

Ref. no. RECPDCL/HR/2024/1

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

1. REC Power Development and Consultancy Limited (REC PDCL) {formerly known as REC Power Distribution Company Limited} is a wholly owned subsidiary of REC Ltd., a “Maharatna CPSE” under Ministry of Power, Government of India. RECPDCL is rendering expert consultancy services across the value chain of Indian power sector. The spectrum of consultancy services includes inter-alia, Project Management Consultancy (PMC) works, IT implementation in Power Sector, Smart Metering, Smart Grid, Solar Projects, Third Party Quality Inspection, Monitoring of Rural Electrification works, Feeder Renovation Program, Energy Audit, HVDS study, Load flow study of power system networks, preparation of Detailed Project Reports (DPRs), Implementation of Power Transmission projects and such others. Also, RECPDCL is closely associated with various Govt. of India Schemes viz., R-APDRP, IPDS, PMDP, RFMS, NFMS etc. and is working in close association with the Central/ State power utilities across the Country.
2. To meet its human resource requirements, RECPDCL invites applications from experienced professionals in Engineering, IT, HR, Finance and Law discipline 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 place of posting will depend on the project requirements and shall be communicated at the time of interview/ joining. The post-wise details of the vacancies are given as under:

Sl No	Name of the post & Grade & Number of vacancies	Minimum essential educational Qualification	Minimum Years of Post Qualification Experience required	Maximum Age (in years)	Vacancies reserved for	Nature of experience required
1.	Sr. Executive (Tech.) – Renewable Energy/L5 (01 vacancy)	Regular full time B.E./ B. Tech. or equivalent in Electrical/Electrical & Electronics/Electronics & Communication /Mechanical/Civil or equivalent from a recognized Institute/ University Preferably with 60% Marks or 1st Division or equivalent CGPA	13	50	01 (UR)	Experience in installation and commissioning of RE projects, both Utility scale and DRE including experience in bidding and tariff determination, liaisoning with various stakeholders
2.	Dy. Executive (Tech.) – (Smart Metering) L3 (02 vacancies)	Regular Full time BE/ B.Tech. or equivalent in Electrical/ Electrical & Electronics / Electronics/Mechanical/ IT/ CS	6	40	04 (UR:02, ST:01, EWS:01)	Experience in Power Distribution Sector in the area(s) of: Functionalities & deployment of AMI applications/preparation of design & solution documents of AMI systems / Monitoring

		or equivalent from a recognized Institute/ University Preferably with 60% Marks or 1st Division or equivalent CGPA				<p>of AMI systems etc.</p> <ul style="list-style-type: none"> <li>Data analysis /Preparation of reports, MIS etc.</li> </ul> <p>Preference shall be given to candidates with experience in Handling field quality issues, third party inspection of projects in area of metering, Experience in area of metering in DDUGJY/R-APDRP/ IPDS/Smart Metering projects for consumers/DT/feeders and Experience in monitoring project using IT based MIS Dashboard for progress monitoring</p> <p>Note: Certification on AMI applications &amp; data analytics shall be an added advantage.</p>
3.	Dy. Exe. (Tech.) Distribution Expert – /L3  (02 vacancies)	Regular full time B.E./ B. Tech. or equivalent in Electrical/Electrical & Electronics or equivalent from a recognized Institute/ University Preferably with 60% Marks or 1st Division or equivalent CGPA	06	40		<p>Experience in Power sector preferably in areas of UDAY/ DDUGJY/ R-APDRP/ IPDS/ Saubhagya/ Rural Electrification / Loss Reduction/ System Strengthening etc., preparation of DPR, estimations, invoices analyzing rates, checking survey details etc for Loss Reduction works, Experience in monitoring project using IT based MIS Dashboard for progress monitoring</p>
4.	Dy. Executive (IT)MIS/IT Expert/L3  (01 vacancy)	Regular full time B.E./ B. Tech in Computer Science/IT or equivalent from a recognized Institute/ University Preferably with 60% Marks or 1st Division or equivalent CGPA	06	40	01 (UR)	<p>Experience in designing and implementing IT/OT systems, including network architecture, data management, and software/hardware selection etc., SAP, System Integration, ERP Solution license &amp; Implementation, Hardware, Network connectivity on site with cloud infrastructure, Cyber Security principles and best practices, with a focus on protecting OT systems from cyber threats and ensuring</p>

						compliance with industry standards and regulations.
5.	Dy. Executive (HR)/L3 (01 vacancy)	Regular full time two-year course-MBA or Post Graduate Degree/ Diploma from recognized/ reputed Institution/ University or equivalent with specialization in Personnel Management & Industrial Relations/ Human Resource Management or equivalent Preferably with 60% Marks or 1st Division or equivalent CGPA	6	40	01 (UR)	Experience in HR function in area(s) such as Manpower Planning, Policy Interventions, Recruitment, Training & Development, Succession Planning, Employee Engagement, Performance Appraisal, Career Progression, Industrial Relations and Related HR Functions etc.
6.	Dy. Exe. (F&A) Finance Expert/L3 (02 vacancies)	CA/ICWA/CMA or MBA in Finance	06	40	02 (UR:01, OBC:01)	Financial Management & analysis for Power infrastructure related works/ similar Projects in the areas such as store management, financial funding, cost benefit analysis, financial closure of schemes, audit related issues etc.
7.	Dy. Executive (Law) (01 vacancy)	Regular full time Degree in Law (LLB - 3 years) Preferably with first division or equivalent CGPA  OR Degree in 5 years integrated course in Law from a recognized University Preferably with first division or equivalent CGPA	06	40	01 (UR)	Hands on experience in drafting/ vetting/ execution of legal documents of project financing, legal due diligence of loan proposals/ documents including in-depth knowledge of applicable corporate/ commercial legislations with expertise in DRT/ Civil/ Criminal Courts, arbitration proceedings in Banks/ financial institutions. Must have core competence in the areas of analyzing various legal, security packages relating to project financing, etc. and must be in a position to handle all activities of documentation independently.

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:-

S. No.	GRADE/ LEVEL	DESIGNATION	EXPERIENCE	MCP* (Monthly Consolidated pay in Rs.)	REMARKS
(i)	L5	Sr. Executive	13	1,35,000/-	<i>*MCP-Monthly Consolidated pay is exclusive of all other benefits such as Mobile Set reimbursement, Laptop reimbursement, hardship allowance for Ladakh posting, medical benefits, Group Personal Accident Insurance etc. as admissible under Company Policy.</i>
(iii)	L3	Dy. Executive	06	85,000/-	

#### 5. Relaxations / Concessions: -

- Reservation/ Relaxation of age shall be as per Government of India guidelines as applicable to SC/ ST/ OBC-NCL/ EWS/ PwBD/ Ex-Servicemen/ J&K domicile category.
- Maximum age limit shall be relaxed by 5 Years for Schedule Caste & Schedule Tribe and by 3 Years for Other Backward Classes (Non-Creamy Layer).
- Age relaxation in case of PwBD shall be 10 years in addition to age relaxation applicable to SC/ ST/ OBC-NCL category.
- In respect of J&K domicile during 01.01.1980 to 31.12.1989, the maximum age limit is relaxed by 5 Years for General category, 10 years for SC/ST and 8 years for OBC-NCL category.
- Reserved category candidates applying against unreserved post shall be treated as General category.

#### 6. Selection process : -

Shortlisted Candidates shall be called for Personal Interview to be conducted at Corporate Office, RECPDCL or through online mode as per decision of the management. RECPDCL may adopt higher criteria in case of receipt of more number of applicants meeting eligibility criteria. The offer of engagement shall be issued to suitable candidates in order of merit and based on the number of vacancies.

#### 7. General Instructions:-

- 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 RECPDCL in future.
- Only Indian Nationals need to apply.
- All essential qualification 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 RECPDCL management.
- Fraction of percentage in educational qualification will be ignored and will not be rounded off to next higher integer i.e. 59.9% will be treated as less than 60%.
- Teaching experience, Internship, Induction and any other training period will not be counted as experience.
- The cut-off date for ascertaining age and experience etc, will be last date of submission of application i.e., 26.06.2024.
- Mere fulfilling of eligibility criteria shall not confer any right to the applicant for being called for the interview/ appointment. Canvassing in any form will disqualify the candidate.
- The selected candidates will be posted at the discretion of management of the company to serve at any of the company's offices/ Transmission Lines/ Projects/ Unit.
- RECPDCL also reserves the right to cancel/ amend the advertisement and/ or the selection process there under. The number of positions to be filled may increase or decrease depending upon the requirements of REC PDCL.
- Candidates should be able to furnish all documentary evidence in support of their claim of meeting the criteria.

