

## OFFICE ORDER

Date: 23rd April 2014



### **NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED (A GOVERNMENT OF INDIA ENTERPRISE)**

NPCC Ltd. is a schedule 'B' Premier Public Sector Enterprise engaged in Engineering Construction, Planning, Operation and Project Management Consultancy in the fields of industrial Infrastructure, Thermal, Hydroelectric, Tunnelling, Railways, Highways, Surface Transport, Townships, Buildings, Dams, Weirs, Barrages, Public Health, Environmental Engineering and Border Fencing & Flood Lightning Works etc.

#### **Subject: Engagement of Consultant on Contract basis in HR Department -1 No., inviting applications, thereof.**

It is proposed to engage a retired PSU Officer at NPCC Ltd. to work as full time consultant on monthly basis under following terms and conditions:

- i) He/She must have retired from Schedule A or Schedule B Central PSU in the pay scale of at least Rs. 51,300-73,000, having served for minimum 2 years in this grade and should not have less than 30 years overall experience in HR.
- ii) The Consultant proposed for engagement shall be well acquainted with the functioning of CPSU/Central Government Ministries/Departments.
- iii) The work profile and responsibility would be equivalent to that of Executive Director(HR- Consultant).
- iv) The engagement shall be initially for a period of one year.
- v) The working hours shall normally be from 9:30 AM to 6:00 PM during working days, including half an hour lunch break in between. However, in exigencies of work, he/she may be required to sit late and may be called on Saturday/Sunday and other Gazetted holidays.
- vi) Consultant shall be eligible for 8 days leave during the period of one year. However, unavailed leave cannot be carried forward in case of extension beyond one year.
- vii) The engagement may be terminated at any time without assigning any reason by giving a notice of 30 days from either side.
- viii) The consolidated consultancy fees would be Rs. 62,400/= (Rupees sixty two thousand four hundred only) per month.
- ix) Maximum age limit of the Consultant is 65 years.
- x) The Consultant should have qualification of MBA(HR)/MA/M.Sc with Specialization in Human Resources.
- xi) The Consultant should have good knowledge and experience of Recruitment, Promotion, framing of rules & regulations, IR, Training, Disciplinary Cases, etc.

xii) Applications received against this advertisement will be shortlisted as per requirement and only those candidates who fulfill the required/prescribed eligibility criteria will be called for interview. No TA/DA will be paid for attending the interview.

The persons who fulfill the above mentioned eligibility criteria and are willing to offer their services as Consultant(HR), may submit application in the prescribed proforma as given in Annexure-I, latest by 8.5.2014, to General Manager(HR), NPCC Ltd. Plot No.67-68, Sector 25, Faridabad-121004, Haryana.

Sd/-

Sr.Manager(HR)

CC:

2. GGM(IT), NPCC Ltd., with a request to publish it on the NPCC Website.
3. Notice Board.

**ANNEXURE-I**



**APPLICATION FORM FOR ENGAGEMENT OF CONSULTANT (HR)  
ON CONTRACT BASIS IN NPCC LTD.**

Affix Pass Port  
Size  
Photo duly self  
attested

1. Name of the post applied for \_\_\_\_\_

2. Name of the Applicant (**In full Block Letters**) : \_\_\_\_\_

3. Father's/Husband's Name : \_\_\_\_\_

4. Date of Birth : \_\_\_\_\_

5. Age as on 30.04.2014 : Yr. \_\_\_\_\_ Month \_\_\_\_\_ Days \_\_\_\_\_

6. Date of retirement : \_\_\_\_\_

7. Nature of last/present employment i.e.  
Regular/Ad-hoc/Temporary/Permanent : \_\_\_\_\_

8. In case the present employment is held on  
Deputation/Contract basis, please state  
a) The date of initial appointment : \_\_\_\_\_

b) Period of appointment on deputation/contract : \_\_\_\_\_

9. Last/Present post held : \_\_\_\_\_

10. Pay scale of Last/ Present post held : \_\_\_\_\_

11. Basic Pay and total emoluments drawn p.m. presently : \_\_\_\_\_

12. Educational Qualification:

Sl. NO.	Degree/PG/If any	Name of Institute/College	Name of University	Month & Year of passing	% of Marks or CGPA Grade obtained

(please attach a copy of certificate self attested)

13. Permanent Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ PIN \_\_\_\_\_

14. Correspondence Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ PIN \_\_\_\_\_

15. Telephone No. : Office \_\_\_\_\_ Residence \_\_\_\_\_  
Mobile \_\_\_\_\_  
Email Id: \_\_\_\_\_

16. Whether applicant belongs to SC/ST/OBC : \_\_\_\_\_

17. Position held as per Experience Required :-

Sl No.	Name of Organisation/ Place of posting	Designation	Period of Service		Experience			Pay Scale- CDA/ IDA/	Basic Pay/ Gross emoluments	Nature of duties
			From	To	Year	Month	Total			

TOTAL EXPERIENCE UPTO 30.04.2014 = \_\_\_\_\_ Year \_\_\_\_\_ Month.  
(please attach a copy of certificate self attested).

18. Fixed Expected Remuneration (Daily/weekly/monthly) : \_\_\_\_\_

19. Other details,if any : \_\_\_\_\_  
(Detailed CV may be attached separately giving details of experience in chronological order starting from 1<sup>st</sup> served organization.)

**NOTE:**Applications which are not in the prescribed format or incomplete or without certificates or unsigned will be rejected summarily. I hereby declare that the particulars furnished above are true and correct upto the best of my knowledge and belief. I further declare that I was clear from Vigilance angle at the time of retirement.

( Name & Signature of the applicant )

Date: \_\_\_\_\_

**Advt. No. NPCC/Contract/P&A/14**