

Engagement of Data Entry Operator (2 positions) and MTS-Multitasking Staff (2 positions) in NLMC on contract basis.

Purpose and scope of Application: -

National land Monetization Corporation (NLMC) is a 100% GoI-owned company, under the administrative control of the Department of Public Enterprises, Ministry of Finance.

Background

NLMC proposes to engage Data Entry Operator (2 positions) and MTS-Multitasking Staff (2 positions) initially for a fixed period of Three years which may be extended by one year at a time up to a maximum tenure of five years i.e. 3+1+1 years for providing high quality services as per requirement. Accordingly, the positions are advertised.

Position – Data Entry Operator (2 positions) and MTS- Multitasking Staff (2 positions).

Qualification, Experience, Age limit & Remuneration:

	Data Entry Operator (DEO)	Multitasking Staff (MTS)
Educational Qualification required	Essential – Bachelor’s Degree	Non-matriculate/ Matriculate
Experience	Minimum of 5 years of experience as a stenographer and at least 1 year of work experience in Ministry/Deptt. under Govt of India	Minimum 5 years of experience in Ministry/ Deptt. under Govt of India
Age limit	Upto 35 years	Upto 45 years
Remuneration	Rs.30,000/- CTC	Rs.22,000/- CTC

Service Conditions - As per the company policy.

The application format is attached. Completed applications should be submitted either offline or online to the following address by **October 10, 2024**.

National land Monetization Corporation (NLMC), Room No.5, Ground Floor, Block No. 14, CGO Complex, Lodi Road, New Delhi – 110003.

Incomplete applications and applications received after the due date will not be considered/entertained.

1. Selection Process

- i. Completed application in the prescribed format through proper channel should reach the address mentioned in Para 2 on or before the last date of submission.
- ii. Incomplete applications and applications received after the stipulated time/date shall be rejected and shall not be entertained under any circumstances.
- iii. Only the Shortlisted candidates will be called for interview. The date & time of Interview will be informed to the applicants on the email ID provided in the Application Proforma.
- iv. The shortlisted candidates should carry original copies of all the documents submitted along with them for verification at the time of interview.
- v. The decision of the company regarding scrutiny of application and short listing shall be final and binding.
- vi. In the above cases, no request for relaxation or otherwise would be entertained.

2. Mode of Submission

- i. The Application is to be submitted either in digital mode or physical mode.
- ii. Private Sector applicants should submit duly filled applications directly in the prescribed format. Other Applicants should submit duly filled applications in the prescribed format through proper channel/Cadre Controlling authority.
- iii. A soft copy of the Application Proforma through proper channel along with self-attested documents shall be sent on the email id am-nlmc@gov.in with email subject line as – “Application for DEO/MTS” before the last date of submission.
- iv. The physical copy of the Application Proforma along with certificate by employer and self- attested documents should be enclosed in a single envelope and sent to The CEO, National Land Monetization Corporation, Room no.5, Block no.14, CGO Complex, New Delhi – 110003
- v. The last date for receipt of application in both digital and physical mode shall be same.

3. General Instruction

- i. Before applying, candidate should read the complete advertisement carefully and ensure that he/she fulfill the eligibility criteria for the post advertised in all respects.
- ii. Application will be liable for cancellation if at any stage it is found that information furnished in the application is misleading/incomplete/false.
- iii. The post is to be filled strictly on contractual basis.
- iv. Applicants are advised to give specific / correct/ full information and attach proof thereof by way of self-attested photocopies of the original documents/certificates etc. to be submitted along with the Application Proforma.
- v. The company reserves the right not to fill up the post, if so desires.
- vi. Mere fulfilling the minimum requirement will not vest any right for selection.

4. TA & Increments

- i. The individual consultant may require to undertake domestic tours subject to the approval of competent authority and they will be allowed TA as per the company policy.
- ii. The Company may give an annual increment as per the company policy subject to a maximum of 10% per annum.

5. Termination Clause

- i. Either party will have the right to terminate the contract by giving a written notice to the other party at least 30 days in advance, at any point of the contract period.
- ii. The Company will have the right to refuse to accept the resignation till the charges are properly handed over.

Last date for submission of application: October 10th 2024 till the end of office hours.

Application Proforma

National land Monetization Corporation (a wholly owned Government of India Company)					Photo of the Applicant					
Application for the post of.....										
1	Name (In Block letters)									
2	E-Mail Id									
3	Contact Numbers									
4	Gender									
5	Date of Birth (dd/mm/yyyy)									
6	Nationality									
7	Postal Address									
8	Permanent Address									
9	Educational Qualification (In chronological order)									
	No.	Name of Degree/ Diploma or examination passed			Name of Board/University / Institution		Period of Study Of Degree/ Diploma		Course Type (Full/ Part Time)	
						From	To			
10	Details of Experience (In chronological order)									
	Sl. No.	Name of the Organization		Designation	From date	To date	Total period (In years & months)	Roles & Responsibility	Salary drawn (monthly)	
11	Please indicate your significant achievements/experience in relation to the job profile of the position applied for									

I certify that the information furnished above is true, complete and correct to the best of knowledge & belief. If at any stage, any information is found to be false or incorrect, my candidature may be cancelled and my appointment if made, shall stand terminated without any notice and compensation.

Place:

Date:

Signature of applicant

Note:

- (1) Please attach a self-attested copy of your ID proof along with proof of educational qualification, work experience and last pay certificate as stated above.
- (2) Please also indicate names and addresses of two References and also indicate whether NLMC can get in touch with them in due course.
- (3) NLMC reserves the right to not fill these positions for any reasons whatsoever.
- (4) Only shortlisted candidates will be called for personal interaction and NLMC will not bear any expenditure in this regard.