

## Frequently Asked Questions – Advt. No. NML/01/2024

Sl. No.	Query	Clarification
1	What documents or information should be kept ready by a candidate before applying?	<p>Candidate should have:</p> <ol style="list-style-type: none"><li>a. Valid e-mail ID (This email ID shall be used to communicate with the candidate in the near future)</li><li>b. Valid Mobile number (This mobile number shall be used to communicate with the candidate in future if required)</li><li>c. Personal details</li><li>d. Educational qualification details.</li><li>e. Image of recent scanned photograph in jpg / jpeg format and size should be between 20KB - 100KB.</li><li>f. Image of scanned signature in jpg / jpeg format and size should be between 10KB – 50KB.</li><li>g. Debit Card/ Credit Card / UPI / Internet Banking details for online payment of application fee (as per applicability)</li><li>h. Scanned Copies of following documents (in pdf format &amp; each document size should not exceed 300KB):<ol style="list-style-type: none"><li>i. Documentary proof of Date of Birth (Matriculation/10<sup>th</sup>/ Date of Birth Certificate)</li><li>ii. Certificate and Marks Sheet of the qualifying qualification</li><li>iii. Service Certificate in case of Ex-servicemen</li><li>iv. Caste Certificate in respect of reserved categories in the prescribed format in respect of SC/ST and OBC Non-Creamy Layer; Declaration of Non-Creamy Layer Status in respect of OBC (NCL) candidates in prescribed format; Income and asset certificate in respect of EWS in prescribed format;</li><li>v. Land Oustee certification belonging to Coal Mining Project of NTPC / NML</li></ol></li></ol>

2	What if I do not have an e-mail and/or mobile number?	It is mandatory to have a valid e-mail id and mobile number since all future communication pertaining to this recruitment process shall be sent to the candidates including e-admit card, call letter for skill test, etc. via email/sms.
3	Can I change my Mobile number and/or email ID in future? What if I forget my log-in ID and password or want to change them in future?	<p><b>The name, mobile number, and email ID provided during registration cannot be changed or corrected throughout the recruitment process.</b> Application details will be emailed to the provided email address, so a valid email ID is required.</p> <p>Therefore, changing the mobile number and email ID after account creation in the application portal is not allowed. Login details will also be sent to the email ID provided at the time of registration.</p>
4	Can I use a different mobile number and/or email ID in the SB Collect portal?	Candidates must enter the same details in the SB Collect (payment portal) as those provided in the application portal.
5	Can I apply for more than one discipline/post against one advt if I am eligible for multiple disciplines?	<b>Candidate can apply for one discipline/post only.</b>
6	Can I make any changes to the application form after submission?	Candidates cannot make any changes to the application form once submitted. Before final submission, you will be able to preview the details filled in the application form and make modifications if needed using the Back/Cancel button at the end of each section.
7	My current residential address is temporary and it is likely to be shifted soon, so which address, I should provide?	It is advisable to furnish the correspondence address which will remain valid for minimum of one year. Providing temporary addresses may lead to inconvenience for future communication.
8	What is the procedure to make the payment of Application fee?	<p>Based on the eligibility of the candidate for payment of the application fee, a link of SB Collect would be populated on the application portal; the respective candidate has to use the same link for payment of the application fee.</p> <p>After payment of the application fee, the candidate has to upload the acknowledgement receipt and enter the payment details in the application portal.</p>

9	Will NML refund the Application fee in case my candidature is rejected?	Application fee once deposited is neither refundable nor adjustable for future recruitment.
10	I have done Full time BTech in relevant discipline. Can I apply for the post.	As per advt. Full Time Diploma is mandatory for Mining Overman, Magazine Incharge, Mechanical Supervisor, Electrical Supervisor, Vocational Training Instructor, Junior Mine Surveyor disciplines.
11	Are there any posts identified for Persons with Benchmark Disabilities?	The advertised posts are for posting at coal mining sites. There are no suitable posts identified for Persons with Benchmark Disabilities.
12	Will I get my first preferred CBT Center?	Your preferred CBT Centre is not assured as it depends on seat availability at the exam centres, the number of applicants, the date and time of application submission, etc. Candidates should be ready to go to any test centre specified on the admit card they receive.
13	Can I change my test centre?	The test centre assigned on the admit card will not be altered at any stage.
14	I had appeared in the recruitment test on January 21, 2024, against Advt No. NML/01/2023, which was later annulled. However, I now exceed the upper age limit criteria. Can I still apply?	<p>Candidates who applied in the previous recruitment drive (ie against Advt No. NML/01/2023) and were issued admit cards for the written test on January 21, 2024, are now eligible to apply under this advertisement No. NML/01/2024.</p> <p>Such candidates <b>must possess their Admit Card for the written test on January 21, 2024, upload it in the application portal</b>, and provide the Roll Number and Application Number details from the admit card to avail the age relaxation in the application portal.</p>
15	I had appeared in the recruitment test on January 21, 2024, against Advt No. NML/01/2023, which was later annulled. Can I get an exemption from paying the application fee for this recruitment?	<p>Please refer to the detailed advertisement No. NML/01/2024.</p> <p>Candidates who applied and were found eligible (<b>issued admit cards for the written test conducted on January 21, 2024</b>) in the <b>previous recruitment drive under Advt. No. NML/01/2023, are exempted from the application fee against this recruitment advertisement.</b></p>

		Such candidates <b>must possess their Admit Card for the written test on January 21, 2024, upload it in the application portal</b> , and provide the Roll Number and Application Number details from the admit card to avail the fee exemption in the application portal.
16	I received my admit card via email for the recruitment test on January 21, 2024, against Advt No. NML/01/2023. How do I upload the admit card in the application portal?	Download or print the admit card received by email as a PDF file. Upload the PDF file in the application portal and provide the Roll Number and Application Number details in the application portal from the admit card to avail the fee exemption and/or age relaxation.
17	Should the candidate send the printout of the application along with the supporting documents?	Candidates are not required to send any physical copy of the documents during the application process. The candidates are advised to go through the requirements of educational qualification, age, reservation, relaxation, application fee, etc. and satisfy themselves that they are eligible before applying. Copies of supporting documents in PDF format are to be uploaded in the application portal.
18	What is the e-mail ID for seeking clarification, if any, with regard to the application process?	The e-mail ID for seeking clarification with regard to the application process is nml@jobapply.in.
19	What is the indicative syllabus for the Stage-1 CBT?	The post-wise indicative syllabus is provided on the application portal. Also, to familiarise the candidates with the pattern of the CBT, a mock question paper is provided on the application portal.
20	What is the Medical Standard for pre-employment medical examination, if shortlisted for the post?	The shortlisted candidates will have to undergo a pre-employment medical examination at any of the NTPC/NML hospitals as per the Medical Norms of the Company and as per the provisions mentioned in The Mines Act 1952 and in The Mines Rules 1955 for ascertaining Medical Fitness.

**Note:** All correspondence with candidates shall be done through e-mail only. All information regarding examination, admit cards etc. shall be uploaded on the website/ provided through email. Responsibility of receiving, downloading, and printing of

admit card / any other information shall be of the candidate only. NML will not be responsible for any loss of e-mail sent, due to invalid / wrong e-mail ID provided by the candidate or delivery of e-mails to Spam/Bulk mail folder or for delay / non-receipt of information if a candidate fails to access his / her mail / website in time or DND activated mobile no. etc.