

MAHANADI COALFIELDS LIMITED

Notification for engagement of full time Advisor(Finance) in MCL on contract basis.

Mahanadi Coalfields Limited (A Subsidiary of Coal India Limited) invites application for engagement of **2 (two) full time Advisor(Finance)** from **retired** executives of Finance discipline of E8 Grade or equivalent from PSUs/autonomous organisation of Central/State Govt., Officers of Class-C and above of Central/State Government (Non-clerical) & members of National level professional Institutions, **on contractual basis** for an initial period of one year. The contract may be extended for another one year depending upon requirement and satisfactory performance. VRS optees will not be considered.

Eligibility, Benefits and other details:

1.	No. of posts	Advisor(Finance) - 2		
2.	Maximum age limit for eligibility	Not more than 65 years during the Contract Period.		
3.	Qualification & Experience	<p>1. Qualification : ACA/AICW-A/MBA with specialization with Finance/CAS accountant.</p> <p>2. Experience : He should have experience in the field of financial closure, loan syndication, preferably in any CPSU with/without multi-subsiidiaries, which are required for companies like MCRL for strategic growth of Company in the days to come.</p>		
4.	Broad Job Description	<p>Advisor(Finance-1) : He will advise on the specific activities of MCRL, MBPL, MJSJ Ltd., MNH Ltd. – four subsidiary companies of MCL, standardization of practices in subsidiaries in line with the holding company, advice to MCL to safeguard its interest in the subsidiaries, to vet the inter-company financial proposals, services relating accounting and auditing and compliances. He will also be responsible for advising the Company in the matters of raising of capital, working capital loan and other complex issues.</p> <p>Advisor(Finance-2) : He will advise on transitional strategy with careful planning for smooth implementation of ERP, analysis of financial information to help effective budget preparation, review of procedures for simplification, fund management, replies of audit queries, corporate accounts compliances for audit and taxation matters. He will also advise on the proposed system for preparation of monthly financial accounts, automation of potential finance activities and identifying non-value adding activities that may be eliminated.</p>		
5.	Headquarters on Appointment	Headquarter/Field/Strategic Location in MCL as per requirement.		
6.	Consolidated monthly compensation/honorarium & other benefits	(I) Consolidated Monthly Compensation/Honorarium	E8 - Rs. 1,05,000/-	
		(II) Conveyance Charges	Company shall provide Conveyance for full time Advisors as per availability. However, where conveyance is not provided, they shall be eligible for 5% of consolidated pay per month as conveyance charge.	
		(III) Accommodation Facility	Suitable company's accommodation shall be provided on availability. However, if company's accommodation is not available, a consolidated amount will be paid as under:	
			For X Class Cities	24% of Consolidated Pay per month.
For Y Class Cities	16% of Consolidated Pay per month.			
		For Z Class Cities	8% of Consolidated Pay per month.	
		The classification of the Cities for this purpose would be as per classification of Cities as circulated by DoE vide OM dated 07.07.2017. In the event of Company's accommodation, the house rent, as applicable to Executives on roll, will be recovered.		

		(IV) Re-imbursment for Mobile Telephones	Re-imbursment for the use of mobile telephones based on the actual bills or Rs.750/- p.m. whichever is less.
		(V) Medical	All executives of CIL covered under the Post Retiral Medical Benefits Scheme will continue to be governed by the said scheme. Those appointed, who were not under the roll of CIL, will be given the same coverage of benefit, if they are not covered under any post retiral medical scheme.
		(VI) Leave	The Advisor shall be entitled for paid leave of 15 days in every six months in addition to the paid holidays in the establishment. The paid leave shall be regulated as per the provisions of EL (Earned leave) applicable to the Executive cadre employees under the CIL Executive Leave Rules. However, the paid leave admissible as above are not encashable. The accumulated leave shall stand lapsed on the expiry of each period of engagement of an Advisor.
		(VII) TA/DA	TA/DA and other boarding/lodging charges shall be payable as per entitlement applicable to the existing executives of equal grades whenever tours are undertaken for the jobs related to assignment.
7.	Terms and conditions		<p>a) The engagement of Advisor shall be subject to Medical fitness to be certified by Company Medical officer.</p> <p>b) Notice period for termination of contract – one month’s notice or consolidated compensation amount from either side.</p> <p>c) Secrecy: The Advisors will maintain secrecy/confidentiality in respect of information/documents/ materials etc as per extant CIL policy/scheme.</p> <p>d) Prohibition on other Full time Engagement - Advisor shall not accept any full time appointment or post, whether advisory or administrative, in any other Firm or Company during the period of their engagement with CIL and its Subsidiaries.</p> <p>e) The Company reserves the right to withdraw or modify this notification anytime without assigning any reason.</p> <p>f) Tax/GST – Will be applicable as per rule. (In case payment of GST is required, then the same shall be re-imbursed on production of proof of such payment).</p> <p>g) Other terms and conditions will be as per CIL’s policy in vogue.</p>
8.	Selection Process		The applicants fulfilling eligibility criteria and other conditions as per notification shall be shortlisted and invited for interview for final selection. No TA will be paid to any candidate for appearing in interview/selection process.

The application Forms can be downloaded from MCL website www.mahanadicoal.in under the caption - Careers@MCL – Career News – Recruitment.

Interested candidates fulfilling the above criteria may submit their resume in the prescribed **Application Format (Annexure-‘A’)** along with the following self-attested documents:

1. Proof of Age (Matriculation certificate)
2. Superannuation notice
3. Certificates of qualification
4. Documents in support of experience.

The application in prescribed format along with self-attested copies of required documents should reach the office of the **General Manager(P-EE), Executive Establishment, MCL HQ, At/PO: Jagriti Vihar, Dist: Sambalpur – 768020, Odisha**, latest by **21.03.2020 by 5:00 PM by Registered post/Speed post only**. The incomplete applications in any respect will be rejected. The applications received after the last date of submission will not be entertained. The Company/MCL shall not be held responsible for delay in transit, if any. All correspondences with candidates shall be made as per his address/e-mail given in the application. However, important information will also be available on MCL website.

PHOTO
(Self Attested)

APPLICATION FORMAT

For the post of Advisor(Finance) in Mahanadi Coalfields Limited

1. Post applied for : Advisor(Finance)-I / Advisor(Finance)-II
2. Name (in block letter)
3. EIS No. (if retired from CIL)
4. Father's Name
5. Present address for communication
6. Contact no. A) Telephone B) Mobile
7. Email ID
8. Permanent Address
9. Date of Birth (Enclose self-attested copy of Matriculation Certificate)
10. Educational/ Professional Qualifications (Enclose self-attested copies)
11. Experience (Enclose copies in support)
12. Details of Previous Postings:

Organisation/ Deptt./ Company previously worked in	Last Post held	Grade	Last Basic pay drawn with Grade Pay (where applicable)	Discipline	Period (from/till)	Remarks

13. Date of first appointment in executive cadre (Enclose copy in support)
14. Date of Superannuation (Enclose self-attested copy of superannuation notice)
15. Special Achievement (if any)
16. Details of departmental case or Court case (if any)
17. Any other information relevant to the post

CERTIFICATE

I certify that the information/documents provided herein above are true to the best of my knowledge. In case, any of the information/documents are found to be incorrect/false at any stage then my candidature/appointment will be liable to be cancelled. I have read the detailed advertisement / notification, qualify towards eligibility conditions for the post, I am applying.

Signature of the candidate with date

List of Enclosures

- 1.
- 2.