

Sl. No.	Query	Clarification
1	What documents or information should a candidate keep ready before applying?	<p>Candidate should have:</p> <ol style="list-style-type: none"> <li>a) A valid e-mail ID (this email ID shall be used to communicate with the candidate in the near future)</li> <li>b) A valid mobile number (this mobile number shall be used to communicate OTPs and other communications with the candidate in future, if required)</li> <li>c) Personal details</li> <li>d) Image of a recent scanned photograph in jpg/jpeg format and size should be between 20KB–100KB.</li> <li>e) Image of scanned signature in jpg/jpeg format and size should be between 10KB–100KB.</li> <li>f) Scanned Copies of the following documents (in PDF format, and each document size should not exceed 2MB) - <ol style="list-style-type: none"> <li>i. Documentary proof of Date of Birth (Matriculation/10<sup>th</sup> certificates along with marksheet).</li> <li>ii. Certificates of Educational and Professional Qualifications (including mark sheets) of the qualifying examinations, as required for the advertised post, along with the CGPA/GPA to percentage (%) conversion formula, as applicable.</li> <li>iii. All experience-related documents as per the advertised post in a chronological order, starting from the first to the last/current company, along with 02 payslips per year for each company (as a single PDF file).</li> <li>iv. Caste/Category 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 the prescribed format; Income and asset certificate in respect of EWS candidates in the prescribed format.</li> <li>v. PwBD Certificate (if applicable).</li> <li>vi. Ex-servicemen Discharge Certificate, Undertaking and Proforma of Certificate for Employed Officials in case of Ex-Servicemen in the prescribed format.</li> </ol> </li> <li>g) Debit Card/Credit Card/UPI/Internet Banking/Prepaid Card details for online payment of application fee (as per applicability).</li> </ol> <p><b>Note: Candidates are required to refer to and follow the Guidelines and Sequence for Uploading of Documents as available in the application portal.</b></p>

Frequently Asked Questions (FAQs) – Advt. No. NML/01/2025

Updated on 26.10.2025

2	What is the official portal for application submission?	<p>Candidates need to visit the Career page of <a href="https://www.nml.co.in">https://www.nml.co.in</a> for all details related to the exam and recruitment process.</p> <p><b>The link for the application portal will be made available on this page. The online application window will open on 27.10.2025 and close on 15.11.2025.</b></p>
3	What if I do not have an email and/or mobile number?	<p>It is mandatory to have a valid e-mail ID and mobile number, as all OTPs and future communication pertaining to this recruitment process shall be sent to candidates via email/SMS only, including the e-admit card, call letter for interview, etc.</p>
4	Can I change my Mobile number and/or email ID in future? What if I forget my login ID and password or want to change them in future?	<p><b>The name, mobile number, and email ID provided during the registration process cannot be changed or corrected during the recruitment process.</b> Application details and other future communications 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>
5	How is the CGPA/GPA to percentage conversion handled in the application process?	<p>Candidates who have received Grades, CGPA, or GPA must convert these into percentages using their University's specific conversion formula. This formula must be submitted, along with their marksheets and certificates, through the application portal.</p> <p><b>In case there is no such provision or formula for converting grades, CGPA, or GPA to percentage, the candidate is required to submit documentary proof, issued by the University/Institute, in writing stating the non-availability of such provisions in the rules.</b></p>
6	How should candidates enter their percentage of marks in the application form?	<p>Candidates must enter their exact percentage of marks up to two decimal places (for example, 49.99%). Rounding off marks to the next whole number or ignoring decimal points is not allowed.</p>
7	In which format should SC/ST/OBC/EWS/PwBD certificates be submitted, and what are the details about caste certificate requirements?	<p>Refer to the Guidelines and Sequence for Uploading of Documents as available in the application portal.</p> <p><b>Candidate's name and his father's name in the caste/category certificate should exactly be the same as mentioned in his matriculation (10th) Certificate.</b></p>

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Updated on 26.10.2025

<b>8</b>	What are the certificate requirements for OBC (NCL) and EWS candidates?	Candidates of the <b>OBC (NCL) category</b> should submit a caste certificate in the central format, <b>issued and valid for the current financial year (i.e., FY 2025-26)</b> only. Candidates of the <b>EWS category</b> should submit the current year Income and Asset certificate in the prescribed format, <b>valid for FY 2025-26, based on the income of FY 2024-25.</b>
<b>9</b>	From where should PwBD candidates obtain their Certificate of Disability?	As per the Government of India guidelines, PwBD candidates must obtain their Certificate of Disability only through the Unique Disability Identity Card Portal - <a href="http://www.swavlambancard.gov.in">http://www.swavlambancard.gov.in</a> .  The certificate should be issued by the competent medical authorities as notified by the respective Government of State or Union Territory.
<b>10</b>	Are there any posts identified for Persons with Benchmark Disabilities? For which posts are PwBD candidates eligible, and what disability types are identified?	Executive (Finance) and Executive (Environment Management) posts are identified for PwBD candidates for certain specified types of disabilities. Details of the identified disability categories are mentioned in the detailed advertisement (Advt. No. NML/01/2025) available on the career page of <a href="http://www.nml.co.in">www.nml.co.in</a> .  However, the Assistant Mine Surveyor post is not identified for PwBD candidates.
<b>11</b>	I have done a full-time B.Tech in a relevant discipline. Can I apply for the Assistant Mine Surveyor post?	As per the advertisement, a full-time regular Diploma is mandatory for Assistant Mine Surveyor posts. Accordingly, candidates who do not have a full-time regular Diploma in the relevant discipline are not eligible for the Assistant Mine Surveyor post.
<b>12</b>	What is the procedure to make the payment of the Application fee?	The candidates, as applicable, will have the option to pay the application fee through digital modes, i.e., Net banking/Debit Card/Credit Card/Prepaid Card/UPI, in the online application.
<b>13</b>	What is the application fee, and who is exempt from paying the application fee?	Candidates belonging to the UR/EWS/OBC category are required to pay an application fee of ₹500/-. Platform charges and applicable taxes will be charged extra, over and above the application fee.  All candidates belonging to the SC/ST/XSM/PwBD category, and female/third gender candidates, are exempt from paying the application fee.
<b>14</b>	Will NML refund the application fee in case my candidature is rejected?	The application fee, once deposited, is neither refundable nor adjustable for future recruitment. Candidates are therefore required to verify their eligibility criteria before applying and paying the application fee.

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Updated on 26.10.2025

15	Does training/ teaching/ internship/ apprenticeship/ articleship count as work experience?	Training/Teaching/Internship/Apprenticeship/Articleship period would not be counted as experience.
16	Is a degree or diploma obtained through distance education acceptable as a qualification?	<p>Degrees or diplomas obtained through distance education are not acceptable.</p> <p>As specified in the detailed advertisement under the essential qualification for each post, only full-time regular degrees or diplomas from recognised universities or institutions are considered valid.</p> <p>However, CA/CMA qualifications obtained in accordance with the guidelines of the Institute of Chartered Accountants of India / Institute of Cost Accountants of India are acceptable.</p>
17	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/Payment of the application fee, candidates will be able to preview the details filled in the application form and make modifications, if needed.
18	My current residential address is temporary and is likely to be changed soon. Which address should I provide?	It is advisable to furnish the correspondence address, which will remain valid for at least 1 year. Providing temporary addresses may lead to inconvenience for future communication.
19	I am currently working for a Government/Public Sector Undertaking. Do I need to produce any certificate/document for the selection process of NML?	Candidates employed in the Government. Departments/PSUs/autonomous bodies, etc., both on Regular and FTE rolls, are required to submit a relieving letter from the respective organisation at the time of joining if selected for the post against the Advt. No. NML/01/2025.
20	What is the indicative syllabus for the CBT?	The post-wise indicative syllabus shall be provided on the application portal. To help candidates understand the exam pattern and question format, a mock question paper/demo test will also be made available on the application portal shortly.
21	What is the structure of the Computer-Based Test (CBT)?	<ul style="list-style-type: none"> <li>• The CBT will be conducted online at the all-India level and will consist of two parts: <ul style="list-style-type: none"> <li>○ Subject Knowledge Test (SKT): 80 multiple-choice questions (MCQs) related to the candidate's discipline.</li> <li>○ Executive Aptitude Test (EAT): 40 MCQs on aptitude, including numerical ability, reasoning, reading comprehension, general awareness, data interpretation, etc.</li> </ul> </li> <li>• The test duration will be for 2 hours.</li> <li>• There will be negative marking. ¼ (one-fourth) of the marks assigned to each question will be deducted for every wrong answer.</li> </ul>

		<ul style="list-style-type: none"> <li>• <b>Qualifying marks:</b> <ul style="list-style-type: none"> <li>○ Qualifying marks for UR/EWS category vacancies - 40% in SKT and 30% in EAT.</li> <li>○ Qualifying marks for SC/ST/OBC/PwBD category vacancies - 25% relaxation w.r.t UR/EWS category qualifying marks for both SKT and EAT.</li> <li>○ Candidates are required to qualify in both SKT and EAT separately.</li> </ul> </li> <li>• Based on the merit in the CBT, candidates will be shortlisted and called for a Personal Interview.</li> </ul>
22	Will I get my first preferred CBT Centre?	During the application process, candidates must indicate their test centre preference in order of priority. However, NML reserves the right to cancel or change the test city depending on the candidates' responses to a particular city. <b>Candidates must be prepared to appear at any test centre allotted to them, as specified in their admit card.</b>
23	Can I change my test centre?	<b>No change in the allocated test centre will be considered under any circumstances.</b>
24	Should the candidate send the application printout along with the supporting documents to NML?	Candidates are not required to send any physical copies of the documents during the application process to NML. Copies of supporting documents in PDF format must be uploaded to the application portal only.
25	What are the qualifying marks in the personal interview for each category? What is the final selection weightage between CBT and interview?	<p>The qualifying marks in the Personal Interview are as follows:</p> <ul style="list-style-type: none"> <li>• UR/EWS category vacancies: 40%</li> <li>• SC/ST/OBC/PwBD category vacancies: 30%</li> </ul> <p>The final selection shall be based on a 85% weightage to CBT marks and a 15% weightage to Personal Interview marks.</p>
26	Will the interview be online or offline?	<p>The interview may be conducted either online or in person at Ranchi.</p> <ul style="list-style-type: none"> <li>• The detailed information about the mode (online/physical), venue, date, and time will be mentioned in the interview call letter sent to candidates shortlisted for the Personal Interview.</li> <li>• No request for a change in the interview venue, mode, or schedule will be entertained.</li> <li>• In case of an online interview, candidates must ensure: <ul style="list-style-type: none"> <li>○ Proper internet connectivity, and</li> <li>○ Availability of the required meeting platform/software on their computer/laptop.</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>○ <b>NML will not be responsible for any technical issues or glitches occurring on the candidate’s side during the interview.</b></li> </ul> <p>If the interview is conducted in person, it will be held at Ranchi, as per the details provided in the call letter.</p>
27	What are the Medical Standards for pre-employment medical examination, if shortlisted for the post?	<p>All shortlisted candidates must undergo a pre-employment medical examination at any of the NTPC/NML hospitals, as per the Medical Norms of the Company.</p> <p>The detailed Norms and Standards for Medical Fitness can be viewed in the “Norms &amp; Formats” section available on the career page of <a href="http://www.nml.co.in">www.nml.co.in</a>.</p>
28	What is the e-mail ID for seeking clarification, if any, regarding the application process?	<p>The e-mail ID for seeking clarification regarding the application process is <b><a href="mailto:nml.career@gmail.com">nml.career@gmail.com</a></b>.</p>

**Note:**

- All correspondence with candidates shall be done through e-mail only. All information regarding examination, admit cards, etc., shall be provided on the NML website/through email. Responsibility of receiving, downloading, and printing the admit card / any other information shall be of the candidate only.
- NML will not be responsible for any loss of emails sent due to incorrect or invalid email ID provided by the candidate, or for emails delivered to Spam/Bulk/Junk folders, or for delays or non-receipt of information if a candidate fails to access their email or website in time, or if DND is activated on their mobile number, etc.
- Candidates must also go through the detailed advertisement, Guidelines and Sequence for Uploading of Documents, Norms & Formats, FAQs, and any addenda, corrigenda, or updates on the **career page of <https://www.nml.co.in>** before applying to ensure that they meet all eligibility criteria.