



NLC India Limited

("Navratna" – A Government of India Enterprise)

HR DEPARTMENT : CORPORATE OFFICE

Corporate Office: Block-I, 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/2022-42

Date: 12-04-2022

NOTIFICATION FOR ENGAGEMENT OF CONSULTANT TO DIRECTOR (FINANCE) SECRETARIAT, NLC INDIA LIMITED AS PER NLCIL'S POLICY FOR AVAILING SERVICES OF FORMER/RETIRED SENIOR 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 Consultant from retired executives of minimum E5 grade and above from NLCIL or any other Public sector undertakings 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 to Director (Finance) secretariat
2.	No.of Posts	One post
3.	Place of Posting	Neyveli
4.	Grade/Level	E5 Grade and above of NLCIL or equivalent level.
5.	Nature of work	1. Scrutiny of proposals including Board and Board subcommittee proposals. 2. Handling correspondence independently and skills like effective communication, inter personal relationship, analysis of proposals, coordination with various auditors, data bank, organising various meetings, etc. etc. 3. Managing the day-to-day schedule of Director and Director's Secretariat, coordination with various auditors, data bank, organising various meetings, etc.
6.	Qualification	CA/CMA/MBA (Finance) from a recognized University.
7.	Experience	Post qualification experience of more than 10 years as Finance Executive and minimum 5 years of experience in Secretariat attached to Director of CPSE as Technical Secretary.
8.	Max. Age Limit	The upper age limit persons to be considered for engagement shall not exceed 64 years of age.

9.	Terms and Conditions	<p>a) The selected Consultant would be stationed at 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 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 Consultant. He shall perform the duties of the Consultant 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) Knowledge in MS office applications.</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>
10.	Remuneration	<p>Consolidated monthly compensation / honorarium will be fixed in minimum of the scale pay in which he / she retired. (or) as may be recommended by Selection Committee.</p>

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.
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 **22-04-2022**. 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.

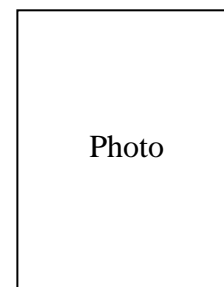
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CHIEF GENERAL MANAGER (HR)

APPLICATION FORMAT

For the Post of Consultant to Director (Finance) secretariat

vide Advt. No. CORP/HR/569/ADV/2022-42, Dt.12-04-2022

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: