POWER FOUNDATION OF INDIA

Job Description (JD)

Engagement of Advisor- HR & Liaison (CPSE Executive)

1. Position

Advisor (HR & Liaison)

No of Post: 01

2. Mode of Engagement

Consultancy/Expert Engagement on a monthly Basis under the applicable provisions of the Power Foundation of India (PFI) Rules for Engagement of Advisors/ Experts/Consultants.

3. Place of Posting

New Delhi. The selected advisor shall be required to undertake travel within India in connection with assignments of PFI.

4. Duration of Engagement

Initially for a period of two years, extendable based on performance, project requirements, and approval of the Competent Authority.

5. Objective of Engagement

To provide strategic guidance on HR policies, manpower planning, recruitment and administration, while facilitating effective liaison with CPSEs, government departments and other stakeholder organizations to support PFI's organizational objectives and initiatives undertaken by PFI.

6. Key Responsibilities

The Advisor shall:

To provide strategic advice on HR policies, manpower planning, recruitment, compensation, employee relations and organizational development, while coordinating with CPSEs, Government Ministries, PFI member organizations and other stakeholders to facilitate institutional liaison and smooth execution of PFI's activities.

7. Eligibility Criteria and Experience

The eligibility criteria for the post of Advisor–HR and Liaison shall be as follows:

i. **Educational Qualification:** Graduate/Postgraduate from a recognized university or institution. Preference may be given to candidates possessing an MBA/PG Diploma in HRM.

ii. **Professional Background:** The candidate should be a superannuated executive from a Maharatna, Navratna or Miniratna CPSE, or a Central Government organization in the power sector with minimum 5 years' experience in HR functions.

iii. **Level in HR functions:** The candidate should have retired at **E-9 level or equivalent**, preferably from organizations such as NHPC, SJVN, THDC India Limited, NEEPCO, NTPC, POWERGRID etc or other equivalent organizations.

iv. **Experience:** Minimum **25 years of post-qualification experience** in the power sector, including substantial experience in HR/Personnel Management and related administrative functions.

v. **Maximum Age:** The candidate's age shall not exceed **62 years as on the closing date of receipt of applications**.

vi. **Professional Competence:** The candidate should possess excellent leadership, communication, analytical, advisory and interpersonal skills, along with demonstrated expertise in HR policy formulation, organizational development, manpower planning, recruitment, compensation and benefits, employee relations, performance management and service matters.

Demonstrates strong liaison and stakeholder-management skills, with the ability to coordinate effectively with Central/State Government departments, CPSUs, senior officials and other stakeholders. Proficient in facilitating inter-organisational coordination, official communication, meetings and follow-up for the effective implementation of PFI initiatives.

vii. The candidate should have a proven track record of integrity, professional competence and the ability to advise senior management on strategic HR issues.

8. Job Description (JD)

The Advisor–HR shall provide strategic and professional advice to the Director General and PFI management on matters relating to human resource management and organizational development. The principal responsibilities shall include:

i. Advising on the formulation, review and implementation of HR policies, rules, regulations and procedures in accordance with PFI's organizational requirements and applicable guidelines.

ii. Reviewing the existing HR framework, employee service conditions, pay structure, grade fitment, compensation and benefits, and recommending appropriate improvements.

iii. Advising on manpower planning, organizational structure, recruitment, selection, deployment, career progression and succession planning.

iv. Providing expert guidance on employee relations, performance management, employee engagement, grievance redressal and disciplinary matters.

v. Advising on the engagement of regular, contractual and consultant manpower, including preparation and review of recruitment policies, eligibility criteria and terms of engagement.

vi. Supporting the development and implementation of HR systems, establishment procedures, administrative policies and institutional best practices.

vii. Examining HR-related issues referred by the Competent Authority and providing reasoned recommendations for consideration and decision by the competent authority.

viii. Advising on compliance with applicable statutory provisions, government guidelines and relevant CPSE practices, wherever applicable to PFI.

ix. Assisting in the development of HR strategies aligned with PFI's approved business plan, organizational objectives and future manpower requirements.

x. To coordinate with Central/State Government departments, PFI member organisations and other stakeholders for meetings, programmes, and official engagements. Facilitate liaison, follow-up, and timely communication to ensure smooth execution of PFI activities and initiatives.

xi. Performing any other HR-related or administrative duties assigned by the Competent Authority from time to time.

9. Age Limit

Not more than 62 years as on the date of advertisement. Relaxation may be considered in deserving cases with approval of the Competent Authority.

10. Remuneration

The Advisor shall be paid consultancy fees on a monthly basis in accordance with the approved PFI policy/guidelines for engagement of retired Advisors/ experts and consultants.

The consultancy fee shall be determined based on:

- Last pay drawn;
- Level of responsibility;
- Nature of assignment; and
- Applicable PFI Rules and approval of the Competent Authority.

TA/DA for official travel shall be regulated as per PFI rules applicable to engaged Advisors.

11. Other Conditions

1. The engagement shall be purely contractual and shall not confer any right for regular employment in PFI.
2. The Advisor shall maintain confidentiality of all information and documents accessed during the assignment.
3. The Advisor shall avoid any conflict of interest and submit a declaration to this effect.
4. PFI reserves the right to terminate the engagement by giving one month's notice or payment in lieu thereof.
5. The engaged Advisor shall be governed by the terms and conditions prescribed by PFI from time to time.

12. Reporting

The Advisor shall report to the Executive Director or any officer authorized by Director General, PFI.

13. Selection Process

Selection shall be based on:

- Screening of applications;
- Assessment of relevant experience and expertise;
- Personal interaction/interview, if considered necessary by PFI.

23/10/2026