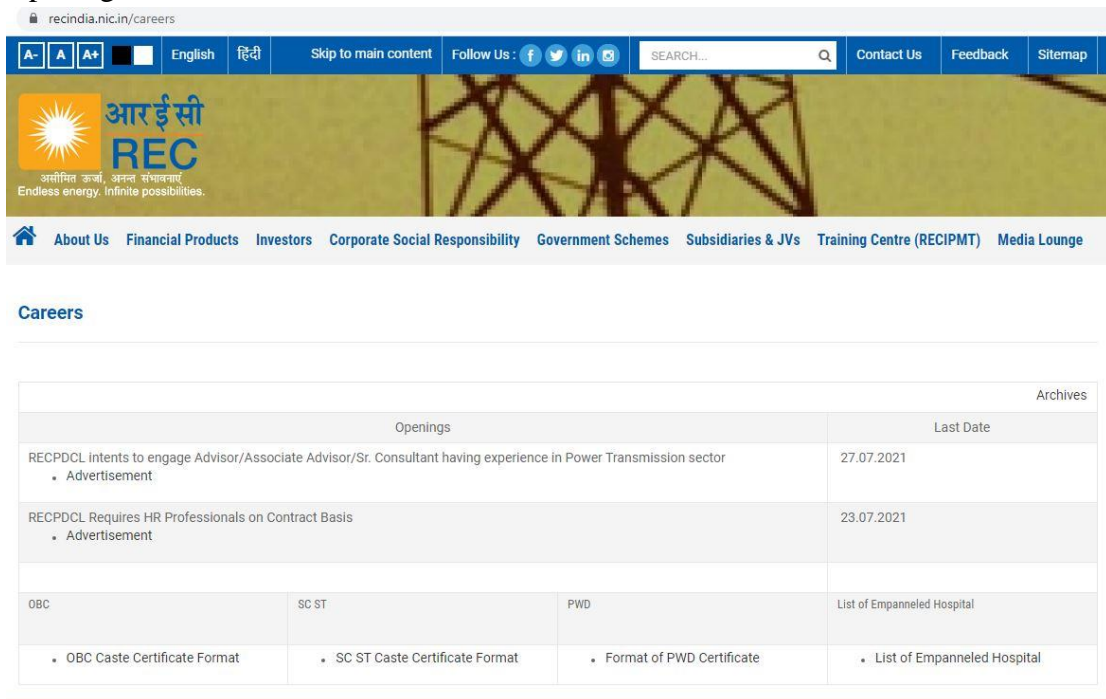


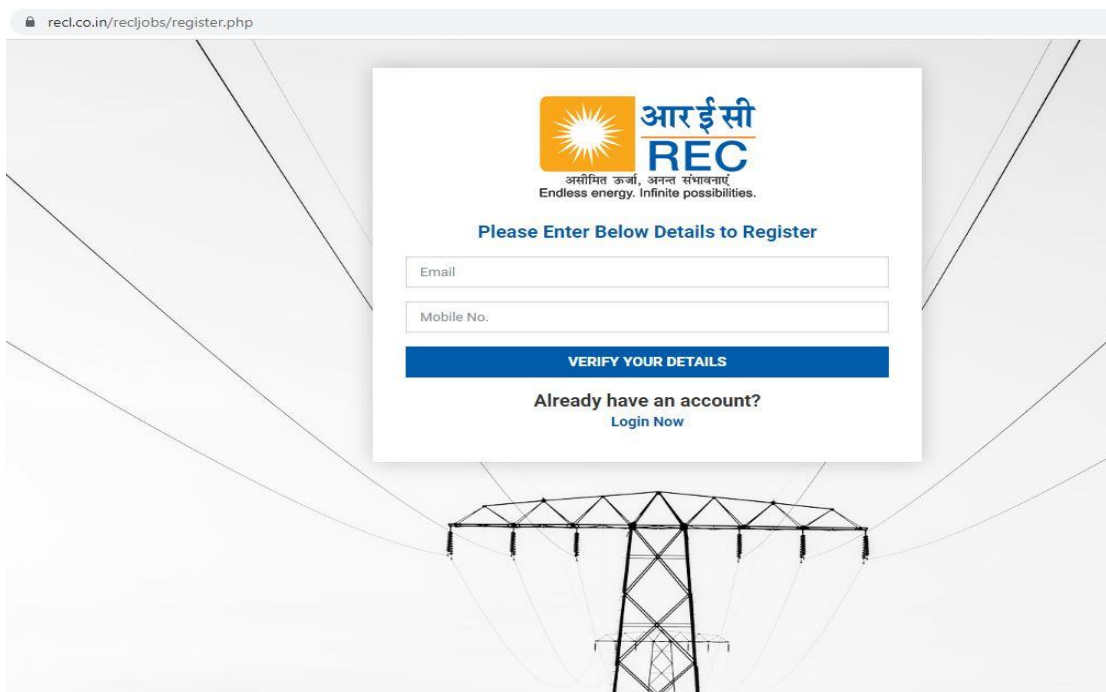
## USER MANUAL FOR FILLING ONLINE APPLICATION OF REC LIMITED

1. Visit the Careers Tabs on REC Website and Click on the relevant opening under Openings..



Openings			Archives
			Last Date
RECPDCL intends to engage Advisor/Associate Advisor/Sr. Consultant having experience in Power Transmission sector • Advertisement			27.07.2021
RECPDCL Requires HR Professionals on Contract Basis • Advertisement			23.07.2021
OBC • OBC Caste Certificate Format	SC ST • SC ST Caste Certificate Format	PWD • Format of PWD Certificate	List of Empaneled Hospital • List of Empaneled Hospital

2. Click on the Detailed Advertisement and go through it carefully.
3. Click on **Apply Now** and the page will be redirected to REC Recruitment Portal.
4. Register on the portal using email id and mobile number



recl.co.in/recljobs/register.php

**आर ई सी REC**  
असीमित ऊर्जा, अनन्त संभावनाएं.  
Endless energy. Infinite possibilities.

Please Enter Below Details to Register

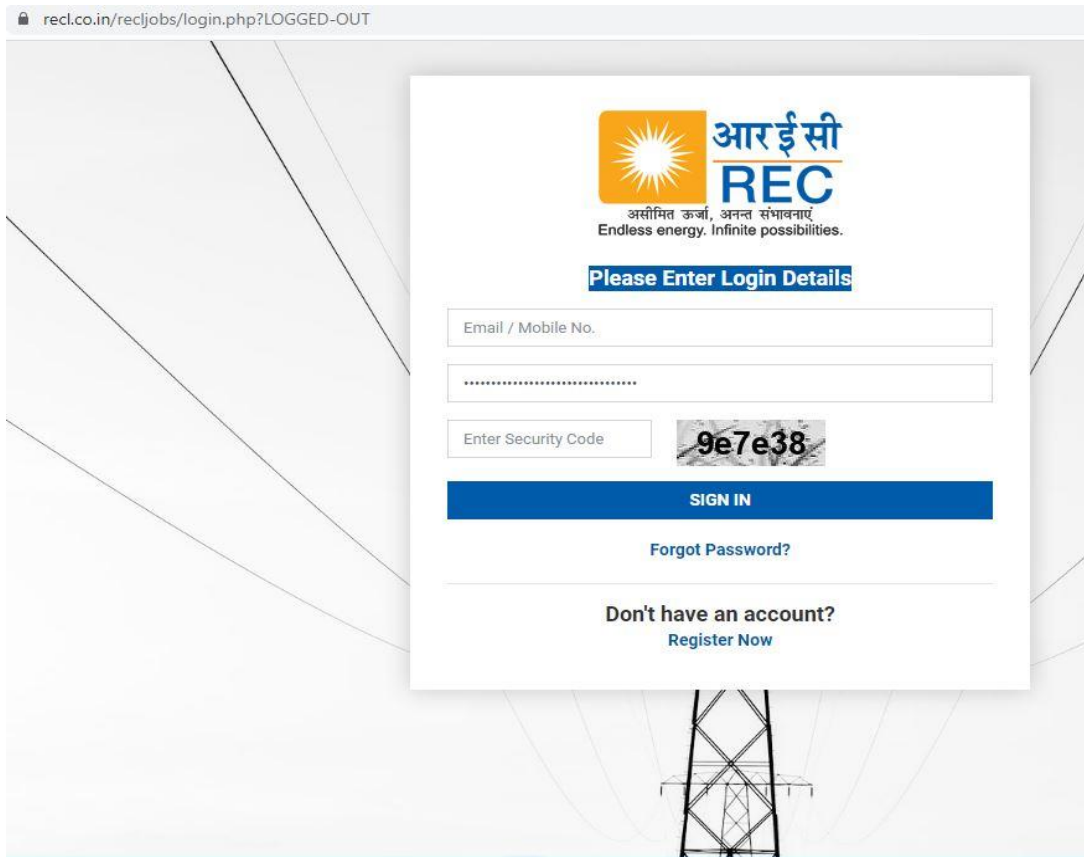
Email

Mobile No.

