



रूरल इलेक्ट्रीफिकेशन कारपोरेशन लिमिटेड

RURAL ELECTRIFICATION CORPORATION LIMITED
(भारत सरकार का उद्यम) (A Government of India Enterprise)

Regd Office: Core-4, SCOPE Complex, 7 Lodi Road New Delhi 110003
Tele. 24365161 Fax 24360644 Email reccorp@recl.nic.in Gram RECTRIC
Website www.recindia.nic.in

REQUIRES: Professional in various Discipline

Rural Electrification Corporation Limited (REC) is a Schedule 'A' Navaratna Public Sector Enterprise under the administrative control of Ministry of Power engaged in financing and promotion of transmission, distribution & generation projects throughout India. The performance highlights and other details of the Company may be seen by visiting REC website at www.recindia.nic.in The following posts under reserved category are proposed to be filled:

Sl.No	Name of the post & IDA scale of pay (Provisional)*	No. of posts (reserved for)	Qualifications	Post qualification exp.(Yrs)	Age limit As on 1/6/2011 (Yrs)
1.	General Manager (HR) E-8 (Rs. 51300-73000)	1 [Genl.]	MBA (HR) / Post Graduate Degree/ Diploma in PM & IR 2 years full time duration from recognized, reputed University /Institution with not less than 60% marks. Desirable- Law Degree (3 yrs. duration)	20	52
2.	Company Secretary in the Grade of General Manager/ Additional General Manager E-8 / E-7A (Rs. 51300-73000)	1[Genl.]	Graduate with Associate/Fellow Membership of the institute of Company Secretaries of India. Bachelor of Law / Chartered Accountant /cost Accountant experience for General Manager will have additional advantage.	20 for GM 18 for AGM	52 for GM 50 for AGM

POSTS FOR (CIRE) HYDERABAD

3.	Director (CIRE) equivalent to General Manager E-8 (Rs. 51300-73000)	1 [Genl.]	First Class Post Graduate in Engineering/Electrical /Mechanical / MBA . Post graduate diploma in management from a recognized University / Institute will have additional advantage.	20	52
4.	Faculty [CIRE] equivalent to Manager E-5 (Rs. 36600-62000)	2 [Genl.]	BE/B. Tech. with Electrical/ Mechanical OR equivalent from a recognized Institute/University approved by AICTE with 1st Division. Desirable MBA/proficiency in IT applications.	8	40

REC reserves the right to relax age / experience/qualification . It also reserves the right to revise/cancel the recruitment process without assigning any reason. Those interested to apply should visit www.recindia.nic.in for detailed advertisement and for down loading prescribed application format. Applications will not be accepted in any other format. Last date for receipt of application is 1.8.2011.

EXPERIENCE PROFILE:-

Post of General Manager at SL. no. 1, 2 & 3 requires *minimum of 20 years of post qualification executive experience out of which 2 years experience in the pay scale of 51300-3%-73000 at the level of Additional General Manager or Rs. 37400-67000 GP 10000 (CDA pay scale w.e.f 2006) or equivalent profile for others.*

Post of Additional General Manager level at SL. no. ,2 requires *minimum of 18 years of post qualification executive experience out of which 2 years experience in the pay scale of 51300-3%-73000 at the level of Deputy General Manager or Rs. 37400-67000 GP 10000 (CDA pay scale w.e.f 2006) or equivalent profile for others.*

Post of Manager at SI no. 4 requires *minimum of 8 years of post qualification executive experience out of which 4 years combined experience in the pay scale of Deputy Manager and Assistant Manager in IDA pay scale or 4 years in Rs.15600-39100 GP 6600 (CDA w.e.f. 2006) or equivalent level post profile for others.*

NATURE OF EXPERIENCE :-

Posts at SL. No. 1 G M (HR) requires hands on experience in reputed organization with in depth knowledge in HR function including recruitment, Manpower Planning, evolution of Policies/ Compensation Packages, Industrial relation, succession planning ,reservation policy, establishment matters, compliance with Govt. guidelines, welfare matters, Labour Laws, Office administration, etc.

Post at SI no. 2 GM requires 20 years post qualification executive work experience in Company Secretary Department preferably in a listed Company.(ii) Additional General Manager requires 18 years post qualification executive work experience in Company Secretary Department preferably in a listed Company.

Post at SI no. 3 Director, CIRE requires outstanding abilities in training at a senior position as faculty or as administrator with abilities to run a full fledged Training Institute independently. Good liaisoning abilities with various Govt. agencies, Power Sector Organizations, Training Institutions of repute etc. The incumbent should possess good leadership qualities with ability to direct conceptualization, designing, organization of training programmes for both international and national participation.

Post at SI no.4 Faculty Members requires persons with good training /teaching background in Power Sector related areas with up to date knowledge in the field of specialization. Flair for teaching and acumen for research are essential for faculty position. Good knowledge of working in a computerized environment is essential for all positions.

Allowances such as HRA / Leased residential accommodation, conveyance reimbursement, medical reimbursement, CPF, Gratuity, Leave encashment, , House building advance etc. are admissible as per the rules of the Corporation.

The performance highlights and other details of the Company may be seen by visiting REC website at www.recindia.nic.in

GENERAL INFORMATION:

The incumbents are liable to be transferred /posted anywhere in India at the discretion of the company. Selected candidate/s should be able to join at the earliest.. Internal candidates (other than those on deputation) applying for suitable positions will be given age relaxations as per rules. However, internal candidates on probation will not be eligible. For those on deputation, their rank in parent department shall be considered for immediate lower grade experience. The cut-off date for age and experience will be 01.06.2011. Mere fulfilling of eligibility criteria shall not confer any right to the applicant for being selected for the interview / appointment. Canvassing in any form will disqualify the candidate. The Corporation reserves the right to cancel/amend the advertisement increase /decrease the no. of posts and/or the selection process there under. Those called for the interview will be paid to and fro IInd class rail fare by the shortest route as per rules.

HOW TO APPLY: Those candidates serving in Govt. agencies / Organizations **must apply through proper channel/submit NOC at the time of interview.** Eligible and interested candidates should visit/ log on to www.recindia.nic.in to download prescribed application format. Application received in any other format will not be

entertained . **Applications incomplete/ unsigned, without attested copies proving age, qualifications including specialization, class, % of marks, experience, and applications received late due to postal delays etc. will not be considered. A recent pass port size photograph should be affixed in the right hand top corner on the front page of the prescribed application format.**

The envelope duly super-scribed as application for the post of " -----" containing the duly filled in and signed application (strictly in the prescribed format) along with the attested copies of the said enclosures should be sent to the Deputy Manager (HR), so as to reach REC by 1/8/ 2011 up to 6.00 P.M. at the address indicated below.

RURAL ELECTRIFICATION CORPORATION LIMITED

(A Government of India Enterprise)

3rd Floor, 311, Palika Bhawan,

R.K. Puram, Sector-13, New Delhi 110066

Website: www.recindia.nic.in

Application Format

Affix recent
Colour passport Size
photograph

Name of the post applied :-.....

I. Personal particulars :

1. Name-
2. Father/Husband's Name-
3. Nationality-
4. Minority Community (Not applicable/Christian/Muslim/Sikh/Zorastian)
5. Marital Status (Married/Unmarried)-
6. Gender (Male/Female)
7. Address for communication-
8. Contact No. with STD Code-
9. E-mail ID-
10. Nearest Railway Station-

II. Preliminary details :

1. Category (General/SC/ST/OBC-NCL)
2. Are you a Domicile of J&K during 1.1.1980 to 31.12.1989 (Yes/No) or riot victim of 1984
3. Whether Ex-Serviceman (Yes/No)
4. No. of years of service-
5. Whether Person with disabilities/PH (Yes/No)
6. Date of Birth/Age as on (00/00/0000)

III. Educational qualification starting from SSC: with attested photocopies

Qualification	Year of passing	Board/Univ./Insti	Main Specialisation	Subject/	%age of marks/Grade/Div/Class

IV. Experience details

1. Present position held from with date and chronological order-
2. Present Designation-
3. Name of the Organization-
4. Present Job Responsibilities-
5. Type of the Organization (Govt/PSU/Private/JV/MNC/NGO/Academic/Others)
6. Pay Scale in case of Govt./ PSU employee for others CTC with full details.
7. Previous experience details with name of the organization, position held, pay details, nature of work etc. in chronological order from date of 1st appointment and any other information regarding area of exposure / experience (In not more than 200 words)

V. Other details :

- .1 Academic achievements in 20 words(optional)
- 2 Professional achievements in 20 words(optional)
3. No. of days required for joining if offered,
4. Languages known
5. Extra Curricular activities, if any (optional)

Verify all details filled in once again

Declaration :

I hereby declare that I have verified the details indicated above and also confirm that all the information is submitted to the best of my knowledge. At any stage if it is found that any of the above information is incorrect and/or is suppressed, the management of REC shall have the right to take any action, as deemed fit as per extant rules.

(Signature)