

REC Power Distribution Company Limited
(A wholly owned subsidiary of Rural Electrification Corporation Ltd.)
(A Government of India Enterprise)

**DETAILED ADVERTISEMENT FOR ENGAGEMENT OF PROFESSIONALS
ON FIXED TENURE BASIS.**

REC Power Distribution Company Ltd. (RECPDCL) is a wholly owned subsidiary of Rural Electrification Corporation Limited, a Navratna company of Govt. of India. "Navratna is the recognition for Central Public Sector Enterprise (CPSE) and only a few selected CPSEs in the country enjoy this elite status. RECPDCL currently providing consultancy services including third party quality inspection, monitoring of rural electrification works, feeder renovation programme, Energy Audit, HVDS study, Preparation of Detailed Project Report (DPRs), Project Management Consultancy (PMC) works, etc., of various state power sector companies in the country.

To meet its growing business requirements, RECPDCL requires professionals in Electrical Engineering and Human Resources on Fixed Tenure basis initially for a period of 3 years extendable for another period of 2 years as detailed below:

I. Engineering Discipline:

- a) Assistant Executive Engineer (Electrical) - 3 posts (All General)
- b) Assistant Engineer (Electrical) - 5 posts (2 General, 2 SC, 1 ST)

II. Human Resources Discipline:

- a) Assistant Executive (Human Resources) - 1 post (General)

Job requirements:

I. Engineering Discipline:

Engineering work involves inspection and monitoring of various electrification works and providing consultancy services in the business areas of RECPDCL. Normally, the assignments require extensive travelling across the country. Good computer knowledge and ability to understand and prepare reports on the works mentioned above are essential.

II. Human Resource Discipline:

Human Resources work involves recruitment, office administration, facilities management, compliance with labor laws, wage administration etc. Normally, the assignments require extensive travelling across the country. Good computer knowledge is essential for this position also.

Essential Qualifications:

I. Engineering Discipline:

B.E./B.Tech./ B.Sc (Engg.) AMIE in Electrical discipline (including Electrical, Electrical & Electronics, and Power Engineering) from a recognized University/ Institution with 1st division (minimum 60 % marks in aggregate for general category). Relaxation up to 5% in marks for the posts reserved for SC/ ST.

Desirable: M.Tech.

II. Human Resource Discipline:

Full time MBA/ Post Graduate Degree / Diploma of 2 years duration from recognized/ reputed University/ Institution, with specialization in Personnel Management & Industrial Relations/ Human Resource Management with not less than 60% marks.

Desirable- Law Degree (3 yrs. duration).

Age Limit:

Upto 33 years for the posts of Assistant Executive Engineer (Electrical) and 30 years for Assistant Engineer (Electrical) and Assistant Executive (HR). Relaxations in age to reserved category candidates/ other categories will be provided as per Government directives as given below:

- a) Persons with disability- Genl. category – 5 years; SC/ ST category- 10 years; OBC-NCL category- 8 years.
- b) Schedules caste & Schedules tribe- 5 years.
- c) Other backward classes (Non creamy layer) – 3 years.
- d) Ex-servicemen- Age relaxation to the extent of service subject to maximum of 3 years, subject to condition that the candidate should have served at least for 6 months in defence services.
- e) J & K domicile during 01.01.1980 to 31.12.1989– 5 years for general category, 10 years for SC/ST and 8 years for OBC-NCL category.

Experience requirement:

I. Engineering Discipline:

The candidates should have at least 5 years of Post Qualification Executive (PQE) experience for the post of Assistant Executive Engineer (Electrical) or 3 years PQE experience for the post of Assistant Engineer (Electrical) in power sector with exposure to project planning, formulation, appraisal, execution and monitoring, third party inspection, system study, energy audit, electric safety audit, material inspection etc. in power distribution sector.

II. Human Resources Discipline:

The candidates should have at least 3 years of Post Qualification Executive (PQE) experience in reputed organization in HR function with in-depth knowledge in recruitment, Manpower Planning, Evolution of Policies/ Compensation Packages, Industrial relations, Reservation policy, Establishment matters, Compliance with Govt. guidelines, Welfare matters, Labor Laws (including compliances pertaining to EPF, ESI, contract labor), Office administration, procurement, etc.

Consolidated remuneration:

Candidates selected to the post of Assistant Executive Engineer will be eligible for an all-inclusive monthly consolidated remuneration of Rs.40,000/- in the first year of their tenure, Rs.42,500/- in the second year and Rs. 45,000/- in third year.

Candidates selected to the post of Assistant Engineer and Assistant Executive (HR) will be eligible for an all-inclusive monthly consolidated remuneration of Rs.30,000/- in the first year of their tenure, Rs.32,500/- in second year and Rs.35,000/- in third year

The increase in remuneration year on year shall be subject to clearance of probation/ satisfactory performance. The remuneration for the 4th and 5th year shall be decided at the time of annual extension, if any, at that stage.

Medical Fitness:

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.

Selection Process:

Candidates shall be short listed for Interview to be conducted at New Delhi and RECPDCL may adopt higher criteria in case of receipt of more number of applicants meeting eligibility criteria. Candidates shall have the option to appear for Interview in Hindi or English. Candidates who qualify in the Interview shall be empanelled for engagement. The offer of engagement shall be issued to the suitable candidates in the order of merit and based on the number of vacancies and will be subject to verification of antecedents and caste certificate (in case of reserved category candidates).

General Information:

It may be clearly understood by the applicants that these positions are proposed to be filled/ engaged strictly on fixed tenure basis and no claim by the selected candidates for regular employment shall be entertained at any stage.

Only Indian Nationals are eligible to apply.

Those outstation candidates called for the interview will be paid to and from IInd class sleeper by rail subject to submission of proof of journey and production of all original documents for verification of age, qualification, experience, reservation/ relaxation, etc and upon completion of Interview.

OBC candidates belonging to creamy layer category should apply as general category and against general vacancies only.

No correspondence will be entertained from the candidates not called for interviews.

Any corrigendum/clarifications on this advertisement, if necessary, shall be uploaded on RECPDCL website and no separate press coverage is envisaged for this purpose.

All disputes / cases related to this recruitment process are subject to jurisdiction of courts at Delhi only.

The incumbents are liable to be transferred/ posted anywhere in India at the discretion of the company. The selected candidate/s should be able to join at the earliest.

The cut-off date for age and experience will be **30.11.2012**.

RECPDCL reserves the right to relax age/experience/qualification & other qualifying criteria in deserving cases.

Mere fulfilling of eligibility criteria shall not confer any right to the applicant for being called for the interview/ engagement. Canvassing in any form will disqualify the candidate.

The Company 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 on the requirement of RECPDCL at the time of engagement.

How to apply:

Eligible and interested candidates should visit/ log on to www.recindia.nic.in or www.recpdcl.in to download prescribed application format. Application received in any other format will not be entertained.

Incomplete, unsigned applications, application without attested copies as enclosures* proving age, qualifications including specialization, class, % of marks, experience, reservations, fee and applications received late due to postal delays etc. will not be considered. A recent passport size photograph should be affixed in the right hand top corner on the front page of the prescribed application format.

* Certificates acceptable as proof:

Age: SSC/ 10th/ Matric pass certificate / Birth certificate.

Qualifications / % / Class/ Specialization: Degree certificate with mark sheets for all years/ semesters.

Experience: Offer of appointment with latest or last salary slip/ service certificate/ experience certificate/ promotion orders/ relieving letter.

Reservations: Valid certificate issued by competent authority for category of reservation claimed.

In the absence of any of the aforesaid certificate/s, equivalent proof may be submitted by the applicant, acceptability of which shall be subject to the discretion of RECPDCL management.

The envelope duly super-scribed as 'Application for the post of "_____"' containing the duly filled in signed application (in the prescribed format) and a non-refundable demand draft for Rs. 100/- (in case of General & OBC-NCL candidates) favoring REC Power Distribution Corporation Ltd. payable at New Delhi along with the attested copies of the said enclosures should be sent to Senior Officer(HR) so as reach RECPDCL by 30.11.2012 (07.12.2012 for far-flung areas like NER etc.) up to 6 PM at the address indicated below:

REC Power Distribution Company Limited
1016-1023, 10th floor, Devika Towers,
Nehru Place, New Delhi-110019
Tel: 011-44128755, Fax: 011-44128768

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Application Format

Name of the post applied for :

Affix recent
colour passport
size photograph

I. Personal particulars:

1. Name
2. Father/Husband's Name
3. Nationality
4. Minority Community (Not applicable/Christian/Muslim/Sikh/Zorastrian)
5. Marital Status (Married/Unmarried)
6. Gender (Male/Female)
7. Address for communication
8. Contact No. with STD Code
9. E-mail ID
10. Nearest Railway Station

II. Preliminary details:

1. Category (General/SC/ST/OBC-NCL)
2. Are you a Domicile of J&K during 1.1.1980 to 31.12.1989 (Yes/No)
3. Whether Ex-Serviceman (Yes/No)
4. No. of years of service
5. Whether Person with disabilities/PH (Yes/No)
6. Date of Birth (dd/mm/yyyy)
7. Whether REC/ RECPDCL employee (Yes/No)

III. Demand Draft details:

1. Name of the Bank
2. Place and branch
3. DD No.
4. DD date
5. Amount Rs. 100/-

IV. Qualifications :(Educational qualification starting from SSC/ X with attested photocopies)

Qualification	Month & Year of passing	Board/ University/ Institute	Main Subjects/ Specialization	%age of marks & Grade/ Div/ Class/CGPA

V. Experience details:

1. Present position held from (Date)
2. Present Designation
3. Name of the Organization
4. Present Job Responsibilities
5. Type of the Organization (Govt./PSU/Private/JV/MNC/NGO/Academic/Others)
6. Turnover of the Company during 2011-12 (for other than Govt. and PSU)
7. Pay Scale in case of Govt./ PSU employee
8. Present Basic Pay in case of Govt. and PSU employee.
9. CTC in case of others
10. Nature of Business of the Company
11. Total experience required (as per advertisement)
12. Total post qualification experience (excluding induction training/ teaching period) in years, months and days.
13. Previous experience details (starting from first job):

Name of the Organization	Position Held	Pay Scale	Duration (from- to)	Nature of duties/ Responsibilities

14. Any other information regarding area of exposure/ experience (In not more than 200 words):

VI. Other details:

1. Academic achievements in 20 words(optional)
2. Professional achievements in 20 words(optional)
3. Date of next increment in case of PSU & Govt. employees
4. Due date for next promotion
5. Outstanding loans
6. Notice period required
7. No. of days required for joining if offered, before notice period.
8. Language known
9. Extra Curricular activities, if any(optional)

Verify all details filled in once again

Declaration:

I hereby declare that I have verified the details indicated above and also confirm that all the information is submitted to the best of my knowledge. At any stage if it is found that any of the above information is incorrect and/or is suppressed, the management of RECPDCL shall have the right to take any action, as deemed fit as per extant rules.

Place:

Date:

(Signature)

Note: Please enclose attested copies of proof of age, qualification, experience, caste, etc.