**VERIFY YOUR DETAILS**

Already have an account?  
[Login Now](#)

5. Login to the portal using registered email id/ mobile number.



6. Click on CURRENT OPPORTUNITIES and click on Apply Now to start application for the desired post.



### Current Opportunities

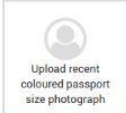
S.No.	Job Notifications / Advertisements	Notifications Date
1.	<p><b>Lateral Recruitment</b></p> <p><b>Name of the Job</b></p> <ul style="list-style-type: none"> <li>» Assistant Manager (Engineering)</li> <li>» Deputy Manager (Engineering)</li> <li>» Manager (Engineering)</li> </ul>	<p><b>Last date to apply</b></p> <ul style="list-style-type: none"> <li>Jul 30 2021 Upto 18:00Hrs <a href="#">Apply Now</a></li> <li>Jul 30 2021 Upto 18:00Hrs <a href="#">Apply Now</a></li> <li>Jul 30 2021 Upto 18:00Hrs <a href="#">Apply Now</a></li> </ul>
		Jun 15 2021

7. Make entry for various relevant fields in the 'Personal Particulars' Tab and upload relevant documents

NAME OF THE POST: Assistant Manager (Engineering)

Personal Particulars Preliminary Details Educational Qualification Experience Details Other Details

### Personal Particulars

  
[Click here to Upload](#)  
Size (150PX) x (200PX) & file type should be .jpg/.png & should not exceed 100KB

1) Title\*

2) First Name\*


3) Middle Name

4) Last Name

5) Father's / Husband's name\*  Father's Name  Husband's Name

6) Nationality\*

7) Date of Birth\*

Please upload supporting document\*  
File type should be .jpg/.png/.pdf & should not exceed 1MB.  


8) Age as on cut off date(Jun 30 2021)  
 Years  Months  Days

9) Gender\*  Male  Female  Transgender

10) Mobile Number\*

11) E-mail ID\*

12) Address for communication

12.1) Address Line1\*

12.2) Address Line2

12.3) City/Town\*

12.4) Country\*

12.5) State\*

12.6) Postal Code

13) State of Domicile

14) Languages Known\*  

LANGUAGE	Read	Write	Speak	Delete
<input type="button" value="+ ADD LANGUAGE"/>				

[SAVE AND CONTINUE](#)

Entries with Red (\*) are mandatory fields

Click on SAVE AND CONTINUE

- Make entry for various relevant fields in the 'Preliminary Details' Tab and upload relevant documents

### Job Application - Fill all details in capital letters

NAME OF THE POST: Assistant Manager (Engineering)

Personal Particulars Preliminary Details Educational Qualification Experience Details Other Details

**Preliminary Details**

15) Category \*

16) Whether belonging to Minority community \*  Yes  No  
(If yes, Specify)

17) Are you a Domicile of J&K during 1.1.1980 to 31.12.1989 \*  Yes  No

18) Whether Ex-Serviceman \*  Yes  No  
If Yes, Please indicate total number of years of service.

19) Whether person with benchmark (>40%) Disabilities \*  Yes  No  
If yes indicate the type of disability

20) Whether REC employee \*  Yes  No

[GO BACK](#) [SAVE AND CONTINUE](#)

Click on SAVE AND CONTINUE

- Make entry for various relevant fields in the 'Educational Qualification' Tab and upload relevant documents

### Job Application - Fill all details in capital letters

NAME OF THE POST: Deputy Manager (Engineering)

Personal Particulars Preliminary Details Educational Qualification Experience Details Other Details

**21) Educational Qualification (Starting from the highest qualification till 10th) - Please upload supporting documents**

Qualification	Month & Year of Passing	Board OR University OR Institute	Main Subjects OR Specialization	Total OR Maximum marks	Marks Obtained	Percentage of marks OR CGPA	Division	Mode	Upload document (File type should be .jpg/.png/.pdf & should not exceed 1MB.)
	MM/YYYY						Select Division...	Select Mode...	<a href="#">Choose File</a>   No file chosen
	MM/YYYY						Select Division...	Select Mode...	<a href="#">Choose File</a>   No file chosen
	MM/YYYY						Select Division...	Select Mode...	<a href="#">Choose File</a>   No file chosen

[+ Add More](#)

[GO BACK](#) [SAVE AND CONTINUE](#)

Fill Educational qualification in reverse chronological order (starting from the highest qualification till 10<sup>th</sup>). Add more rows if required.

Upload supporting document (as mentioned in the detailed advertisement) pertaining to each qualification. All requisite documents pertaining to each educational qualification should be merged into a single pdf file.

Click on SAVE AND CONTINUE

- Make entry for various relevant fields in the 'Experience Detail' Tab and upload relevant documents

**Job Application - Fill all details in capital letters**

NAME OF THE POST: Deputy Manager (Engineering)

Personal Particulars Preliminary Details Educational Qualification Experience Details Other Details

**22) Experience Details (Starting from current.) - Please upload supporting documents**

Name of Organization	Type of the employer	Position Held	Pay Scale in case of Govt./ PSU employees/ CTC in respect of Private Sector (Lakhs/annum)	Nature of Appointment	Duration	Nature of duties/ responsibilities (Job Profile) upto 500 characters	Upload proof of employment (File type should be .jpg/.png/.pdf & should not exceed 1MB.)
	-Select One			-Select One	From <input type="text"/> To <input type="text"/>	Enter your message here, maximum 500 characters 250 Characters Remaining of Maximum 500	<input type="button" value="Choose File"/> No file chosen

+ Add More

23) Total Experience (as on Cut-Off Date - Jun 30 2021) (System Calculated)  Years  Months  Days

24) Total Post Qualification Executive Experience (excluding teaching period)  Years  Months  Days

Fill Experience details in reverse chronological order (starting from current/ latest job). Add more rows if required.

Upload supporting document (as mentioned in the detailed advertisement) pertaining to each experience/ employment. All requisite documents pertaining to each experience/ employment should be merged into a single pdf file.

Fill the total executive experience (excluding teaching experience) post attaining minimum requisite qualification as mentioned in the detailed advertisement in the **Total Post Qualification Executive Experience**.

Click on SAVE AND CONTINUE

- Make entry for various relevant fields in the 'Other Details' Tab and upload relevant documents

**Job Application - Fill all details in capital letters**

NAME OF THE POST: Manager (Engineering)

Personal Particulars Preliminary Details Educational Qualification Experience Details Other Details

**Other Details**

25) Why do you think you are most suited for the position advertised? \* (upto 1000 characters)

1000 Characters Remaining of Maximum 1000

26) Any Other Achievements/Remarks (upto 250 characters)

250 Characters Remaining of Maximum 250

27) Place \*

Date 20-07-2021 11:42:06

Signature of the Candidate \*

Upload  
Size (200PX) x (150PX) & file type should be .jpg/.png & should not exceed 100KB

Click on SAVE and then PREVIEW APPLICATION.

**12. THOSE EXEMPTED FROM PAYMENT OF APPLICATION FEE**

Click on **SUBMIT APPLICATION** and save the Application Number generated for future reference.

**THOSE NOT EXEMPTED FROM PAYMENT OF APPLICATION FEE**

Click on Make Payment. You will be redirected to the following page:

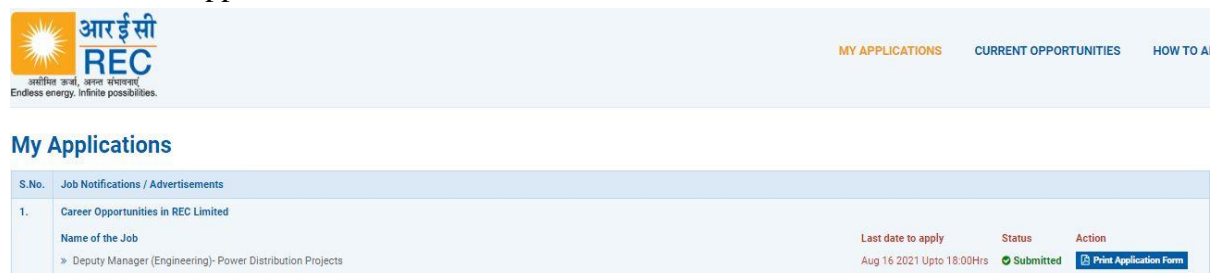


Make payment using [Click here](#) to make the Payment

After making the Payment, Enter the Payment Reference Number generated after making the payment and click on **Submit Application**. Candidate should save the application number generated for future reference.

**Last date for submission of Online Application is 16.08.2021 by 6 pm**

After submitting Online Application, click on MY APPLICATIONS tab for printing the submitted application.



S.No.	Job Notifications / Advertisements	Last date to apply	Status	Action
1.	Career Opportunities in REC Limited Name of the Job » Deputy Manager (Engineering)- Power Distribution Projects	Aug 16 2021 Upto 18:00Hrs	Submitted	<a href="#">Print Application Form</a>

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 .....’ so as to reach Dy. Officer (HR) not later than **26.08.2021** at the address indicated below:

**REC World Headquarters, I-4, City Center, Sector-29, Gurugram, HARYANA**