



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)



वसुधैव कुटुम्बकम्

ONE EARTH • ONE FAMILY • ONE FUTURE

IN: L93090TN1956GOI003507
Website : www.nlcindia.com
FAX : 04142-252645, 252646

Advt.No.CORP/HR/EB.(Exe.)/569/ADV/2023-74

Date: 06-04-2023

NOTIFICATION FOR ENGAGEMENT OF CONSULTANT (CVO SECRETARIAT) AS PER NLCIL'S POLICY FOR AVAILING SERVICES OF FORMER / RETIRED EXECUTIVES AS ADVISORS / CONSULTANTS.

NLC India Limited (NLCIL), a premier "NAVRATNA" Public Sector 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 Consultant for a period of **six months** from Retired Senior Executive Secretary from E6 grade and above from Govt./Public Sector Enterprises with the relevant experience.

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

1.	Name of the Post	Consultant (CVO Secretariat)
2.	Tenure period	Six months
3.	No. of Posts	One Post
4.	Place of Posting	Neyveli
5.	Grade	Retired Senior Executive Secretary from E6 Grade and above from Govt./Public Sector Enterprises with the relevant experience.
6.	Nature of work	i. Mail Management. ii. Correspondence with Central Vigilance Commission. iii. Correspondence with Ministries of Central / State Government. iv. Correspondence with various investigation agencies like CBI etc. v. Follow the mail Correspondence with various intra departments. vi. Knowledge sharing relevant to Secretariat. vii. Other Secretarial works.
7.	Qualification	Post Graduate degree from a recognized University / Institution. Technical Qualifications : Shorthand in English - Higher/Senior Grade (120 WPM) Shorthand in Tamil - Lower Grade (60 WPM) Type writing - Higher Grade in Tamil & English
8.	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. Desirable: Handling Vigilance department related works.
9.	Max. Age Limit	Retired Executive not exceeding 62 years of age.

10	Terms and Conditions	<ul style="list-style-type: none"> a) The selected candidate would be stationed at Neyveli. 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 candidate 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. He/She shall perform the duties of the Associate Advisor with due diligence d) Tax- In case of payment of GST is required, then the same shall be reimbursed on production of proof of such payment. e) Persons who have retired through Voluntary Retirement Scheme shall not be considered. f) Only Indian Nationals are eligible to apply. g) All qualifications should be from Universities / Institutions recognized and approved by Govt. of India. h) All computations of age / experience / requirement / qualification shall be done w.r.t. the last date of receipt of application. i) Other terms and conditions will be as per NLCIL's policy in vogue.
11	Remuneration	Consolidated monthly compensation / honorarium will be fixed in minimum of the scale pay in which he / she retired.

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

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 **super scribing the post applied** for and the Advertisement Number and the same shall reach the office of The General Manager (HR) / EB (Exe.), NLC India Limited, Corporate Office, Block-01, Neyveli – 607801 (Tamilnadu) by Registered post/Speed Post by **15-04-2023**. 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.

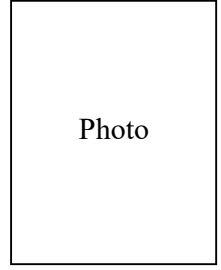
No TA/DA will be paid to any candidate for appearing in interview/selection process.

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

GENERAL MANAGER / HR (EB)

APPLICATION FORMAT
For the Post of Consultant (CVO Secretariat), Neyveli.
vide Advt. No. CORP/HR/ EB.(Exe.)/569/ADV/2023-74, Dt.06-04-2023

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.	Post last 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: