

## **NOTICE FOR APPOINTMENT OF CO-ORDINATORS ON CONTRACT BASIS**

### **COMPANY PROFILE**

PFC Consulting Ltd. (PFCCL), a wholly owned subsidiary of Power Finance Corporation Ltd. was established on 25<sup>th</sup> March, 2008 with the aim of providing consultancy services in the power sector and related areas, including bidding and award of Ultra Mega Power Projects (UMPPs) and Independent Transmission Projects (ITPs).

### **JOB VACCANCIES**

PFCCL is looking for dynamic professionals in various areas who have a passionate commitment to excel and thrive on challenges and who can effectively contribute towards the Company's growth.

PFCCL invites applications for appointment of **Coordinators on contract basis** as detailed below:

<b>Educational Qualifications</b>	<b>Required Experience</b>	<b>Age</b>	<b>Place of Posting</b>	<b>No</b>
Full-time MBA degree in Finance/ HR/ Marketing with minimum 60% marks or equivalent from a recognized University/Deemed University/ Institute	5-10 years of post-qualification experience of which around 2 years of experience in social research/ CSR activities would be preferred.	Upto 40 Yrs.	New Delhi	2
CA	5-10 years of post-qualification experience relating to accounts, audit, taxation, banking, MIS, etc.  Experience in finance reform and restructuring activities will be preferred.	Upto 40 Yrs.	New Delhi	1
MBA degree in HR with minimum 60% marks or equivalent from a recognized University/Deemed University/ Institute	5-6 years of post-qualification HR experience in framing of rules and policies for the organization, organization structure, etc.	Upto 40 Yrs.	New Delhi	1
Engineering Graduate or equivalent from a recognized University/ Deemed University/ Institute	3 years post-qualification experience of working in office environment and conversant with Auto CAD and MS Office (MS word, Excel, Power Point, etc.)	Upto 40 Yrs.	New Delhi	1

<b>Educational Qualifications</b>	<b>Required Experience</b>	<b>Age</b>	<b>Place of Posting</b>	<b>No</b>
M.Sc/ M.Tech degree in Geology or equivalent from a recognized University/ Deemed University/ Institute	3-5 years of working experience in field activities connected to exploration & drilling, core logging, sampling etc. for coal mines.	Upto 40 Yrs.	Sundergarh, Odisha	1
Degree in Civil Engineering/ Diploma in Survey or equivalent from a recognized University/ Deemed University/ Institute	3 years (for Graduate Engineer)/ 6 years (for Diploma Engineer) of working experience in General Survey/ Open Cast Mine Survey. Conversant with Theodolite Survey/ Total Station Survey/ DGPS Survey. Familiar with use of Auto CAD use.	Upto 40 Yrs.	Sundergarh, Odisha	1
Graduate degree in Mining Engineering or equivalent from a recognized University/ Deemed University/ Institute	3 years of working experience in mine development activities for open cast coal mines.	Upto 40 Yrs.	Sundergarh, Odisha	1

All candidates should have hands on experience on working with computers.

The all-inclusive lump sum remuneration may range from Rs.20,000/- to Rs.55,000/- 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**.

Applications as per Format for Application 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 Vice President (HR), PFC Consulting Limited, 1<sup>st</sup> Floor, Urjanidhi, Connaught Place, New Delhi – 110001 by **1<sup>st</sup> October 2014**. (A softcopy of scanned Application may be sent to PFCCL through the Email-ID given for information purpose only). 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.Sanjay Rai, Vice President (HR) (Ph: 011-23456130) or Ms.Kalika Tandekar, Manager (Ph: 011-23456149) during office hours (Monday to Friday - 10:00 AM to 04:00 PM), Email: [query.pfccl@gmail.com](mailto:query.pfccl@gmail.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 1<sup>st</sup> Floor, Urjanidhi 1, Barakhamba Lane, Connaught Place, New Delhi-110001 (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 within 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**

**FORMAT FOR APPLICATION****POST APPLIED FOR :**

1. NAME (in Capital) :

2. FATHER's / MOTHER's/HUSBAND's NAME :

3. GENDER :

4. DATE OF BIRTH (DD/MM/YYYY) :

5. AGE (AS ON 01.09.2014) :

6. ADDRESS (PERMANENT) :

7. ADDRESS FOR CORRESPONDENCE :

8. TELEPHONE/ MOBILE NO. :

9. E-Mail ID :

10. EDUCATIONAL QUALIFICATION :

S. No.	Qualification (from 10 <sup>th</sup> 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 ((In Rs.)
			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:  
Place:

Signature of the candidate