



NUCLEAR POWER CORPORATION OF INDIA LIMITED
 (A Government of India Enterprise)
KUDANKULAM NUCLEAR POWER PROJECT
 Kudankulam PO, Radhapuram Taluk,
 Tirunelveli Dist, Tamil Nadu – 627 106
HUMAN RESOURCE GROUP
Advertisement No. KKNPP/HRM/2016/3



LAST DATE FOR RECEIPT OF APPLICATIONS – 31/12/2016

Nuclear Power Corporation of India Ltd., is a premier Central Public Sector Enterprise, under the Department of Atomic Energy, Govt. of India having comprehensive capability in all facets of nuclear technology namely, Site Selection, Design, Construction, Commissioning, Operation, Maintenance, Renovation, Modernization & Up-gradation, Plant Life extension, Waste Management and Decommissioning of Nuclear Reactors in India under one roof.

NPCIL, KKNPP invites applications for recruitment to the following posts to share these challenging spectrums of responsibilities. Selection and Initial posting will be at Kudankulam Nuclear Power Project, Kudankulam PO, Tirunelveli District, Tamil Nadu:

Post Sl.	Name of Posts	Details of Vacancies						Age Limit (Refer age relaxation in Page 2 and 3)	Basic Pay
		Total	GEN	OBC	SC	ST	PWD		
1	Assistant Grade-1 (Human Resources)	16	8	3	5	0	0	21 to 28 years as on 31/12/2016	₹25500
2	Assistant Grade-1 (Finance & Accounts)	8	4	3	0	0	1 (VH)#		
3	Assistant Grade-1 (Contracts & Materials Management)	16	8	5	2	0	1 (HH)*		
4	Steno Grade -1	16	8	5	3	0	0		
TOTAL		56	28	16	10	0	2		

The post is reserved for Low Vision in VH category.

* The post is reserved for Hearing Handicapped category.

Degree of Disability: Only such persons who suffer from not less than 40 per cent of relevant disability are eligible to apply for posts that are reserved for PWD.

DETAILS OF DISABILITIES: The posts identified for persons with disabilities are as given below. Persons with disabilities belonging to the category for which the post is identified shall be allowed to apply even if vacancies are not reserved for them under PWD category. Such candidates will be considered for selection to the post by general standards of merit.

Group	Name of the Post	Disablement category suitable for appointment to the post	Definition
C	Assistant Grade-1 (Human Resources)	OA (One Arm), OL (One Leg), OAL (One Arm and One Leg), BL, Both Legs, B (Blind), LV (Low Vision), HH (Hearing Impaired)	<p>i)Visually Impaired:</p> <p>a. Blindness: Blindness refers to a condition where a person suffers from any of the following conditions, namely :</p> <p>i) Total absence of sight; or</p> <p>ii) Visual acuity not exceeding 6/60 or 20/200 (snellen) in the better eye with correcting lenses; or</p> <p>iii) Limitation of the field of vision subtending an angle of 20 degree or worse;</p> <p>b. Low Vision: “Persons with Low vision” means a person with impairment of visual functioning even after treatment or standard refractive correction but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assistive device.</p> <p>ii)Hearing Impairment: “Hearing Impairment” means loss of sixty decibels or more in the better ear in the conversational range of frequencies</p> <p>iii) Orthopaedically Impaired:</p> <p>Locomotor Disability: “Locomotor Disability” means disability of the bones, joint or muscles leading to a substantial restriction of the movement of the limbs</p>
C	Assistant Grade-1 (Finance & Accounts)	OL (One Leg), BL (Both Legs), MW (Muscular Weakness), LV (Low Vision) and HH (Hearing Impaired).	
C	Assistant Grade-1 (Contracts & Materials Management)	OA (One Arm), OL (One Leg), HH (Hearing Impaired)	
C	Steno Grade-1	OA (One Arm), OL (One Leg), BL (Both Legs), OAL (One Arm and One Leg), B (Blind), LV(Low Vision)	

RELAXATION IN UPPER AGE LIMIT:

- Upper age is relaxed by 3 years for OBC, provided the certificate of not belonging to creamy layer in the format prescribed by Government of India from a Competent Authority is issued in the current year. The OBC candidates, who belong to creamy layer are not entitled for OBC concessions / relaxations.
- Upper age limit is relaxed by 5 years for SC/ST.
- Relaxation of 10 years for General PWD’s category, 15 years for SC/ST PWDs category, 13 years for OBC (non creamy layer) PWDs category and for Ex-Serviceman PWDs category candidates’ relaxation as per category+Service Period+ 3Years, subject to condition that maximum age of the applicant shall not exceed 56 Years.
- Relaxations in prescribed age limit commensurate with experience of working with NPCIL on Fixed Term Basis, subject to maximum of 5 years will be given.
- The relaxation of age of Ex-Servicemen shall be as per the Government directives.

6. NPCIL employees applying against this open advertisement for direct recruitment shall be considered without any age restriction, subject to fulfilment of other eligibility criteria.
7. The upper age limit in the case of widows, divorced women and women judicially separated from their husbands and who are not remarried shall be relaxed upto age of 35 Years (40 Years for member of SCs/STs), subject to production of a certified copy of the judgement/decree of the appropriate court to prove the fact of divorce or the judicial separation, as the case may be.
8. The upper age limit in the case of Project Affected Persons (PAPs) of Kudankulam Nuclear Power Project, applying for the post of Assistant Grade.1 (HR, F&A and CMM) shall be relaxed upto 45 years for General candidates, 48 years for OBC candidates and 50 years for SC/ST candidates.

ESSENTIAL QUALIFICATIONS FOR THE POSTS:

Post Sl. No.	Name of Post	Essential Qualification & Experience	Functional Requirement for the Post
1	Assistant Grade-1 (Human Resources)	<ol style="list-style-type: none"> 1. A Bachelor's Degree in Science or Commerce or Arts with minimum 50% marks in aggregate. For Finance & Accounts, Commerce Graduates and for Contracts & Materials Management Science graduates (With Physics, Chemistry and Mathematics) and Commerce Graduates will be preferred. 2. 40 words per minute typing speed in English on Personal Computer. Preference will be given to those candidates who possess knowledge of Hindi typing also. 3. Should have passed a Certificate Course of duration of not less than 6 months on MS- Windows Operating System and Desktop Applications such as MS Office (Word, Excel, Access, and Power Point), E-mail Management and Internet Surfing. 4. Candidates having Bachelor's Degree in Computer Science or Information Technology are exempted from Certificate Course mentioned at point no. 3 	Clerical job manually and also on computer
2	Assistant Grade- 1 (Finance & Accounts)		
3	Assistant Grade-1 (Contracts & Materials Management)		
4	Steno Grade-1	<ol style="list-style-type: none"> 1. A Bachelor's degree in any subject with not less than 50% marks in aggregate 2. A speed of 80 wpm in English Stenography 3. A speed of 40 words per minute in English Typing on PC 4. Should have passed a certificate Course of duration of not less than 6 months on MS- Windows Operating System and Desktop Applications such as MS Office (Word, Excel, Access, and Power Point), E-mail Management and Internet Surfing. Candidates having Bachelor's Degree in Computer Science or Information Technology are exempted from Certificate Course mentioned at point no. 4. 5. Preference will be given to those candidates who possess knowledge of Hindi Typing / Hindi Stenography 	Clerical job manually and also on computer; Involves shorthand and transcription

RELAXATION TO PROJECT AFFECTED PERSONS (PAPs) WHOSE LAND HAS BEEN ACQUIRED FOR KUDANKULAM NUCLEAR POWER PROJECT.

S. No	Name of the Post	Educational Qualification
For post in Sl. No. 1, 2 and 3	Assistant Grade-1 (Human Resources)	1) A pass in Graduation
	Assistant Grade-1 (Finance & Accounts)	2) Should have typing speed of 40 words per minute in English on a Personal Computer. Preference will be given to those candidates who possess knowledge in Hindi Typing also.
	Assistant Grade-1 (Contracts & Materials Management)	3) Should have knowledge in Computer Applications

MODE OF SELECTION:

Name of the Posts	Stages of Selection Process	Remarks
Assistant Grade-1 (Human Resources)	Written Examination, Typing Test on PC, Computer Proficiency Test.	Selection of candidates will be based only on the written examination marks. Typing Test on PC, Computer Literacy Test and Stenography Test will be only of qualifying nature and the final assessment will be done only on the basis of written examination marks.
Assistant Grade-1 (Finance & Accounts)		
Assistant Grade-1 (Contracts & Materials Management)		
Steno Grade-1	Written Examination, Typing Test on PC, Computer Proficiency Test and Stenography Test	

CANDIDATE HAS TO QUALIFY AT EACH STAGE OF PRESCRIBED SELECTION PROCESS FOR FINAL EMPANELMENT.

IMPORTANT INFORMATION ON TYPING TEST:

Physically handicapped persons who are otherwise qualified to hold clerical post and who are certified as being unable to type by the Medical Board attached to Special Employment Exchanges for the Handicapped (or by a Civil Surgeon where there is no such board) are exempted from passing the typing test. The term 'physically handicapped persons' does not cover those who are visually handicapped or who are hearing handicapped but cover only those whose physical disability permanently prevents them from typing.

GUIDELINES FOR PERSONS WITH DISABILITIES USING A SCRIBE (minimum of 40% impairment):

A person who has disability of 40% or more can use their own scribe at their cost during the examination, subject to limits as mentioned below. In all such cases where a scribe is used, the following rules will apply:

- i. The candidate will have to arrange his/her own scribe at his/her own cost.

- ii. The scribe arranged by the candidate should not be a candidate for the examination.
- iii. If violation of the above is detected at any stage of the process, candidature for Exam of both the candidate and the scribe will be cancelled.
- iv. A person acting as a scribe for one candidate cannot be a scribe for another candidate.
- v. The scribe should be from an academic stream different from that prescribed for the post.
- vi. Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further if it comes to the notice that he/she did not fulfill any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the written examination.
- vii. Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination.

GUIDELINES FOR ORTHOPAEDICALLY IMPAIRED CANDIDATES:

A compensatory time of 20 minutes per hour or otherwise advised shall be permitted for the candidates with locomotor disability where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment).

GUIDELINES FOR VISUALLY IMPAIRED CANDIDATES:

- Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified print and all such candidates will be eligible for compensatory time of 20 minutes for every hour. Such candidates may intimate the same in the application form.
- The facility of viewing the contents of the test in magnifying font will not be available to Visually Impaired candidates who use the services of a Scribe for the examination.

NOTE: All the candidates with disability not availing the facility of scribe will be allowed additional time of minimum of one hour for examination of 3 hours duration.

The candidates are allowed to use assistive devices like Braille slate, Hearing Aids, Low Vision assistance devices etc. But the same need to be mentioned at the time of filling the application form and are subject to approval. However electronic devices such as Calculators, Mobile Phones etc are not allowed.

GENERAL INSTRUCTIONS:

1. Project Affected Persons (PAPs), who are applying for the posts at S. No 1, 2 & 3, i.e., Assistant Grade-1 (Human Resources), Assistant Grade-1 (Finance & Accounts) and Assistant Grade- 1 (Contracts & Materials Management) must be having a valid 'Land Loser Certificate'.
2. Only Indian Nationals are eligible to apply.
3. Presently, the above posts are identified for Kudankulam Nuclear Power Project. But it carries with it liability to serve in any of the Units of the Corporation or at any place in India/abroad depending upon the requirement of the Corporation.
4. In addition to Basic Pay, successful candidates will be eligible for Central Dearness Allowance and other benefits of the Corporation such as Leave Travel Concession, Gratuity, Medical Facility, Departmental Accommodation etc.

5. The minimum disability in case of PWD candidates is 40%. Sub-category of disability for Visually Handicapped (VH), Hearing Handicapped (HH) and Orthopaedically Handicapped (OH) is to be indicated. The PWD candidates shall possess a Certificate to this effect issued by the Board/countersigned by the Medical Superintendent/Chief Medical Officer/Head of Government Hospital.
6. All candidates belonging to SC/ST/OBC/PWD category shall produce at the time of written examination - self attested copy of the caste certificate in the prescribed 'Central Government' format from the Competent Authority empowered to issue such certificate along with originals for verification. OBC certificate must have been issued in the current financial year i.e 2016-17 with suitable mention about Non – Creamy layer status.
(OBC candidates with certificate having the "Non-Creamy Layer Clause" only will be eligible for reservation as per Government of India guidelines).
7. The candidate's appointment shall remain provisional subject to verification of certificates and other testimonials by the Appropriate Authorities.
8. Before submitting the application form, the candidate must ensure that they fulfil all the eligibility criteria with respect to age, educational qualifications and other requirements as published in the advertisement. At any stage of this recruitment & selection process including after joining, if it is found that the candidate does not fulfill the eligibility criteria or produces false documents, his/her candidature will be rejected and he/she will be terminated from the services without any notice.
9. Over-Qualification: 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 to appear in written examination for all the advertised posts. However, only the prescribed minimum qualification will be considered for all other purposes like Career Progression, Pay etc. in NPCIL.
10. Candidates meeting the prescribed standard of eligibility will only be allowed to appear in written examination. A separate communication about the date, timing, venue and other information about the written examination will be made.
11. Candidates working in the Central/State Government, Public Sector Undertakings of Central/State Government(including NPCIL), Autonomous Body, Aided Institutions are required to send their applications through proper channel otherwise their applications will not be entertained. Such candidates must bring NOC from the present employer without which they will not be allowed to appear for the written examination.
12. Outstation candidates of SC/ST called for written test shall be reimbursed to and from IIndClass Rail or ordinary Bus fare as per rules. However, SC/ST candidates those who are already in service of Central/State Government, Central/State Corporations, PSUs, Local Government Institutions and Panchayats, shall not be paid any travelling allowance.
13. Travelling expenditure shall not be reimbursed to candidates for attending written test if they do not fulfill the eligibility criteria or do not produce documents like Caste Certificate, No Objection Certificate, Travelling tickets etc.

14. NPCIL reserves right not to select any of the candidates for the advertised posts if suitable candidates are not found.
15. Candidates fulfilling requisite qualification for the posts are only eligible to apply. Those candidates who are appearing in or awaiting result of final year/ final semester are not eligible to apply. Hence their candidature shall not be considered.
16. Canvassing in any form shall be a disqualification.
17. Corporation reserves the right to modify/cancel the whole process of this recruitment and selection process at any stage without assigning any reason or intimation.
18. A recent photograph of candidate with name of the candidate written on the back side of the photograph must be affixed on the Application Form.
19. In case of any discrepancy in Hindi version of the advertisement, English version will prevail for all purposes.
20. Candidates desiring to apply for more than one post, they may apply separately (Separate application).
21. **Necessary assistance for access & seating will be provided to PWD candidates at the Written Test centre.**
22. Candidate is required to submit invariably self-attested copies of the following certificates/documents as applicable to his/her case along with the application :
 - (i) Birth Certificate/SSC Mark Sheet and Certificate as a proof of Date of Birth.
 - (ii) Mark Sheets, Degree Certificates and other Certificates of all Educational and Technical Qualifications. Mark Sheet of each year or each semester is must. (All the essential qualifications should be from recognized University/Institution only).
 - (iii) Experience Certificate/Service Certificate indicating period of service, nature of experience like part time / full time, designation and details of job or responsibilities issued by the Employer.
 - (iv) Caste Certificate issued by the Competent Authority in the form prescribed by the Government.
 - (v) Discharge Certificate issued by Military in case of Ex-Servicemen.
 - (vi) Disability Certificate issued by the Competent Authority in the prescribed form in respect of Person with Disabilities.
 - (vii) If the candidate has worked in NPCIL on Fixed Term Basis, Experience/Service Certificate issued by the NPCIL (in case of Fixed Term) mentioning period of service, designation and details of job or responsibilities clearly.
 - (viii) Employment Preference Certificate for legal heirs of land acquisition affected owners from Revenue Authorities not below the rank of Tahsildhar (In the case of land losers of KKNPP).
23. Advertisement No., and Name of the Post applied for should be superscribed in capital letters on the envelope containing application. Application should be sent by ordinary post only. No other mode of receipt of applications will be entertained.
24. No correspondence shall be entertained with the candidates.

HOW TO APPLY: Candidates may apply in the prescribed application format which can be viewed & downloaded from NPCIL Website - www.npcil.nic.in under the path: Career and Human Resource Management → Opportunities → Advertisement No. KKNPP/HRM/2016/03

LAST DATE TO APPLY : Applications dully filled in all respects completely and enclosing essential documents should reach “**Manager (HRM), Recruitment Section, Kudankulam PO, Radhapuram**

Taluk, Tirunelveli Dist, Tamil Nadu – 627 106” by **1700 hours** of **31.12.2016**. Applications in format other than prescribed, unsigned applications, not bearing photos, self attested copies of essential documents and applications received after the last date of receiving applications shall strictly not be entertained.

ANNOUNCEMENTS:

All further announcements/ details pertaining to this process will only be published/ provided on NPCIL website **www.npcil.nic.in** from time to time.

MANAGER (HRM)

<p>“NPCIL strives to have a work force which reflects gender balance and women candidates are encouraged to apply”</p>

<p>NUCLEAR POWER-AN INEVITABLE OPTION</p>
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NUCLEAR POWER CORPORATION OF INDIA LIMITED

(A Government of India Enterprise)

KUDANKULAM NUCLEAR POWER PROJECT

Kudankulam PO, Radhapuram Taluk, Tirunelveli Dist, Tamil Nadu – 627 106

HUMAN RESOURCE GROUP

APPLICATION FORM

ADVERTISEMENT NO KKNPP/HRM/2016/3

FOR OFFICIAL USE

Registration No

Date of receipt

Roll No

(If any candidate is applying for more than one post, then separate application may be submitted for each post)

YOUR RECENT SELF
ATTESTED PASSPORT
SIZE PHOTOGRAPH
(Paste with Gum, do not pin
or staple the photograph)

	Post Sr. No.	Tick the Post applied for	Name of Posts
01.	1		Assistant Grade.1 (Human Resources)
	2		Assistant Grade. 1 (Finance &Accounts)
	3		Assistant Grade.1 (Contracts & Materials Management)
	4		Steno Grade.1

02.	Candidate's Name : (CAPITAL LETTERS)										
03.	Marital Status					Single		Married			
04.	Father's/Husband's Name										
05.	Gender:					Male		Female			
06.	Age :		Yrs		Mts	Date of Birth:		DD	MM	YYYY	
07.	Category					SC	ST	OBC	General		
08.	Whether belongs to Ex-serviceman category?					Yes		No			
	Length of Service in Army/Navy/Air Force					Years	Months	Date of Discharge			
09.	Whether Widow/Divorced/Judicially Separated?					Yes		No			
10.	Religion										
11.	Medium of written test					Hindi		English			
12.	Whether candidate is registered with any Employment Exchange / Special Employment Exchange?					Yes	No	If Yes, write Registration No. :			
	Address of Employment Exchange / Special Employment Exchange:										
13.	CORRESPONDENCE ADDRESS					PERMANENT ADDRESS					
	Name :					Name :					
	Plot/House/Flat No. :					Plot/House/Flat No. :					
	Road/Street/Mohalla :					Road/Street/Mohalla :					
	Village/City :					Village/City :					
	Taluk:		District :			Taluk:		District :			
	State :		PIN Code:			State :		PIN Code:			

14	Contact Details:			Mobile Number :				
				Alternate Number :				
				E-mail ID:				
15	Qualifications:							
(a)	Educational Qualification	Subject / Branch	Board / College / University / Institute	Entry Year	Year of Passing	Duration	Total Marks in %	
	SSC(10 th)							
	HSC(12 th)							
	Degree							
	Qualification in Computer							
	Typing (Hindi/English)							
	Stenography							
(b)	Any Other Qualification / Training	Subject / Branch	Board / College / University / Institute	Entry Year	Year of Passing	Duration	Total Marks in %	
16	Post Qualification Experience							
Sl. No.	Name of the Organisation	Post	Place of posting	Duration of Service		Total Period of Service	Job Description	
				From Date	To Date			
17	Whether candidate is working presently with any Central/State Govt., PSUs of Central / State Govt.(including NPCIL), Autonomous Body, Added Institutions or any Private Institution on regular basis. If yes, give full details.			Name of Central/State Govt., PSUs of Central / State Govt.(including NPCIL), Autonomous Body, Added Institutions or any Private Institution			Post held	Period of service
18	Whether any close relative(s) of candidate is employed in NPCIL? If yes, please give full details.			Sl. No.	Name of relative(s)	Designation	Site / Project	Relation with candidate
19	Whether land has been acquired for setting up Kudankulam Nuclear Power Project (KKNPP) [If yes, attach copy of 'Land Loser Certificate' obtained from Appropriate Authority and furnish the details of land acquired]			Yes			No	
20	Details of land acquisition:							
i)	Name of the land owner							
ii)	Relationship with the candidate							
iii)	Extent of acquired land and survey number							
iv)	Land acquisition award number and date							
v)	Name of legal heir							
vi)	Certificate issuing authority and date of issue							

21	Do you belong to Physically Handicapped Category:	Yes							No			
	If yes, then fill the following from a to h											
Name of Posts	a. Whether Percentage of Disability (40% or more)?	b. Tick Mark Category of Disability			c. Tick Mark Sub-Category of Disability							
		VH	OH	HH	B	LV	OAL	OL	OA	BL	HH	
Assistant Grade.1 (Human Resources)	Yes/ No											
Assistant Grade-1 (Finance &Accounts)	Yes/ No											
Assistant Grade.1 (Contracts & Materials Management)	Yes/ No											
Steno Grade. 1	Yes / No											

Legend:

Category of Disability	Sub – category of Disability
VH – Visually Impaired	LV – Low Vision B- Blind
HH – Hearing Impaired	HH – Hearing Impaired
OH – Orthopaedically Handicapped	OA – One Arm OL – One Leg BL – Both Legs OAL – One Arm and One Leg MW – Muscular Weakness

d	Do you intend to view the Question paper in any of the given formats?	Magnified print		Normal print		Others (Specify) _____
e	Do you intend to use services of scribe?	Yes		No		
f	Do you intend to use assistive devices at written exam?	Yes		No		
g	If Yes, provide name/description of assistive device to be brought by him/her					
h	Special request for arrangement required considering your disability (If any)					

22	Copy of certificates to be enclosed:	
i)	Certificates in support of educational qualifications	
ii)	Certificates in support of typing, computer and stenography	
iii)	Proof of Date of Birth (SSLC Certificate)	
iv)	Transfer Certificate	
v)	Community certificate in the prescribed format	
vi)	PWD Certificate in the prescribed format 40% and above	
vii)	Employment preference certificate (For landloser of KKNPP)	
viii)	Experience certificate	
ix)	Employment Registration Card	
x)	Discharge certificate (In the case of Ex-Serviceman)	
xi)	Any other certificate	

Note: Please tick (v) whichever is applicable.

Declaration by the Candidate

I hereby affirm that the information furnished by me in this application form is correct and accurate and I accept full responsibility for the accuracy and authenticity. I am aware that my candidature may be disqualified at any stage of the aforesaid selection process, if the information furnished by me is found to be false, inaccurate or misleading in any manner.

Place

Signature of the Candidate.....

Date

Name of the candidate.....

Application to be addressed to:

**Manager (HRM)
Kudankulam Nuclear Power Project (KKNPP),
NPCIL, Kudankulam Site,
Radhapuram Taluk,
Tirunelveli District – 627 106,
Tamilnadu , India.**