

Advertisement no. RECPDCL/HR/1/2021

RECPDCL REQUIRES EXPERIENCED PROFESSIONALS ON FIXED TERM BASIS

REC Power Distribution Company Ltd. (RECPDCL) is wholly owned subsidiary of REC Ltd. a "Navratna CPSE" under the Ministry of Power.

RECPDCL is rendering expert consultancy services in power sector in general and Distribution sector in particular across the country. The spectrum of consultancy services include 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 Report (DPRs), Power Transmission network and other power projects including various Govt. of India Schemes viz., DDUGJY, R-APDRP, IPDS, PMDP etc. to the Central/State power utilities across the Country, Consultancy Assignments to Government, Central/State Electricity Regulatory Commission.

RECPDCL is looking for experienced professionals in Finance & Technical Services to be engaged purely on Fixed Term Basis initially for a period of Three (03) years which may be extended further for a period of One (01) year and Six (06) Months maximum. Detailed job specifications are as under:-

1. Job specification:

Sr. No	Name of the Post & Reservation Category	Qualification	Min. Post qualification Experience	MCP & Max. Age	Job Description
1	Assistant Executive (F&A) 01 post-UR	Qualified CA/CMA	03 years	Rs.62, 000/- 35 Years	Essential Experience: -Experience in Finance & Accounting of ledger Books, Establishment Accounts, Preparation of Balance Sheet, Profit & Loss Accounts, Income & Expenditure Statements, State & Central Taxation including Income Tax. Desirable experience:- Experience in liaison with authorities of Income Tax and GST and others.
2	Assistant Executive (Tech)- 01 post-UR	Regular full time degree in Civil Engineering from an Institute / University duly approved / recognized by the AICTE / UGC or AMIE	03 years	Rs.62,000/- 35 Years	Essential Experience: Exp. in Design, Engineering, Planning, Monitoring, billing of civil construction activities. Knowledge of Layout, Civil Drawings, Bill of quantity (BOQ), Construction Standards, IS codes. Desirable experience:- Experience of liasoning with various stakeholders. Knowledge of AutoCAD (2D and 3D).

**The perks and other facilities shall be extended as per the prevailing company policy*

2. Relaxations / Concessions:-

Reservation / Relaxation of age shall be as per Government of India guidelines as applicable to SC/ST/OBCNCL/ and Ex-Servicemen/J&K domicile category.

3. Selection process:-

Shortlisted Candidates shall be called for Personal Interview to be conducted at Corporate Office, RECPDCL or Skype/Zoom Call as per prevailing situations across Country. 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 and will be subject to verification of antecedents.

4. General Instructions:-

- a) The posts are purely temporary in nature and offered on fixed tenure basis initially for a maximum period of three years further extendable by one year and six months subject to satisfactory performance, i.e. maximum for a period of four years and six months. These positions are not against any permanent vacancy. The placement will not entitle the candidate for any regular / permanent employment in RECPDCL in future.
- b) The cut-off date for age and experience shall be 31st January 2021.
- c) 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.
- d) Teaching experience, Internship, Induction and any other training period will not be counted as experience.
- e) RECPDCL also reserves the right to cancel/amend the advertisement and/or the selection process there under. The number of positions filled may increase or decrease depending on the requirement of RECPDCL.
- f) Candidates who do not possess post qualification experience in areas mentioned under “Work Experience” need not apply.
- g) Candidates should be able to furnish their relevant Degree and Post Qualification Work-Experience certificates at the time of Interview.
- h) Category should be carefully filled-up in the online application format as this will not be allowed for change at a later date.
- i) Applications should be submitted online through RECPDCL’s website, i.e. www.recpdcl.in (Career Page) in the prescribed format.
- j) The candidates can apply only one post against the advertisement.
- k) 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 active for at least one year as any important intimation to the candidates shall be provided by RECPDCL through e-mail. They are further requested to check their e-mails regularly for any communication from RECPDCL in this regard.
- l) Candidates if invited for personal interview will be reimbursed to and fro actual fare limited to 2rd AC Train 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. Lodging charges will not be provided.
- m) Candidates employed in Govt./Semi Govt./PSU/Autonomous Body shall be required to apply through proper channel. However, in the event of difficulty, they may send the application directly and produce the relieving order from their organization in the event of selection.
- n) Incomplete applications i.e. columns of the format not filled in or those in format other than the one prescribed in our website www.recpdcl.in against this advertisement will not be entertained.
- o) Candidates are required to enclose self-certified copies of all the relevant documents in support of Date of Birth, Qualification, Experience, Category Certificate, latest pay slip etc., along with their applications. However, supporting documents in original as prescribed will be required for verification at the time of interview.
- p) 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 are liable for rejection/termination without notice.
- q) Management reserves the right to restrict the number of candidates to be called for interview, reject the application without assigning any reason/change the number of posts / raise the standard of specification.
- r) No correspondence will be entertained from the candidates not called / selected for interview /appointment.
- s) Only Indian Nationals need to apply.
- t) Canvassing in any form will be a disqualification.
- u) 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.
- v) Applicants can apply to only one post, best suitable to them.

5. **Documents required at the Time of Interview:** The following documents shall be required in original for verification at the time of interview. If any of the following documents are not produced by the candidates at the time of interview for verification, then he or she will neither be allowed to appear for the interview nor any fare reimbursed to him/her. Details are as under:-
- Aadhar Card/ Class 10 Certificate / Valid Proof for Date of Birth.
 - Category Certificate i.e. SC/ST/OBC (Non-Creamy Layer) on Government prescribed format. OBC Certificate should be of dated on or after 01st Dec, 2019 and self-undertaking for OBC (Non-Creamy Layer) status in the prescribed format, valid Physically Challenged certificate, Discharge certificate in case of Ex-Servicemen if applicable if applicable.
 - Mark Sheets of all semesters/years in support of educational qualification.
 - Degree Certificate Provisional or Original of Graduation and Post-Graduation.
 - "No Objection Certificate" in case of employed in a Government Department / Undertaking / PSU/ Autonomous Body etc.
6. **Documents in Support of Work Experience:**
- Joining-Relieving Letter from Company/Organization.
 - Experience /Service Certificate/Salary statement/Bank Statement issued by Company/Organization. (it should indicate date of joining and date of relieving from each organization where worked).
 - Salary Certificate together with ITR or Form-16 A issued by present / past employers(s).

Please Note:

- The recruitment process can be cancelled / suspended / terminated without assigning any reasons at any time. The decision of the Management will be final and no appeal will be entertained on what so ever matter.
- RECPDCL reserves the right to cancel, alter, and modify this advertisement in full or a part thereof without assigning any reason. Corrigendum/Extension etc., if any, shall be published in our website www.recpdcl.in/www.recindia.nic.in
- Applications must be filled by **20th February 2021 up to 6:00 pm**. Candidates are also required to upload self-attested copies of proof of age, qualification, post qualification experience and caste certificate along with the application.

7. **How to Apply:**

Eligible applicants would require to register and apply online through RECPDCL's website, i.e. www.recpdcl.in (Career Page) **from 4th February 2021 at 11.00 AM to 20th February 2021 up to 06.00 PM**. Candidates are also required to upload self-attested copies of proof of age, qualification, post qualification experience and caste certificate along with the application. Before applying read the instructions carefully mentioned in detailed advertisement and fill the online application form with providing correct information.

STEP 1: On-line Registration:

Interested eligible applicants should only apply one post against the advertisement through RECPDCL On-line Recruitment portal. To apply visit <http://www.recpdcl.in> at Careers page.

- Before candidate online registration, the applicants should have valid E-mail ID & Mobile No.
- During registration, Candidate has to provide valid information regarding Name, Date of Birth, E-Mail ID & Mobile No. Once registered successful, Date of Birth, E-Mail ID & Mobile No. are not allowed to edit in main application form.
- After registration, candidate will receive Activation code to your registered email to verify and activate your e-mail login to access Online Recruitment Portal.

