



REC Foundation

(A Society registered for undertaking CSR initiative of REC)
Regd Office: Core-4, SCOPE Complex, 7 Lodhi Road, New Delhi – 110003.
Website: www.recindia.com

ENGAGEMENT OF EXPERIENCED PROFESSIONAL ON FIXED TERM CONTRACT BASIS

REC has established the “REC Foundation” (a society registered for REC CSR initiatives) to plan, implement, coordinate and monitor has been registered under section 12AA & 80G of Income Tax Act for implementation of CSR activities of REC.

In order to staff the vacancies, the foundation proposes to recruit, ambitious, self-motivated manpower immediately on Fixed Term Contract basis initially for a period of as deemed fit by REC Foundation. The details of the position are as follows:

❖ **Name of the Post**

Associate - Sustainable Development

❖ **Number of Vacancies**

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❖ **Qualification**

MSW/Social Work/Rural Development/MBA(RD/SD) with 1st Division or equivalent CGPA

❖ **Job Description**

The Associate will be responsible for exploring and initiating new CSR projects. Additionally, this individual will oversee projects and advice all aspects of implementation, monitoring & evaluation projects /activities undertaken by REC Foundation, under CSR initiatives of REC Ltd.

❖ **Experience required**

3 years of post-qualification experience

❖ **Age**

Maximum age limit of 32 years as on **03.03.2020**

❖ **Division/Department**

REC Foundation

❖ **Annual CTC (INR/annum)**

Rs.6,48,000 p.a., consolidated besides provision of travel and accommodation while on official tour.

❖ **Location**

New Delhi

❖ **Essential Requirements**

Candidates must have excellent communication skills with good command on English & Hindi languages.

❖ **Other terms of employment**

The appointment shall be initially for a period of two years (one year at a time) which may be extended by one year on satisfactory performance subject to maximum of two extensions. However, the total length of service shall not exceed four years. The engagement of Associates shall not entitle any claim of permanent absorption or service in REC Ltd. or REC Foundation.

MEDICAL FITNESS

Applicants should have sound health. Engagement of selected candidates shall be subject to medical fitness tests as prescribed by REC Foundation. No relaxation in medical standards shall be allowed.

SELECTION PROCESS

Initial Screening

Candidates are requested to fill in the Proforma Form (attached with this advertisement) complete in all respects and e-mail to the following latest by **12.00 AM** on **31.03.2020**. **Application received without prescribed proforma form will be rejected.**

CEO, REC Foundation

E-Mail: recfoundationcsr@gmail.com

Based on which the preliminary screening of the application will be done & shortlisted candidates shall be required to appear for personal interview.

Interview

Based on the credentials and performance in the personal interview the candidates will be selected and 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 to antecedents.

It may be noted that:

1. The candidates are required to carry all the supporting documents (marks sheet, degree, disability certificate, etc.) at the venue for verification in original and attested phot copy.
2. REC Foundation may adopt higher criteria in case of receipt of more number of applications meeting eligibility criteria.
3. If required, the interview will be rolled over to next day and in such a case, the candidate has to make his/her own stay arrangements. No compensation will be payable in this regard.
4. The candidate will be paid TA for attending the interview (2nd class train fare on the shortest travel route).

GENERAL INFORMATION

1. **The appointment is purely on Fixed Tenure Basis and it is not against any permanent vacancy. This placement will not entitle any candidate to claim for regular/permanent employment in the company.**
2. Only Indian nationals are eligible to apply.
3. The present vacancy is for REC Foundation at Corporate Office, New Delhi. However, person may be posted in other state of India at the discretion of REC Foundation. The selected candidate should be able to join at the earliest. The candidate may be placed in Patna, Bihar, West Sikkim, Sikkim, Gajapati, Odisha or in Imphal, Aizwal or Guwahati or any other state in India for a period of 12 to 24 months.
4. Those working in Govt./PSU may apply through proper channel/submit NOC at the time of interview or should submit proper relieving letter from present employer in the event of selection.
5. 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.
6. The company 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.
7. All appointments will be subject to medical fitness as per company rules.
8. No correspondence will be entertained from the candidate.
9. Candidates should ensure that they fulfill the eligibility criteria prescribed for the post they have applied in case it is found at any stage of 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 criteria, his/her candidature/ services are liable for rejection/termination without notice.
10. Any corrigendum/clarifications on this advertisement, if necessary, shall be uploaded on the company website and no separate press coverage will be given.
11. All disputes/cases related to this recruitment process are subject to jurisdiction of courts of Delhi only.
12. REC Foundation reserves the right to relax age/experience/qualification and other qualifying criteria in deserving cases.

FORMAT FOR APPLICATION

(Not to be hand-written)

| | | | | | |
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| | | <div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 0 auto;">PASTE A RECENT PHOTOGRAPH</div> | | | |
| POST APPLIED FOR: | | | | | |
| TOTAL POST QUALIFICATION WORK EXPERIENCE: | | | | | |
| HIGHEST QUALIFICATION: | | | | | |
| 1. NAME (in capital) | | | | | |
| 2. FATHER'S/HUSBAND'S NAME | | | | | |
| 3. GENDER | | | | | |
| 4. DATE OF BIRTH (DD/MM/YYYY) | | | | | |
| 5. AGE | | | | | |
| 6. ADDRESS (PERMANENT) | | | | | |
| 7. ADDRESS FOR CORRESPONDENCE | | | | | |
| 8. TELEPHONE/MOBILE NO. | | | | | |
| 9. E-MAIL ID | | | | | |
| 10. CATEGORY (Gen/SC/ST/OBC/PWD) Please enclose certificate/s if other than Gen Category | | | | | |
| 11. EDUCATIONAL QUALIFICATIONS: | | | | | |
| Sr. No. | Qualification (from 10 th class onwards) | % of marks obtained | Year of passing | Name of School/College | Affiliated Institute/ University |
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12. PARTICULARS OF EXPERIENCE:

| Sr. No. | Name & Address of Employer | Post Held | Period (From-Till) | Job Description/Responsibility Areas | Salary Drawn |
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Any other details: