



Ref No. REC/HR/FTR/Secretarial/2021/69

Dated:14.01.2021

**ADVERTISMENT FOR ENGAGEMENT OF SECRETARIAL PERSONNEL  
ON FIXED TERM CONTRACT BASIS**

REC Ltd. (formerly known as Rural Electrification Corporation Ltd), a Navratna, Central Public Sector Enterprise, is a premier financial institution engaged in the business of financing power projects and providing value added services to the power sector players across the value chain for more than 50 years. REC is the nodal agency for various flagship programmes of Govt. of India for power sector reform, transformation and development.

Applications are invited from retired/ separated employees from Government, Central / State PSUs or power utilities for the following positions on fixed term contract basis:

I. **Name of the Post: JR. CONSULTANT (SECRETARIAL)**

Sl.No.	Particulars	Details
1.	No. of Positions	01
2.	Maxm. Age	Below 63 Yrs.
3.	Qualifications and Experience	Individuals retired/ separated at the level of E-2 to E-4 from CPSE / Level 10 as per 7 <sup>th</sup> CPC in Government of India having <b>total relevant secretarial experience of not less than ten years</b> or with equivalent profile and CTC (at minimum of the pay scale of 50000-3%-160000) for others.
4.	Nature of responsibilities	Provide Secretarial Assistance to the Senior Officers with whom they are attached including but not limited to the following responsibilities: i) Taking dictations and its transcription, (ii) Fixing up of appointments (iii) Screening telephone calls and the visitors, (iv) Keeping an accurate list of and fixing of engagements, meetings etc. (v) Maintaining, indexing and keeping note of movement of files and documents, (vi) Any other responsibilities assigned by the Management from time to time
5.	Tenure	02 Yrs.
	Monthly Compensation	Fixed : Rs.50,000/- Local Conveyance Allowance : Rs.2000/- Telephone/Internet Allowance : Rs.1000/-

II. **Name of the Post: ASSOCIATE (SECRETARIAL)**

Sl.No.	Particulars	Details
1.	No. of Positions	03
2.	Maxm. Age	Below 63 Yrs.
3.	Qualifications and Experience	Individuals retired/ separated at the level upto E-1 from CPSE/ upto Level 9 as per 7 <sup>th</sup> CPC in Government of India

		<b>total relevant secretarial experience of not less than ten years</b> or with equivalent profile and CTC (at minimum of the pay scale of 29000-3%-119500) for others.
4.	Nature of responsibilities	Provide Secretarial Assistance to the Senior Officers with whom they are attached including but not limited to the following responsibilities: i) Taking dictations and its transcription, (ii) Fixing up of appointments (iii) Screening telephone calls and the visitors, (iv) Keeping an accurate list and fixing of engagements, meetings etc. (v) Maintaining, indexing and keeping note of movement of files and documents, (vi) Any other responsibilities assigned by the Management from time to time
5.	Tenure	02 Yrs.
	Monthly Compensation	Fixed : Rs.40,000/- Local Conveyance Allowance : Rs.1000/- Telephone/Internet Allowance : Rs.500/-

Interested candidates may send their application in the prescribed format enclosed at **ANNEXURE - A** along with scanned self-attested copies of evidence of proof of age, qualification and experience last drawn pay including level/grade or CTC as applicable through email to [ritusaini@recl.in](mailto:ritusaini@recl.in) upto **29.01.2021 till 18.00 Hrs.**

### General Information

1. Only Indian Nationals need to apply.
2. Applicants can apply for one post only.
3. 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.
4. The appointment is purely on contract basis and will not entitle any candidate to claim for regular/permanent employment in REC
5. Reservation guidelines of the Govt. of India wherever applicable shall apply.
6. Applications received in any other format/mode or after the last date will not be entertained.
7. Candidates are required to go through the full text of advertisement and read all the given conditions carefully while applying for the post and should ensure that he/she fulfils the eligibility and other norms mentioned above, as on the cut-off date and that the particulars furnished are correct in all respects. If at any stage of selection, it is detected that a candidate has furnished any incorrect/false information or has suppressed any material fact(s) to become eligible, his/her candidature will stand automatically cancelled. If any of the above short coming(s) is detected even after his/her appointment, his or her services are liable to be terminated without any notice.
8. **The cut-off date for reckoning age, experience will be the last date of submission of application i.e. 29.01.2021.**
9. REC reserves the right to cancel/ restrict/ modify/ alter the process, if need so arises, without issuing any further notice or assigning any reason whatsoever. Corrigendum/Extension etc., if any, shall be published in our website [www.rectpcl.in/](http://www.rectpcl.in/) [www.recindia.nic.in](http://www.recindia.nic.in)
10. Candidature/application are liable for rejection if evidence of age, qualification, experience and pay are not furnished along with application.

11. REC reserves the right to relax/ raise the experience, qualification & other qualifying criteria.

12. No correspondence will be entertained from candidates who are not shortlisted/ selected.

**IMPORTANT DATES**

<b>Date of release of Advt.</b>	<b>14.01.2021</b>
<b>Last date for submission of application in the prescribed format ( by Email only)</b>	<b>29.01.2021 (Upto 18 .00 Hrs.)</b>

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Advt. No. and Date.....

**APPLICATION FOR THE POST OF .....**

Affix self-attested  
recent Passport  
size color  
photograph

<b>S.NO.</b>	<b>PARTICULARS</b>	<b>DETAILS</b>
1.	Name of the Applicant	
2.	Father's Name	
3.	Gender	
4	Date of Birth (dd/mm/yyyy)  Age in Yrs./Mnths. as on 29.01.2021	
5.	Whether belongs to SC/ST/OBC	
6.	Educational Qualification (highest). Any professional qualification may also be specified.	
7.	Date of Retirement /Separation from the last employment	
i)	Name of the Company/Department	
ii)	Whether CPSE /State PSU/ Govt. Department /Power Utility	

iii)	Post held on regular (substantive) basis with Pay Scale, Level and Grade Pay (7 <sup>th</sup> CPC) on the date of Retirement / separation.	
iv)	Total experience in Yrs./Mnths.	
8.	Present Address for Communication	
9.	Permanent Address	
10.	Telephone/Mobile No.	
11.	Email	

12. Details of Employment in last 20 yrs. in chronological order starting from last employment.

Name of the Company/ Organization	Post Held	Period of Employment		Pay Scale / Level & Grade Pay in case of PSUs/Govt. Deptts.	CTC (In Rs.) in other cases	Major Responsibilities
		From	To			

**Declaration:**

I hereby declare that the particulars furnished above are true. I understand that my candidature will be cancelled, if any information is found to be incorrect or false at any point in time.

(Signature of the Candidate)

**Documents to be enclosed (whichever applicable)**

1. Valid document evidencing date of birth of the candidate (Secondary / Matriculation School Certificate / Birth Certificate) .
2. Educational Certificates – Marks card & Degree (Diploma, Graduation, Post-Graduation)
3. Work experience – a) Joining-Relieving Letter from Company/Organization. Or b) 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). Or c) Salary Certificate together with ITR or Form-16 A issued by present / past employers(s).
4. Caste Certificate in case of candidates belonging to reserved category.