



NLC India Limited

("Navratna" – A Government of India Enterprise)

HR DEPARTMENT : CORPORATE OFFICE

Corporate Office: Block-1, Neyveli-607 801, Cuddalore District, TAMILNADU
(Regd. Off.: 135 Periyar EVR High Road, Kilpauk, Chennai-600 010)

IN: L93090TN1956GOI003507

Website : www.nlcindia.com

FAX : 04142-252645, 252646

Advt.No.CORP/HR/569/ADV/2022-48

Date: 13-07-2022

NOTIFICATION FOR ENGAGEMENT OF CONSULTANT (DATA ENTRY OPERATOR) AS PER NLCIL'S POLICY FOR AVAILING SERVICES OF FORMER / RETIRED PERSONS AS ADVISORS / CONSULTANTS.

NLC India Limited (NLCIL), a premier "Navratna" Public Sector Enterprise is spreading its wings in the frontiers of Mining (Lignite & Coal), Thermal Power generation and Renewable energy.

NLC India Limited invites applications for engagement of Full Time Consultant from the experienced person (Non-Executive) in the State of Odisha for a period of **One Year**.

The eligibility criteria, terms of engagement, pay and allowances, other benefits are mentioned below:

1.	Name of the Post	Consultant (Data Entry Operator)
2.	No. of Posts	Two Posts
3.	Place of Posting	Neyveli Talabira Thermal Power Project, NLCIL, Sambalpur.
4.	Grade/Level	Non-Executive from Govt. of Odisha or any other Public Sector Undertaking or its subsidiaries in the state of Odisha.
5.	Nature of work	Preparation of Notice, Documents relating to details of payment of compensation, to prepare draft letter for correspondence & information for meeting.
6.	Qualification	Higher Secondary Certificate / Higher with PGDCA / DCA Certificate from a recognized institute.
7.	Experience	Minimum one year of experience in Govt. of Odisha or any other Public Sector Undertaking/ or its subsidiaries having experience in Land acquisition under RFCTLA (R&R) Act. 2013 for process of entering / updating data in to a computerized data base or proper documents (Example- MS Word / MS Excel / MS Power Point).
8.	Max. Age Limit	Experienced person not exceeding 60 years of age.
9.	Terms and Conditions	a) The selected Consultant would be stationed at Neyveli Talabira Thermal Power Project, Sambalpur, Odisha. b) Notice period for termination of Contract – one month's notice or consolidated compensation amount from either side or as indicated in the Terms & Conditions of the appointment. c) The Consultant so engaged shall maintain absolute integrity and secrecy of the Company's business and shall not engage himself with any other business during his tenure as Advisor. He shall perform the duties of the Consultant with due diligence.

		<p>d) Tax- In case of payment of GST is required, then the same shall be reimbursed on production of proof of such payment.</p> <p>e) Persons who have retired through Voluntary Retirement Scheme shall not be considered.</p> <p>f) Only Indian Nationals are eligible to apply.</p> <p>g) All qualifications should be from Universities / Institutions recognized and approved by India.</p> <p>h) Knowledge of Odia, English & Hindi is essential.</p> <p>i) All computations of age / experience / requirement / qualification shall be done w.r.t. the last date of receipt of applications.</p> <p>j) Other terms and conditions will be as per NLCIL's policy in vogue.</p>
10.	Remuneration	Consolidated monthly honorarium of Rs 18,000/-

The application Forms can be downloaded from NLCIL website www.nlcindia.in under the caption "**CAREERS**" (Advisor).

Interested candidates fulfilling the above criteria may submit their resume along with following (self-attested) documents.

1. Proof of Age (Matriculation certificate)
2. Copy of relieving order from the company last worked.
3. Certificates of Qualification and Experience
4. Last drawn Pay Slip.

The documents and application form may be submitted in a cover **superscribing the post applied** for and the Advertisement Number and the same shall reach the office of The Chief General Manager (HR), NLC India Limited, Corporate Office, Block-01, Neyveli – 607 801 (Tamilnadu) by Registered post/Speed Post by **23-07-2022**. NLCIL Management shall not be responsible for delay in transit, if any. Applications received after the due date will not be considered.

Selection will be done by a Selection Committee. NLCIL reserves the right to shortlist candidates for Selection process.

NLCIL reserves the right to cancel/restrict/modify/alter the engagement process, if required, without issuing any further notice or assigning any reason thereof. Any modifications/amendments in this notification will be published on NLCIL website only.

The decision of Competent Authority of NLCIL in the matter will be final & binding upon all.

-Sd
CHIEF GENERAL MANAGER (HR)

APPLICATION FORMAT

For the Post of Consultant (Data Entry Operator), NTTTP, Sambalpur.

vide Advt. No. CORP/HR/569/ADV/2022-48, Dt.13-07-2022

1. Name (in block letter) :
2. Emp. No. (if retired from NLC/other CPSEs) :
3. Father's Name :
4. Present address for Communication :
5. Contact No. :
6. E-mail ID :
7. Permanent Address :
8. Date of Birth :
9. Educational Qualification :
10. Experience :
11. Details as prescribed below :

Photo

Name of Organization/ Deptt.	Last Post Held	Grade	Basic Pay with Grade Pay (where applicable)	Discipline	Period of last post held	Remark

12. Special Achievement (If any) :
13. Details of any Departmental Case or Court Case (if pending) :
14. Any Other Information relevant to the post :

Signature of the candidate with date

List of Enclosures: