

CAREER OPPORTUNITIES IN REC LIMITED

- REC limited is a Navratna Public Sector Enterprise and a well acclaimed Non-Banking Financial Company endowed with 'Infrastructure Finance' Company status. Domestically, REC holds the highest credit rating from CRISIL, ICRA, IRRPL & CARE and internationally rated at par with the sovereign ratings. REC has a pan India presence and is one of the leading companies providing financial assistance to all segments in the power sector including Generation, Transmission & Distribution. REC also has a major role in the Government of India's plans for the growth of the Indian power sector. The Company clocked excellent financial performance over the years and has recorded its all-time highest profit for the FY 2021.

Vacancies

- To meet its human resource requirements, REC invites applications from dynamic, committed, self-motivated and experienced personnel for the following post, the details of which are as under:

Sl. No.	Name of the post/ Grade & IDA Pay Scale (w.e.f. 01.01.2017)	Number of posts	Upper Age Limit (in years) *	Prescribed minimum qualification(s)	Nature of experience / Minimum CTC required for Private Sector Candidates
1.	Assistant Officer (Administration & Liaison) / E-0/ ₹ 30,000-1,20,000	02 (UR)	40	Regular full-time Graduate or equivalent from a recognized institute/ University with first division or equivalent CGPA <i>Desirable:</i> Additional qualification in Human Resources/ Corporate Communications/ Public Relations/ Hotel Management/ Public Administration etc.	Minimum relevant post qualification experience of 12 years in liaising, HR, facility/ event management, hotel management/ hospitality industry, PR, Corporate Communication, Administration CTC of ₹ 9 Lakh p.a

Identified Categories of Disabilities for Persons with Benchmark Disabilities (PwBD)

3. Identified categories of disabilities for the post of Assistant Officer (Administration & Liaison) is given as under:
 - Low Vision
 - Hard of Hearing
 - Leprosy Cured, Dwarfism
 - Multiple disabilities out of the mentioned disabilities
4. REC reserves the right to decrease the vacancies or cancel the recruitment process, if need so arises, without issuing any notice or assigning any reason thereof.
5. REC has operations all over the country. The vacancies are pan India and the selected candidate can be posted anywhere in the country.
6. The recruitment against these vacancies shall be governed by the provisions of the REC Recruitment Rules. The terms and conditions of appointment and the service conditions shall be governed by the notified Rules on the subject, as modified from time to time.

Eligibility and Disqualifications

7. **Nationality:** Only Indian Nationals are eligible to apply.
8. **Educational Qualifications:** The educational requirements for eligibility are given in Table above. All qualifications should be full time and from Universities/ Institutions recognized and approved in India by UGC/ AICTE/ Appropriate Statutory Authority (ies).
9. Fraction of percentage in educational qualification will be ignored and will not be rounded off to the next higher integer i.e. 59.9% will be treated as less than 60%.
10. **Work Experience:** For being eligible for selection, the candidate must have experience as given in Table above.
11. Candidates working in the private sector should have worked for at least one year in the post with CTC of at least the amount mentioned in the Table

above. Teaching experience will not be counted towards work experience for the purpose of eligibility.

12. Internal candidate(s) (other than those on deputation) applying for positions will be given relaxation in age & experience as per REC Recruitment Rules. However, internal candidates on probation will not be eligible.
13. **Age:** The candidates must not have an age more than that mentioned in the Table above. Following relaxation in age shall be given, subject to production of required certificate from the prescribed authority as per Government of India norms:
 - Persons with Benchmark Disabilities (PwBD): Ten years
 - Internal candidates of REC excluding those on deputation to REC: One year;
 - Persons who had ordinarily been domiciled in the State of Jammu & Kashmir during the period 01.01.1980 to 31.12.1989: Five years.
14. The cut-off date for ascertaining age and experience, etc will be the last date of submission of online application, i.e. 03.09.2021.
15. 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.
16. All appointments are subject to medical fitness as per the Rules of the Corporation.
17. No person shall be eligible for appointment if he/she has been convicted by a court of law for an offense involving moral turpitude.
18. No person shall be eligible for appointment who has previously been dismissed, removed or compulsorily retired from the service of a corporation or

department of a state or central government or a local authority or from an autonomous statutory body.

19. No person who has more than one spouse or who has entered into a marriage with any person having a spouse living shall not be eligible for appointment to any post unless such marriage is permissible under the personal law applicable to the candidate and the other party to the marriage.
20. Any canvassing directly or indirectly by the applicant will disqualify his/her candidature.

Application Process

21. Candidates are required to pay a non-refundable fee of ₹ 1,000/- (One Thousand Only). Candidates belonging to Scheduled Castes, Scheduled Tribes, PwBD and internal Candidates are exempted from payment of this Application Fee.
22. While applying for the post, the candidate should ensure that he/she fulfils the prescribed eligibility criteria on the cut-off date/s and that the particulars furnished are correct in all respects. If at any stage of recruitment or thereafter it is detected that a candidate has furnished any incorrect/ incomplete information or has suppressed any material fact (s) to be considered as eligible, his/her candidature will stand automatically cancelled. If any shortcoming (s) is/are detected after his/ her assumption of charge, his/her service is liable to be terminated without any notice.
23. If any document/certificate is issued in a language other than Hindi/English, candidates are required to submit a certified translation of the same in Hindi/ English along with the application and also at the time of Interview.
24. Candidates wishing to avail benefits available to SC/ ST/ PwBD/ J&K domicile are required to furnish Certificates in the prescribed format. Validity

of certificate shall be the responsibility of the candidate at the time of application and also its verification as and when required.

25. Persons with Benchmark disability of not less than 40% as per Government of India guidelines shall only be eligible for the benefit of PwBD.

Selection Process

26. Incomplete applications shall be summarily dismissed. In case of any discrepancy in the application, the candidature will be summarily rejected.
27. Mere fulfilment of eligibility criteria shall not confer any right to the applicant for being called for the interview/ selection process.
28. Applicants found suitable shall be called for interview, the venue and time for which will be intimated through the portal and the email indicated along with the application. The interview may be through video conferencing.
29. If the number of applications is very high, REC reserves the right to shortlist the candidates for the interview on the basis of a written test; or may shortlist only those candidates meeting the minimum as well as the desired qualification. In case it is decided to conduct the written test, details of the test including syllabus for the test, date, etc shall be intimated through the portal and mail, the weightage of the written test shall be 85% and that of the interview shall be 15%.
30. Detailed scrutiny of the applications shall be done to ascertain the eligibility and with a view to select for the purpose of interview, only those candidates who are considered suitable in terms of the nature and quality of knowledge and professional expertise required for the post. Mere issuance of call letter for appearing in the test or test followed by Interview shall not imply that the candidate is eligible for the interview/post.
31. Outstation candidates called for interview will be reimbursed single to & fro fare by entitled mode/ class via shortest route as per REC Rules subject to

submission of proof of journey and finding in order all testimonials/original documents for verification of age, qualification, experience, reservation/relaxation, etc and upon completion of interview. Also, Travelling Allowance for attending the interview will be reimbursed to candidates for journey from the address indicated in the application or as per journey proof whichever is lower.

32. Any request for change in date or venue of the selection process will not be normally entertained.
33. Verification of documents shall be done before the interview. The candidates shall be required to get their original certificates for the interview. In case of interview through video conferencing, verification of documents shall be done before issue of offer letter.
34. Candidates shall be selected on the basis of the educational qualifications, work experience and performance in selection process including interview. List of selected candidates, in order of merit, subject to medical fitness and verification of character and antecedents, shall be published on the portal and selected candidates will be informed individually at the address for correspondence and e-mail given in the application.
35. Candidates working in Public Sector/ Government Sector/ Autonomous bodies of Government shall be required to submit proper relieving order from present employer at the time of joining.

General

36. All information on this recruitment would be available in the '**Careers**' tab on REC website <http://www.recindia.nic.in>, herein called the website/portal. Applicants are advised to check the portal/ website periodically for updates. Any corrigendum/ clarification on the advertisement, if required, shall be uploaded on REC website only. No individual mails shall be sent.

37. In case of any ambiguity / dispute on account of interpretation in versions other than English, English version will prevail.
38. Candidates separated from any PSE/ PSU on VRS would be required to return VRS compensation to the concerned PSE/ GoI as the case may be, in the event of selection in REC.
39. No correspondence will be entertained from candidates not shortlisted/ selected.
40. All disputes/ cases related to this recruitment process are subject to jurisdiction of courts of Delhi only.

Compensation Package:

41. The company offers an attractive compensation package at par with the best in the industry including Basic pay and DA (IDA pay pattern) with benefits such as leased accommodation/ HRA, Perks & Allowances in cafeteria approach, Performance Related Pay, medical facilities including post-retirement medical benefits, group insurance, pension, CPF, gratuity etc. Pay of candidates from private sector shall be fixed at minimum of the pay scale of the post to which he/ she is appointed. For others, pay shall be fixed as per REC Pay fixation rules.

Steps for Applying:

- (i) Eligible and interested candidates should visit the '**Careers**' tab on the REC website and click on the relevant opening.
- (ii) Register on the portal using email id and mobile number.
- (iii) Login to the portal using registered email id/ mobile number and Click on "Apply" to start application for the post.
- (iv) Fill the online application form with relevant details.
- (v) Scanned copies of following documents should be kept ready for attachment (File type should be .jpg/.png/.pdf and should not exceed 1 MB) at the time of filling the application:

- a) Proof of Date of Birth (Tenth Class Certificate/ Birth Certificate)
- b) Caste Certificate issued by the Prescribed Authority as per GoI guidelines for claiming concession (in case of SC/ST/PwBD)
- c) Disability Certificate – issued by the Prescribed Authority as per GoI guidelines clearly indicating type of disability, % of disability etc.
- d) Documents related to Essential Qualification (Pass certificate & Mark sheets showing class/ division/ CGPA/ percentage, mode, duration along with specialization)*
- e) Documents related to Other Qualifications (Pass Certificate and Mark sheets)*
- f) Documents related to Minimum post qualification experience: (Present as well as Previous Employment) *
 - Appointment order/joining order.
 - Experience Certificate: Proof of experience indicating post held, period of service, pay scale/ emoluments & area of experience (In respect of PSU/Govt. employees indicating revised as well as pre-revised pay scales with period details).
 - Latest Pay Slip
 - Pay Certificate from concerned organization (Govt./ Public/ Private sector) in support of experience in relevant pay scale/ emoluments. CTC details (in case of candidates from private sector).
 - Last Promotion order, if applicable.
 - Relieving order (in case of experience with more than one organization)
 - Documentary proof in support of Annual Turnover (Audited Balance Sheet) and listing status (on stock exchange) in case of candidates working in private sector.

- Specific evidence showing relevant experience in the form of office orders/ office memorandums/ transfer orders/ work allocation orders/ experience certificate etc.
 - g) Certificate proving candidature under the category of J&K domicile, issued by the Competent Authority or any other category for which relaxation is admissible as per the advertisement.
 - h) A recent passport size colour photograph
 - i) Signature of candidate
- vi) Candidate should upload scanned copies of above-mentioned documents in separate space given in the online application form.
- * All requisite documents pertaining to each educational qualification and each employment/ experience should be merged into a single file. File type should be .jpg/ .png/ .pdf and should not exceed 1 MB).
- vii) Submit the online application after filling in all details and making online payment of fee (fee mandatory for all except SC/ ST/ PwBD/ Internal candidates). Fee shall not be accepted in any other mode. The Applicant should save the application number for future reference.
- viii) After submitting the application online, candidate should take a print of completed application, sign and send it along with all self-attested enclosures w.r.t. age/ qualification including specialization, class, division, % of marks, mode, duration, experience, reservations etc. in an envelope duly super-scribed as 'Application for the post of Assistant Officer (Administration & Liaison)' so as to reach Dy. Officer (HR) not later than 13.09.2021 at the address indicated below:
- REC World Headquarters, I-4, City Center, Sector-29, Gurugram-122001,
HARYANA**
- ix) Incomplete applications shall be summarily rejected. REC reserves the right to reject an application if the hard copy of the application is received late.

Important Dates:

a)	Commencement of Online Application	04.08.2021
b)	Last date for Online Application and fee payment	03.09.2021 till 6 pm
c)	Last date for receipt of application in hard copy along with enclosures	13.09.2021

REC Ltd.