

NMDC CSR Foundation
(A wholly owned subsidiary Company of NMDC Limited)
Reg Office 10-3-311/A, Khanij Bhavan, Castle Hills, Masab Tank,
Hyderabad-500028
CIN L13100TG1958GO1001674

NMDC CSR Foundation, a Company registered under Section 8 of the Companies Act 2013, established to carry out Corporate Social Responsibility (CSR) function for NMDC Limited, a pioneer in the area of CSR, is seeking applications from outstanding professionals with proven track record in Managing, Implementing and Monitoring CSR Programmes for following positions on Contract Basis.

S. No	Post	Total No. of Post/s	Maximum Age in years, as on closing/last date of online submission of application
1	Head – NMDC CSR Foundation	01	38
2	Project Manager	01	36
3	Monitoring and Evaluation Officer	01	36
4	Office Manager	01	35
5	District Coordinators	07	35
6	Block Coordinators	05	28

1.1 Reservation for SC/ST/OBC (NCL)/EWS/PWD & Ex-serviceman is as per GOI guidelines.

1.2 The upper age limit is relaxable up to 5 years for SC/ST and 3 years for OBCs (Non-Creamy Layer) and for PwBD / Ex-Servicemen as per GOI guidelines on the maximum age mentioned above.

2.0 The details of educational Qualification and Experience for the above posts are as below:

1	Head – NMDC CSR Foundation	
	Educational Qualification	Essential – Engineering/ Medical Graduate/ Chartered Accountant/ Cost Accountant/ Post Graduate in Commerce/ Humanities/ Science/ Development Management/ Rural Management/ Rural Development/ Corporate Social Responsibility/ MBA/ MSW with Community/Rural Development Specialization.
	Experience	10 years of post-qualification working experience in Planning and implementation of human resource development, team building, and capacity building plans of CSR activities of a PSE/Large organisation. Preparation of Annual CSR Plans and Presenting Annual CSR Plans. Managing all CSR initiatives. Putting up project proposals for its approval. Periodic meetings with different major stakeholders. Overall Finance management and administration. Periodic field visits and monitoring CSR projects. Ensuring MIS w.r.t. overall CSR. Producing and presenting progress reports before Authorities
2	Project Manager	
	Educational Qualification	Essential: Engineering/ Medical Graduate/ Chartered Accountant/ Cost Accountant/ Post Graduate in Commerce/ Humanities/ Science/ Development Management/ Rural Management/ Rural Development/ Corporate Social Responsibility/ MBA/ MSW with Community/Rural

		Development Specialization.
	Experience	8 Years of Post-Qualification working experience with NGOs/ Non-profit organisations/ State/Central Govt./UN agencies/ PSUs/ Private companies etc. in Planning, Implementation, and Monitoring of Corporate Social Responsibility (CSR)/Social/Rural Development Projects. Financial Management. Leading a team of at least 20 people. Should have experience in Management Information Systems (MIS), Good report writing/ documentation, and Presentation skills in English.
3	Monitoring and Evaluation Officer	
	Educational Qualification	Essential - Engineering/ Medical Graduate/ Chartered Accountant/ Cost Accountant/ Post Graduate in Commerce/ Humanities/ Science/ Development Management/ Rural Management/ Rural Development/ Corporate Social Responsibility/ MBA/ MSW with Community/Rural Development Specialization. Desirable -Post Graduate in Statistics, Demographics, Public Policy, International Development, Economics.
	Experience	07 Years of Post Qualification experience in Preparing Monitoring and evaluation Systems, Concurrent Monitoring, Data Collection from primary & secondary sources, Data Management/Maintaining Management Information Systems (MIS), Data Analysis, Preparing periodic reports, presentations, and handbooks using various graphics- based on Data collected from the primary & secondary sources for the Corporate Social Responsibility (CSR)/ Social/ Rural/ Development Initiatives/Projects implemented by NGOs/ State/ Central Govt./ UN. Agencies/ PSUs/ Private Companies etc.
4	Office Manager	
	Educational Qualification	Essential - Bachelor's Degree in any discipline. Desirable - PGD / Degree in Business Management /Personnel Management
	Experience	06 years of Post Qualification working experience in Office Management/ General Administration in a reputed organization, preferably in the NGO's/development sector.
5	District Coordinators	
	Educational Qualification	Essential - Bachelor's Degree in any discipline. Desirable - Graduate in Development Management / Rural Management / Rural Development / Corporate Social Responsibility / Rural Development / Bachelor of Social Work. Candidate should be Proficient in Computer usage and competent in MS Office.
	Experience	05 years of post-qualification working experience with NGOs/ Non-profit organisations/ State Govt. etc. in Implementation, Report writing Monitoring of Corporate Social Responsibility (CSR) / Social/ Rural Development Projects. Handholding/Liaisoning/Coordinating with Panchayat Representatives, Grassroot/Block/District level Govt. functionaries, capacity building of Self-help Groups, field groups and Farmers, etc.
6	Block Coordinators	
	Educational Qualification	Essential: Bachelor's Degree in any discipline. Desirable - The candidate should be Proficient in Computer usage and competent in MS Office.
	Experience	02 Years of Post-Qualification working experience with NGOs/ Nonprofit organisations/ State Govt. etc. in Implementation, Report writing Monitoring of Corporate Social Responsibility (CSR) / Social/ Rural Development Projects. Handholding with

	Panchayat Representatives, Grassroots/Block level Govt. functionaries, Self Help Groups, and Farmers etc.
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2.1 Candidate should be from the service of Central / State Govt. PSEs/ Private Sector and should possess requisite expertise in any of the required areas as mentioned in clause no. 2.0 above.

3.0 Terms and Conditions of Contract:

- a) **The period of the contract** will be a maximum of up to **three years** initially. The initial agreed period may be extended by one year and for another one more year based on performance and depending on the requirements.
- b) **Remuneration:** The selected candidates will be paid following consolidated remuneration mentioned against each contractual post and the same may be increased up to a maximum of 10% on an annual basis in subsequent years based upon their performance.

Sl.no	Name of the contractual post	Remuneration Per Month (Consolidated)
1.	Head- NMDC CSR Foundation	Rs 2.00 Lakhs
2.	Project Manager	Rs 1.00 Lakhs
3.	Monitoring and Evaluation Officer	Rs 75,000/-
4.	Office Manager	Rs 50,000/-
5.	District Coordinators	Rs 50,000/-
6.	Block Coordinators	Rs. 25,000/-

- c) GST, as applicable, shall be borne by the company.
- d) The remuneration will be based on actual attendance and prorated deductions shall be made for their absence.
- e) Besides, they will be covered by a suitable Accidental Group Insurance for any accident that may occur out of or in the course of employment during the period of their contract.
- f) Outpatient expenses for self-treatment @ Rs. 35,000/- per annum will also be paid.
- g) The candidates selected must be medically fit for their selected area and their engagement will be subject to medical fitness tests at the company-authorized Medical Hospital / Centre.
- h) The engagement can be terminated by giving one month's notice on either side. Once engaged, the candidate will not be allowed to take up any other assignment outside during the period of their engagement.
- i) In the case of an official tour, they will be eligible for TA/DA as applicable.
- j) The candidate engaged on Contract Basis will only be entitled to 12 days of Causal Leaves in a Calendar Year.
- k) They will be eligible for weekly days of rest and public holidays as per the rules of the Corporation.
- l) Returnable Mobile handsets up to Rs 30,000/- will be provided to candidates selected for posts at Sl. No 1,2,3 & 4 of clause no 3.0 (b) and Returnable Mobile Handset up to Rs 20,000/- will be provided to candidates selected for posts at Sl. No 5 & 6 of clause no 3.0 (b) for official use. They will also be provided annual Call and data plans for uninterrupted reporting and MIS/Data Management, as applicable.
- m) The selected candidates will be provided returnable Laptops along with a Dongle for day-to-day official functioning. The same is to be returned in good and working condition after the expiry of the contract period.
- n) Apart from the above, no other monetary benefit shall be admissible.

4.0 HOW TO APPLY: Applicants must apply/register themselves through online mode only.

Sl. No.	Online mode
a	Eligible candidates would be required to apply online for registration through the NMDC website www.nmdc.co.in (link is available on the "Careers" page of the website). The link will be available/activated from 10:00 AM on 11.01.2024 to 11:59 PM on 31.01.2024

b	Helpline email nmdc@jobapply.in will be available between 10 AM and 6 PM on all working days to assist with technical aspects of online mode.
c	Candidates are required to fill in all the details online and upload all the relevant documents/ certificates such as (i) a recent passport-size photograph (ii) Matriculation / 10 th certificate for age verification (iii) Certificates in support of Qualification and experience (iv) Caste/Category Certificate, SC/ST/OBC(NCL)/EWS/Disability/ Ex-Serviceman Certificate, etc. as applicable (v) Scanned signature, etc.
d	For detailed notification, the candidates are advised to visit the careers page of the NMDC website i.e. www.nmdc.co.in .
e	Before applying/registration in online mode candidates are advised to read the instructions of notification carefully which will be available on the NMDC website.
f	After applying “online”, the candidate is required to download a copy of the filled-in application/ registration form and should submit the same at the time of Document Verification at the venue.
g	Candidates are required to mention their date of birth and name as per the Matriculation/10 th class certificate issued by the recognized Board. No other proof of date of birth and name shall be accepted.

5.0 Verification of Documents with Originals: -

The candidates who will be called for an Interview are required to produce original documents/ testimonials, along with self-attested photocopies, in support of Age, Qualification, Experience, Caste, etc. for verification of their eligibility as per notification at the time of the Interview. In case the candidate(s) do not produce/submit the required documents before attending Interview the candidate(s) will not be permitted to attend the same. The decision of Management is final in this regard. The candidates are advised to carry along the printout of the registration form at the time of the Interview.

6.0 Mode of Selection:

The mode of selection for the above posts will be through Interviews.

7.0 General Conditions:

7.1 The cut-off date for reckoning eligibility for educational qualification, age, experience, etc. will be the last date for submitting the application/registration as mentioned at point no. 4.0(a) of this notification. In case, the last date of submitting of application/registration is extended, the original cutoff date for reckoning eligibility will remain unchanged.

7.2 The prescribed minimum educational qualifications are mandatory and in absence of the same any higher qualification even if possessed by the candidate does not make any candidate eligible to be called for an Interview.

7.3 During the recruitment process, if any information provided by the candidate is found incorrect/incomplete or it is not in conformity with eligibility criteria as specified in the notification for the above post, or if it is found that the candidate has concealed/distorted any material information, his/her candidature will be canceled at any stage during the recruitment process or even after selection.

7.4 Mere fulfilling of the minimum criteria will not vest any right in candidates for being called for different stages of the recruitment process. Depending upon response and requirement, the management reserves the right to raise/relax/cancel/modify/alter the entire recruitment/selection process, if the need so arises, without issuing any further notice or assigning any reason whatsoever. The decision of management to call the candidates for selection shall be final. **No interim correspondence will be entertained.**

7.5 In case of any typographical errors, omissions, or clarification, a corrigendum to the notification shall be issued on the NMDC website only. In such cases, the last date of receipt of applications will also be extended. In general, no modification in the number of vacancies, notified specifications/criteria would be made after the issue of Employment Notification.

7.6 The selected candidates will be engaged on a contract basis and they may be assigned jobs/functions/ assignments as per the business requirement of the Company.

7.7 Before applying online, all the candidates must fulfill the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying. No inquiry asking for advice as to eligibility will be entertained. While applying for the above post, the applicant should ensure that He/She fulfills all the eligibility and other criteria as mentioned above on the cutoff date and that the particulars furnished are correct in all respects. If the information provided by the candidate is found incorrect/incomplete or is not in conformity with the eligibility criteria as specified in the notification for the above post, the candidate will not be allowed for the Interview.

7.8(A) Candidates belonging to SC/ST/OBC (Non-Creamy Layer)/EWS/PWD/Ex-servicemen category should enclose a copy of caste/permanent Certificate as applicable in the prescribed proforma specified by Govt. of India. The OBC certificate submitted by the candidate should be issued within 06 months from the date of the Interview/Written Test and as per the orders contained in the Department of Personnel and Training, Ministry of Personnel, Public Grievance and Pensions, New Delhi, Office Memorandum No.36012/22/93-Estt(SCT) dated 08.09.93 and should clearly indicate that the candidate does not belong to the persons/sections (Creamy Layer) as mentioned in column-3 of the Schedule of the above referred Office Memorandum dated 08.09.93 and also belong to the community listed as OBC by Government of India as per latest directives issued by Government of India.

7.8(B) Candidates seeking reservation under EWS will have to submit an Income and Asset Certificate issued by the Competent Authority. The prescribed format and the Competent Authority for the said certificate have been mentioned in DOPT Office Memorandum No.36039/1/2019 dated 31.01.19 (EWS Certificate Format attached as Annexure III)

7.9 Category (SC/ST/OBC-NCL/EWS/PwD/Ex-Servicemen) once filled in the online application form will not be changed and no benefit of other categories will be admissible later on.

7.10 If the SC/ST/OBC(NCL)/EWS/PWD/Ex-Servicemen certificate has been issued in a language other than English/Hindi, the candidates will be required to submit a self-certified translated copy of the same either in English or Hindi.

7.11 Ex-servicemen are required to produce an equivalence certificate of his/her qualification acquired by them issued by the Competent Authority at the time of the Interview. In the absence of the above, candidates shall not be allowed to appear in the Interview.

7.12 Information regarding the Interviews will be provided in the Admit Card/Call Letter which can be downloaded from the Careers Page of the NMDC website and candidates will be intimated for the same through their email etc. No other communication will be sent to the candidates for the Interview. NMDC will not be responsible for any loss of email sent due to an invalid/wrong email ID provided by the candidate or postal delay/non-receipt of information by post.

7.13 The prescribed Caste Certificates for SC/ST (Annexure-I), OBC(NCL) Certificate (Annexure-II), EWS certificate (Annexure-III) are available in the notification on the Careers page of the NMDC website i.e., www.nmdc.co.in only.

7.14 The candidates applying for the recruitment should ensure that they fulfill all eligibility conditions for the post against which they apply. Their admission at all the stages of the selection process will be purely provisional subject to satisfying the prescribed eligibility condition. Mere applying through online mode and issue of Application No. for online application, a call letter/ admit card to the candidate will not imply that his/ her candidature has been finally cleared by NMDC. NMDC takes up verification of eligibility conditions with reference to the original documents of the shortlisted candidates at the time of the Interview.

7.15 No interim correspondence will be entertained on any account during the recruitment process. **Canvassing in any form will be treated as disqualification.**

7.16 Only such PWD category candidates would be eligible to get the applicable benefit of reservation/concessions whose relevant disability percentage is 40% and above.

7.17 Candidates should retain a printed copy of their application/registration form as they can be asked to produce it for future reference.

- 7.18 In case of disparity in the English & and Hindi versions of the advertisement, the English version will prevail.
- 7.19 No request for a change of venue for the Interview will be entertained.
- 7.20 Only Indian Nationals are eligible to apply.
- 7.21 Court of jurisdiction for any dispute will be at Hyderabad.

Dy. General Manager (Personnel)