

Advt. No.147-1/2026

Date: 23-01-2026

ENGAGEMENT OF CONSULTANT (JUNIOR LEVEL) - DATA ENTRY OPERATOR FOR NTPP, JHARSUGUDA
(As per NLCIL's policy for availing services the services of persons
at junior level on tenure / short term contract basis)

1.0 NLC India Limited (NLCIL), a premier "NAVRATNA" Public Sector Enterprise with a present annual consolidated turnover of INR. 15,283 Crores (FY 2024-25) is spreading its wings in the frontiers of Mining (Lignite & Coal), Thermal Power generation and Renewable energy.

2.0 NLC India Limited invites applications for engagement of Full Time Consultant (Junior Level) – Data Entry Operator for Neyveli Talabira Thermal Power Project from Former Data Entry Operator from Government of Odisha or any other Public Sector Undertaking or its subsidiaries in the State of Odisha for a period of One Year.

3.0 NAME OF THE POST, NUMBER OF VACANCIES, PAY & EDUCATIONAL QUALIFICATION:-

Name of the Post	No. of Posts	Grade / Level	Qualification
Consultant (Junior Level) – Data Entry Operator for NTPP, Jharsuguda.	01 (One)	Former Data Entry Operator from Government of Odisha or any other Public Sector Undertaking or its subsidiaries in the State of Odisha	Higher Secondary Certificate / Higher with PGDCA / DCA Certification from a recognized Institute.

4.0 Experience:-

Minimum 01 year experience in Government of Odisha or any other Public Sector Undertaking / or its subsidiaries having experience in Land Acquisition under RFCTLA (R&R) Act 2013 for process of entering / updating data into a Computerized Data-base or proper documents (Example:- MS Word / MS Excel / MS Power-Point).

5.0 Nature of Job:-

5.1 Preparation of Notice, Preparation of documents relating to details of payment of Compensation,

5.2 To prepare draft-letter for Correspondence, to prepare Information for Meeting.

6.0 CRUCIAL DATE:-

Crucial date will be the first of the month in which the Notification is issued (i.e. 01/01/2026) for age, experience & qualification.

7.0 UPPER AGE LIMIT:-Applicant should not be more than 64 years as on 01/01/2026.

8.0 PERIOD OF ENGAGEMENT:- One Year

9.0 PLACE OF POSTING:-The selected Consultant (Junior Level) – Data Entry Operator for NTPP would be stationed at NTPP, Jharsuguda.

10.0 REMUNERATION:-

Consolidated monthly compensation/honorarium of Rs. 18,000/-

11.0 TERMS AND CONDITIONS:-

11.1 The selected Consultant would be stationed at NTPP, Jharsuguda.

11.2 Notice period for termination of Contract – one month's notice or consolidated compensation amount from either side or as indicated in the Terms & Conditions of the appointment.

- 11.3 The Consultant so engaged shall maintain absolute integrity and secrecy of the Company's business and shall not engage himself with any other business during his tenure as consultant. He shall perform the duties of the Consultant with due diligence.
- 11.4 Tax- In case of payment of GST is required, then the same shall be reimbursed on production of proof of such payment.
- 11.5 Persons who have retired through Voluntary Retirement Scheme shall not be considered.
- 11.6 Only Indian Nationals are eligible to apply.
- 11.7 All qualifications should be from Universities / Institutions recognized and approved by India.
- 11.8 Knowledge of Odia, English & Hindi is essential.
- 11.9 All computations of age / experience / requirement / qualification shall be done w.r.t. the last date of receipt of application.
- 11.10 Other terms and conditions will be as per NLCIL's policy in vogue.
- 11.11 Any other specific work assigned from time to time.
- 11.12 Candidates are informed that mere submission of applications shall not give them any right to be called for Selection.
- 11.13 Candidates already removed / terminated / deserted their employment from NLCIL or any other organization will not be considered.
- 11.14 Candidates already resigned/ Superannuated from NLC India Limited may also apply, subject to fulfilling the notified eligibility criteria.
- 11.15 The company reserves the right to terminate the engagement with one-month notice or one-month consolidated compensation amount from either side.
- 12.0 HOW TO APPLY?
- 12.1 The application Form can be downloaded from NLCIL website www.nlcindia.in under the caption "CAREERS" (Advisors).
- 12.2 Interested candidates fulfilling the above criteria may submit their application along with following (self-attested) documents:-
- 12.3 Proof of Age (Matriculation certificate).
- 12.4 Copy of relieving order from the company last worked.
- 12.5 Certificates of Qualification and Experience.
- 12.6 Last drawn pay slip.
- 13.0 The documents and application form may be submitted in a cover superscribing the post applied for and the Advertisement Number and the same shall reach the office of The Chief General Manager (HR), NLC India Limited, Corporate Office, Block-01, Neyveli - 607 801 (Tamil Nadu) by Registered post/Speed Post on or before 12-02-2026. NLCIL Management shall not be responsible for delay in transit, if any. Applications received after the due date will not be considered. 2 Selection will be done by a selection committee. NLCIL reserves the right to shortlist candidates for Selection process.
- 14.0 NLCIL reserves the right to cancel/restrict/modify/alter the engagement process, if required, without issuing any further notice or assigning any reason thereof. Any modifications/amendments in this notification will be published on NLCIL website only.
- 15.0 No TA/DA will be paid to any candidate for appearing in interview/selection process
- 16.0 The decision of Competent Authority of NLCIL in the matter will be final & binding upon all.

-Sd-

CHIEF GENERAL MANAGER (HR)

मानव संसाधन विभाग, निगमित कार्यालय, ब्लॉक -1, नेयवेली - 607801
HUMAN RESOURCES DEPARTMENT, CORPORATE OFFICE, BLOCK-1, NEYVELI - 607801
पंजीकृत कार्यालय : नंबर 135, ईवीआर परियार हाई रोड कीलपॉक, चेन्नई - 600010
Regd. Office: No. 135, EVR Periyar High Road, Kilpauk, Chennai - 600010
CIN No. L93090TN1956GOI003507 website: www.nlcindia.in

APPLICATION FORMAT

ENGAGEMENT OF CONSULTANT (JUNIOR LEVEL) - DATA ENTRY OPERATOR FOR NTP, JHARSUGUDA

(As per NLCIL's policy for availing services the services of persons
at junior level on tenure / short term contract basis)

1. Name (in block letter) :
2. Emp. No.(if retired from
NLC/other CPSEs) :
3. Father's Name :
4. Present address for
Communication :
5. Contact No. :
6. E-mail ID :
7. Permanent Address :

Photo with
signature

8. Date of Birth :
9. Educational Qualification :
10. Experience :
11. Details as prescribed below :

Name of Organisation/ Dept.	Post Last held	Grade	Basic Pay with Grade Pay (where applicable)	Discipline	Period of last post held	Remark

12. Special Achievement (If any) :
13. Details of any Departmental
Case or Court Case (if pending) :
14. Any Other Information
Relevant to the post :

DATE:

SIGNATURE OF THE CANDIDATE

List of Enclosures: