

**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:**

	<b>Data Entry Operator (DEO)</b>	<b>Multitasking Staff (MTS)</b>
<b>Educational Qualification required</b>	Essential – Bachelor’s Degree	Non-matriculate/ Matriculate
<b>Experience</b>	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
<b>Age limit</b>	Upto 35 years	Upto 45 years
<b>Remuneration</b>	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](mailto: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 10<sup>th</sup> 2024 till the end of office hours.**

## Application Proforma

<b>National land Monetization Corporation</b> (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		CourseType (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.