

Ref. No. REC/FT Rectt./2023/01

***HIRING OF EXPERIENCED PROFESSIONALS ON FIXED TENURE BASIS***

- REC limited is a Maharatna Public Sector Enterprise and a well acclaimed Non-Banking Financial Company endowed with 'Infrastructure Finance' Company status. Domestically, REC holds the highest credit rating from CRISIL, ICRA, IRRPL & CARE and internationally rated at par with the sovereign ratings. Our company has a pan India presence and is one of the major players in providing financial assistance to all segments in the power sector including Generation, Transmission & Distribution and we are now foraying into infrastructure finance segment in addition to our conventional business. We also have a significant role in the Government of India's plans for the growth of the Indian power sector.
- To meet its human resource requirements, REC invites applications from dynamic, committed, self-motivated and experienced professionals for engagement on Fixed Tenure Basis initially for a period of **3 years** which may be further extended depending upon the requirement of the project & performance of the individual upto a maximum tenure of **4 years & 6 months**. The post-wise details of the vacancies are given as under:

Sr. No.	Name of the Post & Grade	Minimum Essential Educational Qualifications	Minimum years of post-qualification experience required	Maximum Age (in Years)	Number of vacancies (Reserved For)	Nature of work experience required
1	Executive (Technical)  L4	Regular full time B.E. / B. Tech. or equivalent in Electrical/ Mechanical / Civil or equivalent from a recognized Institute/ University with minimum first division or equivalent CGPA.	10	45	01 (UR)	Experience in the area(s) of Coordination/ Monitoring/ Project Management / Financial Modelling & Analysis/ Appraisal of Power Projects & other

						infrastructure projects.
2	Deputy Executive (Administration)  L3	Regular full-time Graduate or equivalent from a recognized Institute/ University with minimum 50% marks or equivalent CGPA.  <b>Desirable:</b> Additional qualification in Human Resources/ Social Work/ Public Administration etc.	6	40	01(UR)	Experience in area(s) of General administration/ GeM procurement/ facility or event management etc.

3. **Post reserved for Persons with Benchmark Disabilities (PwBD):** Reservation to PwBD shall be admissible in accordance with Government of India guidelines. Persons with Benchmark disability of not less than 40% as per Government of India guidelines shall only be eligible for the benefit of PwBD.
4. **Remuneration:**

Sr. No.	Designation & Grade	Experience	MCP (Monthly Consolidated Pay) (in Rs.)
1	Executive	10 Years	1,12,000/-
2	Deputy Executive	6 Years	85,000/-

**Eligibility Criteria:**

5. **Nationality:** Only Indian Nationals are eligible to apply.
6. **Educational Qualifications:** The requirements regarding essential educational qualification for different posts are given in Table above. All qualifications should be from Universities/ Institutions recognized and approved in India by UGC/ AICTE/ Appropriate Statutory Authority (ies). Equivalence of qualification shall be decided at the discretion of REC Management.
- a. Fraction of percentage in educational qualification will be ignored and will not be rounded off to the next higher integer i.e. 59.9% will be treated as less than 60%.

- b. Wherever CGPA/OGPA/DGPA or Letter Grade in a degree / diploma is awarded, its equivalent percentage of marks must be indicated in the application form as per norms adopted by University/ Institute. The applicant shall also submit the conversion formula for deriving CGPA to percentage equivalence issued by the concerned University/ Institution, failing which the application is liable to be rejected
7. **Work Experience:** Teaching experience & Internship will not be counted as experience.
8. **Age:** The candidates must not have an age more than that mentioned in the first Table above. Following relaxation in age shall be given, subject to production of required certificate from the prescribed authority as per Government of India norms:
- SC/ ST category: Five years;
  - OBC (Non-creamy layer): Three years;
  - Persons with Benchmark Disabilities (PwBD): Ten years; in addition to the age relaxation permissible for SC/ST/OBC-NCL category candidates subject to the condition that maximum age of the applicant including relaxation on the cut-off date shall not exceed 55 years;
  - Ex-servicemen/J&K Domicile/Victims of Riots: As per Govt. of India Directives.
  - In case no post is reserved for any particular category, no relaxation shall be applicable to such categories.**
9. **Cut-off Date:** The cut-off date for ascertaining age and experience, etc will be the last date of submission of application, i.e. **18<sup>th</sup> September, 2023 (Monday)**.
10. Those working in Public Sector/ Government Sector/ Autonomous bodies of Government may forward application 'Through Proper Channel' or submit 'No Objection Certificate' at the time of Interview or should submit proper relieving order from present employer at the time of joining.
11. All appointments are subject to medical fitness as per the Rules of the Corporation.
12. No person shall be eligible for appointment if he/she has been convicted by a court of law for an offense involving moral turpitude.
13. No person shall be eligible for appointment who has previously been dismissed, removed or compulsorily retired from the service of a corporation or department of a state or central government or a local authority or from an autonomous statutory body.
14. No person who has more than one spouse or who has entered into a marriage with any person having a spouse living shall be eligible for appointment to any post unless such marriage is permissible under the personal law applicable to the candidate and the other party to the marriage.
15. Any canvassing directly or indirectly by the applicant will disqualify his/her candidature.

#### Selection Process:

16. Incomplete applications shall be summarily dismissed. In case of any discrepancy in the application, the candidature will be summarily rejected.
17. Mere fulfilment of eligibility criteria shall not confer any right to the applicant for being called for the interview/ selection process.

18. Detailed scrutiny of the applications shall be done to ascertain the eligibility and with a view to select for the purpose of interview, only those candidates who are considered suitable in terms of the nature and quality of technical knowledge and professional expertise required for each specific post. Mere issuance of call letter for appearing in the selection process shall not imply that the candidate is eligible for the interview/post.
19. Applicants found suitable shall be called for interview, the venue and time for which will be intimated through our website and the email indicated along with the application.
20. If the number of applications for any post is high, REC reserves the right to shortlist candidates with higher criteria than the minimum eligibility requirements mentioned above.
21. Outstation candidates called for interview will be reimbursed single to & fro fare by entitled mode/ class via shortest route as per extant rules (to be indicated in the interview letter) subject to submission of proof of journey and finding in order all testimonials/original documents for verification of age, qualification, experience, reservation/ relaxation, etc and upon completion of interview. Also, Travelling Allowance for attending the interview will be reimbursed to candidates for journey from the address indicated in the application or as per journey proof whichever is lower. Lodging charges will not be provided.
22. Any request for change in date or venue of the selection process (written test/ skill test/ interview) will not be entertained.
23. Verification of documents shall be done before the interview. The candidates shall be required to get their original certificates for the interview.
24. Candidates shall be selected on the basis of the educational qualifications, work experience and performance in selection process including interview. List of selected candidates, in order of merit, subject to medical fitness and verification of character and antecedents, shall be published on the REC website and selected candidates will be informed individually at the address for correspondence and/or e-mail given in the application.
25. Candidates working in Public Sector/ Government Sector/ Autonomous bodies of Government shall be required to submit proper relieving order from present employer at the time of joining.

#### General Instructions:

26. **The posts are purely temporary in nature and are not against any permanent vacancy.** The placement will not entitle the candidate for any regular / permanent employment in REC in future.
27. REC reserves the right to increase/decrease the vacancies or cancel the recruitment process, if need so arises, without issuing any notice or assigning any reason thereof.
28. REC has operations all over the country and the selected candidate can be posted anywhere in the country.
29. All information regarding this recruitment would be available in the 'Careers' tab on REC website **<http://www.recindia.nic.in>**, herein called the website/portal. Applicants are advised to check the portal/ website periodically for updates. Any corrigendum/ clarification on the advertisement, if required, shall be uploaded on REC website only. No individual mails shall be sent.

30. In case of any ambiguity / dispute on account of interpretation in versions other than English, English version will prevail.
31. No correspondence will be entertained from candidates not shortlisted/ not selected.
32. All disputes/ cases related to this recruitment process are subject to jurisdiction of courts of Delhi only.

**Steps for Applying:**

33. While applying for a post, the candidate should ensure that he/she fulfils the prescribed eligibility criteria on the cut-off date/s and that the particulars furnished are correct in all respects. If at any stage of recruitment or thereafter it is detected that a candidate has furnished any incorrect/ incomplete information or has suppressed any material fact (s) to be considered as eligible, his/her candidature will stand automatically cancelled. If any shortcoming (s) is/are detected after his/ her assumption of charge, his/her service is liable to be terminated without any notice.
34. If any document/certificate is issued in a language other than Hindi/English, candidates are required to submit a certified translation of the same in Hindi/ English along with the application and also at the time of Interview.
35. Candidates who want to avail relaxations available to SC/ST/OBC- NCL/ PwBD/ J&K domicile/ Ex-servicemen/EWS are required to furnish Valid Caste/ Category Certificate in the prescribed format issued by the Authority as per GoI guidelines (in case of SC/ ST/ OBC-NCL/ EWS).
36. Validity of such certificate shall be the responsibility of the candidate at the time of application and also its verification as and when required.
37. Candidates are required to send **hard copy** of duly-filled & signed Application Form (Format of application form is available at <http://www.recindia.nic.in>) along with self-attested copies of relevant supporting documents in an envelope duly super-scribed as ‘**Application for the post of \_(name of the post)\_**’ so as to reach at the below mentioned address, latest by **18th September, 2023 (Monday)**:

**The GM (HR),**

**REC Limited,**

**Plot No. I-4, Sector 29, Gurugram, Haryana 122001**

38. Candidates are required to pay a non-refundable fee of **₹ 500/- (Five Hundred Only) by a Demand Draft in favour of “REC Limited”, payable at Gurugram &** submit as enclosure along with the application form. Candidates belonging to Scheduled Castes, Scheduled Tribes, PwBD, Ex-servicemen are exempted from payment of this application fee.
39. Self-attested copies of following documents should be attached as enclosures & sent with the application form:
  - a. Proof of Date of Birth (Tenth Class Certificate/ Birth Certificate)

- b. Caste certificate/ relevant document for claiming Reservation/ Relaxation/Concessions issued by the Prescribed Authority as per GoI guidelines (in case of SC/ST/OBC-NCL/ Ex-servicemen/EWS etc.)
- c. Disability Certificate – issued by the Prescribed Authority as per GoI guidelines clearly indicating type of disability, % of disability etc
- d. Documents related to Essential Qualification (Pass certificate & Mark sheets showing class/ division/ CGPA/ percentage, mode, duration along with specialization). If Class/ Division and percentage is not indicated in the Certificate or Mark sheet, the applicant shall submit the conversion formula for deriving CGPA to percentage equivalence from the concerned University/Institution, failing which the application is liable to be rejected.
- e. Documents related to Other Qualifications (Pass Certificate and Mark sheets)
- f. Documents related to experience such as: (present as well as all previous employment/s) starting from current employment in descending order:
- Appointment order/ joining order
  - Experience Certificate: Proof of experience indicating post held, period of service, emoluments & area of experience
  - Latest Pay Slip
  - Relieving order (in case of experience with more than one organization)
  - Salary Certificates/proof of CTC together with ITR or Form-16 A issued by present / past employers(s).
- g. Certificate proving candidature under the category of J&K domicile, issued by the Competent Authority or any other category for which relaxation is admissible as per the advertisement.
- h. Discharge certificate issued by Competent Authority, in case of Ex-Servicemen.
40. If called for interview process, the candidates are required to carry the originals of all supporting documents for document verification. In the event of a candidate not producing the original documents, he/she shall not be allowed to attend the interview process.
41. All the details given in the application form will be treated as final and no changes will be entertained later.
42. Applications received in any formant other than the prescribed format/In-complete/ Unsigned applications/ Late application / applications without supporting documents, application fees (where applicable) etc. will be rejected. The corporation will not be responsible for late receipt of application.

**Important Date:**

a.	Last date for receipt of hard copy of application along with necessary enclosures	<b>Till 6 PM, 18<sup>th</sup> September, 2023 (Monday)</b>
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