



CAREER OPPORTUNITIES IN REC LIMITED

- REC limited is a Maharatna 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. Our company has a pan India presence and is one of the major players in providing financial assistance to all segments in the power sector including Generation, Transmission & Distribution and we are now foraying into infrastructure finance segment in addition to our conventional business. We also have a significant 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 2022.

Vacancies

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

Sl. No.	Name of the post/ Grade & IDA scale of pay (w.e.f. 01.01.2017)	Number of posts (Reserved for)*	Upper Age Limit (in years)	Prescribed minimum qualification(s)	Minimum post qualification experience & CTC required#	Nature of experience required
Engineering discipline						
1.	General Manager (Engineering) E-8/ ₹ 1,20,000-2,80,000	01 (OBC-NCL)	52	Regular full time Bachelors in Engineering/ B. Tech. or equivalent in Electrical/ Electrical (Power)/	21 years' post qualification executive experience CTC of ₹36 Lakh p.a.	Experience in area (s) of Power Sector viz. Generation, Transmission & Distribution, Renewables, Smart grid/ Smart metering etc. Or
2.	Dy. General Manager (Engineering)/ E-7/ ₹ 1,00,000-2,60,000	01 (UR)	48	Electrical & Electronics/ Power Engineering/ Power System Engineering/ Mechanical or equivalent from a recognized Institute/ University with first division or equivalent CGPA	18 years' post qualification executive experience CTC of ₹ 31 Lakh p.a.	Experience in Financial Institutions/ Scheduled Commercial Banks/ NBFCs/ Public Sector Organizations/ Central Govt./ State Govt./ Multi-lateral organization/ Other
3.	Chief Manager (Engineering)/ E-6/ ₹ 90,000-2,40,000	01 (OBC-NCL)	45		15 years' post qualification executive experience CTC of ₹ 27 Lakh p.a.	Institutions, in the area of Infrastructure Project Finance

4.	Manager (Engineering)/ E-5/ ₹ 80,000- 2,20,000	03 (UR:02, OBC- NCL:01)	42		12 years' post qualification executive experience CTC of ₹ 23 Lakh p.a.	
5.	Deputy Manager (Engineering)/ E-4/ ₹ 70,000- 2,00,000	02 (UR:01, OBC- NCL:01)	39		9 years' post qualification executive experience CTC of ₹ 19 Lakh p.a.	
6.	Assistant Manager (Engineering)/ E-3/ ₹ 60,000- 1,80,000	10 (UR:05, OBC- NCL:02, SC:01, ST:01, EWS:01)	35		5 years' post qualification executive experience CTC of ₹ 16 Lakh p.a.	
7.	Officer (Engineering)/ E-2/ ₹ 50,000- 1,60,000	10 (UR:08, OBC- NCL:01, EWS:01)	33		3 years' post qualification executive experience CTC of ₹ 13 Lakh p.a.	
8.	Deputy Manager (Engineering)/ E-4/ ₹ 70,000- 2,00,000 <i>1 post for Civil maintenance</i> <i>2 posts for Electrical maintenance</i>	03 (UR:02, OBC- NCL:01)	39	Regular full time Bachelors in Engineering/ B. Tech. or equivalent in Civil or equivalent (for <i>Civil maintenance post</i>) /Electrical/ Electrical & Electronics or equivalent (for <i>Electrical maintenance post</i>) from a recognized Institute/ University with first division or equivalent CGPA	9 years' post qualification executive experience CTC of ₹ 19 Lakh p.a.	Experience in area(s) of construction/ supervision/ maintenance of civil and electrical works for civil and electrical maintenance post respectively. Candidate with experience in planning/ designing/ coordination with various agencies like client, consultants, contractors, Estimation, Tendering, Rate analysis, Contract Management of construction Projects etc. may be preferred.

Finance & Accounts (F&A) discipline

9.	Dy. General Manager (F&A)/ E-7/ ₹ 1,00,000-2,60,000	02 (UR:01, ST:01)	48	Chartered Accountancy/ Cost and Management Accountancy	18 years' post qualification executive experience CTC of ₹ 31 Lakh p.a.	Experience in Financial Institutions/ Scheduled Commercial Banks/ NBFCs/ Public Sector Organizations/ Central Govt./ State Govt./ Multi-lateral organization/ Other Institutions, in the area of Infrastructure Project Finance
10.	Officer (F&A)/ E-2/ ₹ 50,000-1,60,000	07 (UR:05, OBC-NCL:01, SC:01)	33		3 years' post qualification executive experience CTC of ₹ 13 Lakh p.a.	

Human Resource (HR) discipline

11.	Dy. General Manager (HR)/ E-7/ ₹ 1,00,000-2,60,000	02 (UR)	48	Regular full-time two-year course-MBA or Post Graduate Degree/ Diploma from recognized/ reputed Institution/ University or equivalent with specialization in Personnel Management & Industrial Relations/ Human Resource Management or equivalent with first division or equivalent CGPA	18 years' post qualification executive experience CTC of ₹ 31 Lakh p.a.	Experience in HR function in area(s) such as Manpower Planning, Policy Interventions, Recruitment, Training & Development, Succession Planning, Employee Engagement, Performance Appraisal, Career Progression, Industrial Relations and Related HR Functions etc. Candidates with relevant experience from CPSEs may be given preference.
12.	Manager (HR)/ E-5/ ₹ 80,000-2,20,000	02 (UR)	42		12 years' post qualification executive experience CTC of ₹ 23 Lakh p.a.	
13.	Deputy Manager (HR)/ E-4/ ₹ 70,000-2,00,000	01 (UR)	39		9 years' post qualification executive experience CTC of ₹ 19 Lakh p.a.	

Information Technology (IT) discipline

14.	Manager (IT)/ E-5/ ₹ 80,000-2,20,000	01 (UR)	42	Regular full time Bachelors in Engineering/ B. Tech. or equivalent in Computer Science/ Information Technology or equivalent or Post Graduate Degree viz. MCA/ M.Tech./ MCS/ MSc. in	12 years' post qualification executive experience CTC of ₹ 23 Lakh p.a.	Experience in implementation / upgradation/ enhancement of Oracle e-Business suite ERP project including experience in post-production support project(s) in modules of Oracle Financial/ INV/ PO/Ind-AS and GST/ Projects/ Payroll with India Taxation for
15.	Deputy Manager (IT)/ E-4/ ₹ 70,000-2,00,000	02 (UR)	39		9 years' post qualification executive experience CTC of ₹ 19 Lakh	

				IT/ Computers or equivalent from a recognized Institute/ University with first division or equivalent CGPA	p.a.	NBFC/ Banks/ Financial Institutions And Experience in Oracle PL/SQL, Oracle Forms, Oracle Reports, Interface, Conversion, OAF, P2P cycle, WebADI, Workflow, Performance tuning, XML Publisher, AOL Activities, Linux/Unix, BI publisher, Java, etc. Certifications required: For Manager (IT): Valid PMP along with OEM Oracle e-Business suite in GL/ AP/ AR/ FA/ PA/ INV/ PO/ Payroll/ Projects For Deputy Manager (IT) Valid OEM Certificate for Oracle e-Business suite in GL/ AP/ AR/ FA/ PA/ INV/ PO/ Payroll/ Projects
16.	Assistant Manager (IT) / E-3/₹ 60,000-1,80,000 <i>01 post for Development role; 01 post for Database Administration role; 01 post for System Administration role; 01 post Application Development role</i>	04 (UR:02, OBC- NCL:01, ST:01)	35		5 years' post qualification executive experience CTC of ₹ 16 Lakh p.a.	For Development role (Nature of experience required - same as that for post at Sl. No. 14 & 15 above) Certification required: Valid OEM Certificate for Oracle e-Business suite in GL/ AP/ AR/ FA/ PA/ INV/ PO/ Payroll/ Projects For Database Administration role Experience in implementation / upgradation/ enhancement of Oracle e-Business suite ERP project including experience in post-production support project(s) as Oracle e-business suite DBA for NBFC/ Banks/ Financial Institutions.

And Experience in Administration of Oracle e-Business Suite Application, Oracle Database, Weblogic and Storage viz. installation & configuration of e-Business suite application & database, tuning, back up, cloning, restoring, RAC, patch management, load balancing, DC-DR replication, Linux/Unix, Instance management etc.

Certification required: Valid OEM Certification in OCP certification in 12C or higher version in Oracle database

For System Administration role

Experience in Server, Linux/ Unix/ Windows OS, VM, Linux scripting languages, load balancing, firewalls, backup and storage administration and ability to build and monitor services on production servers in implementation of Oracle e-Business suite ERP project for NBFC/ Banks/ Financial Institutions

Certification required: Valid OEM Certification in Oracle Linux

For Application Development role:

Experience in Web & Mobile Application development as full-stack developer, Database (MySQL/ PostgreSQL/ ORACLE/ MS SQL Server/ MongoDB/etc.), Scripting & Programming languages

					<p>for web & mobile (PHP/ Python/ R/ ASP.NET/ JavaScript/ NodeJS/ Python/ React/ Angular/ C#/ Java/ JSP/J2EE/Kotlin /Swift/ React Native/ Xamarin etc.) and Versioning tools.</p> <p>And Experience in designing and implementing UI/UX, CSS, APIs, REST, web application security, data structure, algorithms, design patterns, MIS/BI Dashboard, Object oriented Analysis and Design Skills, Software development lifecycle, Testing, etc.</p>
17.	Officer (IT)/ E-2/₹ 50,000-1,60,000	2 (UR)	33	<p>3 years' post qualification executive experience</p> <p>CTC of ₹ 13 Lakh p.a.</p>	<p>Experience in implementation / upgradation/ enhancement/ post-production support project(s) in modules of Oracle Financial/ INV/ PO/ Ind-AS and GST/ Projects/ Payroll with India Taxation for NBFC/ Banks/ Financial Institutions and Experience in Oracle PL/SQL, Oracle Forms, Oracle Reports, Interface, Conversion, OAF, P2P cycle, WebADI, Workflow, Performance tuning, XML Publisher, AOL Activities, Linux/Unix, BI publisher, Java, etc.</p> <p>Certification required: Valid OEM Certificate for Oracle e-Business suite in GL/AP/AR/FA/PA/INV/PO/Payroll/Projects</p>

Corporate Communication (CC) discipline						
18.	General Manager (CC) E-8/ ₹ 1,20,000-2,80,000	01 (UR)	52	Regular full-time two-year course-MBA or Post Graduate Degree/ Diploma or equivalent in Corporate Communication & Public Relations related specialization viz. Communication/ Advertising & Communication Management /Mass communication /Journalism etc. or equivalent from a recognized Institute/ University with first division or equivalent CGPA	21 years' post qualification executive experience CTC of ₹ 36 Lakh p.a.	Experience in Corporate Communication/ Public Relations function such as collateral design and content creation, corporate image building in traditional, online, social, and digital media (intranet/internet), branding, coordination with the media and press, event management etc.
19.	Deputy Manager (CC)/ E-4/ ₹ 70,000-2,00,000	01 (UR)	39		9 years' post qualification executive experience CTC of ₹ 19 Lakh p.a.	
20.	Assistant Manager (CC)/ E-3/ ₹ 60,000-1,80,000	01 (UR)	35		5 years' post qualification executive experience CTC of ₹ 16 Lakh p.a.	The candidate should have outstanding oral and written communication skills.
Company Secretariat (CS) discipline						
21.	Assistant Manager (CS)/ E-3/ ₹ 60,000-1,80,000	02 (UR)	35	Graduate with Associate/ Fellow Membership of the Institute of Company Secretaries of India	5 years' post qualification executive experience CTC of ₹ 16 Lakh p.a.	Experience in Company Secretary department in a listed company.
Secretarial discipline						
22.	Assistant Officer (Secretarial) / 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 with a speed of 80 w.p.m. in shorthand and 40 w.p.m. in typewriting and good knowledge of MS Office	12 years' post qualification experience CTC of ₹ 9 Lakh p.a.	Experience in Secretariats of Senior officers

Rajbhasha discipline

23.	Assistant Officer (Rajbhasha) / E-0/ ₹ 30,000-1,20,000	01 (UR)	40	Regular full time- Master's degree in Hindi with English as one of the subjects at Bachelor's degree level; Or Master's degree in English with Hindi as one of the subjects at Bachelor's degree level from a recognized Institute/ University with First Division or equivalent CGPA And Degree or Diploma in Translation from Hindi to English and vice-versa or 3- month Translation Course conducted by Central Translation Bureau, Ministry of Home Affairs.	12 years' post qualification experience CTC of ₹ 9 Lakh p.a.	Experience in work related to Rajbhasha/ Translation
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* Including backlog vacancies as under:

GM (Eng.)-01 OBC-NCL, DGM (F&A)-01 ST, CM (Eng.)-01 OBC-NCL, Manager (Eng.)-01 OBC-NCL, DM (Eng.)-01 OBC-NCL, AM (Eng.)-01 OBC-NCL & AM (IT)-01 OBC-NCL

For applicants working in the private sector

Posts reserved for Persons with Benchmark Disabilities (PwBD)

From the posts indicated from Sl. No 1 to 23 in the table above, 02 posts are reserved for Category a), 02 posts are reserved for Category b), 01 post is reserved for Category c) and 01 post is reserved for Category d) and e) of PwBD.

Reservation to PwBD shall be admissible in accordance with Government of India guidelines for the posts identified by REC as under:

Post/ Sl.No. in table above	Eligible PwBD for Reservation as per roster point
General Manager/ Dy. General Manager/ Chief Manager/ Manager / Dy. Manager / Assistant Manager/ Officer in Engineering discipline Sl. No. 1,2,3,4,5,6,7,8	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, Dw, AAV, MDy d) MI e) MD involving (a) to (d) above
Dy. General Manager/ Officer in F&A discipline Sl. No. 9,10	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, BLOA, BLA, LC, Dw, AAV e) MD involving (a) to (c) above
Dy. General Manager/ Manager/ Dy. Manager in HR discipline Sl. No. 11,12,13	a) B, LV b) D, HH c) OA, OL, BL, OAL, BA, BL, CP, LC, Dw, AAV d) SLD e) MD involving (a) to (d) above
Manager/ Dy. Manager/ Assistant Manager/ Officer in IT discipline Sl. No. 14, 15, 16,17	a) B, LV b) D, HH c) OL, CP, LC, Dw, AAV d) SLD, MI e) MD involving (a) to (d) above
General Manager/ Dy. Manager/ Assistant Manager in CC discipline Sl No. 18, 19,20	a) B, LV b) D, HH c) OA, OL, OAL, CP, LC, Dw, AAV d) SLD e) MD involving (a) to (d) above
Assistant Manager in CS discipline Sl. No. 21	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy e) MD involving (a) to (c) above
Assistant Officer in Secretarial discipline Sl. No. 22	a) B, LV b) HH c) OA, OL, BL, OAL, BLA, BLOA, CP, LC, Dw, AAV d) SLD, MI e) MD Involving (a) to (d) above
Assistant Officer in Rajbhasha discipline Sl. No. 23	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, BLOA, BLA, CP, LC, Dw, AAV, MDy d) MI e) MD involving (a) to (d) above

Legend:

UR: Unreserved

OBC-NCL: Other Backward Classes- Non-Creamy Layer

SC: Scheduled Caste

ST: Scheduled Tribe

EWS: Economically Weaker Section

PwBD: Persons with Benchmark Disabilities

Category a) : B=Blind, LV=Low Vision**Category b) :** D=Deaf, HH= Hard of Hearing**Category c) :** OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Legs, OAL=One Arm and One Leg, BLOA=Both Leg & One Arm , BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, MDy= Muscular Dystrophy**Category d) & e) :** SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities

3. 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.
4. REC has operations all over the country and the selected candidate can be posted anywhere in the country.
5. 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 Criteria

6. **Nationality:** Only Indian Nationals are eligible to apply.
7. **Educational Qualifications:** The educational requirements for eligibility are given in Table above. All qualifications should be from Universities/ Institutions recognized and approved in India by UGC/ AICTE/ Appropriate Statutory Authority (ies). Equivalence of qualification shall be decided at the discretion of REC Management.
8. 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%.
9. **Work Experience:** For being eligible for selection, the candidate must have experience as specified above. For posts indicated at Sl. No.1 to 21, out of the total number of years of experience requirement given above, minimum one year experience in the immediate lower cadre post and pay scale to the post for which application is made is essential for those working in Government organisations/PSEs/ Public Sector Banks etc in CDA/IDA/ other applicable pay scales. Only those applicants holding the post in the requisite lower pay scale in substantive capacity i.e. other than time scale, in situ basis, etc. will be considered eligible. Similarly, those working in the private sector should have worked for at least one year in the post with CTC of at least the amount mentioned above.

For those on deputation, grade/rank/pay scale in parent department will be the reference point for the purpose of immediate lower post experience.