STEP 2: On-line Application:

- a) Before applying post, the applicants should keep the following documents ready: -
 - i. Scanned copy of recent passport size color photograph of the applicant in .jpg format with file size limit between 10KB to 100KB.
 - ii. Scanned Signature of the applicant in .jpg format with file size limit between 10KB to 100KB.
 - iii. Scanned copy of PAN Card of the applicant in .jpg format with file size limit between 10KB to 100KB.
 - iv. Scanned Copies of Relevant Certificates / Documents in .pdf format of each file should be less than 500KB.
- b) After successful login, candidate should select only one post against the advertisement.
- c) Fill the application in the prescribed format

STEP 3: Relevant Certificate and Documents:

- a) Applicants are required to upload their scanned documents viz. Education, Experience, Caste Certificate and Certificate.
 - i. Date of Birth: Secondary / Matriculation School Certificate / Birth Certificate.
 - ii. Educational Qualifications: All Mark-Sheets (Year wise / Semester wise) along with Degree / Diploma Certificates.
 - iii. Experience Proof: Valid documents / Latest pay slip in support of relevant minimum required experience.
 - iv. Caste Certificate: Caste Certificate in case of reserved category in format prescribed by GoI. The certificate should have been issued by the concerned authority within 6 months of applying for the above post.
 - v. Disability Certificate: Disability Certificate in case of candidate and Discharge Certificate in case of Ex-servicemen issued by Competent Authority.
 - vi. J&K Domicile/Victims: Certificate issued by Competent Authority in respect of J&K Domicile/Victims of Riots, wherever applicable.
- b) Any discrepancies found in the certificates or uploading of wrong certificates will attract the disqualification of applications.
- c) Nonproduction of the original certificates will also make the candidate disqualified. The disqualified candidates will not be allowed for Interview.
- d) Candidates currently working in any other organization need to provide the proof of their current employment with a service certificate from the employer / latest pay slip, etc. Appointment orders /resumes will not be considered as proof of current employment.
- e) In addition, the experience certificates should clearly show the date of joining and date of resignation. In case the screening committee is unable to get the documentary evidence for the number of years of experience claimed by the candidate such periods of experience will be considered as NIL.
- f) The candidates presently working in Central Govt. /State Govt. / PSUs/Autonomous Bodies/University etc. are required to provide No Objection/cadre clearance from current employer at the time of interview. The current employer will also certify their Vigilance Clearance and Integrity.
- g) Incomplete applications in any respect are liable to be rejected summarily. No representation against such rejection will be entertained. viii) Canvassing in any form will be a disqualification.

STEP 4: 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 carefully the details of the post and content of the post on the website.
- 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 date. Applications registered without / incomplete documents uploaded shall be summarily rejected even though registration number has been generated.
- d) Submit online application well before the last date along-with legible and scanned copies of educational qualification, experience certificates, date of birth, disability (OH, PH), caste (ST/ST/OBC) certificate, Ex-servicemen Certificate, No Objection Certificate in pdf format not exceeding 500KB for each document/attachment without any password protected and corrupted pdf file. If the certificates are in a language other than English or Hindi, then attested translation should be uploaded.
- e) Please be noted that the online application form is not editable after final submission.
- f) The applicants are not required to send hard copies.
- g) A recent passport size photograph (scanned) should be in .jpg format (with file size limit between 10KB to 100KB).
- h) Signature (scanned) should be in .jpg format (with file size limit between 10KB to 100KB)
- i) Scanned copy of PAN Card should be in .jpg format (with file size limit between 10KB to 100KB)
- j) The applicants are advised to fill in all their particulars carefully in the online application.
- k) Incomplete application shall be rejected. xii) Applicants are advised to retain the acknowledgement and printout of the submitted online application for future reference.
- l) In case of difficulty in the submission of online application form please email the queries to app.helpdesk@recpdcl.in, it@recpdcl.in (or) hr.delhi@recpdcl.in (or) recruitment@recpdcl.in.

Important Dates:

Commencement of Online Submission of Applications	4 th February 2021, 11:00 am
Closing of On-line Submission of Applications	20 th February 2021, 06:00 pm
