



NMDC Limited

(A Government of India Enterprise)

"Khanij Bhavan", 10-3-311/A, Masab Tank, Hyderabad-500 028. A.P.

NMDC Limited a Navaratna Public Sector Enterprise under the Ministry of Steel, Govt. of India and multi locational, multi product and consistently profit making Mining & Mineral exploration Organization with more than Rs.11,000 crore turnover is in the process of massive expansion and diversification activities both in India and abroad. The Company is also setting up an Integrated Steel Plant at Nagarnar near Jagdalpur, Chhattisgarh State. NMDC is now looking for suitable persons for the following post to be deployed in its Corporate Office, Regional Offices, Projects/Units etc.,

JUNIOR STENOGRAPHER GR.III (TRAINEE).

No. of Posts: 15 (Reservation of posts for SC/ST/OBC/PwD (Persons with Disabilities)/Ex-Servicemen) will be as per Govt. of India Directives.) The number of posts is tentative which may vary depending upon requirement.

Qualification & Experience:

- i) Graduate in Arts/Science/Commerce from a recognized University/Institute.
- ii) Pass in Lower Grade English Shorthand and Higher Grade English type-writing examination from Board of Technical Education or its equivalent qualification duly recognized by Government authorities.

Candidates should have minimum speed of 80 words per minute in English shorthand and 40 words per minute in English type-writing. Typing speed of 30 words per minute in Hindi language, Knowledge of computer/Telex/Fax/Xerox and other office equipment operation is desirable. Candidates having working experience as LDC-Typist/Stenographer will be preferred.

Upper age Limit: 30 Years (relaxable up to 5 years for SC/STs and 3 years for OBCs (Non-Creamy layer) and as per Govt. Guidelines for PwDs/Ex-Servicemen).

Selection Process:

- 1) Candidates meeting the above requirements will be called for written test/shorthand test and typing test (on personal computer) and those who qualify will be called for interview.
- 2) Mere qualifying in tests does not entitle candidates for employment.
- 3) The selected candidates will initially be appointed as Jr. Stenographer Gr.III (Trainee) for a period of 18 months on a consolidated stipend of Rs.9500/- p.m. for the first twelve months and Rs.10000/- p.m. for the remaining six months. The period of training may be extended or curtailed at the discretion of the Management.
- 4) On Satisfactory completion of training period, the successful candidates shall be placed in the pay scale of Rs. 9740-3%-14840/- (RS-04) (due for revision with effect from (01.01.2012). Besides basic pay and Dearness Allowance, other benefits include free medical facilities. Leave Travel Concession, CPF, Gratuity. Group Insurance, Pension etc. as per rules of the Corporation.

General Conditions:

- 1) Candidates attending for written test will have to appear at their own expenses. However, outstation candidates belonging to SC/ST/PwD categories will be paid single sleeper class rail fare by the shortest route subject to production of railway tickets as per rules.
- 2) Mere fulfilling of the minimum criteria prescribed does not entitle any candidate to be called for the test/interview. The Corporation reserves its right to call candidates with/without experience at its discretion.
- 3) Interested candidates meeting the above requirements may send in their Bio-data containing Post applied for, Name, Father's Name, Mailing address, Category (SC/ST/OBC/PwD/Ex-Servicemen). Date of birth, Qualification (Starting from Matriculation with name of Institution/University, percentage of marks, Division, year of passing, Experience (Name of employer, date of joining & leaving, designation, pay scale, last pay drawn) and other particulars including phone and e-mail id, affixing passport size photograph together with copies of certificates to the Asst. General Manager(Personnel) NMDC Limited, Khanij Bhavan, Castle Hills, Masab Tank, Hyderabad 500 028, on or before **16-02-2013**.