

**Advt. No.114-1/2024**

Date:25-11-2024

**ENGAGEMENT OF CONSULTANT (JUNIOR LEVEL) - DATA ENTRY OPERATOR FOR NTPP, ODISHA**

(As per NLCIL's policy for availing services the services of persons  
at junior level on tenure / short term contract basis)

- 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 (Junior Level) – Data Entry Operator for Neyveli Talabira Thermal Power Project from Former Data Entry Operator from Government of Odisha or any other Public Sector Undertaking or its subsidiaries in the State of Odisha for a period of **One Year**.
- 3.0 NAME OF THE POST, NUMBER OF VACANCIES, PAY & EDUCATIONAL QUALIFICATION:-

| Name of the Post   | No. of Posts | Grade / Level  | Qualification   |
|--|--------------|--|---|
| Consultant (Junior Level) – Data Entry Operator for NTPP, Sambalpur. | 01 (One)     | Former Data Entry Operator from Government of Odisha or any other Public Sector Undertaking or its subsidiaries in the State of Odisha | Higher Secondary Certificate / Higher with PGDCA / DCA Certification from a recognized Institute. |

4.0 Experience:-

Minimum 01 year experience in Government of Odisha or any other Public Sector Undertaking / or its subsidiaries having experience in Land Acquisition under RFCTLA (R&R) Act 2013 for process of entering / updating data into a Computerized Data-base or proper documents (Example:- MS Word / MS Excel / MS Power-Point).

5.0 Nature of Job:-

- 5.1 Preparation of Notice, Preparation of documents relating to details of payment of Compensation,  
5.2 To prepare draft-letter for Correspondence, to prepare Information for Meeting.

6.0 CRUCIAL DATE:- Crucial date will be the first of the month in which the Notification is issued (i.e. 01/11/2024) for age, experience & qualification.

7.0 UPPER AGE LIMIT:-Applicant should not be more than 60 years as on 01/11/2024.

8.0 PERIOD OF ENGAGEMENT:- One Year

9.0 PLACE OF POSTING:-The selected Consultant (Junior Level) – Data Entry Operator for NTPP would be stationed at NTPP Odisha.

10.0 REMUNERATION:-

**Consolidated monthly compensation/honorarium of Rs. 18,000/-**

## 11.0 TERMS AND CONDITIONS:-

- 11.1 The Consultant (Junior Level) – Data Entry Operator for NTPP 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 (Junior Level) – Data Entry Operator for NTPP. He / She shall perform the duties of the Consultant (Junior Level) – Data Entry Operator for NTPP with due diligence.
  - 11.2 Knowledge of Odiya, English and Hindi is essential.
  - 11.3 Tax- In case of payment of GST is required, and then the same shall be reimbursed on production of proof of such payment.
  - 11.4 Persons who have retired through Voluntary Retirement Scheme shall not be considered.
  - 11.5 Only Indian Nationals are eligible to apply.
  - 11.6 All qualifications should be from Universities / Institutions recognized and approved by Govt. of India.
  - 11.7 Other terms and conditions will be as per NLCIL's policy in vogue.
  - 11.8 Candidates are informed that mere submission of applications shall not give them any right to be called for Selection.
  - 11.9 Candidates already removed / terminated / deserted their employment from NLCIL or any other organization will not be considered.
  - 11.10 Candidates already resigned/ Superannuated from NLC India Limited may also apply, subject to fulfilling the notified eligibility criteria.
  - 11.11 The company reserves the right to terminate the engagement with one-month notice or one-month consolidated compensation amount from either side.
- 12.0 HOW TO APPLY?
- 12.1 The application Form can be downloaded from NLCIL website [www.nlcindia.in](http://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:-
  - 12.3 Proof of Age (Matriculation certificate).
  - 12.4 Copy of relieving order from the company last worked.
  - 12.5 Certificates of Qualification and Experience.
  - 12.6 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 16-12-2024**. 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 interview/selection process
- 17.0 The decision of Competent Authority of NLCIL in the matter will be final & binding upon all.

-Sd-

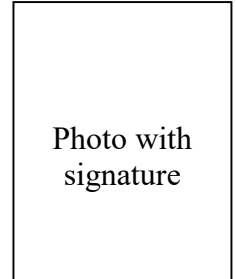
**CHIEF GENERAL MANAGER (HR)**

**APPLICATION FORMAT**

**ENGAGEMENT OF CONSULTANT (JUNIOR LEVEL) -  
DATA ENTRY OPERATOR FOR NTP, ODISHA**

(As per NLCIL's policy for availing services the services of persons  
at junior level on tenure / short term contract basis)

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 Organisation/ Dept. | 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 :

DATE:

SIGNATURE OF THE CANDIDATE

List of Enclosures: