

FURTHER DETAILS

S.N	Position	No of vacancy	Max. Age (yrs)	Min. Qualification	Min. Experience	Gross CTC per month (Rs.)
1	Consultant (AGM)– Investment Banking, Transactions/Acquisition	1	45	MBA/CA/ CFA	8 years	2,50,000
2	Consultant (AGM)- Law	1	45	LLB	8 years	2,50,000
3	Consultant (AGM)- Technical	1	40	B.Tech/BE	8 years	2,00,000
4	Consultant (AGM)- Accounts and Finance	1	45	CA	8 years	2,50,000
5	Consultant (Manager)– Company Secretary	1	45	CS	8 years	1,75,000
6	Manager - Investment Banking, Transactions/ Acquisition	1	40	MBA/CA/ CFA	5 years	1,75,000
7	Manager – Accounts and Finance	1	40	CA	5 years	1,75,000
8	Manager - Technical	1	35	B.Tech/BE	5 years	1,75,000
9	Manager, HR	1	35	MBA-HR	5 years	1,75,000
10	Dy. Manager/Legal Officer	1	35	LLB	4 years	1,50,000
11	Dy. Manager – HR/ Administration	1	35	MBA-HR/ Post Graduate	4 years	1,50,000
12	CS Trainee	1	30	CS	Fresher	70,000

JOB DESCRIPTION/EXPERIENCE:

- **Consultant (AGM) – Investment Banking, Transactions/Acquisition:** Applicant working as AGM/Manager in a PSU or AGM/AVP/Manager in private organization of repute with experience in financial services/ investment Banking/Credit with good appraisal and analytical skills having a good understanding of valuation techniques of assets should apply.
- **Consultant (AGM), Law:** Applicants should be experienced in legal due diligence of properties, title documentation, drafting of MOUs for joint development, leasing, agreements, tendering, and handling legal cases of various nature relating to properties, ownership etc.
- **Consultant (AGM) - Technical:** Person with experience in project conceptualization, planning and execution of projects in real estate and infrastructure development, dealing with development and government authorities etc should apply. Applicant should be working as AGM/Mgr in a PSU or AGM/ Asst. Vice President in private organization with experience in areas mentioned.
- **Consultant (AGM) Accounts and Finance:** Applicants should be experienced in handling accounting, audit, preparation of final accounts, taxation work, compliances, filing of returns, annual reports etc. Those working in PSU or private organisations as AGM/Manager with desired experience should apply.
- **Consultant (Manager) – Company Secretary:** Person, working as Company Secretary in a PSU or private organization of repute having experience of conducting Board meetings, committee meetings, handling compliances, should apply.
- **Manager - Investment Banking, Transactions/Acquisition:** Applicant working as Manager/Asst Manager/officer/executive in a PSU or in private organization of repute with experience in financial services/ investment Banking/Credit with good appraisal and analytical skills having a good understanding of valuation techniques of assets should apply.
- **Manager - Accounts and Finance:** Applicants should be experienced in handling accounting, audit, preparation of final accounts, taxation work, compliances, filing of returns, annual reports etc. Those working in PSU or private organisations as Manager/Asst Manager with desired experience should apply.
- **Manager – Technical:** Person with experience in project conceptualization, planning and execution of projects in real estate and infrastructure development, dealing with development and government authorities etc should apply. Applicant should be working as Manager/Asst Manager in a PSU or in private organization with experience in areas mentioned.
- **Manager – HR:** Energetic professionals with good knowledge and experience of handling various HR matters such as process of recruitment, PF, gratuity, leaves, drafting of various staff policies, drafting terms/ agreement for contract employment, handling HR related litigations etc., should apply.
- **Dy. Manager/Legal Officer:** Energetic legal professionals, with keen interest and knowledge of drafting agreements, MOUs, title verification handling legal matters with desired experience, should apply.
- **Dy. Manager – HR/Administration:** Energetic professionals with good knowledge and experience of handling various HR matters such as process of recruitment, PF, gratuity, leaves, drafting of various staff policies, drafting terms/ agreement for contract employment, handling HR related litigations etc and handling day to day administration, should apply.
- **CS Trainee:** Young CS professional, with good knowledge of companies Act and compliances, should apply. Applicants with experience in handling company secretarial work in good organisation shall be preferred.

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.

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 Consultant, NLMC”** 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. 401, 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.

GENERAL INSTRUCTIONS

- 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, initially for Three years and extendable by one year or as decided by Competent Authority.
- 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.

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.

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 31st 2023 till the end of office hours.

National Land Monetization Corporation

Department of Public Enterprises, Ministry of Finance, Government of India