

Advt. No.110/2024

Date: 13-08-2024

ENGAGEMENT OF CONSULTANT (CMD SECRETARIAT)
(As per NLCIL's policy for availing services of Former/Retired
Senior Executives as Advisors / Consultant)

1.0 NLC India Limited (NLCIL), a premier "NAVRATNA" Public Sector Enterprise with a present annual turnover of INR. 13946 Crores (FY 2023-24) is spreading its wings in the frontiers of Mining (Lignite & Coal), Thermal Power generation and Renewable energy.

2.0 NLC India Limited invites applications for engagement of Full Time **Consultant (CMD Secretariat)** from retired Executives in the Rank of E-6 or above Grade from Central Public Sector Enterprises for a period of **Six months**.

3.0 NAME OF THE POST, NUMBER OF VACANCIES, PAY & EDUCATIONAL QUALIFICATION:-

Name of the Post	No. of Posts	Grade / Level	Qualification
Consultant (CMD Secretariat)	01 (One)	E-6 Grade and above level	Post Graduate with Diploma in Labour Laws, Diploma in Computer Programming from a recognized University / Institute and Shorthand in English – 120wpm.

4.0 Experience:-

Minimum 20 years of experience in Secretariat attached to Board level Executives of CPSEs and worked in the position of Executive Secretary for a period of not less than three years.

5.0 Nature of Job:-

- 5.1 Mail Management.
- 5.2 Correspondence with Ministries of Central / State Government.
- 5.3 Correspondence with District Administration.
- 5.4 Updating the mail Correspondence for follow-up with various intra Departments.
- 5.5 Knowledge sharing relevant to Secretariat.
- 5.6 Other secretarial works.

6.0 CRUCIAL DATE:-

Crucial date will be the first of the month in which the Notification is issued (i.e. 01/08/2024) for age, experience & qualification.

7.0 UPPER AGE LIMIT:-

Applicant should be more than 60 years, but not more than 63 years.

8.0 PERIOD OF ENGAGEMENT:-

Six months.

9.0 PLACE OF POSTING:-

The selected **Consultant (CMD Secretariat)** would be stationed at Neyveli.

10.0 REMUNERATION:-

Consolidated monthly compensation/honorarium will be fixed in the minimum of the scale of pay in which he/she has retired.

11.0 TERMS AND CONDITIONS:-

- 11.1 The Consultant (CMD Secretariat) 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 (CMD Secretariat). He shall perform the duties of the Consultant (CMD Secretariat) with due diligence
- 11.2 Tax- In case of payment of GST is required, and then the same shall be reimbursed on production of proof of such payment.
- 11.3 Persons who have retired through Voluntary Retirement Scheme shall not be considered.
- 11.4 Only Indian Nationals are eligible to apply.
- 11.5 All qualifications should be from Universities / Institutions recognized and approved by Govt. of India.
- 11.6 Candidates already removed / terminated / deserted their employment from NLCIL or any other organization will not be considered.
- 11.7 Candidates already resigned/ Superannuated from NLC India Limited may also apply, subject to fulfilling the notified eligibility criteria.
- 11.8 The company reserves the right to terminate the engagement with one-month notice or one-month consolidated compensation amount from either side.
- 11.9 Other terms and conditions will be as per NLCIL's policy in vogue.
- 11.10 Candidates are informed that mere submission of applications shall not give them any right to be called for Selection.

12.0 HOW TO APPLY?

- 12.1 The application Form can be downloaded from NLCIL website www.nlcindia.in under the caption "CAREERS" (Advisors).
- 12.2 Interested candidates fulfilling the above criteria may submit their application along with following (self-attested) documents:-
 - 12.2.1 Proof of Age (Matriculation certificate).
 - 12.2.2 Copy of relieving order from the company last worked.
 - 12.2.3 Certificates of Qualification and Experience.
 - 12.2.4 Last drawn pay slip.

- 13.0 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** (Tamil Nadu) by Registered post/Speed Post **on or before 02-09-2024**. NLCIL Management shall not be responsible for delay in transit, if any. Applications received after the due date will not be considered.
- 14.0 Selection will be done by a Selection Committee. NLCIL reserves the right to shortlist candidates for Selection process.
- 15.0 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.
- 16.0 No TA/DA will be paid to any candidate for appearing in Selection process.
- 17.0 The decision of Competent Authority of NLCIL in the matter will be final & binding upon all.

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CHIEF GENERAL MANAGER (HR)

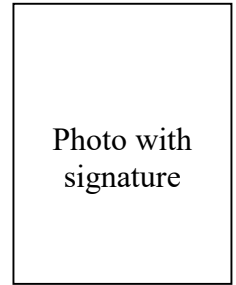
APPLICATION FORMAT

ENGAGEMENT OF CONSULTANT (CMD SECRETARIAT)

(As per NLCIL's policy for availing services of Former/Retired Senior Executives as Advisors / Consultant)

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. Total Experience in years :
11. Experience Details as prescribed below :



Name of Organization/ Dept.	Post Last held & Employee No.	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 :

DATE:

SIGNATURE OF THE CANDIDATE

List of Enclosures: