



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/2022-62

Date: 07-12-2022

NOTIFICATION FOR ENGAGEMENT OF ADVISOR (Corporate Communications), NLC INDIA LIMITED AS PER NLCIL'S POLICY FOR AVAILING SERVICES OF FORMER / RETIRED EXECUTIVES 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 Advisor from retired personnel of E-3 grade or above from PSU / Government Services / Private, 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	Advisor (Corporate Communications)
2.	No. of Posts	One post
3.	Place of Posting	New Delhi or any other location as may be decided from time to time.
4.	Grade/Level	E-3 grade or above from PSU / Government Services or Private Organization / Practicing professionals in the respective field.
5.	Nature of work	a) Experience in media management and handling the media for various institutions for more than 25 years. b) Expertise and experience in Content writing, Editing, creative writing, making personalized profile, blog writing and also creative slogan preparation/ tagline / quotes /policy content writing for social media. c) Proficiency in Hindi and English and any one of regional language. d) Flair and expertise in translation, technical and non technical translation in any of the above three languages. e) Experience in making presentations. f) Actively involved in Social Media platforms and current trends etc g) Ability to handle live streaming / live feed for any events in social media h) Well versed in Video editing software(s) and video creations for promos and making documentaries. Ability to perform Social media impression / reach analysis and comparative data analysis in social media digital foot prints.
6.	Qualification	Any degree from recognized University.
7.	Experience	Minimum 25 years of experience in Media Management / Institutions.

8.	Max. Age Limit	Retired executive not exceeding 64 years of age.
9.	Terms and Conditions	<p>a) The selected Advisor would be stationed at New Delhi or any other location as decided from time to time.</p> <p>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.</p> <p>c) The Advisor 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 Advisor with due diligence</p> <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) All computations of experience / requirement / qualification shall be done w.r.t. the last date of receipt of application.</p> <p>a) Other terms and conditions will be as per NLCIL’s policy in vogue.</p>
10.	Remuneration	Consolidated monthly compensation / honorarium will be fixed in the minimum of the scale of pay he / she retired (or) Consolidated monthly compensation of Rs. 60,000/- (or) as may be recommended by Selection Committee.

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

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, 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 General Manager (HR)/EB, NLC India Limited, Corporate Office, Block-01, Neyveli – 607 801 (Tamilnadu) by Registered post/Speed Post by **17-12-2022**. 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.

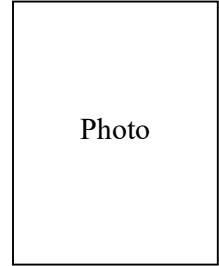
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GENERAL MANAGER (HR)

APPLICATION FORMAT

For the Post of ADVISOR (Corporate Communications)

vide Advt. No. CORP/HR/569/ADV/2022-62, Dt. 07-12-2022

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:



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: