



न्यूक्लियर पॉवर 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,
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 सी आई एन **CIN : U40104MH1987GOI149458**
 Website : www.npcil.nic.in



**Detailed Advertisement for Recruitment of
Deputy Manager in HR/F&A/C&MM/Legal and Jr. Hindi Translator**

Advertisement No NPCIL/HQ/HRM/2025/03

Last Date for Submission of Online Application 27/11/2025 (1700 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 post/s to share these challenging spectrum of responsibilities.

1.0 Details of Vacancy breakup:

1.1 Post and category wise break of Backlog vacancies

Sl. No.	Name of the Post	No. of Backlog Reserved Vacancies			
		SC	ST	OBC (NCL)	Total
1	Dy. Manager(HR)	0	0	3	3
2.	Dy. Manager (F&A)	0	2	2	4
3.	Dy. Manager (C&MM)	0	1	1	2
4.	Jr. Hindi Translator (JHT)	0	0	1	1
	Total	0	3	7	10

1.2 Post & Category wise break up of Current Vacancies

Sl. No	Name of the Post	No. of Current Vacancies					Total
		UR	EWS	SC	ST	OBC (NCL)	
1.	Dy. Manager(HR)	12	2	4	2	8	28
2.	Dy. Manager (F&A)	18	4	6	4	12	44
3.	Dy. Manager (C&MM)	14	3	4	3	8	32
4.	Dy. Manager (Legal)	1	0	0	0	0	01
5.	Jr. Hindi Translator (JHT)	4	0	0	1	2	07
	Total	49	9	14	10	30	112
	Abbreviations:	UR-Unreserved EWS-Economically Weaker Section SC-Scheduled Caste ST- Scheduled Tribe OBC(NCL)-Other Backward classes(Non Creamy Layer)					

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)
A	Dy. Manager (HR)	B, LV	D, HH	OA, BA, OL, BL, OAL, SD/SI (with associated limb dysfunction of OA, BA, OL, BL, OAL), CP, LC, Dw, AAV, SD/SI (without any associated neurological/limb dysfunction)	SLD	MD
	Dy. Manager (F&A)	B, LV	D, HH	OA, BA, OL, BL, OAL, BLOA, BLA SD/SI (with associated limb dysfunction of OA, BA, OL, BL, OAL BLOA, BLA), LC, Dw, AAV, SD/SI (without any associated neurological/limb dysfunction)	MI	MD
	Dy. Manager (C&MM)	B, LV	D, HH	OA, BA, OL, SD/SI (with associated limb dysfunction of OA, BA, OL), CP, LC, Dw, AAV, SD/SI (without any associated neurological/limb dysfunction)	SLD, MI	MD
	Dy. Manager (Legal)	B, LV	HH	OL, OA, BA, BL, OAL, BLOA, BLA, SD/SI (with associated limb dysfunction of OL, OA, BA, BL, OAL, BLOA, BLA), CP, LC, Dw, AAV, SD/SI (without any associated neurological/limb dysfunction)	SLD	MD
B	Jr. Hindi Translator (JHT)	B, LV	D, HH	OA, OL, BL, OAL, BLOA, BLA, SD/SI (with associated limb dysfunction of OA, OL, BL, OAL, BLOA, BLA), CP, LC, Dw, AAV, Mdy, SD/SI (without any associated neurological/limb dysfunction)	SLD, MI	MD

Abbreviations :

Category a: B-Blind, LV-Low Vision

Category-b: D-Deaf, HH-Hard of Hearing.

Category-c: OA-One Arm, OL-One Leg, BA-Both Arms, BL-Both Legs, 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 - Spine Deformity, SI - Spine Injury.

Category-d: SLD- Specific Learning Disability, MI-Mental Illness.

Category-e: MD-Multiple Disabilities.

2.2 Out of the 114 vacancies of Group A for the post of Dy. Manager (HR/F&A/C&MM/Legal) and Out of 8 vacancies of Group B for the post Jr. Hindi Translator, breakup of PwBD vacancies are as under:-

Group	Category of disability	Current vacancies	* Backlog vacancies	Total
Group A (Dy. Manager)	(a)	2	1	03
	(b)	1	1	02
	(c)	1	0	01
	(d) & (e)	1	1	2

Group	Category of disability	Current vacancies	Backlog vacancies	Total
Group B Jr. Hindi Translator (JHT)	(a)	1	0	01

- 2.3 The PwBD candidates will be filled in any of the identified posts amongst the existing vacancies of Dy. Managers & Junior Hindi Translator. The candidates appointed under PwBD will be adjusted against the vacancy of respective categories of SC/ST/OBC(NCL)/EWS/ Unreserved (UR).
- 2.4 *If a suitable person with benchmark disability is not available, it may be filled by interchange among the categories of benchmark disabilities identified for reservation.
- 2.5 Only such persons, who suffer from not less than 40% of relevant Disability will be eligible to be considered under PwBD.
- 2.6 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.
- 2.7 Necessary assistance for access & seating will be provided to PwBD candidates at the online examination centre and Interview venue.
- 3.0 **Educational Qualification & Experience :**

Sl No	Name of the Post	Educational Qualifications, Experience & other criteria
1.	Deputy Manager (HR)	Graduation in any discipline with not less than 60% (**) marks PLUS Two years recognised full time MBA OR Two years recognised full time Post Graduate Degree or Two years recognised full time Diploma OR Two years recognised full time Master of Management Studies OR Two years recognised full time MSW OR Recognised Integrated MBA From a UGC/AICTE recognised University/Institution with not less than 60% marks in aggregate. With Specialisation in - HR/HRM/HRD/Personnel Management/Industrial Relations/Personnel Management & Industrial Relations/Labour Welfare/Social Welfare OR

Sl No	Name of the Post	Educational Qualifications, Experience & other criteria
		Dual Specialisation with one of the Specialisation in above areas
2.	Deputy Manager (F&A)	Graduation in any discipline with not less than 60% (**) marks PLUS Two years recognised full time MBA OR Two years recognised full time Post Graduate Degree or Two years recognised full time Diploma OR Two years recognised full time Master of Management Studies OR Recognised Integrated MBA From a UGC/AICTE recognised University/Institution with not less than 60% marks in aggregate With Specialisation in Finance OR Dual Specialisation with one of the specialisation in Finance OR CA, CMA, CFA with Pass Class
3.	Deputy Manager (C&MM)	Graduation in Engineering in any of the branches PLUS Two years recognised full time MBA OR Two years recognised full time Post Graduate Degree or Two years recognised full time Diploma OR Two years recognised full time Master of Management Studies OR Recognised Integrated MBA From a UGC/AICTE recognised university/ Institution with not less than 60% marks in aggregate With Specialisation in – Materials Management/Operation Management/Supply Chain Management/Logistics Management/ Inventory Control Dual Specialisation with one of the specialisation in above areas. Note: Engineering Graduates with Post Graduate qualification as above will be considered for grant of advance increments by Selection Committee, subject to maximum of 5 increments based on performance at the recruitment stage.
4	Deputy Manager (Legal)	Full time LLB with not less than 60% in aggregate from a University recognised by the Bar Council of India. Should be registered with the concerned Bar council of the State or Bar Council of India and other statutory bodies.

Sl No	Name of the Post	Educational Qualifications, Experience & other criteria
		Should possess 3 years Post Qualification practical experience at Bar and/or in any reputed Organisation as an Officer having adequate exposure to Company/Civil/Labour Laws. Candidates with experience may be considered for grant of advance increments by the selection committee at the recruitment stage.
5	Jr. Hindi Translator (JHT)	(i) Master's degree from a recognised university in Hindi with English as a compulsory or elective subject or as the medium of examination at the Degree Level; (OR) Master's degree from a recognised university in English with Hindi as a compulsory or elective subject or as the medium of examination at the Degree Level; (OR) Master's degree from a recognised university in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the Degree Level; (OR) Master's degree from a recognised university in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of examination at the Degree Level; (OR) Master's degree from a recognized university in any subject other than Hindi and English, with Hindi and English as a compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at Degree Level; and (ii) Diploma or Certificate course in translation from Hindi to English and vice versa from a recognized institute or two years' experience of translation work from Hindi to English and vice versa in Central Government or State Government office including Government of India undertaking.

Note :

- (i) **For PwBD candidates, the educational qualifications for Dy. Managers will be 55% instead of current 60% wherever prescribed.
- (ii) In case of educational qualification, in addition to an institute being approved by UGC/AICTE, the particular Degree/Diploma awarded by

that institute is also required to be an approved Degree/Diploma by UGC/AICTE.

- (iii) 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.
- (iv) Candidates must have already passed the qualifying examination as on the last date of submission of application i.e. **27/11/2025**. Candidates who have appeared for the qualifying examination but whose results are not declared by the crucial last date for submitting the application, are not eligible.
- (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.

4.0 Pay Level & Approximate Monthly Emoluments :

Name of the post	Pay Level in the Pay Matrix	Pay in the Pay Matrix	DA @ 55% of Pay) (w.e.f. 1 st January 2025)	Approximate Monthly Emoluments (Pay + DA)
Dy. Manager(HR)	Level 10	₹56,100/-	₹ 30,855/-	₹ 86,955/-
Dy. Manager (F&A)				
Dy. Manager (C&MM)				
Dy. Manager (Legal)				
Jr. Hindi Translator(JHT)	Level 06	₹35,400/-	₹ 19,470/-	₹ 54,870/-

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

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

A] Allowances :

- Transport Allowance
- Leave Travel Allowance
- House Rent Allowance/Leased Accommodation Facility/Housing
- Site Location Allowance
- Professional 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 Mobile Phone Charges
- Reimbursement of News Paper Charges
- Reimbursement of Membership fees for Professional Institution
- 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
- Benevolent Fund
- Group Insurance
- NPCIL Defined Contribution Pension Scheme 2025

5.0 Age Limit & Relaxation in upper age limit :

5.1 Age as on the last date of receipt of online application i.e. 27/11/2025.

Sl. No	Name of Post	Age Limit as on Closing Date i.e. 27/11/2025
1	Dy.Manager (HR/F&A/C&MM/Legal)	18 to 30 years
2	Junior Hindi Translator	21 to 30 years

5.2 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/EWS	10 years
4.	Persons with Benchmark Disability (PwBD) - Scheduled Caste/Scheduled Tribe	15 years
5.	Persons with Benchmark Disability (PwBD) - Other Backward Class (Non Creamy layer)	13 years
6.	Dependents of those who died in riots of 1984 (Dep 1984)	5 years
7.	Dependents of Defence Persons Killed in Action (DODPKIA)	5 years
8.	Ex-servicemen and commissioned officers including Emergency Commissioned Officers or Short Service Commissioned Officers.	5 years

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 fulfil 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/disability 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.

5.3 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 1/4/2025.

5.4 Further, OBC applicants, if called for document verification/interview will have to give an undertaking indicating that they belong to OBC (Non Creamy Layer) Category at the time of reporting for document verification/interview.

5.5 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 2025-26.

6.0 **Place of posting :**

The Deputy Managers (HR/F&A/C&MM/Legal) and Junior Hindi Translator may be posted at any of the NPCIL Units/Sites, Head Quarter (Mumbai) or Upcoming Projects of NPCIL in India depending on organizational requirement. However, the selected candidates shall be liable for posting **at** Sites/Stations/Projects/HQs/Joint Ventures (JVs) of NPCIL and DAE establishment, including posting abroad as per the organizational requirement.

7.0 **Selection Process :**

7.1 **Deputy Manager (HR/F&A/C&MM/Legal)**

(a) Recruitment of Deputy Managers will be conducted in two stages as follows:

- (i) Stage I - Online Test
- (ii) Stage II - Personal Interview

(b) **Stage I– Online Test details :**

- i. Time allotted for test : 120 Minutes
- ii. Number of Questions : 120
- iii. Sections – 02 (Two)

Section I : Management Aptitude - consisting of questions related to Quantitative Aptitude, Reasoning, Ethics in Public Service, RTI Act, English Language, Data Interpretation & General Awareness.

Section II : Questions related to Professional Discipline (Syllabus enclosed).

- iv. Number of questions in each Section

Section I : 50 Questions (Management Aptitude)

Section II : 70 Questions (Professional Discipline)

- v. Marking Scheme : 1(One) Mark for each correct answer and deduction of 0.25 (1/4th) marks for each wrong answer.
- vi. Qualifying Marks for test : for unreserved candidate:40% and for Reserved candidates – 30% (SC/ST/OBC (NCL)/PwBD/EWS)
- vii. Depending upon the no. of applications received, online test and venue will be decided and the same will be intimated to the candidates through website. On line test will be conducted at Six Metro Cities i.e. New Delhi, Mumbai, Kolkata, Chennai, Bengaluru, Hyderabad subject to availability of minimum number of eligible candidates at each centre. In case the number of candidates are **less or more** in the centre opted by the candidate, he/she may be allotted another centre at the discretion of NPCIL. Admit card of the screened-in candidate for appearing for online examination will be made available in the NPCIL website for downloading. Email and/or SMS will also be sent to screened-in candidates.
- viii. Admit card of the screened-in candidate for appearing for test will be made available in the website for downloading. Email and/or SMS will also be sent to screened-in candidates.
- ix. Scoring minimum qualifying marks in online test, does not mean, he/she is shortlisted for interview.
- x. Depending upon the no. of vacancies, only those candidates who rank sufficiently high in the order of merit, based on the total marks scored in the online test shall be shortlisted and called for personal interview.

(c) **Stage II –Interview :**

- i. Date of personal interview & venue will be notified later. Individual intimation for those who are shortlisted through online test will be sent by email and/or SMS and will also be displayed on NPCIL website in the individual login.
- ii. Ratio for calling candidates for interview will not exceed 5 times of the number of vacancies for each posts and category.
- iii. If there are more than 01 candidate with same cut off mark while short listing for interview, then all the candidates with same mark will be shortlisted for interview.
- iv. Persons with Benchmark Disabilities (PwBDs) will be shortlisted separately by applying 1:5 ratio in each category of disability.
- v. Total Marks for Personal Interview – 100

- vi. Qualifying marks for interview – 60% for unreserved candidates and 50% for Reserved candidates (SC/ST/OBC(NCL)/PwBD/EWS).
- vii. Weightage for online test and interview marks for preparing Final merit list - 50:50 (equal weightage)
- viii. Scoring minimum qualifying marks in the interview doesn't mean that the candidate is empanelled for appointment.
- ix. Common merit list for Dy. Manager (HR/F&A, C&MM/Legal) based on online test and interview marks will be prepared for each PwBD category for which vacancies are reserved & PwBDs will be selected in the order of merit from this list within the overall existing vacancies.
- x. In the event of a tie, following criteria shall be adopted in sequence for deciding position in merit list:
 - Candidates with higher marks in interview will be placed higher in the merit list
 - In case of candidates with equal interview marks, Candidates with higher marks in written test will be placed higher on the merit list.
 - Wherever, both written marks & interview marks is equal, candidate senior in age will be ranked higher.

7.2 **Junior Hindi Translators**

- (i) The written examination will be held in two stages :

Stage 1 –Preliminary Test &
Stage 2 –Advanced Test.

(A) Stage 1 (Preliminary Test):

- (i) It will be a Screening examination to be held to shortlist candidates.
- (ii) The test will consist of 50 Multiple Choice Questions (Choice of Four Answers) from the following syllabus :
 - 1. Samanya Hindi – 20 Questions
 - 2. Samanya Angrezi - 20 Questions
 - 3. Samanya Gyan/Ganith/Vishleshanatmak Tarkshakti - 10 Questions
- (iii) The Test will be of 01 (one) hour duration for a maximum 150 marks.
- (iv) 03 (Three) marks will be awarded for each correct answer and 01 (one) mark will be deducted for each incorrect answer.
- (v) Test may be conducted in single/multiple sessions depending upon logistics requirements.
- (vi) Qualifying Standards – The qualifying standards shall be as follows:

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

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

(B) Stage 2 (Advanced Test) :

- (i) All candidates screened in Stage- 1 to undertake an advanced test. The test will be of 02 (two) hours duration for a maximum of 150 marks.
- (ii) The Advanced Test will be a descriptive type Test comprising questions from the following syllabus :
 - a. Anuchched Anuvad – Do Hindi se Angrezi aur Do Angrezi se Hindi
 - b. Angrezi va Hindi ke Vakhyansh aur Muhavro ka Anuvad
 - c. Hindi yevam Angrezi shabdon ke Samatulya
 - d. Angrezi athva Hindi me saar Lekhan.
 - e. Angrezi me Paragraph Lekhan
 - f. Hindi Nibandh
- (iii) Qualifying Marks: The qualifying standards shall be as follows:

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

Accordingly, the General candidates less than 30% marks and the candidates belonging to SC/ST/OBC (NCL)/PwBD/EWS with less than 20% marks will be screened out for document verification.
- (iv) A merit list will be prepared of candidates after Stage 2 based upon scores obtained in Stage 2 only.
- (v) In the event of a tie, following criteria shall be adopted in sequence for deciding position in merit list:
 - Candidates with higher marks in Stage-1 to be placed higher on the merit list.
 - Candidates with lower negative marks in stage-1 to be placed higher on the merit list.
 - Date of birth of the candidates
- (vi) 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 of NPCIL. During the break candidates will not be allowed to go outside the examination centre. However, depend upon logistic arrangements and other exigencies the advanced test may be conducted without any break also.

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, the candidates to be called for document verification after written examination shall be 3 times of the number of vacancies for each category. If the number of candidates qualified in written test is less than 3 times of the number of vacancies for each category, then all the qualified and eligible candidates are to be called for document verification.

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

- (vii) "On selection to the post of Junior Hindi Translator (JHT), the candidate will be placed on probation for a period of one year. On completion of first six month period of probation, he/she will be subjected for typing test @ 30w.p.m. If the candidate fails to pass this test, a second chance will be provided after a period of one month.

Further, fifteen days Computer Proficiency Training will be provided during probation and probation will be closed subject to passing formal assessment of Computer Proficiency Test.

If he/she fails to pass the typing test in second chance or fails in formal assessment of computer proficiency test, his/her services shall be terminated for not acquiring the requisite skills for performing the duty satisfactorily."

- 7.3 PwBD candidates called for online test will be allowed to use assistive devices & scribe as per Govt. of India orders issued from time to time. The candidates will have to intimate the same before the date of written examination. Also, the PwBD candidates called for written test will be eligible for additional compensatory time as per Govt. of India orders.
- 7.4 Depending upon the no. of applications received, online test and venue will be decided and the same will be intimated to the candidates through website. On line test will be conducted at Six Metro Cities i.e. New Delhi, Mumbai, Kolkata, Chennai, Bengaluru, Hyderabad subject to availability of minimum number of eligible candidates at each centre. In case the number of candidates are less or more in the centre opted by the candidate, he/she may be allotted another centre at the discretion of NPCIL. Admit card of the screened-in candidate for appearing for online examination will be made available in the NPCIL website for downloading. Email and/or SMS will also be sent to screened-in candidates.
- 7.5 The appointment of the selected candidate will be subject to the candidate being found Medically Fit by the Authorised Medical Officer of NPCIL.

8.0 Operation of Waiting List

- 8.1 Waitlist will be limited to equal number of candidates as in the select main list in different discipline and categories, which will be valid for a period of one year from the date of approval of panel.
- 8.2 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. 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.

9.0 Travelling Allowance (TA) will be reimbursed as follows :

- 9.1 Those outstation applicants who appear for interview for the post of Dy. Manager (HR, F&A, C&MM and Legal) will be reimbursed First Class (Not First

AC)/III AC back and forth rail fare by the shortest route only (including Rajdhani/Shatabdi/ Duranto Express) on production of tickets/boarding passes, in original. No TA reimbursement is payable for appearing for online test.

- 9.2 Only those outstation candidates appearing for online test for post of Junior Hindi Translator will be reimbursed 2nd class/sleeper class to and fro rail fare by the shortest route on production of original journey tickets.
- 9.3 The amount towards reimbursement of TA will be remitted to the bank account of the candidates electronically for to and fro rail fare by the shortest route only based on the correspondence address mentioned in the online application. If applicant is not eligible for online test/interview due to not meeting the eligibility criteria or non production of the required documents including NOC, travel ticket etc. no travelling expenses will be reimbursed. No cash payment shall be made. Accordingly, candidates will be required to submit their bank account details in the prescribed format as provided.
- 9.4 If candidate travel by any other mode other than entitled mode and spent more than entitled fare the reimbursement will be restricted to entitled fare on production of atleast one side of journey tickets/boarding pass.

10.0 **Verification of Original Documents at the time of interview /document verification (as applicable) :**

The following **original** documents will be verified at the time of interview/document verification. Non production of original documents will debar the candidate from appearing for the interview/document verification and no travelling charges will be reimbursed to such applicants as applicable:

- 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/Technical/Professional 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 at the time of interview/document verification.
 - iii. Candidates who are awarded gradation under the CGPA system are required to bring proof issued by the University/Institute converting the CGPA gradation into appropriate percentage, which should meet the advertised requirement for the post.
 - iv. There exists ambiguity in deciding %age of marks where it is under CGPA /CPI pattern and conversion is not available or provided by respective University / Institute. In such cases, following standards will be followed:-

%age of marks in qualifying examination	Equivalent CGPA / CPI on 10 Point scale	Equivalent CGPA / CPI on 9 Point scale	Equivalent CGPA / CPI on 8 Point scale	Equivalent CGPA / CPI on 7 Point scale	Equivalent CGPA / CPI on 6 Point scale	Equivalent CGPA / CPI on 5 Point scale	Equivalent CGPA / CPI on 4 Point scale
55%	5.9	4.9	4.4	3.8	3.3	2.7	2.0
60%	6.5	5.4	4.8	4.2	3.6	3.0	2.2
65%	7	6	5.3	4.6	4	3.3	2.5

- 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 organisation, failing which they will not be allowed to appear for document verification/interview and no travelling expenses will be reimbursed to them.
- 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. **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.

11.0 **Language for Personal Interview:**

Applicants appearing for interview will have the choice of answering the questions either in Hindi or English.

12.0 **How to apply:**

Eligible applicants have to 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 registration will commence from **07/11/2025** at **10:00** Hrs and submission will end on **27/11/2025 at 17:00 Hrs.**
- d. It is mandatory to fill all the relevant information such as qualification details, experience details, 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, applicants are advised to keep such information ready before applying online.
- e. Before applying online, applicant 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 eAdmit Card/Interview Call Letter and only the applicant whose photograph is printed on the eAdmit card/call letter will be allowed to appear for test/interview (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. The applicant is required to furnish all basic information such as Name, Date of Birth, Category, Email, Mobile number & PwBD details. Please note that the Applicant will not be allowed to make any changes in the information furnished once she/he submits the Application. On successful completion of this stage, activation link is generated/allotted and sent to applicant's email. Click on Apply=>Online Registration link at top/left corner of web page for registration.

Step 2. The applicant 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 in 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:

1. Educational Qualifications
2. Post Qualification, Work Experience

3. Personal Details
4. Indicate city of preference for online test
5. Upload Photo & Signature
6. Submit Application

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

On entering all the information related to current stage, the applicant 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 applicant reaches "**Submit Application**" stage, a draft of all the information entered by the applicant will be shown. At this point the applicant is allowed to modify any details entered in earlier stages.

If applicant is sure that all the information entered is correct, she/he can submit the application using "Submit Application" option. Please note that the Applicant 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 (Registration No) will be generated in respect of 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. Only male candidates belonging to General, EWS and OBC categories are required to make a non-refundable payment as under towards application fee with the applicable bank charges. The application fee can be paid on any day between **07/11/2025 (1000 hrs. onwards) to 27/11/2025 (till 1700 hrs.)** only.

Sl.No.	Post	Application Fee
1	Dy. Manager(HR)	₹ 500/-
2	Dy. Manager (F&A)	
3	Dy. Manager (C&MM)	
4	Dy. Manager (Legal)	
5	Jr. Hindi Translator(JHT)	₹ 150/-

SC, ST, PwBD, Ex-servicemen, 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 applicant can view/print the online application form.
- i. Application Status can be seen by the applicant by login through "**Applicant's Login**" link.
- j. **Applicant 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 applicant 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. 59.99% should NOT be rounded off to 60%.
- l. Applicants will be informed through email and SMS (if active mobile number provided) about the availability of eAdmit Card on the website for test. Similarly, applicants will be informed through email and SMS about the availability of the 'eCall Letter' online on the website, if called/shortlisted for the Interview/document verification. The time and venue of the online test/interview/document verification will be available in the 'eAdmit Card/eCall Letter'. Applicants 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/interview/document verification venue, without which she/he will not be allowed to appear for online test/interview/document verification.

- m. Initial screening is primarily based on the information provided in the online application form. It is, therefore, strongly advised that all the details should be carefully and correctly entered in online application form.
- n. Candidate is allowed to appear for test/interview based on the information provided in the online application form. It is, therefore, strongly advised to ensure whether you fulfil prescribed eligibility criteria before applying & enter all the details carefully and correctly in the online application form.
- o. Applicants are required to keep the scanned signature and photograph ready for uploading at the time of online registration.
- p. Please note that the '**Online Application Form**' without valid signature and photograph will not be accepted.
- q. **Important :**
 - Four Step Process :
 - I. Registration
 - II. Activation
 - III. Fill Applicant Details, upload signature, photo & submit application
 - IV. Pay of Application fee (if fee is Applicable)

13.0 The shortlisted applicants appearing for the Online Test/Document Verification/Interview should invariably carry with them the following **at the time of reporting for Online Test/Document Verification/Personal Interview :**

- 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 applicant.
- 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.

14.0 **Important Dates :**

Starting date of online Registration	07/11/2025 (1000 Hrs)
Closing date of online application	27/11/2025 (1700 Hrs)
Payment of Application Fee	07/11/2025 (1000 Hrs) to 27/11/2025 (1700 Hrs)

15.0 **General Conditions:**

- a) Only **Indian Nationals** above 18 years age for Dy. Manager post & 21 years of age for Jr. Hindi Translator post, are eligible to apply.
- b) 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 cancelled 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 cancelled and if appointed, services will be terminated without any notice or compensation.

- c) 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.
- d) In case of multiple/duplicate applications by candidate for the same posts; only latest application will be considered.
- e) The crucial date for reckoning the Maximum Age Limit and Post Qualification Experience is the last date of submission of online application i.e. **27/11/2025**.
- f) Only Post Qualification experience will be considered as relevant experience and preference will be given to the institutional experience. **Period of internship will not be counted as experience.**
- g) Category (SC/ST/OBC(NCL)/EWS/PwBD) once filled in the online application form will not be changed and no benefit of other category will be admissible later on. Requests for change of category will not be entertained and category mentioned in the online application form submitted by candidate only will be considered.
- h) 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.
- i) Application will be rejected, if the application fee has not been received in NPCIL account on or before **27/11/2025 (1700 Hrs)** in respect of those candidates who are required to pay Application Fee.
- j) 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.
- k) The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for Online Test/Document Verification and/or Interview.
- l) 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 Personal Interview/document verification. Applicant will not be interviewed/Document Verification, if any, of the required certificates/documents are not produced.
- m) Electronic gadgets such as mobile phones, electronic wrist watches, wrist watch phones, multimedia watches, pagers, calculator, pen

scanners or any other electronic devices are not permitted inside the Examination Hall. Any infringement of these instructions shall be entail cancellation of candidature.

- n) 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.
- o) 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.
- 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 Document verification, failing which they will not be allowed to appear for Interview/Document Verification.
- q) If applicant is not interviewed due to not meeting the eligibility criteria or non-production of the required documents including original NOC, travel ticket, boarding passes etc., travelling expenses will **NOT** be reimbursed.
- r) NPCIL reserves the right to cancel/restrict/enlarge/modify/alter the recruitment process, if need so arises, without issuing any further notice or assigning any reason thereof. NPCIL may at its discretion, re-conduct online test/interview/document verification, wherever necessary in respect of a centre/venue and/or all centres/candidates in case of any eventualities.
- s) No request for change of Test Centre, date and time allotted for Online Test/Document Verification/Interview (wherever applicable) will be entertained. NPCIL reserves the right of allocation of Test Centre of Online Test/Document Verification/Interview as it may deem fit which the applicant will be informed through email and/or SMS and no further request for any change shall be entertained in this regard.
- 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. Further, appointment of the selected candidate will be subject to medical fitness by the Authorised Medical Officer of NPCIL.
- v) All positions advertised carries with it the liability for posting at Sites/Stations/Projects/HQs/Joint Ventures (JVs) of NPCIL and DAE establishment, including posting abroad as per the organizational requirement.
- w) The email id and mobile number entered in the online application form should remain active till completion of recruitment process. **No change in the email id will be allowed once entered.** All future correspondence would be sent to the registered email.

- x) Request for refund of online application fee made by the candidate will not be entertained under any circumstances.
- y) In case of any ambiguity/dispute arising on account of interpretation in versions other than English, the English version shall prevail.
- z) In case of any dispute, legal jurisdiction will be Mumbai.
- aa) 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 online test at the test centre or Document Verification/Personal Interview at 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.
- bb) Applicants 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.**
- cc) Records of the candidates not selected shall not be preserved beyond 06 months from the date of publication of select list.
- dd) Mere fulfilment of requirements as laid down in the advertisement does not entitle a candidate to be called for Online Test/Document Verification/Interview.
- ee) For queries, candidates may refer the Frequently Asked Questions (FAQs) section.
- ff) **Canvassing in any form will be a disqualification.**

16.0 **Contact Us :**

- Applicants may submit their queries, if any, under 'Contact Us' Link.
- Queries received during the period from **07/11/2025 (1100 Hrs onwards)** till **27/11/2025 (up to 1300 Hrs)** will only be entertained.
- Only valid queries pertaining to recruitment of Deputy Managers (HR/F&A/C&MM/Legal) and Junior Hindi Translator (JHT) 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

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SYLLABUS FOR THE POST OF : Dy. MANAGER (HUMAN RESOUCUE)

Sl. No.	Topics
1	<u>Personnel Management:</u> Functions, Job analysis, Job Description, Job Evaluation, Organization Structure, Manpower Planning, Recruitment & Selection, Placement and Induction
2	Principles and Practices of Management
3	HRM concepts and functions, Performance appraisal, Career planning, Succession Planning
4	Training and Development, Management Development
5	Compensation Management
6	<u>Organizational Behaviour:</u> Concepts, Importance, Evolution, Group Dynamics, Motivation, Morale, Leadership, Job satisfaction, Organizational Change, Organizational Development, Organizational Climate
7	<u>Industrial Relations :</u> concept, scope, IR systems, Industrial disputes, Machinery for settlement of industrial disputes, workers participation in management, code of discipline, ILO, Grievance handling and Disciplinary action
8	<u>Trade Unions :</u> Meaning, objectives, functions, theories, trade union movement in India, trade union leadership, inter and intra union rivalry, role of different parties, Bi-party, Tripartism.
9	<u>Labour Legislation:</u> Principles of labour legislation, Implementation machinery, Labour legislation and Indian constitution. Factories Act, 1948, Industrial Disputes Act, 1947, Trade Union Act, 1926, Payment of Gratuity Act, 1972, Contract Labour (Abolition) / Regulation Act, Workmen's Compensations Act, 1923, Payment of Wages Act, 1936, Minimum Wages Act, 1948, Industrial Employment (Standing Orders) Act, 1946 Maternity Benefit Act, 1961, Employees Provident Fund & Misc. Provisions Act, Employees State Insurance Act.
10	Job Specification, Competency Development, Communication, RTI Act, 2005, Sexual Harassment of Women at Work Place (Prevention, Prohibition of Redresses Act.) 2013, Persons with Benchmarks Disability Act, 2016.
