



REC Foundation

(A Society registered for undertaking CSR initiative of REC)

Advt. No. RECF/01/2023

ENGAGEMENT OF EXPERIENCED PROFESSIONALS ON FIXED TENURE CONTRACT BASIS

REC Ltd., a ‘Maharatna’ CPSE under Ministry of Power, Govt. of India has established “REC Foundation” (a registered society) to plan, implement, coordinate and monitor implementation of its CSR activities.

1. REC Foundation intends to engage ambitious and self-motivated professionals purely on Fixed Tenure Contract basis initially for a period of one year which may be extended further depending upon the performance & requirement of REC Foundation. However, the total length of service shall not exceed four years six months. The details of the positions are as below:

Sl. No.	Name of the Post	Number of posts / Reservation Category	Consolidated Monthly Remuneration	Minimum Qualification	Minimum Post Qualification Experience** & Maximum age	Nature of experience required
1	Assistant Executive (Tech.)	02 (UR)	Rs.62,000/- Per Month*	Regular full time BE/B.Tech/B.Sc Engineering or equivalent, in any Stream, with 1 st Division or equivalent CGPA	Minimum 03 Years of Post-Qualification Experience Maximum Age: 35 years	Experience in any field. Candidates with experience in Govt. or semi-govt. sector or PSUs etc. may be preferred
2	Assistant Executive (CSR)	01 (OBC-NCL)	Rs.62,000/- Per Month*	Regular full time Master’s degree in Social Work / Rural Development/ Sustainable Development or equivalent, with 1 st Division or equivalent CGPA.	Minimum 03 Years of Post-Qualification Experience Maximum Age: 35 years	Experience in evaluation, implementation & monitoring of social / development projects

* Monthly Consolidated pay is exclusive of other benefits such as Medical Insurance reimbursement, Mobile Handset reimbursement, etc. as admissible.

** Teaching experience will not be counted as work experience

RESERVATION FOR PERSONS WITH BENCHMARK DISABILITIES (PWBD)

Reservation to PwBD shall be admissible in accordance with Government of India guidelines.

Post/ Sl.No. in table above	Identified type of disability defined as suitable	Abbreviations
Assistant Executive (Tech.) / Sl. No. 1	a) D, HH b) OA, OL, CP, LC Dw, AAV c) SLD, MI d) MD involving a) to c) above	B-BLIND, LV- LOW VISION, D- DEAF, HH- HARD OF HEARING, OA-ONE ARM, OL- ONE LEG, BA- BOTH ARM, BL—BOTH LEG, OAL- ONE ARM &

Assistant Executive (CSR) / Sl. No. 2	a) B,LV b) D,HH c) OA,BA,OL,OAL,CP,LC, Dw, AAV d) SLD e) MD involving a) to d) above	ONE LEG, CP- CEREBRAL PALSY, LC- LEPROSY CURED, Dw- DWARFISM, AAV- ACID ATTACK VICTIMS, ASD- AUTISM SPECTRUM DISORDER(MILD), SLD- SPECIFIC LEARNING DISABILITY, MI- MENTAL ILLNESS, MD- MULTIPLE DISABILITIES
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Job Description : Selected Candidates will be responsible for evaluation, implementation & monitoring of CSR projects.

Place of Posting / Location: Corporate Office, Gurugram OR Anywhere else in India, based on requirement and at the discretion of of REC Foundation.

Other terms:

The appointment shall be initially for a period of one year which may be extended by one year, at a time, based on performance review & requirement of REC Foundation. However, the total length of service shall not exceed four years six months. The appointment shall not entitle any claim of permanent absorption or service in REC Ltd. or REC Foundation.

2. RELAXATIONS / CONCESSIONS

- a. 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:
 - Maximum age limit is relaxable by 3 Years for Other Backward Classes (Non Creamy Layer).
 - Maximum age limit is relaxable by 10 years for Persons with Benchmark Disabilities (PwBD), in addition to age relaxation applicable to OBC-NCL category
 - In respect of J&K domicile during 01.01.1980 to 31.12.1989, the maximum age limit is relaxable as per Govt. of India directives
- b. The reserved category candidates are required to submit valid caste/ category certificate in prescribed format of Government of India, issued by the Competent Authority, in support of their claim.
- c. Persons with Benchmark disability of not less than 40% as per Government of India guidelines shall only be eligible for the benefit of PwBD.
- d. OBC candidates who do not belong to “Non-Creamy Layer” should submit their application under unreserved category only.

3. MEDICAL FITNESS

Applicants should have sound health. Engagement of selected candidates shall be subject to medical fitness test(s) as prescribed by REC Foundation.

4. APPLICATION PROCESS

i. Candidates are requested to send **hard copy** of duly-filled & signed Application Form (attached) alongwith self-attested copies of relevant supporting documents so as to reach at the below address, **latest by 16-March-2023 (6 pm):**

HoD(CSR),
REC Limited,
Plot No. I-4, Sector 29,
Gurugram, Haryana 122001

Application received in any format other than the prescribed application form or Incomplete applications (i.e. any information sought in the form not filled) or applications without candidate's signature or applications without relevant supporting documents or applications received late, will be rejected and no correspondence shall be entertained in this regard.

