

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

- 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. REC PDCL is rendering expert consultancy services across the value chain of Indian power sector. 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 Reports (DPRs), Implementation of Power Transmission projects and such others. Also, REC PDCL 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.
- To meet its human resource requirements, REC PDCL invites applications from experienced professionals in various disciplines i.e. Engineering, Finance & Accounts, Human Resources & Company Secretary for engagement on Fixed Tenure Basis initially for a period of 2 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                 | 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  |
|----------|--|---|---|------------------------|---------------------|--------------|---|
| <b>A</b> | <b>ENGINEERING DISCIPLINE</b>            |   |   |                        |                     |              |   |
| 1        | Sr. Executive (Tech.) – (TBCB)<br><br>L5 | Regular full time B.E./ B. Tech. or equivalent in Electrical/Electrical & Electronics or equivalent from a recognized Institute/ University with minimum first division or equivalent CGPA. | 13  | 48                     | 01                  | 01 (UR)      | Experience in dealing with Contracts/ construction/ Design & Engineering of Transmission System Projects of 132 kV and above and/or Tariff Based Competitive Bidding (TBCB) of Power Projects including Transmission projects of 132 kV and above.<br><b>Note:</b> Preference shall be given to candidates having experience of 05 years (out of Total experience) in conducting Tariff Based Competitive Bidding of Power projects including Power Transmission Projects of 132kV and above / Techno-commercial appraisal/cash flow modelling of Power projects. |

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|---------|---|--|---|------------------------|---------------------|---|--|
| 2       | Executive (Tech.)- (Inspection)<br><br>L4                   | Regular full time B.E./ B. Tech. or equivalent in Electrical/ Electrical & Electronics or equivalent from a recognized Institute/ University with minimum first division or equivalent CGPA. | 10  | 45                     | 05                  |   | Experience in Power Transmission Sector (132 kV or above) in the field of Project Construction/Design Engineering/ Testing & Inspection of materials & equipment's of Substations and/or Transmission Lines.<br><b>Note:</b><br>Preference shall be given to candidates having experience of <b>03</b> years (out of Total experience) in the above field for Transmission projects of 220kV or above AIS/GIS/Transmission lines |
| 3       | Executive (Tech.)- (Transmission System Projects)<br><br>L4 | Regular full time B.E./ B. Tech. or equivalent in Electrical/Electrical & Electronics or equivalent from a recognized Institute/ University with minimum first division or equivalent CGPA.  | 10  | 45                     | 01                  |   | Experience in Contract Management/ Construction/Design Engineering of Transmission System Projects (TSP) for 132 kV and above.<br><b>Note:</b><br>Preference shall be given to candidates having experience of <b>03</b> years (out of Total experience) in Contract Management for EHV Substations and Transmission Lines of 132 kV and above.  |
| 4       | Executive (Tech.)- (TBCB)<br><br>L4                         | Regular full time B.E./ B. Tech or equivalent in Electrical/Electrical & Electronics or equivalent from a recognized Institute/ University with minimum first division or equivalent CGPA.   | 10  | 45                     | 02                  | 11<br>(UR-05<br>OBC-<br>NCL-03<br>SC-01<br>ST-01<br>EWS-01) | Experience in dealing with TBCB/contracts/ construction/ design & Engineering of Power projects including Transmission System Projects for 132 kV and above.<br><b>Note:</b><br>Preference shall be given to candidates having   |

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|---------|--|---|---|------------------------|---------------------|--------------|--|
|         |  |   |   |                        |                     |              | experience of <b>03 years</b> (out of Total experience) in bidding or TBCB process for awarding the Power Projects including Transmission Projects of 132 kV and above and/or tariff based Bidding of Power Generation Projects/ Techno-commercial appraisal/ cash flow modelling of power projects.   |
| 5       | Executive (Tech.) – (Distribution Network Strengthening)<br><br>L4 | Regular full time B.E/ B. Tech. or equivalent in Electrical/Electrical & Electronics or equivalent from a recognized Institute /University with minimum first division or equivalent CGPA.                            | 10  | 45                     | 01                  |              | <p>Experience in Power Distribution Sector in the area(s) of:</p> <ul style="list-style-type: none"> <li>• Material Inspection /monitoring/ material Quality plan &amp; field quality plan/approval of GTP of various materials &amp; monitoring the progress of project</li> <li>• Project Management/ Quality Management/ Third Party Independent Evaluation/DPR preparation /execution of works</li> </ul> <p><b>Note:</b><br/><i>Supervision of at least two projects in the capacity of team leader or similar profile shall be an added advantage.</i></p> |
| 6       | Executive (Tech.) – Rural Feeder Monitoring System)<br><br>L4      | Regular Full time B.E/ B. Tech. or equivalent in Electrical/ Electrical & Electronics/ Electronics /Electronics & Communication or equivalent from a recognized Institute / University with minimum first division or | 10  | 45                     | 02                  |              | <p>Experience in Power Distribution Sector in the area(s) of:</p> <ul style="list-style-type: none"> <li>• Field metering/ AMR/AMI /Energy Audit Project / Smart Meter / Communication technology.</li> <li>• Data analysis /preparation of reports, MIS etc.</li> </ul> <p><b>Note:</b><br/><i>Certification on AMR/AMI applications &amp; data</i></p>   |

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|---------|---------------------------------------|---|---|------------------------|---------------------|-------------------------|--|
|         |                                       | equivalent CGPA.<br><b>Desirable:</b><br>M. Tech. in the aforesaid discipline or Post-Graduate Diploma in Management/MBA  |   |                        |                     |                         | <i>analytics shall be an added advantage.</i>  |
| 7       | Executive (Tech.)-(Civil)<br><br>L4   | Regular full time B.E / B. Tech or equivalent in Civil or equivalent from a recognized Institute / University with minimum first division or equivalent CGPA.                               | 10  | 45                     | 02                  | 02 (UR)                 | Experience in Civil/ Construction/ Designing of Engineering related matters in Infrastructure Projects/ Industrial projects/ High Voltage Transmission Lines & Substations (132 kV & above)<br><b>Note:</b><br><i>Preference shall be given to candidates having experience of 03 years (out of Total years) in the aforesaid areas of 220 kV or above voltage class</i>   |
| 8       | Dy. Executive (Tech.)- TBCB<br><br>L3 | Regular full time B.E./ B. Tech. or equivalent in Electrical/Electrical & Electronics or equivalent from a recognized Institute/ University with minimum first division or equivalent CGPA. | 6   | 40                     | 02                  | 04 (UR-02 SC-01 EWS-01) | Experience in dealing with TBCB/ Contracts/ construction/ design & Engineering of Power projects including Transmission System Projects for 132 kV and above.<br><b>Note:</b><br><i>Preference shall be given to candidates having experience of 02 years (out of Total experience) in bidding for EPC project contract awarding for Transmission projects of 132 kV and above or Tariff Based bidding of Power Generation/ Transmission (132kV &amp; above) projects/ Techno-commercial appraisal, cash flow modelling of power</i> |

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|--|--|---|---|------------------------|---------------------|-------------|--|
|  |  |   |   |                        |                     |             | <i>projects.</i>   |
| 9  | Dy. Executive (Tech.)-(Transmission)<br><br>L3     | Regular full time B.E. / B. Tech. or equivalent in Electrical/ Electrical & Electronics or equivalent from a recognized Institute/ University with minimum first division or equivalent CGPA.                   | 6   | 40                     | 01                  |             | Experience in Power Transmission Sector (132 kV & above) in the field of Project Construction/ Design Engineering/ Testing & Inspection of materials & equipment's of Substations and/or Transmission Lines.   |
| 10   | Dy. Executive (Tech.) – (Smart Metering)<br><br>L3 | Regular Full time BE/ B.Tech. or equivalent in Electrical/ Electrical & Electronics / Electronics/ IT/ CS or equivalent from a recognized Institute/ University with minimum first division or equivalent CGPA. | 9   | 40                     | 01                  |             | Experience in Power Distribution Sector in the area(s) of: <ul style="list-style-type: none"> <li>• Functionalities &amp; deployment of AMI applications/preparation of design &amp; solution documents of AMI systems / Monitoring of AMI systems etc.</li> <li>• Data analysis /preparation of reports, MIS etc.</li> </ul> <p><b>Note:</b><br/><i>Certification on AMI applications &amp; data analytics shall be an added advantage.</i></p> |
| 11   | Dy. Executive (Tech.)-(Civil)<br><br>L3            | Regular full time B.E./ B. Tech. or equivalent in Civil or equivalent from a recognized Institute /University with minimum first division or equivalent CGPA.   | 6   | 40                     | 01                  | 01 (UR)     | Experience in Civil/ Construction/ Designing of Engineering related matters in Infrastructure projects/ Industrial Projects/ High Voltage Transmission Lines & Substations (132 kV or above)<br><b>Note:</b><br><i>Preference shall be given to candidates having experience of 02 years (out of Total experience) in the aforesaid areas of 220 kV or above voltage class</i>   |
| <b>B FINANCE &amp; ACCOUNTS (F&amp;A) DISCIPLINE</b> |  |   |   |                        |                     |             |  |

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|---|-----------------------------|--|---|------------------------|---------------------|---------------|--|
| 12                                      | Executive (F&A)<br>L4       | Chartered Accountancy/ Cost and Management Accountancy   | 10  | 45                     | 01                  | 01 (UR)       | Experience in Finance department of any organization, preferably in the area(s) of Audit/ Accounts/ Taxation/ Accounts Payable / Receivables/Treasury Management etc.  |
| 13                                      | Dy. Executive (F&A)<br>L3   |  | 6   | 40                     | 01                  | 01 (UR)       |  |
| 14                                      | Asst. Executive (F&A)<br>L2 |  | 3   | 35                     | 01                  | 01 (UR)       |  |
| <b>C HUMAN RESOURCE (HR) DISCIPLINE</b> |                             |  |   |                        |                     |               |  |
| 15                                      | Dy. Executive (HR)<br>L3    | 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 with minimum first division or equivalent CGPA | 6   | 40                     | 01                  | 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. |
| <b>D COMPANY SECRETARIAT (CS)</b>       |                             |  |   |                        |                     |               |  |
| 16                                      | Asst. Executive (CS)<br>L2  | Graduate with Associate/ Fellow Membership of the Institute of Company Secretaries of India  | 3   | 35                     | 02                  | 02 (UR)       | Experience in handling independently the work of Company Secretary Department in a company.  |

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. | Grades/ Level | Designation   | Experience | MCP (Monthly Consolidated Pay*) (in Rs.) | Remarks  |
|--------|---------------|---------------|------------|--|--|
| (i)    | L5            | Sr. Executive | 13         | 1,35,000/-                               | *MCP-Monthly Consolidated pay is exclusive of all other benefits such as |
| (ii)   | L4            | Executive     | 10         | 1,12,000/-                               |  |

|       |    |                 |    |          |   |
|-------|----|-----------------|----|----------|---|
| (iii) | L3 | Dy. Executive   | 09 | 98,398/- | <i>Mobile Set reimbursement, Laptop reimbursement, hardship allowance for Ladakh posting, medical benefits, Group Personal Accident Insurance, etc. as admissible under company's policy.</i> |
| (iv)  | L3 | Dy. Executive   | 06 | 85,000/- |   |
| (v)   | L2 | Asst. Executive | 03 | 62,000/- |   |

**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 selection process to be conducted at Corporate Office, REC PDCL or through online mode as per decision of the management. REC PDCL may adopt higher criteria in case of receipt of more number of applications meeting the eligibility criteria. The offer of engagement shall be issued to suitable candidates in order of merit.

**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 REC PDCL 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 **06.03.2023**.
- 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.
- REC PDCL 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.
- OBC candidates who do not belong to "Non-Creamy Layer" should submit their application under unreserved category only.
- Applications should be submitted online through RECPDCL's website, i.e. [www.recpdcl.in](http://www.recpdcl.in) (Career Page).
- A candidate can apply for only one post failing which REC PDCL reserves the right to consider any one application only at its discretion.
- 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.
- 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.
- 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.
- Incomplete applications will not be entertained.
- 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 selection process:-** The following documents shall be required in original for verification at the time of selection process failing which he/ she 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:
  - i. Appointment letter along with joining & Relieving Letter from employer clearly indicating the date of joining and date of separation.
  - ii. Experience/ Service Certificate (it should indicate date of joining and date of relieving from each organization where worked along with designations).
  - iii. Relieving order (in case of experience with more than one organization)
  - iv. Latest Pay Slip
  - v. Salary Certificates/proof of CTC together with ITR or Form-16 A issued by present / past employers(s).

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 for only one post through REC PDCL Online 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 & activation of login to access Online Recruitment Portal.

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

- a) Before applying for the post, the applicants should keep the scanned copy of recent passport sized color photograph and signature ready in .jpg format with each file size limit between 10 KB to 100 KB.
- b) 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 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 selection process.

11. **Important Dates:-**

|   |   |
|---|---|
| Commencement of Online Submission of Applications | 08.02.2023 (Wednesday),<br>11:00 AM onwards |
| Closing of Online Submission of Applications      | 06.03.2023 (Monday),<br>Till 06:00 PM       |

**Corporate Office:** D Block, REC World Headquarter, Plot No.I-4, Sector 29, Gurugram, Haryana - 122001.  
E-mail: [co@recpdcl.in](mailto:co@recpdcl.in) | Website: [www.recpdcl.in](http://www.recpdcl.in) | CIN No. RECPDCL-U40101DL2007GOI165779

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