



# 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](http://www.nlcindia.com)

FAX : 04142-252645, 252646

Advt. No.CORP/HR/569/ADV/2022-29

Date: 01-02-2022

### **NOTIFICATION FOR ENGAGEMENT OF CONSULTANT (LIAISON – REGIONAL OFFICE), NLC INDIA LIMITED AS PER NLCIL'S POLICY FOR AVAILING SERVICES OF FORMER / RETIRED EMPLOYEES 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 employee of selection grade not below the level of SG4 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	<b>Consultant (Liaison – Regional Office)</b>
2.	No.of Posts	One post
3.	Place of Posting	Kolkatta
4.	Grade/Level	CPSE Retired 'Selection Grade' employee, not below the level of SG4.
5.	Nature of work	<ol style="list-style-type: none"><li>1. Operation &amp; Maintenance of NLCIL Regional office &amp; all administrative works related to Regional Office / Kolkatta.</li><li>2. Co-ordination duty with Central &amp; State Govt. Officials and other agencies. Follow up of Coal allocation for various projects with Coal India Officers.</li><li>3. Arranging accommodation and transport for officials VIPs of NLCIL as per eligibility and norms.</li><li>4. Protocol duty during visits of VIPs, Higher Officials, etc. at Kolkatta.</li><li>5. Facilitate meeting whenever required.</li><li>6. Co-ordination with Coal India, Coal Controller Office and Railways for smooth functioning of NLCIL works.</li><li>7. Follow up of procurement activities as requirement of various Units of NLCIL, subsidiary Companies and Joint ventures.</li><li>8. Arrangement for mining expo stalls for NLCIL during the Annual International Mining Expo at Kolkatta in Co-ordination with NLCIL Officials and other related activities.</li><li>9. All other works assigned / related to Regional Office / Kolkatta from time to time.</li></ol>
6.	Qualification	Post Graduate Degree.
7.	Experience	CPSE Retired Selection Grade employee, not below the level of SG4, with minimum 25 years in Liaisoning and Administration works.

8.	Max. Age Limit	Not exceeding 64 Years
9.	Terms and Conditions	<p>a) The selected candidate would be stationed at Kolkatta.</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 &amp; 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) All computations of age / experience / requirement / qualification shall be done w.r.t. the last date of receipt of application.</p> <p>i) Proficiency of Hindi, Bengali, Tamil &amp; English is essential.</p> <p>j) Skills required good negotiation, Communication &amp; Interpersonal Skills.</p> <p>k) Ability to establish and nurture beneficial business relationship.</p> <p>l) Other terms and conditions will be as per NLCIL’s policy in vogue.</p>
10.	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](http://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

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 **10-02-2022**. 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.

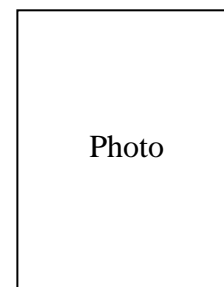
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**CHIEF GENERAL MANAGER (HR)**

**APPLICATION FORMAT**

**For the Post of Consultant (Liaison – Regional Office)**

*vide Advt. No. CORP/HR/569/ADV/2022-29, Dt.01-02-2022*

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: