

ENGAGEMENT OF COORDINATORS ON CONTRACT BASIS

PFC Consulting Limited (A wholly owned subsidiary of Power Finance Corporation Limited) invites applications for the below mentioned posts to be filled on **Contract basis**:

Name	No.	Qualification(s) & Experience	Duties/Job Requirement(s)
Coordinator - Administration	One (1)	<p><u>Essential:</u></p> <ul style="list-style-type: none"> ▪ Graduate from a recognized University/ Institute <p><u>Desirable:</u></p> <ul style="list-style-type: none"> ▪ Experience of handling work related to 'Administration' function. ▪ Good communication skills ▪ Working knowledge of computers <p>Maximum Age limit as on 30.11.2012 - 35 years</p>	<p>The role encompasses coordination and arrangement for the following duties/job requirements at head office, site offices at various cities/locations across the country.</p> <ul style="list-style-type: none"> ▪ Printing & Procurement of stationary and other items ▪ Maintenance of office equipment including furniture & fixture, computers, including civil, electrical, sanitary, plumbing works etc. ▪ Maintenance of stores ▪ Housekeeping, canteen service etc. <p>Any other work assigned from time to time. The work may require travel to various parts of the country on tour for days together.</p>
Coordinator - HR	One (1)	<p><u>Essential:</u></p> <ul style="list-style-type: none"> ▪ Graduate from a recognized University/ Institute <p><u>Desirable:</u></p> <ul style="list-style-type: none"> ▪ Experience of handling work related to 'HR' function. ▪ Good communication skills ▪ Working knowledge of computers <p>Maximum Age limit as on 30.11.2012 - 35 years</p>	<p>The role encompasses coordination and arrangement for the following duties/job requirements at head office, site offices at various cities/locations across the country.</p> <ul style="list-style-type: none"> ▪ Maintenance of attendance and leave records ▪ Processing the bills of employees ▪ Interaction with agencies in relation to engagement of staff/agency <p>Any other work assigned from time to time. The work may require travel to various parts of the country on tour for days together</p>

Name	No.	Qualification(s) & Experience	Duties/Job Requirement(s)
Coordinator - Site Supervisor	One (1)	<p><u>Essential:</u></p> <ul style="list-style-type: none"> ▪ Graduate from a recognized University/ Institute <p><u>Desirable:</u></p> <ul style="list-style-type: none"> ▪ Experience of handling relevant work as specified in the job requirement. ▪ Good communication skills ▪ Working knowledge of computers <p>Maximum Age limit as on 30.11.2012 - 40 years</p>	<p>The role encompasses the following duties/job requirements at head office, site offices at various cities/locations across the country.</p> <ul style="list-style-type: none"> ▪ Assistance in land acquisition process; ▪ Data mining and information collection from different govt. agencies; ▪ Assistance in obtaining various clearance like land, rail, coal linkage etc.; <p>Any other work assigned from time to time. The work may require travel to various parts of the country on tour for days together.</p>
Coordinator - Finance	Four (4)	<p><u>Essential:</u></p> <ul style="list-style-type: none"> ▪ Chartered Accountant or MBA(Finance) from reputed Institute <p><u>Desirable:</u></p> <ul style="list-style-type: none"> ▪ Working knowledge of Financial modeling and spread sheet analysis <p>Maximum Age limit as on 30.11.2012 - 35 years</p>	<p>The role encompasses the following duties/job requirements at head office, site offices at various cities/locations across the country.</p> <ul style="list-style-type: none"> ▪ Accounting work includes preparation Annual Accounts, Accounts formats, register, vouchers and such other formats etc. for utilities in Generation, Transmission and Distribution of Power; ▪ Formulation of accounting policy to comply with provisions of Companies Act, Electricity Act, regulations of CERC/ SERC etc. ▪ Preparation of Trial Balances of accounting units in different areas. ▪ Internal audit functions ▪ Developing transfer price mechanism <p>Any other work assigned from time to time. The work would require travel to various parts of the country on tour for days together.</p>

Name	No.	Qualification(s) & Experience	Duties/Job Requirement(s)
Coordinator - HR For (Organizational reforms)	Two (2)	<p>Essential:</p> <ul style="list-style-type: none"> ▪ MBA(HR) or Post Graduate Diploma in Industrial relations from a recognized University/ Institute <p>Maximum Age limit as on 30.11.2012 - 35 years</p>	<p>The role encompasses the following duties/job requirements at head office, site offices at various cities/locations across the country.</p> <ul style="list-style-type: none"> ▪ Preparation of Organisational Structure for utilities in Generation, Transmission and Distribution of Power; ▪ Preparation of HR rules and policies for utilities in Generation, Transmission and Distribution of Power; ▪ Preparation of Delegation of Power for utilities in Generation, Transmission and Distribution of Power; ▪ PF and other employee related activities <p>Any other work assigned from time to time. The work may require travel to various parts of the country on tour for days together.</p>
Coordinator - Accounts	Two (2)	<p>Essential:</p> <ul style="list-style-type: none"> ▪ Chartered Accountant <p>Desirable:</p> <ul style="list-style-type: none"> ▪ Working knowledge of Tally software ▪ Knowledge of Accounts <p>Maximum Age limit as on 30.11.2012 - 35 years</p>	<p>The role encompasses the following duties/job requirements at head office, site offices at various cities/locations across the country.</p> <ul style="list-style-type: none"> ▪ Preparation of JV, Bank Voucher ▪ Preparation of Bank reconciliation ▪ Preparation of Annual Accounts ▪ Passing of the claims of the employees ▪ Passing of the bills of the agency ▪ Coordination with Statutory Auditors, Govt. Auditors and Internal Auditor. <p>Any other work assigned from time to time. The work would require travel to various parts of the country on tour for days together.</p>

The all inclusive lump sum remuneration may range from Rs. 15,000/- to Rs. 50,000/- per month, depending upon the suitability to the work of the selected candidate. The Contract will be initially for a period of one year from the date of appointment, which may be extended as per the

requirement of the Company. Sample Contract Agreement to be executed between PFC Consulting Limited and the selected candidate, is attached as **Annexure - I**.

The applications as per form attached at **Annexure - II**, duly completed and signed by the applicant along with 2 passport size photographs and self-attested copies of certificates/mark sheets must reach Executive Vice President (Enabling Services), PFC Consulting Limited, 1st Floor, Urjanidhi, Connaught Place, New Delhi - 110001 by 22.11.2012. Short listed candidates will be called for interview for which no TA/DA will be paid.

In case of any clarification, candidate(s) may contact Mr. Manish Kr. Agrawal, Dy. Manager (Enabling Services), (Ph: 011-23456135, email: mk_agrawal@pfcindia.com)

CONTRACT AGREEMENT

This Agreement is made at ----- on _____ (day) _____ (month) of -
----- (year) (hereinafter referred to as this "Agreement")

BETWEEN

PFC CONSULTING LTD, a Company registered and duly incorporated under the provisions of the Companies Act, 1956, having its registered office at 1st Floor, Urjanidhi 1, Barakhamba Lane, Connaught Place, New Delhi - 110 001 (hereinafter referred to as "the Company")

AND

----- (Name of candidate) s/o Sh. ----- aged----- years, resident of -----
----- (hereinafter referred to as "the Coordinator")

Whereas the Company is desirous of engaging on temporary, contract basis the services of the "Coordinator".

Whereas ----- (Name of candidate) has agreed to render the services on the terms specified below of this Agreement.

Following terms and conditions are agreed by and between parties:

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS

1.0 Consideration:

1.1 The engagement would be on contract basis commencing from _____ to _____, on a lump-sum payment of **Rs.**_____ per month. PFCCL will have no other liability like insurance, medical allowance, provident fund, bonus, gratuity or any other commitment over and above the consolidated amount to be paid on monthly basis.

1.2 For outstation journeys i.e. outside Base Station, in pursuance of this engagement with PFCCL, you would be entitled to TA/DA/accommodation charges, as per the eligibility for officers.

2.0 Obligations of the Coordinator:

The Coordinator:

- Shall render services as assigned from time to time by the Company with due skill and proper care, maintaining the highest professional standards and ethics at all times.
- Will perform such prescribed duties and services at the Company's premises or other locations anywhere with in India as may be required by the Company.
- Shall attend meetings at the Company premises or at any other place as the work may be required.

- Agrees to maintain complete confidentiality and secrecy and agrees not to disclose to any outside persons/ parties any information that he/ she may have access to during the currency of this Agreement.
- Agrees not to copy or transfer any data or information without permission from the Company, and disclose the same to any person(s) save as otherwise required in relation to the requirement of the work assigned to the Coordinator.
- Agrees to not compete in any way with the Company for a period of one year after the termination/cessation of this Agreement.
- Agrees to comply with all the terms and conditions of the appointment letter issued on ----- and any other document as may be enclosed along with.

3.0 Renewal/Termination:

3.1 This Agreement can be terminated by either side by giving a notice of maximum of 7 days in writing. However, in case, the conduct/ performance is found to be unsatisfactory, the Company may terminate the contract with immediate effect.

3.2 Upon termination, the Coordinator shall be entitled to receive the lump-sum payment under clause 1.1 on pro rata basis for the period of consultancy rendered.

3.3 Any part of this agreement may be amended by mutual agreement of both the parties.

3.4 The Coordinator shall be independent to the Company and since the engagement is temporary, on contract basis, he/she cannot claim any regularization or any appointment in the Company even after expiry of this Agreement, except through application against an open recruitment process by the company.

4.0 Liability Indemnity

The Coordinator shall be liable for any personal taxes or duties (and any interest and penalties in relation to any taxes or duties) which may become payable in relation to any amounts paid by the Company to the Coordinator in terms hereof (including professional tax, income tax, if applicable) and in event any liability arises on the Company on account of any tax due on the Coordinator, the Coordinator hereby agrees to indemnify the Company and holds it harmless against such liabilities.

This Agreement is read, understood and agreed by both the parties and have hereto respectively signed.

IN WITNESS WHEREOF, the parties hereto have set and subscribed their hands, the day and year first hereinabove written.

Witness:

(1).

For Company:

(2).

For Coordinator:

APPLICATION FORM

- POST APPLIED FOR** :
1. NAME (in Capitals) :
2. FATHER'S / MOTHERS'/HUSBAND'S NAME :
3. GENDER :
4. DATE OF BIRTH :
5. AGE (AS ON 30.11.2012) :
6. ADDRESS :
7. TELEPHONE NO. & E-MAIL ID :
8. EDUCATIONAL QUALIFICATION :

Qualification (from 10 th class onwards)	% of marks	Year of passing	College/ Institute/University

9. PARTICULARS OF EXPERIENCE, (IF ANY):

S. No.	Name & Address of the Employer	Post Held	Period		Total		Job Description in brief	Pay scale / Salary drawn
			From	To	Year(s)	Month		
TOTAL								

10. REMUNERATION EXPECTED

11. ADDITIONAL INFORMATION, IF ANY, WHICH YOU WOULD LIKE TO MENTION IN SUPPORT OF YOUR SUITABILITY FOR THE POST

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:

Signature of the candidate

Place: