



NMDC LIMITED

(A Government of India Enterprise)

Khanij Bhavan, Masab Tank, Hyderabad-500028, INDIA.

Phone: +91-40-23538713-20 Fax : +91-40-23538711

Employment Notification No: 01/2016

Dated : 29.06.2016

NMDC Ltd., a **Navaratna** Public Sector Enterprise under the Ministry of Steel, Government of India and a multi locational, multi product and consistently profit making Mining & Mineral Exploration Organization is in the process of massive expansion and diversification activities both in India and abroad. The Company is also setting up an Integrated Steel Plant at Nagarnar near Jagdalpur, Chhattisgarh State. The Company is now looking for suitable persons for engagement as

LIAISON & PROTOCOL OFFICER (ON CONTRACT)

1. **No. of Posts:** (02) Two. One each for Head Office, Hyderabad and Kolkata Office.

2. **Scope of work:**

a) **For position based at Head Office, Hyderabad.**

Liaison with State and Central Government departments, Airport Authority & different Airlines, rendering assistance to CMD and other dignitaries in the matters pertaining to travel, accommodation, taking care of protocol matters etc. and other matters that may be assigned from time to time.

b) **For position based at Kolkata Office.**

Liaison with State and Central Government departments, dealing with matters pertaining to customs, Kolkata Port Trust etc. and other Agencies in connection with the work of NMDC to ensure smooth functioning and other matters that may be assigned from time to time.

3. **Qualification & Experience:**

The candidate should possess the following Qualification & Experience as on the last date of receipt of application:

1. Should possess minimum Graduation qualification.
2. Should have retired from State / Central PSU or Government department.
3. Should have minimum 25 years experience in a State /Central PSU or Government department.
4. Must have handled Liaisoning work with State/Central Government departments, various other agencies etc.

4. **General Conditions**

The assignment will be purely on contract basis and initially for a period of six months which is extendable on mutual consent if needed.

5. **Age:** Below 65 Years.

6. **Monthly emoluments:** The selected candidate will be paid monthly consolidated amount of Rs. 35000/- p.m.

Interested candidates meeting the above requirements may send in their Bio-data containing post applied for, name, father's name, mailing address, category (SC/ST/OBC/Ex-SM/PwD), Date of Birth, qualification (starting from matriculation with name of institution/university, percentage of marks, Division, year of passing) specialization, experience (name of employer, date of joining & leaving, designation, pay scale, last pay drawn) and other particulars including phone and e-mail id, affixing passport size photograph and copies of certificates to **Asst. General Manager (Pers)-R&P Section, Personnel Department, NMDC Ltd., 10-3-311/A, "Khanij Bhavan", Castle Hills, Masab Tank, Hyderabad – 500 028 on or before 14.07.2016.**