



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/2021-19

Date: 03-09-2021

NOTIFICATION FOR ENGAGEMENT OF ADVISOR/FINANCE (INTERNAL AUDIT) NLC INDIA LIMITED AS PER NLCIL'S POLICY FOR AVAILING SERVICES OF PERSONS AT JUNIOR LEVEL ON TENURE/SHORT TERM CONTRACT BASIS.

NLC India Limited (NLCIL), a premier "NAVRATNA" Public Sector Enterprise with a present annual turnover of Rs. 7249.63 crore 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 executives of minimum E6 grade and above in CPSEs or equivalent grade in Public sector undertakings/ Government Services only, on short-term contract basis 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/Finance (Internal Audit)
2.	No. of Posts / Place of Posting	One Post / Neyveli.
3.	Grade/Level	E6 grade and above
4.	Nature of work	<p>The Advisor shall be required to render his Advices and Services in respect of various tasks and assignments detailed here under but not limited the following:</p> <ol style="list-style-type: none">1. Coordination with Internal Auditors and Government Auditors and other CAG officials.2. Internal Audit of various Business process and activities of all or any of the Units and to take up the regular Internal Audit/Special Audit/Investigative Audit of any of the Units/Divisions of NLCIL jointly with Internal Audit team or independently as may be assigned by the Head of Internal Audit from time to time and to render assistance and support to Internal Audit team or finance department.3. Submit the Data/Information/reports relating to audit assignments/other tasks assigned within the timelines as may be stipulated by the Head of Internal Audit.4. Preparation of audit reports, MIS, Statements/replies, Information Notes, etc.. as may be required by the management from time to time.5. Reviewing and modifying the replies furnished by units to audit including CAG Audit as and when required.6. Guiding, supporting and assisting the Internal Audit/Other departmental executives for audit and preparation of reports.7. Any other tasks/Assignments relating to Audit/Accounts as

		<p>may be assigned by Head of Internal Audit/NLCIL Management from time to time.</p> <p>The above tasks are only indicative and not exhaustive and the management shall be entitled to assign any other asks/ assignments based on requirements.</p>
5.	Qualification	M.Com/MBA/CMA/CA
6.	Experience	Minimum experience of 25 years in Finance Division of CPSEs/ Public Sector Undertaking/Government Services of which experience in Internal Audit and Co-ordination with CAG & Internal Auditors shall not be less than for a period of 5 years .
7.	Max. Age Limit	Upper Age limit is 64 years as on 01.09.2021
8.	Terms and Conditions	<p>a) The selected Advisor would be stationed at NLCIL, Corporate Office, Neyveli.</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) Engagement of Advisor is subject to Vigilance clearance for last ten years from the companies where he worked.</p> <p>f) Persons who have retired through Voluntary Retirement Scheme shall not be considered.</p> <p>g) Only Indian Nationals are eligible to apply.</p> <p>h) All qualifications should be from Universities / Institutions recognized and approved by India.</p> <p>i) All computations of age / experience / requirement / qualification shall be done w.r.t. the last date of receipt of application.</p> <p>j) Other terms and conditions will be as per NLCIL’s policy in vogue.</p>
9.	Remuneration	Consolidated monthly compensation/honorarium will be fixed in the minimum of the scale of pay in which he/she was retired.

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

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 **13-09-2021** 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 on the basis of performance in the interview. NLCIL reserves the right to shortlist candidates for interview/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.

No TA/DA will be paid to any candidate for appearing in interview/selection process.

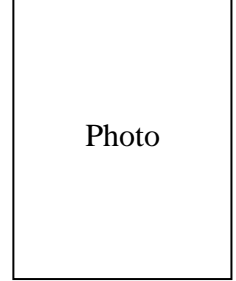
The decision of Competent Authority of NLCIL in the matter will be final & binding upon all.

Sd-
CHIEF GENERAL MANAGER (HR)

APPLICATION FORMAT
For the Post of ADVISOR/FINANCE (INTERNAL AUDIT),
CORPORATE OFFICE, NLCIL.

vide Advt. No. CORP/HR/569/ADV/2021-19, Dt. 03-09-2021

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: