viii. Prepare information memorandums, financial analysis,
analytical, market intelligence, and coordinate with solicitors,
legal consultants & CPSEs.
ix. Ensuring optimum client service delivery and engagement -

ix. Ensuring optimum client service delivery and engagement - calls, meetings, site visits, presentations, follow up, accurate & timely submission of company proposals to prospective clientele and overall governance during the execution phase.

#### 2. Selection Process

- i. Completed application in the prescribed format (Annexure-I) through proper channel should reach the address mentioned in Para 4 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.

### 3. 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 <a href="mailto:am-nlmc@gov.in">am-nlmc@gov.in</a> with email subject line as "Application for Consultant (Accounts/Legal/Asset monetization)" before the last date of submission.
- iv. The physical copy of the Application Proforma along with certificate by employer and selfattested 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.

## 4. Application Fee

- i. A Demand Draft for Rs. 500/- in favour of "National Land Monetization Corporation Limited" bearing Account No. 41104331178 with State Bank of India New Delhi main branch (Branch code; 00691 IFSC: SBIN0000691) should accompany the Application failing which the application will be rejected. Candidates should mention their name, address & post for which applied, on the reverse side of Demand Draft.
- ii. Online payment may also be made through "SBI Collect" "https://www.onlinesbi.sbi/sbicollect/icollecthome.htm" and the payment receipt may be downloaded and sent along with the application letter. A user manual in this regard is attached as **Annexure-II**.
- iii. In case, the payment is made through a 'Demand **Draft'** then the application should invariably be sent through **"Physical Mode"** (**"Digital Mode"** won't be accepted).
- iv. All the candidates must ensure that the payment is **"Completed"** as the transaction will be considered "incomplete" in case of any other payment status.

- v. Application without fees/less fee shall be rejected.
- vi. No other mode of payment than those mentioned above will be accepted.
- vii. Application fee once paid will not be refunded under any circumstances.

### 5. 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.
- 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.

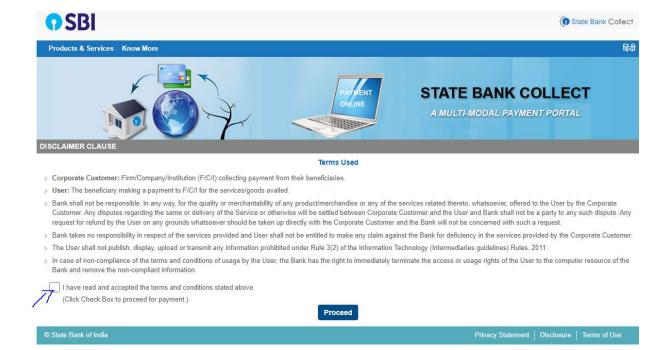
## 6. TA & Increments

- 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.

## 7. 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.

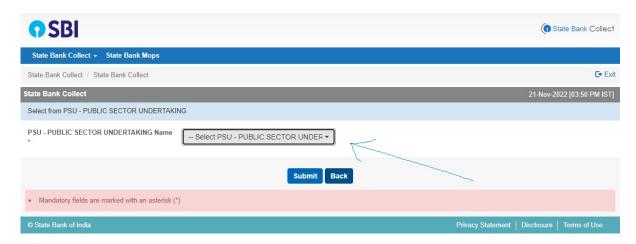
Last date for submission of application: December 2<sup>nd</sup> 2022 till the end of office hours.



On the next page applicant will find two drop boxes, where one has to select "ALL INDIA" in "State of Corporate/ Institution" category and select "PSU- PUBLIC SECTOR UNDERTA ING as "type of Corporate/ Institution"

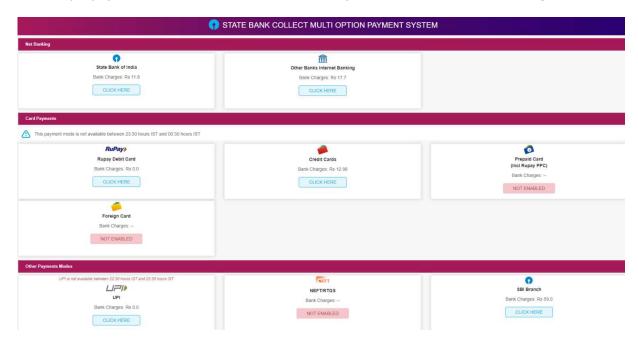
And click on "Go" to go to the next page.

Then applicant will have to select the name of Organization/ Institution from the drop down and submit:



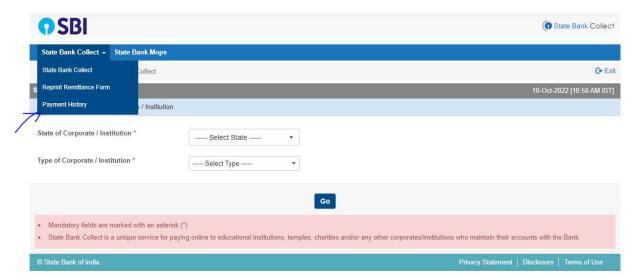
Then E-payment page (designed as per your requirement) will be opened for applicants to fill required details viz. Application no. generated after submission of application by the applicants. Your team needs to upload application submitted through corporate netbanking on daily basis so that the same could be made available for applicants next day to make payments.

Then the applicant will be directed to the payment page where he/ She has to submit the personal details necessary for making payment and click on submit button. After that he/ She will be directed to the multiple payment modes, where one can choose anyone from them to submit the registration fee.



After submitting the fee a payment receipt will be generated for confirmation of the payment. Applicant can download it and keep it with him/ her for future reference.

If the applicant has lost the payment receipt he/ she can download it again, for downloading the payment receipt and to check the payment status applicant has to click on "State Bank Collect". dropdown as shown in below screen and select "Payment history".



Then the applicant can download the payment receipt by two ways, 1. by submitting his/ her Date of Birth and Mobile Number or 2. By submitting his/ her DU reference number (which is generated when applicant submit his personal detail at the time of making payment) and Date of Birth or Mobile Number.



# State Bank Collect - State Bank Mops State Bank Collect / Payment History State Bank Collect O Select a date range to view details of previous payments Date of Birth \* (Date provided at the time of making payment) Mobile Number(Enter 10 - digit) \* (Mobile Number provided at the time of making payment) Start Date \* End Date \* 10/10/2022 O Enter the INB Reference Number (Starting with 'DU') & DOB/Mobile Number to view a specific payment DU Reference Number \* (As appearing in your pass book/statement in the narration pertaining to the transaction) (Date provided at the time of making payment) OR Mobile Number(Enter 10 - digit) \* (Mobile Number provided at the time of making payment) Enter the text as shown in the image \* Select one of the Captcha options \* O Audio Captcha Go