (UR).
- ii) Only such persons, who suffer from not less than 40% of relevant Disability will be eligible to be considered under PwBD.
- iii) PwBD candidates are required to submit a Disability Certificate issued by an authority as prescribed in the Rights of Persons with Disabilities Rules, 2017; failing which their candidature will not be considered.
- iv) Necessary assistance for access & seating will be provided to PwBD candidates at the written/online examination centre and Skill Test venue.
- v) PwBD Candidates called for written/online test will be allowed to use Scribe / Reader/Lab assistant as per Government of India guidelines. However, they should arrange the scribe/reader/Lab assistant/devices on their own as per the Government of India guidelines and candidates will have to intimate the same before the date of written/online examination. Also, the PwBD candidates called for written/online test will be eligible for additional compensatory time as per Govt. of India orders.

3.0 Important Dates :

Commencement of Online Application	05/06/2024 (1000 Hrs onwards)
Last Date of submission of Online Application	25/06/2024 (Till 1700 Hrs)
Payment of Application Fee	05/06/2024 (1000 hrs.) to 25/06/2024 (1700 hrs.)

4.0 **Application Fee:**

Payment of Application Fee	A Non Refundable application fee of ₹ 100/- is chargeable only to Male applicants belonging to General (UR), EWS and OBC categories. Female applicants, applicants belonging to SC/ST category, PwBD, Ex Servicemen, Dependents of Defence Personnel Killed in Action (DODPKIA) and employees of NPCIL are exempted from payment of application fee.
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5.0 **Educational Qualification & Experience :**

Sl No	Name of the Post	Educational Qualifications, Experience & other criteria
1.	Assistant Grade-1 (HR)	Any Bachelor's Degree with minimum 50% marks in aggregate from a recognized University/Institution.
2.	Assistant Grade-1 (F&A)	
3.	Assistant Grade-1 (C&MM)	

Note:

- i. As regards the qualification criteria, minimum qualification prescribed for recruitment has to be fulfilled. Any other qualification including higher qualification over and above the minimum qualification will not disqualify the candidate. However, only the prescribed minimum qualification will be considered.
- ii. Candidates must have already passed the qualifying examination as on the last date of submission of online application. Candidates who have appeared for the qualifying examination but whose results are not declared by the crucial last date for submitting online application, are not eligible.
- iii. In case of educational qualification, in addition to an institute being approved by UGC/AICTE, the particular Degree awarded by that institute is also required to be an approved Degree by UGC/AICTE.
- iv. Internal candidates may please refer to the Internal Circular before applying. Interested & eligible serving employees of NPCIL after applying online are required to take the print out of online application form and send it through proper channel.
- v. For all the above posts, candidates should preferably be proficient in working with computers and have exposure in handling software packages like Windows, MS Office, etc.

6.0 **Pay Level & Approximate Monthly Emoluments :**

Name of the post	Pay Level in the Pay Matrix	Pay in the Pay Matrix	DA @ 50% of Pay) (w.e.f. 1 st January 2024)	Approximate Monthly Emoluments (Pay + DA)
Assistant Grade-1 (HR)	Level 4	₹25,500/-	₹ 12,750/-	₹ 38,250/-
Assistant Grade-1 (F&A)				
Assistant Grade-1(C&MM)				

DA # Dearness Allowance. DA is based on the rates notified by Government of India from time to time.

Those appointed for the above posts will be on probation for a period of one year and shall be confirmed in the post on successful completion of the probationary period.

In addition to emoluments as above, following allowances, incentives & facilities are also available as per extant rules/entitlement:

A] Allowances :

- Transport Allowance
- Leave Travel Allowance
- House Rent Allowance/Housing
- Update Allowance (Annual)

B] Employee Benefits & Miscellaneous Facilities :

- Leave and Leave Encashment
- Medical Facility for Self & Dependents (CHSS)
- Education Facility for children within township
- Children Education Assistance
- Reimbursement of Cable TV Charges
- Reimbursement of News Paper Charges
- Canteen Subsidy

C] Incentives:

- Performance Linked Incentive

D] Loans & Advances:

- Interest bearing advances (for House Building, General Purpose)

E] Retirement Benefits/Social Security Schemes:

- Employees Provident Fund
- Gratuity
- Post-Retirement Medical Care under CHSS
- Benevolent Fund
- Group Insurance

7.0 Age Limit & Relaxation in upper age limit :

7.1 Age as on the last date of receipt of online application i.e. 25/06/2024.

Sl. No	Name of Post	Age Limit as on Closing Date i.e. 25/06/2024
1	Assistant Grade-1 (HR)	21 to 28 years
2	Assistant Grade-1 (F&A)	
3	Assistant Grade-1 (C&MM)	

7.2 Relaxation in upper age limit :

Sl. No	Category	Age relaxation
1.	Scheduled Caste/Scheduled Tribe	05 years
2.	Other Backward Classes (Non Creamy Layer)	03 years
3.	Persons with Benchmark Disability (PwBD) – UR	10 years
4.	Persons with Benchmark Disability (PwBD) – EWS	10 years
5.	Persons with Benchmark Disability (PwBD) - Scheduled Caste/Scheduled Tribe	15 years
6.	Persons with Benchmark Disability (PwBD) - Other Backward Class (Non Creamy layer)	13 years
7.	Dependents of those who died in riots of 1984 (Dep 1984)	5 years
8.	Dependents of Defence Persons Killed in Action (DODPKIA)	5 years
9.	Ex-servicemen (after deduction of the military service rendered from the actual age as on the closing date)	3 years
10	Widows, divorced women and women judicially separated from their husbands and who are not remarried (Only on production of certified copy of the judgement / decree of the appropriate Court to prove that the fact of divorce or the judicial separation).	Up to the age of 35 years
11	Widows, divorced women and women judicially separated from their husbands and who are not remarried (Only on production of certified copy of the judgement / decree of the appropriate Court to prove that the fact of divorce or the judicial separation) (Scheduled Castes and Scheduled Tribes)	up to the age of 40 years
12	Additional relaxation in prescribed age limit commensurate with experience of working with NPCIL on Contract/Fixed Term Appointment basis, subject to a maximum of 5 years will be given	

Note :

- i. In case applicant is eligible for age relaxation in more than one category, the age relaxation will be on cumulative basis with any of the remaining categories for which age relaxation is permitted as mentioned above, subject to a maximum of 56 years.
- ii. There is no age limit for employees serving in NPCIL who otherwise fulfill the prescribed criteria.
- iii. Reserved Category applicants applying against unreserved posts meeting all the criteria prescribed for unreserved applicants will not be considered for any relaxation / concession at any stage in the entire recruitment process.
- iv. SC/ST/OBC (Non Creamy Layer)/Economically Weaker Section (EWS)/PwBD candidates must produce caste /category/ Income & Asset certificate, as per the format prescribed by the Government of India.
- v. Relaxation & concessions for EWS/SC/ST/OBC(NCL)/PwBDs will be provided as per Government of India orders issued from time to time.
- vi. The age concession to PwBDs shall be admissible irrespective of the fact whether the post is reserved for PwBD or not, provided the post is identified suitable for the relevant category of disability.

- vii. The OBC applicants have to indicate their status as “Creamy Layer” or “Non Creamy Layer” as the case may be while filling online application. The applicants who belong to “Creamy Layer” are not entitled for relaxations & concessions admissible to OBC (Non Creamy Layer) Category. The OBC (Non Creamy Layer) applicants are required to submit requisite certificate in the format prescribed by Government of India, from a Competent Authority issued on or after **1/4/2024**. The crucial date for determining the OBC non-creamy layer status will be the date prior to the date of Skill Test/Document verification. Further, OBC applicants, if called for Skill Test/Document verification will have to give an undertaking indicating that they belong to OBC (Non Creamy Layer) Category at the time of reporting for Skill Test/Document verification.
- viii. The EWS applicants are required to submit Income and Asset certificate (I&AC) in the format prescribed by Government of India, from a Competent Authority valid for the year 2024-25. The EWS status as on the date, prior to the date of Skill Test/Document verification for this advertisement shall only be considered for availing the reservation benefits, if eligible. The prescribed format can be downloaded from www.npcilcareers.co.in.

8.0 **Place of posting :**

Candidate selected against this advertisement will be posted at NPCIL, HQs Mumbai. However, they are liable to serve in any part of India and transfer to other Unit / Site, as may be required in Corporation interest.

9.0 **Selection Process :**

Assistant Grade -1 (HR/F&A/C&MM)

Selection of candidates will be based on the following:-

1. Written examination
2. Typewriting Test on PC
3. Computer Proficiency Test

1. The Written Examination will be in two stages:

Stage – 1 – Preliminary Test and
Stage – 2 – Advanced Test

Stage – 1 (Preliminary Test):

1. It will be a screening examination to be held to shortlist candidates. The format of the screening examination shall be common for all the non-technical cadres. In keeping with the minimum educational qualification of Graduation as per the Recruitment Norms, the questions will be of Graduation level.
2. Examination will consist of 50 Multiple Choice Questions (Choice of four answers) in the following proportion:

General Knowledge & Current Affairs	– 25 Questions
Computer Knowledge	– 15 Questions
English	– 10 questions

3. The Test will be of 01 (one) hour duration for a maximum 150 marks.
4. 03 (Three) marks will be awarded for each correct answer and 01 (one) mark will be deducted for each incorrect answer.
5. Tests will be conducted in single / multiple sessions depending upon logistics requirements.

6. Qualifying Standards: The qualifying standards shall be as follows:

General Category (UR) – 40% marks;
SC/ST/OBC(NCL)/EWS/PwBD – 30% marks.

Accordingly, the General Candidates with less than 40% marks and the candidates belonging to SC/ST/OBC(NCL)/EWS/PwBD with less than 30% marks will be screened out for Stage- 2.

Stage – 2 (Advanced Test):

1. All the candidates appearing in Stage-1 will undertake the Stage-2 (Advanced test). The test will be of 02 (two) hours duration for a Maximum of 150 marks.

2. The Test will comprise 50 Multiple Choice Questions (Choice of four answers) from the following syllabus:

Quantitative Aptitude – 25 questions
Critical Reasoning – 25 questions

3. 03 (Three) marks will be awarded for each correct answer and 01 (one) mark will be deducted for each incorrect answer.

4. Qualifying Standards: The qualifying standards shall be as follows:

General Category (UR) – 30% marks;
SC/ST/OBC(NCL)/EWS/PwBD – 20% marks.

Accordingly, the General Candidates with less than 30% marks and the candidates belonging to SC/ST/OBC(NCL)/EWS/PwBD with less than 20% marks will be screened out for Stage – 3.

5. A merit list will be prepared of candidates after Stage-2 based upon scores obtained in Stage-2 only.

6. In the event of a tie, following criteria shall be adopted in sequence for deciding position in merit list:

- Candidates with lower negative marks in Stage-2 will be placed higher on the merit list.
- Candidates with higher marks in Stage-1 will be placed higher on the merit list.
- Candidates with lower negative marks in Stage-1 will be placed higher on the merit list
- Date of Birth of the candidates (candidates with earlier date of birth will be placed higher in the merit list)

7. Preliminary and Advanced Test examination will be conducted in a single day with 30 minutes to 120 minutes break in between as per the requirement. During the break candidates will not be allowed to go outside the examination center.

The Stage-2 examination will be considered for evaluation only if candidate qualifies in Stage 1 examination.

Based upon the merit list prepared after Stage-2, candidates will be shortlisted for Skill Test. The number of candidates shortlisted for Skill Test would depend upon the number of candidates qualifying in Written Test but will not exceed 5 times of the number of vacancies for each post and category. If the number of candidates qualified in Written Test is less than 5 times of the number of vacancies for each post and category, then all the qualified and eligible candidates are to be shortlisted for Skill Test.

If there are more than 01 candidate with the same cut off mark while short listing for skill test, then all the candidates with the same mark will be shortlisted for skill test.

Stage- 3 (Skill Tests):

- i) Typewriting Test on Personal Computer (PC) as per procedure at (a) below and
- ii) Computer Proficiency Test on Personal Computer (PC) as per procedure at (b) below

(a) PROCEDURE FOR CONDUCTING TYPING PROFICIENCY TEST ON PC

- 1. Candidates will be issued with a printed passage containing a minimum of 300 words in English. Those interested to take Hindi typing test will also be given a passage of 300 words in Hindi.
- 2. The duration of the test will be 10 minutes subject to what is stated in Para (3) below. Candidates will be required to type the given passage on the computer on word-processing software within 10 minutes at the rate of 30 words per minute for English or 30 words per minute in Hindi for those who opted to type in Hindi.
- 3. Candidates will be given additional time to the extent of 5 minutes to format the typed passage in the same way as it is in the supplied hand-out and to print the passage. The following formatting features will be tested:-

<ul style="list-style-type: none">• Indenting of paragraphs• Selected text in Bold• Underline• Italics• Using different font type	<ul style="list-style-type: none">• Using different font size• Inserting of paragraph numbers• Center, left, right, justification• Setting of left/right margin• Line spacing of the passage, viz. single, double
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- 4. There is no bar to candidates correcting the mistakes by use of editing tools while typing the passage within the allotted 10 minutes time if the candidate has finished typing the passage before time.
- 5. The speed, accuracy and mistakes will be evaluated as under:-
 - (a) For one omission/addition of word, one mark will be deducted. If the candidate could not type the entire passage, the number of words left will be counted as omission and one mark will be deducted for each left out word.
 - (b) For each spelling mistake, one mark will be deducted.
 - (c) Total mark for formatting will be 10 marks and total features in the paragraph will be 10 as mentioned at above table. In case of formatting features, if the candidate carries out the formatting as per the specimen, one mark for each features will be given. Otherwise, no marks will be given. Out of the 10 marks for the formatting features, a candidate should secure at least 6 marks to qualify.
 - (d) In order to qualify the test, the candidate should secure at least 6 out of 10 marks for formatting features and a speed of 30 words per minute in English or 30 words per minute in Hindi for those who opted to type in Hindi.
- 6. Mistakes to the extent of 3% of the total number of words in the given passage will only be allowed. In case the mistakes exceed 3%, the candidate will be deemed as failed in typing proficiency test.

(b) PROCEDURE FOR CONDUCTING COMPUTER PROFICIENCY TEST

Computer Proficiency Test will be designed to test the candidate's proficiency in MS Windows Operating System and Desk Top applications such as MS Office (Word, Excel, Access, Power Point), e-mail management and internet surfing.

A test paper consisting of two parts will accordingly be provided consisting of six questions viz. Part I - for Word, Excel, Access, Power Point and Part II – for e-mail management and internet surfing. The test will be for a duration of 30 minutes and will carry 100 marks.

Part – I will consist of 4 (four) questions and will carry equal marks of 20 each and the Part – II will consist of 2 (two) questions and will carry 10 marks each.

Candidates with 50% and above marks will be declared as qualified (GO) and those with less than 50% will be declared as not qualified (No GO).

The Skill test is of qualifying nature only on Go (Qualified)/No Go (Not Qualified) Basis.

10.0 **Operation of Waiting List**

10.1 Waitlist will be limited to equal number of candidates as in the select main list in different posts and categories, which will be valid for a period of one year from the date of approval of panel.

10.2 The waitlist shall be operated only in the event of occurrence of a vacancy caused by non-joining of the candidate from the select list within the stipulated time allowed for joining the post or where a candidate joins the post but resigns or dies within a period of one year from the date of joining, if a fresh panel is not available by that time. The waitlist list will not be operated beyond one year from the date of approval of panel or after notifying any such recruitment, whichever is earlier.

11.0 **Travelling Allowance (TA) will be reimbursed as follows:**

Only outstation **Scheduled Caste/Scheduled Tribe candidates** called for Written Examination and who are not employed in Central/State Govt./Public Sector Organisation/Corporation/Local Govt./Panchayat will be paid to and from Railway fare by 2nd class or ordinary bus fare by the shortest route as per rules, on production of original journey tickets along with copy of Community Certificate. However, the reimbursement will be paid to those candidates who are coming from place beyond 30 kms subject to production of tickets. The amount towards reimbursement of TA will be remitted to the bank account of the candidates electronically. Accordingly, SC/ST candidates called for written examination and eligible for TA will be required to submit their bank account details in the prescribed format as provided.

12.0 **Verification of Original Documents at the time of Stage-3 Skill Test:**

The following **original** documents will be verified at the time of Stage-3 Skill Test. **Non production of original documents will debar the candidate from appearing for the Skill Test :**

- a. Print out of online Application form.
- b. Date of Birth (DoB) proof :
 - I. Xth Std Passing Certificate indicating Date of Birth
OR
 - II. School Leaving Certificate
- c. **Qualification:**
 - i. All Certificates/Mark Sheets for each Year/Semester in support of Educational Qualification, as prescribed.

- ii. Candidates are required to produce relevant certificate from Principal/Dean of the Institute in support of approval/ recognition of the Institute & Course by the Concerned Authority.
- iii. Candidates who are awarded gradation under the CGPA system are required to bring proof issued by the University/Institute converting the CGPA gradation in to appropriate percentage, which should meet the advertised requirement for the post.
- d. Relevant experience certificates (wherever applicable) clearly indicating the period and nature of experience.
- e. Applicants working in Central/State Government/PSUs/Aided Institutions should bring "**No Objection Certificate**" from the organization, failing which they will not be allowed to appear for Stage-3 Skill Test.
- f. Applicants are required to furnish a Gazette Notification/certificate in respect of change of name, if applicable.
- g. In case of PwBD applicants, Disability certificate issued by a certifying authority.
- h. Certificate –Discharge certificate in case of Ex Serviceman (if applicable).
- i. Certificate in support of being Dependant of Defence Personnel Killed in Action (DODPKIA), (if applicable).
- j. Certified copy of the judgement / decree of the appropriate Court to prove the fact of divorce or the judicial separation in respect of widows, divorced women and women judicially separated from their husbands and who are not remarried.
- k. **Caste/Category/Income & Asset Certificates:**
 - i. EWS/SC/ST/OBC(NCL)/PwBD applicants must submit caste/category/Income & Asset certificate (as applicable), as per the format prescribed by the Government of India.
 - ii. If the EWS/SC/ST/ OBC(NCL)/PwBD certificate has been issued in a language other than English/Hindi, then the candidates will be required to submit a self-certified translated copy of the same in either English or Hindi.

13.0 **Medical Fitness :**

The appointment of the selected candidate will be subject to the candidate being found Medically Fit by the Authorised Medical Officer of NPCIL.

14.0 **How to apply:**

Eligible applicants may apply through online registration system of NPCIL. Applications submitted in any other form including handwritten/typewritten applications in hard format delivered in person or by other means will not be entertained. DO NOT SEND any of the documents/application etc. to NPCIL.

- a. Candidates are requested to read the eligibility criteria and ensure that they meet all the criteria before applying.



- b. A candidate has to apply through online application form as provided on the website www.npcilcareers.co.in only.
- c. The online application form will be available on the website from **05/06/2024 at 10:00 Hrs to 25/06/2024 at 17:00 Hrs.**
- d. It is mandatory to fill all the relevant information such as qualification details, experience details (if any), percentage of marks, email address, contact mobile number, address for correspondence, soft copy of scanned photograph and signature (JPEG) to complete the online application process and get the application number. Therefore, candidates are advised to keep such information ready before applying online.
- e. Before applying online candidate should scan her/his **photograph in JPEG format, of size not more than 50KB (maximum 480 X 640 Pixels) and a minimum of 10 KB (minimum 180 x 240 pixels) and signature in JPEG format of size not more than 20KB (maximum 160 x 560 pixels) and a minimum of 80 x 100 pixels.** The photograph uploaded will be printed on the call letter and only the applicant whose photograph is printed on the call letter will be allowed to appear for online test/skill test, if called for.
- f. Applicant is requested to enter her/his valid and active email address, as all important communications will be sent to this email address. SMSs will also be sent to the applicant if an active mobile number for communication is provided. If the mobile number registered by the applicant is in the TRAI NCPR list (formerly called DND), applicant will not receive SMS alerts related to the registration. If applicant wants to receive future SMS alerts from NPCIL related to this recruitment, she/he is requested to remove her/his mobile number from the NCPR list through service provider.
- g. **The Online registration process consists of following steps :**

Step 1. Click on Apply=>Online Registration at the top/left corner of web page for registration. The candidate is required to furnish all basic information such as Name, Date of Birth, Category, Email, Mobile number. On successful completion of this stage, activation link is generated/allotted and sent to candidate's email.

Step 2. The candidate is required to activate the account by clicking on the activation link received through email after completing registration in Step 1.

Step 3. On successful completion of this activation, candidate can login using their Login ID and password to apply online. In this step the applicant is required to fill all details of her/his Educational Qualifications, Work Experience etc.

This is a multi-stage step where applicant is allowed to go to next stage only on entering the information required for current stage. The sequence of stages is as follows:

- a. Educational Qualification
- b. Post Qualification Work Experience, if any
- c. Personal Details
- d. Upload Photo & Signature
- e. Submit Application

The links for the above stages are available under 'Apply Online' menu (Apply=>Apply Online). The candidate should start by clicking on the "Educational Qualifications" link. Once information is saved, the next stage Work Experience will be made available for filling up the information.

On entering all the information related to current stage, the candidate can use "Save and Proceed to Next Step" option at the bottom of the form which will save the information entered in current stage and opens the next stage for filling. The next stage can also be opened using link provided in Apply Online menu (Apply=>Apply Online).

The information at any stage can be saved using the "Save and Proceed to Next Step" option.

Once the candidate reaches "Submit Application" stage, a draft of all the information entered by the candidate will be shown. At this point the candidate is allowed to modify any details entered in earlier stages.

If candidate is sure that all the information entered/uploaded is correct, she/he can submit the application using "Submit Application" option. Please note that the Candidate will not be allowed to make any changes in the information furnished once she/he submits the Application. After submission of application, an Application number will be generated in respect of the candidates who are exempted from payment of Application fees. In respect of candidates (for whom Application fee is applicable), they will be redirected to make online payment, once the form is successfully submitted.

Step 4. Payment of Application fee (if Fee is Applicable)

Only male candidates belonging to General/EWS/OBC categories are required to make a non-refundable payment of ₹ 100/- towards application fee with the applicable bank charges. The application fee can be paid on any day between 05/06/2024 (1000 hrs. onwards) to 25/06/2024 (till 1700 hrs.) only.

SC, ST, PwBD, Ex-serviceman, DODPKIA, Female candidates and employees of NPCIL are exempted from the payment of Application Fee.

Candidates are required to make application fee payment through debit card/credit card/net-banking/UPI etc. online through payment gateway integrated with the application form.

After submitting your payment fee online, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE. On completion of the transaction, Candidates are advised to login again using their credential and check the status of the payment. In case of payment failure, candidates are advised to repeat the process of payment to avoid rejection of the application.

Once the payment of application fee is successfully completed, Application number will be generated.

IT IS SUGGESTED TO CLOSE THE BROWSER WINDOW ONCE YOUR TRANSACTION IS COMPLETE, TO ENSURE THE SECURITY OF YOUR DATA RELATED TO TRANSACTION.

No other mode of payment will be accepted. The candidature of applicants submitting fee of lesser amount or depositing fee through any other mode other than the prescribed method, will be rejected. The application fee paid by ineligible candidates shall be forfeited and no correspondence shall be entertained in this regard. Application fee once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before making payment of application fee.

- h. The Online Application Process is complete only after all the above mentioned applicable steps are completed. Then the candidate can view/print the online application form.
 - i. Application Status can be seen by the candidate by login through "Applicant's Login" link.
 - j. Candidate is requested to make a note of the Login ID and password, as she/he will need this to login to the website to check her/his application status. An email will also be sent to the candidate with the application number.
 - k. Exact percentage of the marks should be mentioned in the qualification percentage of marks column and no rounding off of marks should be done e.g. 49.99% should NOT be rounded off to 50%.
 - l. Candidates will be informed through email and SMS (if active mobile number provided) about the availability of eAdmit Card on the website for test. Similarly, candidates will be informed through email and SMS about the availability of the 'eCall Letter' online on the website, if called/shortlisted for the Stage-3 Skill Test. The time and venue of the online test/Skill test will be available in the 'eAdmit Card/eCall Letter'. Candidates can login through the 'Applicant's Login' and print the same. The applicant must carry a clearly printed 'eAdmit Card/eCall Letter' to the online test/Skill Test venue, without which she/he will not be allowed to appear for online test/Skill test.
 - m. Candidates are required to keep the scanned signature and photograph ready for uploading at the time of online registration.
 - n. Please note that the '**Online Application Form**' without valid signature and photograph will not be accepted.
 - o. **Important :**
 - Four Step Process :
 - I. Registration
 - II. Activation
 - III. Fill Candidate Details, upload signature, photo & submit application
 - IV. Payment of Application Fee (if fee is Applicable)
- 15.0 The shortlisted candidates appearing for the online test/skill test should invariably carry with them the following **at the time of reporting for online test/skill test :**
- Photo identity proof of PAN Card/Driving License/AADHAR Card/Voter ID/College ID/Government issued ID.

- One clear printout of the Call Letter bearing photograph of the candidate.
- One clear printout of the full online application form.
- One set containing self-attested copies of the certificates in support of educational qualification (both degree certificate and mark sheets), experience, caste/category, proof for date of birth etc.
- Originals of all the above mentioned documents.

16.0 **General Conditions:**

- Only **Indian Nationals** above 21 years of age, are eligible to apply.
- Before submitting the online application form, the candidate must ensure that she/he fulfills all the required eligibility criteria for the post for which she/he is applying as detailed for the respective post. If the candidate is not eligible, her/his candidature will be canceled at any stage of the recruitment process. If the candidate qualifies in the selection process and subsequently, it is found that she/he does not fulfill the eligibility criteria, her/his candidature will be canceled and if appointed, services will be terminated without any notice or compensation.
- If applicant is eligible to apply in more than one post & wish to apply in multiple posts, she/he must submit separate application for each post with separate application fee. However, if the online test is held for all the posts in one session, she/he may appear for the test against any one post of her/his choice.
- In case of multiple/duplicate applications by candidate for the same posts; only latest application will be considered.
- The crucial date for reckoning the Maximum Age Limit is the last date of submission of online application i.e. **25/06/2024**.
- Category (SC/ST/OBC(NCL)/EWS/PwBD) once filled in the online application form will not be changed and no request for change of category due to non availability of prescribed certificate will be entertained later on. Accordingly, no benefit of other category will be admissible later on.
- Interested & eligible serving employees of NPCIL after applying online are required to take the print out of online application form and send it through proper channel.
- Application will be rejected, if the application fee has not been received in NPCIL account on or before 25/06/2024 (1700 hrs) in respect of those candidates who are required to pay Application Fee.
- The candidate's appointment will remain provisional subject to caste/category certificates being verified from appropriate authorities and verification of other testimonials. The candidate's services will be liable to be terminated forthwith without assigning any reason in case the above verification reveals that her/his claim for belonging to EWS/SC/ST/OBC(NCL)/PwBD category and other testimonials is found false. NPCIL also reserves its right to take such further action against the candidate as it may deem proper, for production of such a false caste certificate/testimonials.
- The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for Online test/Skill test and/or appointment.



- k) Question Papers will be in Trilingual i.e. Hindi, English and Marathi, for all posts i.e. Assistant Grade-1 (HR/F&A/C&MM).
- l) Electronic gadgets such as mobile phones, electronic wrist watches, wrist watch phones, multimedia watches, pagers, calculator, pen scanners or any other such electronic devices are not permitted inside the Examination Hall. Any infringement of these instructions shall entail cancellation of candidature.
- m) All qualifications should be from a University/Institute recognised by UGC/AICTE appropriate statutory authority. The onus of proving recognition rests with the candidate only.
- n) The candidate would be admitted to the examination on the basis of the information furnished by her/him in the online application form. It is, therefore, advised to ensure that they fulfil all the eligibility conditions before applying. In case, it is found at a later stage that the information furnished by the candidate is false or the candidate does not fulfil any of the eligibility conditions, the candidature of such candidate would be cancelled and no correspondence in this regard would be entertained.
- o) Original documents (for verification) and self-attested copies as detailed in the advertisement along with duly signed hard copy of the Online Application are required to be produced at the time of Stage-3 Skill test. Candidate will not be allowed to appear for Stage-3 Skill Test, if any, of the required certificates/documents are not produced.
- p) Candidates working in the Central/State Government/PSUs/Autonomous Bodies/Aided Institutions should produce "**No Objection Certificate (NOC)**" from the organization at the time of Skill Test/Document verification, failing which they will not be allowed to appear for Stage-3 Skill Test.
- q) NPCIL reserves the right to fill up all the posts or alter the number of posts or even cancel/suspend/postpone/alter the whole process of recruitment and also changing the recruitment criteria without any prior notice/assigning any reasons at any stage. Management may at its discretion, re-conduct online test/Skill test, wherever necessary in case of any eventualities. In case, the vacancy position indicated in the advertisement is reduced to any number or even to nil, Corporation is not liable to compensate the applicant for any consequential damage/loss.
- r) No request for change of Test Centre, date and time allotted for online test/Skill test (wherever applicable) will be entertained. NPCIL reserves the right of allocation of Test Centre of online Test/skill test as it may deem fit which the candidate will be informed through email and/or SMS and no further request for any change shall be entertained in this regard.
- s) Issuance of an eAdmit card/eCall letter for the examination/skill test will not confer any right/claim for appointment to the post advertised. Final selection will be purely based on merit and is subject to fulfilment of all the eligibility conditions, successfully qualifying in the prescribed selection process and further subject to Govt. of India Guidelines on reservation and concessions to SC/ST/OBC (NCL)/EWS/PwBD in public services.
- t) NPCIL reserves the right not to select a candidate for a post, if suitable candidate is not found.

- u) Appointment of the candidate in NPCIL is subject to satisfactory verification of Character & Antecedents and Special Security Questionnaire by the prescribed authorities.
- v) The email id and mobile number entered in the online application form should remain active for at least one year. No change in the email id will be allowed once entered. All future correspondence would be sent to the registered email.
- w) In case of any ambiguity/dispute arising on account of interpretation in versions other than English, the English version shall prevail.
- x) In case of any dispute, legal jurisdiction will be Mumbai.
- y) If, at any stage of the recruitment process or subsequently, it is found that, the applicant :
 - i. has provided wrong information or submitted false documents or
 - ii. has suppressed relevant information or
 - iii. does not meet the eligibility criteria for this recruitment or
 - iv. has resorted to unfair means during selection process or
 - v. is found guilty of impersonation or
 - vi. created disturbance affecting the smooth conduct of written/online test at the test centre or skill test at skill test venue
 - vii. has uploaded non human or irrelevant photograph,
 she/he will be liable to be disqualified, prosecuted and debarred for all appointments in NPCIL and her/his application/appointment will be cancelled/rejected forthwith.
- z) Candidates applying in response to this advertisement may please visit web portals of NPCIL for latest updates in this regard from time to time. **Any telephone calls/any communication to any authority for seeking information will not be entertained.**
- aa) Records of the candidates not selected shall not be preserved beyond 06 months from the date of publication of select list.
- bb) **Canvassing in any form will be a disqualification.**

17.0 Contact Us :

- Applicants may submit their queries, if any, under 'Contact Us' Link.
- Queries received during the period from **05/06/2024 (1100 Hrs onwards)** till **25/06/2024** (up to **1300 Hrs**) will only be entertained.
- Only valid queries pertaining to recruitment of Assistant Grade-1 (HR/F&A/C&MM) will be entertained within the stipulated period.

Any further information/corrigendum/addendum etc. pertaining to this recruitment will be uploaded on www.npcil.nic.in and www.npcilcareers.co.in. Please keep referring these web portals.

NPCIL strives to have a workforce which reflects gender balance and women applicants are encouraged to apply

Nuclear Power – Providing a Clean and Sustainable Future



"स्वच्छ रहो, स्वस्थ रहो"
एनपीसीआईएल, भारत सरकार द्वारा चलाए गए स्वच्छ भारत मिशन को प्रोत्साहित करता है।
न्यूक्लियर बिद्युत – एक अपरिहार्य विकल्प



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(Handwritten signature)