Candidates are required to enclose self-attested copies of following relevant documents in support of Date of Birth, Qualification, Experience, Category Certificate, etc., along with their applications. However, all supporting documents in original, as prescribed, will be required for verification at the time of interview. If the following original 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. Proof of date of birth: class X certificate / Birth certificate
 - b. Educational Qualifications: Degree Certificates, mark-sheets of all semesters/years alongwith Proof of norms adopted by the University/ Institute to convert CGPA/OGPA/DGPA into Division (if applicable & in case Division is not indicated on certificate or mark-sheet). Any other certificate, if required, in support of mode of qualifications
 - c. Experience proof: Experience Certificate /Service Certificate (for Present as well as Previous employment indicating start date, end date, designation, pay scale/ emoluments & area of experience issued by authorized/ appropriate signatory of the organizations) / Last Pay slip / Joining & Relieving Letter from Company/Organization.
 - d. Caste certificate issued by the Competent Authority, in the format prescribed under Government of India guidelines.
 - e. Disability Certificate issued by the Competent Authority, in the format prescribed under Government of India guidelines clearly indicating type of disability, % of disability etc.
 - f. Domicile cum Age relaxation certificates for Candidates from J&K State in the prescribed GOI format issued by Competent Authority
 - g. Candidates employed in Govt./Semi Govt./PSU/Autonomous Body shall be required to apply through proper channel or submit "No Objection Certificate" (NOC) at the time of interview or they should produce the relieving order/letter from their organization in the event of selection.
- ii. A preliminary screening of the application will be done & shortlisted candidates shall be required to appear for personal interview. Interview would be conducted either in physical form or through video conferencing as per decision of REC Foundation.

5. GENERAL INFORMATION

- a. The post(s) are purely on **Fixed Tenure** contract basis for temporary requirement and not against any regular / permanent vacancy. Candidates(s) selected for these post(s) will not be entitled to claim for any regular / permanent employment in REC or REC Foundation.
- b. Only Indian nationals are eligible to apply.
- c. **The present vacancy(ies) is/are for REC Foundation at Corporate Office, Gurugram. However, selected candidate may be posted in any other state of India for any period at the discretion of REC Foundation.** The selected candidate should be able to join at the earliest.
- d. The cut-off date for ascertaining age and experience etc, will be last date of submission of application i.e **16-March-2023**
- e. 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.
- f. Fraction of percentage in educational qualification will be ignored and will not be rounded off to next higher integer i.e. 59.9% will be treated as less than 60%.
- g. **Teaching experience will not be counted as work experience.**
- h. REC Foundation 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 REC Foundation.
- i. Category should be carefully filled-up in the 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.
- j. **Candidates are advised to possess a valid e-mail ID & Mobile No. which is to be entered in the application Form. They are also advised to retain this e-mail ID active for at least one year as important intimations to the candidates shall be provided by REC Foundation through e-mail. They are further requested to check REC’s web site as well as their e-mails regularly for any communication from REC Foundation in this regard.**
- k. Candidates are required to enclose self-attested copies of all the relevant documents in support of Date of Birth, Qualification, Experience, Category Certificate, latest pay slip etc., along with their applications. However, original supporting documents, as prescribed, will be required for verification at the time of interview.
- l. **If any certificate has been issued in a language other than English/ Hindi, candidates are advised to submit a certified translation of the same in either English or Hindi language.**
- m. Candidates should ensure that they fulfill the 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 fulfill the eligibility criteria, his/her candidature / service are liable for rejection/termination without notice.
- n. The candidates are required to carry original and self-attested photocopies of all supporting documents to the interview venue for verification.
- o. REC Foundation may adopt higher criteria in case of receipt of more number of applications meeting eligibility criteria.
- p. Interview would be conducted either in physical form or through video conferencing as per decision of REC Foundation.
- q. Candidates if invited for personal interview will be reimbursed to and fro actual fare (limited to 2nd AC Train Fare on the shortest travel route) **subject to production of proof of journey.** 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.
- r. If required, the interview will be rolled over to next day and in such a case, the candidate has to make his/her own stay arrangements. No compensation will be payable in this regard.

- s. Candidates employed in Govt./Semi Govt/PSU/Autonomous Body shall be required to apply through proper channel or submit NOC at the time of interview or they should produce the relieving order/letter from their organization in the event of selection.
- t. All appointments will be subject to medical fitness as prescribed by REC Foundation.
- u. No correspondence will be entertained from the candidates not called for interview / selected for appointment.
- v. REC Foundation reserves the right to cancel / alter / modify this advertisement in full or a part thereof without assigning any reason. Corrigendum/Extension etc., if any, shall be uploaded on REC's website and no separate press coverage will be given.
- w. REC Foundation reserves the right to cancel / restrict /enlarge / modify / alter the selection process, if need so arises, without issuing any further notice or assigning any reason.
- x. All disputes/cases related to this recruitment process are subject to jurisdiction of courts of Delhi only.
- y. REC Foundation reserves the right to raise or relax minimum eligibility criteria at any stage of selection process, depending on availability of sufficient number of candidates.
- z. The recruitment process can be cancelled / suspended / terminated without assigning any reasons at any time. The decision of REC Foundation will be final and no appeal will be entertained on what so ever matter.

6. IMPORTANT DATE

Last date for receipt of hard copy of application along with necessary enclosures	16-March-2023, 6:00 PM
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