10. Teaching experience, period of sabbatical, Extra-ordinary leave will not be counted towards work experience for the purpose of eligibility and while applying for the posts, candidates must ensure that they are not including such period as experience. For candidates having experience in more than one organization, any gap period of upto 15 days between date of relieving from one organization and date of joining the other organization shall be counted as experience.
11. 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.
12. In case of experience in Government/ Autonomous bodies/ Public Sector Banks etc. where pay scales are different and not comparable/do not have parity with CDA/ IDA pay scales, the

equivalent levels/ lower pay scale for determining eligibility to the post applied for, will be decided considering the different hierarchical levels in the executive/officer cadre, pay scales & emoluments, period of service in different grades and position of applicant in the hierarchy. The decision of REC Management shall be final and binding in this regard. Such candidates are required to provide all supporting relevant details in respect of their eligibility along with the application.

13. **Age:** The candidates must not have an age more than that mentioned in the first 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:
 - SC/ ST category: Five years;
 - OBC (Non-creamy layer): Three years;
 - Persons with Benchmark Disabilities (PwBD): Ten years; in addition to the age relaxation permissible for SC/ST/OBC-NCL category candidates subject to the condition that maximum age of the applicant including relaxation on the cut-off date shall not exceed 56 years;
 - Ex-servicemen: Upper age limit shall be relaxed by the length of military service increased by three years in the case of ex-servicemen and commissioned officers including Emergency Commissioned Officers of Short Service Commissioned Officers.
 - 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. **27.10.2022**.
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 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, Ex-servicemen and internal candidates are exempted from payment of this application fee.
22. While applying for a 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/OBC- NCL/ PwBD/ J&K domicile/ Ex-servicemen/EWS etc are required to furnish certificates in the prescribed format. Validity of such 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. For post at Sl. No. 22, selection shall be by way of a Skill test (only qualifying in nature, details of which will be intimated through the portal and email), followed by an Interview carrying 100% weightage.
29. If the number of applications for any post is very high, REC reserves the right to shortlist candidates with higher criteria than the minimum eligibility requirements mentioned above.
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 technical knowledge and professional expertise required for each specific post. Mere

issuance of call letter for appearing in the selection process 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 (to be indicated in the interview letter) 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 entertained.
33. Verification of documents shall be done before the interview. The candidates shall be required to get their original certificates for the interview.
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/or 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/ not 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 under cafeteria approach, performance related pay, medical facilities, group insurance, pension, CPF, gratuity etc.; post-retirement medical benefits (subject to completion of minimum 15 years' continuous service in REC/ CPSEs and superannuation) as per applicable rules.

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. A candidate can apply for one post only failing which REC reserves the right to consider any one application only at the discretion of REC Management.
- (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 desired 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/ relevant document for claiming Reservation/ Relaxation/Concessions issued by the Prescribed Authority as per GoI guidelines (in case of SC/ST/OBC-NCL/ Ex-servicemen/EWS)
 - 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)[@]
 - f) Documents related to Other Qualifications (Pass Certificate and Mark sheets)[@]
 - g) Documents related to experience such as: (present as well as all previous employment/s) [@]
 - 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. Documentary evidence for annual CTC such as Form 16, pay slips for last 12 months, certificate from employer etc. (in case of candidates from private sector)
 - Last Promotion order, if applicable
 - Relieving order (in case of experience with more than one organization)

- Orders of the company where the applicant is working presently clearly indicating executive grades & pay structure of the organization and position of the applicant in the hierarchy for relevant experience
 - 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
- h) 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.
- i) A recent passport size colour photograph
- j) 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 candidates belonging to Unreserved, OBC-NCL & EWS category). 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/REC Rectt.Advt.No.01/2022**' so as to reach Dy. Officer (HR) not later than **03.11.2022** at the address indicated below:
- REC World Headquarters, I-4, Sector-29, Near IFFCO Chowk Metro Station, Gurugram,
HARYANA, 122001**
- ix) Submission of application online and sending print out of application submitted online as per viii) above by last date is mandatory failing which the application shall be summarily rejected/ dismissed.

Important Dates:

a)	Commencement of Online Application	28.09.2022
b)	Last date for Online Application and fee payment	27.10.2022
c)	Last date for receipt of print-out of application submitted online along with enclosures	03.11.2022