



**सौभाग्य**

प्रधानमंत्री सहज बिजली हर घर योजना



एक कदम स्वच्छता की ओर

Advertisement no. RECPDCL/HR-2-19/2071

## RECPDCL REQUIRES EXPERIENCED PROFESSIONALS ON FIXED TERM BASIS

REC Power Distribution Company Ltd. (RECPDCL) is wholly owned subsidiary of Rural Electrification Corporation Limited, a "Navratna CPSE" under the Ministry of Power.

RECPDCL is rendering expert consultancy services in power sector in general and Distribution sector in particular across the country. 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 Report (DPRs), Power Transmission network and other power projects including various Govt. of India Schemes viz., DDUGJY, R-APDRP, IPDS, PMDP etc. to the Central/State power utilities across the Country, Consultancy Assignments to Government, Central/State Electricity Regulatory Commission.

RECPDCL is looking for experienced professionals on All India Basis in Management & Technical Services to be engaged purely on Fixed Term Basis initially for a period of Three (03) years which may be extended further for a period of One (01) year and Six (06) Months maximum.

### 1. Job specification:

Sl. No.	Designation	Qualification	Min. Post Quali ficati on Exp.	Experience Profile	No. of Posts & Reservation	CTC per month (Rs) and Max. Age
I	Chief Project Manager (Tech)	B.E/B.Tech (Any Stream)  Preferably with 60% Marks or 1 <sup>st</sup> Division	11 years	<p><b>Essential Experience:</b> Hands-on experience in Implementation of IT related projects for Utilities, SAP ISU, GIS (GE-Small World), Meter Data Acquisition System (MDAS), Meter Data Management (MDM) &amp; Automatic Meter Reading (AMR), Enterprise IT Infrastructure Deployment, System Implementation, Data Center, Disaster Recovery Center, Centralized Call Center, Project &amp; Risk Management, Capacity Planning/Building, Client Relationship &amp; Business Development.</p> <p><b>Desirable Experience:</b> Hands-on experience in the entire project life cycle from conception to final submission to the client, DPR preparation, Revenue Assurance, Preparation of BoQ and Bid documents. Knowledge in JERC Regulations &amp; Govt. schemes like IPDS, DDUGJY, R-APDRP, etc. Experience of exploring new business opportunities, preparing business proposals and negotiation skills.</p>	02 Posts  (UR-01 OBC-01)	Rs. 1,01,00 0/-  Max. Age- 45 Years

II	Dy. Executive Engineer (Tech)  <b>Business Development</b>	Essential min. qualification:- B.E/B.Tech (Any Stream)  Desirable Qualification: MBA(Marketing)  Preferably with 60% Marks or 1st Division	07 Years	<b>Essential Experience:</b> Experience in Businesses Development in India and Abroad in Power Distribution Sector. To foresee upcoming Business opportunities in Power Sector and to prepare business model customized to the requirement of clients. Experience in profile presentation, MIS, business proposals (Technical + Financial) with detailed appraisal including risk analysis of projects being bid out. To coordinate with client's needs, concerns, objectives, internally and jointly with consortium partners/empaneled agencies.  <b>Desirable Experience:</b> Have experience of handling foreign assignment in Power Sector.	01 Post	UR-02 OBC-01	Rs. 84,000/-  Max. Age- 40 Years
	Dy. Executive Engineer (Tech)  <b>Renewable Energy</b>	B.E./B. Tech (Electrical/Electrical & Electronics)  Preferably with 60% Marks or 1 <sup>st</sup> Division	07 Years	<b>Essential Experience:</b> Design, Engineering, Testing, Erection and commissioning of Solar Systems (Soar Rooftop, Solar Park, Mini Grid, Micro Grid, Off-grid System including utility Scale MWp level implementation). Should be able to finalize Technical Specification (TS), layout, drawings and Bill of Quantity (BOQ) as per project requirement. Well conversant with various schemes and policies of Ministry of New & Renewable Energy (MNRE) for implementation of Solar projects. Well versed knowledge of other renewable energy resources such as Wind Energy, Small Hydro, Biomass etc. Conversant with CERC/SERC tariff related matters, Central/State Govt. Acts /norms pertaining to renewable projects.  <b>Desirable Experience:</b> Experience of handling in Business Development of projects in Renewable Energy. Should be able to prepare business proposals.	01 Post		Rs. 84,000/-  Max. Age- 40 Years
	Dy. Executive Engineer (Tech)  <b>Contracts</b>	B.E./B. Tech (Electrical/Electrical & Electronics)  Preferably with 60% Marks or 1 <sup>st</sup> Division	07 Years	<b>Essential Experience:</b> Experience in Preparation of Tender documents, T&Cs, Performing Sourcing Process, Cost Estimation, Pre Bid Meetings, Opening & Evaluation of Bids, Bid Analysis, Rate Analysis for Pre & Post Tender estimation including Preparing Work Orders. Contract Management & vendor Management, Post award contract management issues, preparation of contractual notices, Certification of invoices and payment processes etc. Working knowledge of contracting concepts, terms, applicable contract laws etc., excellent analytical and communication skills. Well conversant with MS Office applications (Outlook, Word, PowerPoint, Excel) and usage of Internet.  <b>Desirable Experience:</b> Experience in drafting process specific Standard Operating Procedures (SOPs).  Knowledge of Contract Management procedures, ability to identify required improvement to established policies. Identify missing and/or insufficient contractual definitions in RFP and mapping. Identify all risks/risk potential in the contract/T&Cs document and optimize terms.	01 Post		Rs. 84,000/-  Max. Age- 40 Years

III	Assistant Executive Engineer (Tech) <b>CSR</b>	B.E./B.Tech (Any Stream)  Preferably with 60% Marks or 1 <sup>st</sup> Division	05 Years	<p><b>Essential Experience:</b> Should have minimum 2 years' relevant experience on monitoring of CSR Activities with more than Rs.1 crore, knowledge of CSR policy covered under Company Act 2013. Responsible for defining and developing the strategies as per Company's CSR objectives and Company act 2013. Experience in Implementing and coordinating range of activities and initiatives which are designed to have a positive impact on the environment and local communities. Conduct research, come up with ideas, develop policies, and create detailed plans according to thrust areas.</p> <p><b>Desirable experience:</b> Drafting of notes, letters, correspondence, Board Agendas etc.</p>	01 Post	UR-02 OBC-02	Rs. 70,000/-  Max. Age- 35 Yrs
	Assistant Executive Engineer (Tech)	B.E./B. Tech (Electrical/Electrical & Electronics)  Preferably with 60% Marks or 1 <sup>st</sup> Division	05 Years	<p><b>Essential Experience:</b> Post Qualification experience in Execution &amp; Implementation of Power Distribution Projects up to 66kV voltage level including Contract Management &amp; Project Management preferably under Govt. schemes like IPDS, DDUGJY, R-APDRP etc. Should have experience on preparation of Tender &amp; BoQ related to Power Distribution Sector including GIS Substations. Should have good understanding of Electrical Drawings, IS/IEC codes/ Pre-dispatch inspection of Electrical equipment /Implementation of GIS substations.</p> <p><b>Desirable Experience:</b> Should have hands-on experience of Smart meters/SCADA implementation projects / IT implementation projects in Power Distribution Sector. Should have experience of exploring new business opportunities, preparing of business proposals and should have negotiation skills.</p>	01 Post		Rs. 70,000/-  Max. Age- 35 Yrs
	Assistant Executive Engineer (Tech)	B.E./B. Tech (Any Stream)  Preferably with 60% Marks or 1 <sup>st</sup> Division	05 Years	<p><b>Essential Experience:</b> Post qualification experience in Implementation of AMI/SCADA project with knowledge of Smart Meter, Communication technology, IS standards &amp; Smart Grid components like SCADA, GIS etc.</p> <p><b>Desirable Experience:</b> Candidate having experience of project management, implementation, Bid Process management in Power sector on above areas.</p>	01 Post		Rs. 70,000/-  Max. Age- 35 Yrs
	Assistant Executive Engineer (Tech)	B.E./B. Tech (Any Stream)  Preferably with 60% Marks or 1 <sup>st</sup> Division	05 Years	<p><b>Essential Experience:</b> Post-qualification experience in Implementation of IT projects for Utilities, ERP/Utility Applications in SAP/ Oracle, IT Capacity Planning, Enterprise IT Infrastructure, Application &amp; DB Migration, Information Security &amp; Cyber Laws.</p> <p><b>Desirable Experience:</b> Should have hands-on experience in IT implementation of R-APDRP Part-A/IPDS/NSGM &amp; other Govt. Scheme for power sector projects. Working knowledge in SAN, DC/DR &amp; Virtualization technologies. Working in a heterogeneous IT environment.</p>	01 Post		Rs. 70,000/-  Max. Age- 35 Yrs

IV	Assistant Executive Engineer  <b>Information Technology</b>	B.E/B.Tech (IT/CS)  Preferably with 60% Marks or 1 <sup>st</sup> Division	05 Years	<b>Essential Experience:</b> Post-qualification hands-on experience in Implementation of IT related projects in Power Distribution Sector, Software Development in PHP & MySQL, IT Procurement Activities- Tender Preparation, Floating, Evaluation till Commissioning of all related activities, Managing/Administration of IT Infrastructure (including LINUX Servers, Network & Firewall Devices, NAS etc.), Information Security & Cyber Laws, Project & Vendor Management.  <b>Desirable Experience:</b>  Hands-on experience in ERP/Utility Applications in SAP/ Oracle, Mobile Application Development for Hybrid & Native Apps using Open Source Technologies, UI/UX design for Web/Mobile Applications, MVC Framework, .NET Platform and MSSQL Server/Oracle.	01 Post  (UR-01)	Rs. 70,000/ -  Max. Age- 35 Yrs
V	Assistant. Senior Finance Executive	Chartered Accountant	05 Years	<b>Essential Experience:</b> Experience in Finance & Accounting of ledger Books, Establishment Accounts, Preparation of Balance Sheet, Profit & Loss Accounts, Income & Expenditure Statements, State & Central Taxation including Income Tax.  <b>Desirable experience:</b> Experience in liaison with authorities of Income Tax and GST and others.	01 Post  ( UR-01)	Rs. 70,000/ - Max. Age- 35 Yrs
VI	Assistant Senior HR Executive	i. Any Graduate with 60% Marks, and  ii. Full Time 2 Years MBA/P G Diploma/PG Program in Human Resources as one of the specialization  Preferably with 60% Marks or 1 <sup>st</sup> Division	05 Years	<b>Essential Experience:</b> Experience in preparing of Pay Rolls, Its Verification with the tools of Online Human Resource Management & Time Management System. Experience in handling of Recruitment Activities through Open Advertisement and Manpower Agencies. Formation of HR Policies, Tendering & Contract Management for empanelment of Manpower Agencies. Compliances in respect of Contractual Employees including Disciplinary Action etc. Excellent analytical and communication skills. Well conversant with MS Office applications (Outlook, Word, PowerPoint, Excel) and usage of Internet.  <b>Desirable experience:</b> Experience in maintaining Reservation Rosters. Experience in updated labour laws and compliances with the different authorities like ESIC, Provident Fund, etc.	01 Post  ( UR-01)	Rs. 70,000/ - Max. Age- 35 Yrs

## 2. Relaxations / Concessions

- Reservation / Relaxation of age shall be as per Government of India guidelines as applicable to SC/ST/OBC-NCL and Ex-Servicemen/J&K domicile category.
- Maximum age limit is relaxed by 5 Years for Schedule Caste & Schedule Tribe.
- Maximum age limit is relaxed by 3 Years for Other Backward Classes (Non Creamy Layer).
- 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-NLC category.
- Reserve candidates applying against unreserved post shall be treated as General category.

### 3. Selection process:

Shortlisted Candidates shall be called for Personal Interview to be conducted at Noida, Gautam Budh Nagar, Uttar Pradesh. RECPDCL may adopt higher criteria in case of receipt of more number of applicants meeting eligibility criteria. The offer of engagement shall be issued to suitable candidates in order of merit and based on the number of vacancies and will be subject to verification of antecedents and cast certificates (in case of reserved candidates).

### 4. General Instructions:

- a. The posts are purely temporary in nature and offered on fixed tenure basis initially for a maximum period of three years further extendable by one year and six months subject to satisfactory performance, i.e. maximum for a period of four years and six months. This post is not against any permanent vacancy. This placement will not entitle the candidate for any regular / permanent employment in RECPDCL in future.
- b. The cutoff date for age and experience shall be **31.07.2019**.
- c. 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.
- d. Teaching experience, Internship, Induction and any other training period will not be counted as experience.
- e. RECPDCL also 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 of RECPDCL.
- f. Candidates who do not possess post qualification experience in areas mentioned under “**Experience Profile**” need not apply.
- g. Candidates should be able to furnish their relevant Degree and Post Qualification Work-Experience certificates at the time of Interview.
- h. Category such as SC, ST and OBC should be carefully filled-up in the online application format as this will not be allowed for change at a later date. OBC candidates who do not belong to “Non-Creamy Layer” should submit their application under **unreserved** category only.
- i. **Applications should be submitted online through RECPDCL’s website, i.e. [www.recpdcl.in](http://www.recpdcl.in) (Career Page) in the prescribed format.**
- j. **The candidates can apply only one post against the advertisement.**
- k. **The candidates applied for more than one post may attract the disqualification of applications.**
- l. 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 active for at least one year as any important intimation to the candidates shall be provided by RECPDCL through e-mail. They are further requested to **check their e-mails regularly** for any communication from RECPDCL in this regard.
- m. Candidates invited for personal interview will be reimbursed to and fro actual fare limited to 2<sup>nd</sup> AC Train 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.
- n. Candidates employed in Govt./Semi Govt./PSU/Autonomous Body shall be required to apply through proper channel. However, in the event of difficulty, they may send the application directly and produce the relieving order from their organization in the event of selection.
- o. Incomplete applications i.e. columns of the format not filled in or those in format other than the one prescribed in our website [www.recpdcl.in](http://www.recpdcl.in) against this advertisement will not be entertained.
- p. Candidates are required to enclose self-certified copies of all the relevant documents in support of Date of Birth, Qualification, Experience, Category Certificate, J&K Domicile Certificate (if applicable), latest pay slip etc., along with their applications. However, supporting documents in original as prescribed will be required for verification at the time of interview.
- q. Candidates should ensure that they fulfil 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 fulfil the essential eligibility criteria, his/her candidature / service are liable for rejection/termination without notice.

- r. Management reserves the right to restrict the number of candidates to be called for interview , reject the application without assigning any reason/change the number of posts / raise the standard of specification.
- s. No correspondence will be entertained from the candidates not called / selected for interview /appointment.
- t. Only Indian Nationals need to apply.
- u. Canvassing in any form will be a disqualification.
- v. 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.
- w. Applicants can apply to only one post, best suitable to them.

#### **5. Documents Required at the Time of Interview:**

The following documents shall be required in original for verification at the time of interview. If any of the following documents are not produced by the candidates at the time of interview for verification, then he or she will neither be allowed to appear for the interview nor any fare reimbursed to him/her.

- a. Aadhar Card/Class 10 Certificate / Valid Proof for Date of Birth.
- b. Category Certificate i.e. SC/ST/OBC (Non-Creamy Layer) on Government prescribed format. OBC Certificate should be of dated on or after 01st Feb, 2019 and self-undertaking for OBC (Non-Creamy Layer) status in the prescribed format, valid Physically Challenged certificate, Discharge certificate in case of Ex-Servicemen if applicable.
- c. Mark Sheets of all semesters/years in support of educational qualification.
- d. Degree Certificate Provisional or Original of Graduation and Post-Graduation.
- e. If claiming age relaxation as candidates from J&K, relevant certificate.
- f. "No Objection Certificate" in case of employed in a Government Department / Undertaking / PSU/ Autonomous Body etc.

#### **6. Documents in Support of Work Experience:**

- a. Joining-Relieving Letter from Company/Organization.
- b. Experience /Service Certificate issued by Company/Organization. (Experience Certificates produced should clearly indicate date of joining and date of relieving from each organization where worked.)
- c. Salary Certificate together with ITR or Form-16 A issued by present / past employers(s).

#### **Please Note:**

- a. The recruitment process can be cancelled / suspended / terminated without assigning any reasons at any time. The decision of the Management will be final and no appeal will be entertained on what so ever matter.
- b. RECPDCL reserves the right to cancel, alter, and modify this advertisement in full or a part thereof without assigning any reason. Corrigendum/Extension etc., if any, shall be published in our website [www.recpdcl.in/www.recindia.nic.in](http://www.recpdcl.in/www.recindia.nic.in)
- c. Applications must be sent **by 27.08.2019 up to 6:00 pm**. Candidates are also required to upload self-attested copies of proof of age, qualification, post qualification experience and caste certificate along with the application.

#### **7. How to Apply:**

Eligible applicants would require to register and apply online through RECPDCL's website, ie [www.recpdcl.in](http://www.recpdcl.in) (Career Page) **from 07.08.2019 at 11.00 AM to 27.08.2019 up to 06.00 PM**. Before applying read the instructions carefully mentioned in detailed advertisement and fill the online application form with providing correct information.

### STEP 1: On-line Registration:

Interested eligible applicants should only apply one post against the advertisement through RECPDCL On-line Recruitment portal. To apply visit <http://www.recpdcl.in> at Careers page.

- i) Before candidate online registration, the applicants should have valid E-mail ID & Mobile No.
- ii) During registration, Candidate has to provide valid information regarding Name, Date of Birth, E-Mail ID & Mobile No. Once registered successful, Date of Birth, E-Mail ID & Mobile No. are not allowed to edit in main application form.
- iii) After registration, candidate will receive Activation code to your registered email to verify and activate your e-mail login to access Online Recruitment Portal.

### STEP 2: On-line Application:

- i) Before applying post, the applicants should keep the following documents ready: -
  - a) Scanned copy of recent passport size color photograph of the applicant in .jpg format with file size limit between 10KB to 100KB.
  - b) Scanned Signature of the applicant in .jpg format with file size limit between 10KB to 100KB.
  - c) Scanned copy of PAN Card of the applicant in .jpg format with file size limit between 10KB to 100KB.
  - d) Scanned Copies of Relevant Certificates / Documents in .pdf format of each file should be less than 500KB.
- ii) After successful login, candidate should select only one post against the advertisement.
- iii) Fill the application in the prescribed format

### STEP 3: Relevant Certificate and Documents:

- i) Applicants are required to upload their scanned documents viz. Education, Experience, Caste Certificate and Certificate.
  - a) **Date of Birth:** Secondary / Matriculation School Certificate / Birth Certificate.
  - b) **Educational Qualifications:** All Mark-Sheets (Year wise / Semester wise) along with Degree / Diploma Certificates.
  - c) **Experience Proof:** Valid documents / Latest pay slip in support of relevant minimum required experience.
  - d) **Caste Certificate:** Caste Certificate in case of reserved category in format prescribed by GoI. The certificate should have been issued by the concerned authority within 6 months of applying for the above post.
  - e) **Disability Certificate:** Disability Certificate in case of candidate and Discharge Certificate in case of Ex-Servicemen issued by Competent Authority.
  - f) **J&K Domicile/Victims:** Certificate issued by Competent Authority in respect of J&K Domicile/Victims of Riots, wherever applicable.
- ii) Any discrepancies found in the certificates or uploading of wrong certificates will attract the disqualification of applications.
- iii) Nonproduction of the original certificates will also make the candidate disqualified. The disqualified candidates will not be allowed for Interview.
- iv) Candidates currently working in any other organization need to provide the proof of their current employment with a service certificate from the employer / latest pay slip, etc. Appointment orders / resumes will not be considered as proof of current employment.

- v) In addition, the experience certificates should clearly show the date of joining and date of resignation. In case the screening committee is unable to get the documentary evidence for the number of years of experience claimed by the candidate such periods of experience will be considered as NIL.
- vi) The candidates presently working in Central Govt. /State Govt. / PSUs/Autonomous Bodies/University etc. are required to provide No Objection/cadre clearance from current employer at the time of interview. The current employer will also certify their Vigilance Clearance and Integrity.
- vii) Incomplete applications in any respect are liable to be rejected summarily. No representation against such rejection will be entertained.
- viii) Canvassing in any form will be a disqualification.

**STEP 4:**

Fill the on-line application with relevant details and submit.

**Important Instructions to Candidates for filling Online Application:**

- i) Web Pages are best viewed in Chrome.
- ii) Before submitting the online application, the applicants are requested to go through carefully the details of the post and content of the post on the website.
- iii) 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 date. Applications registered without / incomplete documents uploaded shall be summarily rejected even though registration number has been generated.
- iv) Submit online application well before the last date along-with legible and scanned copies of educational qualification, experience certificates, date of birth, disability (OH, PH), caste (ST/ST/OBC) certificate, Ex-servicemen Certificate, No Objection Certificate in .pdf format not exceeding 500KB for each document/attachment without any password protected and corrupted pdf file. If the certificates are in a language other than English or Hindi, then attested translation should be uploaded.
- v) Please be noted that the online application form is not editable after final submission.
- vi) The applicants are not required to send hard copies.
- vii) A recent passport size photograph (scanned) should be in .jpg format (with file size limit between 10KB to 100KB).
- viii) Signature (scanned) should be in .jpg format (with file size limit between 10KB to 100KB)
- ix) Scanned copy of PAN Card should be in .jpg format (with file size limit between 10KB to 100KB)
- x) The applicants are advised to fill in all their particulars carefully in the online application.
- xi) Incomplete application shall be rejected.
- xii) Applicants are advised to retain the acknowledgement and printout of the submitted online application for future reference.
- xiii) In case of difficulty in the 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)

**Important Dates:**

<b>Commencement of Online Submission of Applications</b>	<b>07.08.2019, 11:00 AM</b>
<b>Closing of On-line Submission of Applications</b>	<b>27.08.2019, 06:00 PM</b>

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