



**RURAL ELECTRIFICATION CORPORATION LIMITED**  
 (भारत सरकार का अंग)(A Government of India Enterprise)  
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 Website [www.recindia.com](http://www.recindia.com) & [www.recindia.gov.in](http://www.recindia.gov.in) CIN- L40101DL1969G01005095

Ref no. 01/2015/HR/Recr.

## **SPECIAL RECRUITMENT DRIVE FOR PERSONS WITH DISABILITIES- 2015**

Rural Electrification Corporation Limited (REC), a NAVRATNA Central Public Sector Enterprise under the Ministry of Power, is a premier financial institution engaged in the business of financing power projects in the field of generation, transmission and distribution. Over the years, the company has witnessed phenomenal growth and is having net worth of ₹ 24,857.03 cr with net profit of ₹ 5259.87 cr (as on 31.03.15). The Company also has a Training Institute in Hyderabad by the name 'Central Institute for Rural Electrification (CIREF)' which caters to the training and development needs of Power Sector Employees, both from India & abroad.

The company offers an attractive compensation package which is one of the best in the industry including Basic pay and DA (on IDA pay pattern) with benefits such as leased accommodation, perks & allowances in accordance with the cafeteria approach, medical facilities including post-retirement medical benefits, group insurance, pension, CPF, Gratuity etc. As a Special Recruitment drive to fill up the backlog/reserved vacancies for the PWD category, REC invites applications to fill up the following posts the details of which are as under:

S. No.	Name of the Post, Grade & IDA Scale of Pay	No. of Posts	Minimum Qualification/s	Min. Post qualification executive exp. (years)#	Maximum age (yrs) @	Nature of experience	Experience In Immediate Lower Scale
1	Sr. Executive (Law), E3, ₹ 24,900 – 50,500	2 (UR)	Essential- Degree in Law (LLB - 3 years) or Degree in 5 years integrated course in Law with at least II division from a recognized Institute/University	2	30	Hands on experience in drafting/vetting/ execution of legal documents of project financing, conducting legal due diligence of company/Corporate affairs/Project Documents / Contracts/ Clearances/ Land title documents/ loan proposals etc. Also experience in handling/conducting court cases/suits before	Minimum 2 years of post-qualification executive experience in the induction grade of IDA/CDA pay scale or equivalent level/ post profile for others.

### **Post in Law Discipline**

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**Post in Human Resource Discipline**

						<p>Civil/Criminal courts/DRT, etc and arbitration proceedings.</p> <p>Candidates with experience in working with PSUs/Banks/Financial Institutions etc will be preferred.</p> <p>Also, must have in-depth and up-to-date Knowledge of applicable Corporate /commercial Legislations, core competence in the areas of analyzing various legal, security packages relating to project financing, in ensuring statutory compliances including registration of charges with RoC/ CERSAI, etc and must be in a position to handle all activities of documentation independently.</p> <p>Post - Qualification experience as a practicing Lawyer/Advocate/ Retainer Counsel shall not be preferred.</p>	
2	Sr. Executive (HR), E3, ₹ 24,900 – 50,500	1 (UR)	Essential- MBA/ Post Graduate Degree/Diploma of 2 years duration from recognized Institute/ University <b>with specialization</b> in Personnel Management & Industrial Relations/ Human Resource Management with at least 1st Division or equivalent CGPA	2	30	<p>Hands on experience in reputed organization with in depth knowledge in HR functions including Recruitment, Manpower planning, Evolution of Policies/ Compensation Packages, Industrial relations, Succession planning, Reservation policy, Establishment matters, Compliance with Govt. guidelines, Welfare matters, Labour Laws, Office administration, etc.</p>	<p>Minimum 2 years of post-qualification executive experience in the induction grade of IDA/CDA pay scale or equivalent level/ post profile for others.</p>

### Posts in Engineering (Engg.) Discipline

3.	Dy. General Manager (Engg.) E-8, ₹ 51,300 – 73,000	1 (ST)	Essential- B.E./B.Tech in Electrical/ Mechanical or equivalent from a recognized Institute/University with pass marks/percentage or equivalent CGPA.  Desirable: MBA/Proficiency in IT applications.	15	48	Hands on experience in Electric Power Utilities in the areas of Generation (including renewable) and/or Transmission & Distribution, Project appraisal & Financing preferably with an exposure to Project Planning, Formulation, Appraisal, Execution, Operation & Maintenance, Procurement/Contracts, Power Project Monitoring, Commercial / regulatory environment of Power sector.	Minimum 15 years of post-qualification executive experience out of which 2 years' experience in the IDA pay scale of ₹ 43,200-66,000 or 2 years in ₹ 37,400-67,000 + GP 8,700 (CDA scale of pay w.e.f. 2006) or equivalent level/ post profile for others.
4.	Sr. Executive (Engg.), E3, ₹ 24,900 – 50,500	4, (SC-2, ST-2)	Essential- B.E./B.Tech or equivalent in Electrical Engineering from a recognized Institute/University with pass marks/percentage or equivalent CGPA.  Desirable : M. Tech/ MBA	02	28		Minimum 2 years of post-qualification executive experience in the induction grade of IDA/CDA pay scale or equivalent level/ post profile for others.

### Posts in Finance & Accounts (F&A) Discipline

5	Chief Manager (F&A) E-7, ₹ 43,200 – 66,000	1 (ST)	Essential- Graduate from a recognized Institute /University and CA/ICWA Or Candidates having B.Com & MBA (Fin.) from a recognized Institute/ University with pass marks/percentage or equivalent CGPA can apply.	12	45	Hands on experience in reputed Financial Institutions, NBFCs, Nationalized banks, PSUs etc., in maintenance of corporate Accounts, Taxation, Mobilization of resources including international finance, policy matters, concurrence, Credit/ Entity Appraisal of Projects, Techno-Commercial Appraisal of power projects, preparation of RFQ/RFP Bid Documents for Tendering of Transmission Projects and related activities.	Minimum 12 years of post-qualification executive experience out of which 2 years' experience in the IDA pay scale of ₹36,600-62,000 or ₹15,600-39,100 + GP 7,600 (CDA scale of pay w.e.f. 2006) or equivalent level/ post profile for others.
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**Abbreviations used:** UR- Unreserved, OBC- NCL - Other Backward Classes – Non Creamy Layer, SC- Scheduled Caste, ST- Scheduled Tribe, PWD- Person with Disability.

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@ Relaxations for SC/ST/ OBC- NCL/ PWD/ Ex-servicemen/ J&K domicile category will be as per Govt. of India guidelines. The relaxation in age for candidates belonging to SC / ST communities shall be 5 years and for those belonging to OBC (Non-creamy layer) shall be 3 years. Further additional age relaxation of 5 years shall be admissible to Person with Disabilities (PWD) subject to production of relevant Disability Certificate from the prescribed authority.

# Applicants, who are holding the posts in the pay scales specified above (in the immediate lower grade) in substantive capacity i.e. other than time scale, in situ basis, etc. will only be considered eligible for all the positions.

**One post out of posts at S. No. 1 and 2 is reserved for Visually Handicapped (VH) candidates and two posts out of posts at S. No. 2, 3, 4 and 5 are reserved for Hearing Handicapped (HH) candidates.** Reservation to PWDs shall be admissible in accordance with Government of India guidelines for disabilities as follows:

DISCIPLINE	IDENTIFIED POSTS FOR PWD	TYPE OF DISABILITY	LEGEND
Legal/Law	Post at S. No. 1	OL/BL/OAL/B/LV	OL=One Leg, BL=Both Legs, OA=One Arm, OAL=one arm and one leg, B= Blind, LV=Low vision, OH= Orthopedically Handicapped, HH= Hearing Handicapped.
Human Resource	Post at S. No. 2	OA/OL/B/LV/HH/OAL/BL	
Engineering	Post at S. No. 3 & 4	OL/HH	
Finance & Accounts	Post at S. No. 5	BL/OA/OL/HH	

**GENERAL INFORMATION:**

1. Candidates are required to go through the full text of advertisement and read all the given conditions carefully, while applying for the post.
2. Only Indian Nationals are eligible to apply.
3. All qualifications should be full time and from Universities/Institutions recognized and approved in India by UGC/AICTE/Appropriate Statutory Authority (ies).
4. The Incumbents are liable to be posted anywhere in India. The selected candidate/s should join within the prescribed time limit.
5. Those working in Govt. / PSUs may apply 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.
6. For getting the benefit of reservation under OBC category, the name of caste & community of the candidate must appear in central list of OBCs available on website of National Commission for Backward classes(NCBC). OBC candidates belonging to creamy layer category should apply as general category and against general vacancies.
7. Internal candidate(s) (other than those on deputation) applying for positions will be given age and fee relaxation as per Rules. However, internal candidates on probation will not be eligible. For those on deputation, grade/rank/pay scale in parent department will be the reference point for the purpose of experience.
8. The minimum qualification requirement in terms of percentage of marks/division has been relaxed to pass marks/percentage for the Candidates belonging to SC, ST and PWD category.
9. The cut-off date for ascertaining age and experience will be 21<sup>st</sup> August, 2015.

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25. No correspondence will be entertained from candidates not shortlisted/ selected.
26. Any corrigendum/clarifications on this advertisement, if required, shall be uploaded on REC website only.
27. Fraction of percentage in educational qualification will be ignored and will not be rounded off to the next highest integer i.e. 59.9% will be treated as less than 60%.
28. Applicants called for test/interview shall have the option to write/speak/ answer in Hindi/ English.
29. **SC/ST/PWD/Ex-Servicemen/Internal Candidates are exempted from payment of application/registration fee.** Candidates belonging to General and OBC-NCL category need to pay application/processing/registration fee of ₹ 500/-.
30. If any certificate etc. is issued in a language other than Hindi/English, candidates are required to submit a certified translation of the same in either Hindi or English language along with the hard copy of the application and also at the time of Interview, if called for.
31. All communications will be sent to the address filled by the candidate as address for communication in the Application form. Also, Travelling Allowance for attending the interview will be reimbursed to candidates for journey from the same address or as per journey proof whichever is lower.
32. In Case of experience in Govt./ PSU where pay scales are different and not as per the given pattern, the equivalent level will be decided considering the different hierarchical levels in the executive/ officer cadre, pay scales & emoluments, period of service in different grades and position of applicant in the hierarchy. The decision of REC shall be final and binding in this regard. Such candidates are required to provide all supportive details i.r.o. their eligibility along with the application.
33. Any request for change in Interview /Test Centres will not be entertained.
34. All disputes / cases related to this recruitment process are subject to jurisdiction of courts of Delhi only.

#### SELECTION PROCEDURE

The Selection process shall be by way of Personal Interview or by any other appropriate method as decided upon by the REC Management depending upon the response received against each post. Decision of REC shall be final in this regard.

#### STEPS FOR APPLYING:

1. Before applying the candidate must satisfy himself/herself that he/she is eligible to apply for the post and is in position to comply with the requirements and terms and conditions mentioned in the advertisement.
2. Eligible and interested candidates should visit the **'Careers'** << **'Jobs on Offer'** tab on our website i.e [www.recindia.gov.in](http://www.recindia.gov.in) / [www.recindia.nic.in](http://www.recindia.nic.in) to download prescribed application format.
3. Fill in all the details required in the Application Form. A recent pass port size photograph should be affixed in the right hand top corner on the front page of the prescribed application format. Sign at the end of the Application form in the declaration field. **A non-refundable demand draft for ₹ 500/- (in case of General & OBC-NCL candidates) favoring Rural Electrification Corporation Limited payable at New Delhi** is also to be enclosed.

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4. Enclose self-attested copies of all the required documents such as proof of age, qualifications including specialization, class, % of marks, experience, category etc. as given in the checklist below.
5. The envelope duly super-scribed as '**Application for the post of \_\_\_\_\_**' containing the duly filled in and signed application along with the self-attested copies of the said enclosures should be sent to the DGM (HR) so as to reach REC by 21<sup>st</sup> Aug 2015 till 6:00 P.M. (last date for receiving applications) at the address indicated below:

**"RURAL ELECTRIFICATION CORPORATION LIMITED, Core-4, SCOPE Complex, 7, Lodhi Road, New Delhi-110003"**

Application received in any other format will not be entertained. A candidate can apply for one post only failing which REC reserves the right to consider any one application only at the discretion of REC management. Applications which are incomplete/ unsigned, without attested copies proving age, qualifications including specialization, class, % of marks, experience, category etc., as mentioned above and **applications received late due to postal delays etc. will not be considered.**

**LIST OF ESSENTIAL ENCLOSURES TO BE SENT ALONG WITH HARD COPY OF THE APPLICATION:**

**Candidate will have to produce the originals for verification at the time of interview, if called for.**

- a) Proof of Date of Birth(X class certificate/ Birth Certificate)
- b) Caste (SC/ST/OBC-NCL) Certificate for claiming Reservation/ Relaxation/concessions issued by the competent authority as per GOI guidelines (as applicable)
- c) Discharge Certificate (If applicable- in case of Ex-serviceman)
- d) Disability Certificate – issued by the competent authority as per GOI guidelines clearly indicating type of disability, % of disability etc. (If applicable- in case of PWD)
- e) Documents related to Essential Qualification (Passing certificate(s) & Mark sheets showing class/ division, duration along with specialization).
- f) Documents related to Other Qualifications (Pass Certificate and Mark sheets)
- g) Documents related to Experience: (Present as well as Previous Employment )
  - Appointment order/Joining order.
  - Experience Certificate: Proof of experience indicating post held, period of service, pay scale/ emoluments & area of experience. (In respect of PSU/Govt. employees indicating revised as well as pre-revised pay scales with period details).
  - Latest Pay Slip
  - Pay Certificate from concerned organization (Govt./ Public/ Private sector) in support of experience in relevant pay scale/ emoluments. CTC details (in case of candidates from private sector).
  - Last Promotion order (If promoted).
  - Relieving order (in case of experience with more than one organization)
  - Chart clearly indicating executive grade & pay structure of the organization and position of the applicant in the hierarchy for relevant experience.
- h) Documentary proof in support of Annual Turnover (Audited Balance Sheet) and listing status (on stock exchange) in case of candidates working in private sector.
- i) **DD of ₹ 500/- (if applicable)**
- j) Any other relevant document/certificate proving candidature under the category of ex-servicemen/J&K domicile issued by the competent authority or any other category for which relaxation is admissible as per the advertisement.

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