- k) OBC candidates who do not belong to “Non-Creamy Layer” should submit their application under unreserved category only.
  - l) Applications should be submitted online through RECPDCL’s website, i.e. [www.recpdcl.in](http://www.recpdcl.in) (Career Page).
  - m) A candidate can apply for only one post failing which REC PDCL reserves the right to consider any one application only at its discretion.
  - n) Candidates are advised to possess a valid e-mail ID & Mobile No. which is to be entered in the online application Form. They are also advised to retain this e-mail ID and mobile no. for atleast an year as all communication to the candidates shall be made on this e-mail ID.
  - o) Candidates if invited for personal interview will be reimbursed to and fro Fare from the starting station or mailing address whichever is nearer to the place of interview by the shortest route on production of proof of journey as per the policy. Lodging charges will not be provided.
  - p) Those working in Public Sector/ Government Sector/ Autonomous bodies of Government 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
  - q) Incomplete applications will not be entertained.
  - r) Candidates should ensure that they fulfill the essential eligibility criteria prescribed for the post for which they are applying. In case it is found at any stage of the selection process or even after appointment that the candidate has furnished false or incorrect information or suppressed any relevant information/material facts or does not fulfill the essential eligibility criteria, his/her candidature / service is liable for rejection/termination without notice.
  - s) No correspondence will be entertained from the candidates not called / selected for interview/ appointment.
  - t) Applicants should have sound health. Engagement of selected candidates shall be subject to medical fitness test as prescribed by RECPDCL. No relaxation in medical standards shall be allowed.
  - u) In case of any ambiguity/ dispute on account of interpretations in versions other than English, English version will prevail.
  - v) Corrigendum/Extension etc., if any, shall be published on our website [www.recpdcl.in/www.recindia.in](http://www.recpdcl.in/www.recindia.in)
  - w) Candidates are not required to upload any self-attested copies of proof of age, qualification, post qualification experience and caste certificate along with the application. All supporting documents are to be produced at the time of selection process
8. **Documents Required at the Time of Interview:** The following documents shall be required in original for verification at the time of selection process failing which the candidate will neither be allowed to appear for the process nor any fare shall be reimbursed to him/her. Details are as under:-
- a) Aadhar Card/ Class X Certificate/ Valid Proof for Date of Birth.
  - b) Caste Certificate as per Government prescribed format, valid Disability Certificate, Discharge certificate in case of Ex-Servicemen, if applicable.
  - c) Mark Sheets of all semesters/ years in support of educational qualification, degree Certificate clearly showing class/ division/ CGPA/ percentage/ mode/ duration/ specialization of the qualification etc.
  - d) “No Objection Certificate” in case employed in a Government Department/ Undertaking/ PSU/ Autonomous Body etc.
  - e) Documents in Support of Work Experience:
  - f) Appointment letter along with joining & Relieving Letter from employer clearly indicating the date of joining and date of separation.
  - g) Experience/ Service Certificate (it should indicate date of joining and date of relieving from each organization where worked along with designations and nature of duties).
  - h) Relieving order (in case of experience with more than one organization
  - i) Latest Pay Slip
  - j) Salary Certificates/proof of CTC together with ITR or Form-16 A issued by present / past employers

9. **How to Apply:**

Eligible applicants should register and apply online through RECPDCL’s website, i.e. [www.recpdcl.in](http://www.recpdcl.in) (Career Page). Before applying, read the instructions carefully mentioned in detailed advertisement and fill the online application form by providing correct information.

**STEP 1: On-line Registration:**

Interested eligible applicants should apply only for one post through RECPDCL On-line Recruitment portal.

- i. During registration, candidate has to provide valid E- Mail ID & Mobile No. Once registered successfully, Date of Birth, E-Mail ID & Mobile No. cannot be changed in main application form.

- ii. After registration, candidate will receive Activation code on registered E- Mail ID for verification and activation of login to access Online Recruitment Portal.

**STEP 2: On-line Application:**

- i. Before applying for the post, the applicant should keep the scanned copy of recent passport sized color photograph and signature ready in .jpg format with file size limit between 10KB to 100KB.
- ii. After successful login, candidate should select only one post mentioned in the advertisement for applying.

**STEP 3:** Fill the on-line application with relevant details and submit.

Important Instructions to Candidates for filling Online Application:

- a. Web Pages are best viewed in Chrome.
  - b. Before submitting the online application, the applicants are requested to go through the details of the post and content of the post on the website carefully.
  - c. The applicant should cross check all the details filled in the On-line Application, before finally submitting the same, as no correction will be possible at a later stage. Onus of filling the right details lies with the candidate
  - d. The applicants are not required to send hard copies of the application form.
  - e. Applicants are advised to retain the acknowledgement and printout of the submitted online application for future reference.
  - f. Incomplete applications in any respect are liable to be rejected summarily. No representation against such rejection will be entertained.
  - g. In case of difficulty in the submission of online application form, please email the queries to [app.helpdesk@recpdcl.in](mailto:app.helpdesk@recpdcl.in), [it@recpdcl.in](mailto:it@recpdcl.in) (or) [hr.delhi@recpdcl.in](mailto:hr.delhi@recpdcl.in).
10. The candidates should ensure that they are fulfilling all eligibility conditions/ requirements. Shortlisting shall be based on the details mentioned in the application. Verification of original documents will be done at the time of interview.

11. **Important Dates:**

Commencement of Online Submission of Applications	06.06.2024 (Thursday), Time: 11:00 A.M.
Closing of Online Submission of Applications	26.06.2024 (Wednesday), Time: 06:00 P.M.