



## CAREER OPPORTUNITIES IN REC LIMITED

1. 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 quarterly profit in second quarter of the current financial year.

### Vacancies

2. 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 <sup>#</sup>	Nature of experience required
<b>Engineering discipline</b>						
1.	Deputy General Manager (Engineering) E-7 ₹ 1,00,000-2,60,000	01 (ST)	48	Regular full-time Bachelors in Engineering/ Tech. or equivalent in Electrical/ Electrical (Power)/ Electrical & Electronics/ Power Engineering/ Power System Engineering/ Mechanical or equivalent from a recognized Institute/ University with	18 years' post qualification executive experience CTC of ₹ 23 Lakh p.a.	Experience in area (s) of Power Sector viz. Generation, Transmission & Distribution, Renewables, etc.  Or
2.	Chief Manager (Engineering) E-6 ₹ 90,000-2,40,000	02 (UR)	45		15 years' post qualification executive experience CTC of ₹ 20 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.
3.	Manager (Engineering) E-5 ₹ 80,000-2,20,000	01 (EWS)	42		12 years' post qualification executive experience CTC of ₹ 18 Lakh p.a.	

4.	Deputy Manager (Engineering) E-4 ₹ 70,000-2,00,000	04 (UR: 02, ST: 01, EWS: 01)	39	first division or equivalent CGPA  Or  Regular full-time Masters in	09 years' post qualification executive experience CTC of ₹ 15 Lakh p.a.	<i>Desirable: Preference will be given to experience in listed Infrastructure companies</i>
5.	Assistant Manager (Engineering) E-3 ₹ 60,000-1,80,000	20 (UR: 08, OBC-NCL: 06, SC: 03, ST: 01, EWS: 02)	35	Engineering/ M. Tech. or equivalent in Electrical/ Electrical (Power)/	05 years' post qualification executive experience CTC of ₹ 12 Lakh p.a.	
6.	Officer (Engineering) E-2 ₹ 50,000-1,60,000	39 (UR: 14, OBC-NCL: 09, SC: 05, ST: 02, EWS: 09)	33	Electrical & Electronics/ Power Engineering/ Power System Engineering/ Mechanical or equivalent from a recognized Institute/ University with first division or equivalent CGPA	03 years' post qualification executive experience CTC of ₹ 10 Lakh p.a.	

***Finance & Accounts (F&A) discipline***

7.	Manager (F&A) E-5 ₹ 80,000 - 2,20,000	01 (UR)	42	Chartered Accountancy/ Cost and Management Accountancy	12 years' post qualification executive experience CTC of ₹ 18 Lakh p.a.	Experience in Financial Institutions/ Scheduled Commercial Banks/ NBFCs/ Public Sector Organizations/ Central Govt./ State Govt./ Multi-Lateral Organizations/ Other Institutions.
8.	Deputy Manager (F&A) E-4 ₹ 70,000 - 2,00,000	10 (UR: 06, OBC-NCL: 02, SC: 01, EWS: 01)	39		09 years' post qualification executive experience CTC of ₹ 15 Lakh p.a.	
9.	Assistant Manager (F&A) E-3 ₹ 60,000-1,80,000	20 (UR: 09, OBC-NCL: 05, SC: 03, ST: 01, EWS: 02)	35		05 years' post qualification executive experience CTC of ₹ 12 Lakh p.a.	

10.	Officer (F&A) E-2 ₹ 50,000- 1,60,000	02 (ST)	33		03 years' post qualification executive experience CTC of ₹ 10 Lakh p.a.	
<b>Information Technology (IT) discipline</b>						
11.	Assistant Manager (IT) E-3 ₹ 60,000- 1,80,000	02 (UR: 01, EWS: 01)	35	Regular full time Bachelors in Engineering/ B. Tech. or equivalent in Computer Science/ Information Technology or equivalent with first division or equivalent CGPA  Or Post Graduate Degree viz. MCA/ M.Tech./ MCS/ MSc. in IT/ Computers or equivalent from a recognized Institute/ University with first division or equivalent CGPA	5 years' post qualification executive experience  CTC of ₹ 12 Lakh p.a.	Experience in implementation/ upgradation/Application design and architecting of web/windows-based software development/ PL-SQL/ enhancement of e-Business suite/ ERP/ Advanced Data Structures/ Operating Systems/ computer Networks/ Database, Weblogic/ SAN/ NAS/ Storage/ Cyber Security <b>Desirable Certification:</b> Valid OEM Certification in OCP, or certification in 12C or higher version Or Web designing, PHP
<b>Company Secretariat (CS) discipline</b>						
12.	Chief Manager (CS) E-6 ₹ 90,000- 2,40,000	01 (UR)	45	Graduate with Associate/ Fellow Membership of the Institute of Company Secretaries of India	15 years' post qualification executive experience CTC of ₹ 20 Lakh p.a.	Out of 15 years of experience at least 12 years' experience in listed company.
13.	Manager (CS) E-5 ₹ 80,000- 2,20,000	02 (UR: 01, OBC-NCL: 01)	42		12 years' post qualification executive experience CTC of ₹ 18 Lakh p.a.	Out of 12 years of experience at least 10 years' experience in listed company.
14.	Assistant Manager (CS) E-3	02 (UR: 01, OBC-NCL: 01)	35		05 years' post qualification	Out of 5 years of experience at least 3

	₹ 60,000-1,80,000				executive experience CTC of ₹ 12 Lakh p.a.	years' experience in listed company.
15.	Officer (CS) E-2 ₹ 50,000-1,60,000	01 (UR)	33		3 years' post qualification executive experience CTC of ₹ 10 Lakh p.a.	Out of 3 years of experience at least 2 years' experience in listed company.

**Law discipline**

16.	Chief Manager (Law) E-6 ₹ 90,000-2,40,000	01 (UR)	45	Regular full time Degree in Law (LLB - 3 years) with first division or equivalent CGPA	15 years' post qualification executive experience CTC of ₹ 20 Lakh p.a.	Hands on experience in drafting/ vetting/ execution of legal documents of project financing, legal due diligence of loan proposals/ documents including in-depth knowledge of applicable corporate/ commercial legislations with expertise in DRT/ Civil/ Criminal Courts, arbitration proceedings in Banks/ financial institutions. Must have core competence in the areas of analyzing various legal, security packages relating to project financing, etc. and must be in a position to handle all activities of documentation independently.
17.	Deputy Manager (Law) E-4 ₹ 70,000-2,20,000	03 (UR: 02, OBC- NCL: 01)	39	Or Degree in 5 years integrated course in Law from a recognized University with first division or equivalent CGPA.	09 years' post qualification executive experience CTC of ₹ 15 Lakh p.a.	
18.	Assistant Manager (Law) E-3 ₹ 60,000-1,80,000	04 (UR: 02, OBC- NCL: 01, SC: 01)	35		05 years' post qualification executive experience CTC of ₹ 12 Lakh p.a.	

**Corporate Communication discipline**

19.	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	21 years' post qualification executive experience CTC of ₹ 26 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
20.	Officer (CC) E-2 ₹ 50,000-1,60,000	01 (UR)	33	Corporate Communication & Public Relations related	3 years' post qualification executive experience	

				specialization viz. Communication/ Advertising & Communication Management /Mass communication /Journalism etc. or equivalent from a recognized Institute/ University with first division or equivalent CGPA	CTC of ₹ 10 Lakh p.a.	with the media and press, event management etc. The candidate should have outstanding oral and written communication skills.
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**Corporate Social Responsibility (CSR) discipline**

21.	Assistant Manager (CSR) E-3 ₹ 60,000-1,80,000	02 (UR)	35	Regular full time two year course-MBA or Post Graduate Degree/ Diploma or equivalent in Social Work or equivalent from a recognized Institute/ University with first division or equivalent CGPA.	05 years' post qualification executive experience CTC of ₹ 12 Lakh p.a.	Experience in evaluation, implementation and monitoring of social work/rural development/community development projects, is required. Preference shall be given to the candidates who have qualified UGC-NET".
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**Secretarial discipline**

22.	Deputy Manager (Secretarial) E-4 ₹ 70,000 - 2,00,000	02 (UR)	52	Regular full-time graduate or equivalent from a recognised institute / University with minimum 50% marks 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	09 years' post qualification executive experience CTC of ₹ 15 Lakh p.a.	Experience in Secretariats of Senior officers
23.	Assistant Manager (Secretarial) E-3 ₹ 60,000 - 1,80,000	02 (UR)	49		05 years' post qualification executive experience CTC of ₹ 12 Lakh p.a.	
24.	Assistant Officer (Secretarial) E-0 ₹ 30,000-1,20,000	02 (UR)	40		12 years' post qualification executive experience CTC of ₹ 7 Lakh p.a.	

**Rajbhasha Discipline**

25.	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 minimum 50 % marks in graduation and post-Graduation or equivalent CGPA And Degree or Minimum 30 days Translation Course conducted by Central Translation Bureau, Ministry of Home Affairs.	12 years' post qualification experience CTC of ₹ 7 Lakh p.a.	Experience in work related to Rajbhasha/ Translation
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\* Including 02 backlog vacancies in the post of Officer (F&A)- (ST category)

# For applicants working in the private sector

**Posts reserved for Persons with Benchmark Disabilities (PwBD)**

From the posts indicated from Sl. No 1 to 25 in the table above, 04 posts are reserved for Category a), 04 posts are reserved for Category b), 01 post is reserved for Category c) and 03 posts are 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
Deputy General Manager/ Chief Manager/ Manager/Deputy Manager/ Assistant Manager/ Officer in Engineering discipline Sl. No. 1,2,3,4,5,6	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, Dw, AAV, MDy d) MI e) MD involving (a) to (d) above

Manager in F&A discipline Sl. No. 7	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, BLOA, LC, Dw, AAV e) MD involving (a) to (c) above
Deputy Manager/ Assistant Manager/ Officer in F&A discipline Sl. No. 8,9,10	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, BLOA, BLA, LC, Dw, AAV e) MD involving (a) to (c) above
Assistant Manager in IT discipline Sl. No. 11	a) B, LV b) D, HH c) OL, CP, LC, Dw, AAV d) SLD, MI e) MD involving (a) to (d) above
Chief Manager/ Manager/ Assistant Manager/ Officer in CS discipline Sl. No. 12,13,14,15	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy e) MD involving (a) to (c) above
Chief Manager in Law discipline Sl. No. 16	a) B, LV b) HH c) OA, OL, BA, BL, OAL, BLOA, BLA, LC, Dw, AAV d) SLD e) MD involving (a) to (d) above
Deputy Manager/ Assistant Manager in Law discipline Sl. No. 17,18	a) B, LV b) HH c) OA, OL, BA, BL, OAL, BLOA, BLA, CP, LC, Dw, AAV d) SLD e) MD involving (a) to (d) above
General Manager/ Officer in CC discipline Sl. No. 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 CSR discipline Sl. No. 21	a) B, LV b) D, HH c) OA, OL, LC, Dw, AAV d) SLD, MI e) MD involving (a) to (d) above
Deputy Manager/ Assistant Manager/ Assistant Officer in Secretarial discipline Sl. No. 22, 23, 24	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. 25	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

### **Compensation Package:**

3. 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.

### **Eligibility Criteria**

4. **Nationality:** Only Indian Nationals are eligible to apply.
5. **Educational Qualifications:** The requirements regarding essential educational qualification for different posts are given in Table above. All qualification should be from a University/ Institute recognized by Government of India and the courses should be approved by UGC/appropriate statutory authority for employment to the post and services of the Central Government. Candidates who have obtained their qualification through the distance learning/part time mode are also eligible to apply provided that their qualification is recognized by the relevant statutory bodies for employment to the post and services of the Central Government. Equivalence of qualification shall be decided at the discretion of REC Management.
  - a) 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%.
  - b) Wherever CGPA/OGPA/DGPA or Letter Grade in a degree / diploma is awarded, its equivalent percentage of marks must be indicated in the application form as per norms adopted by University/ Institute. The applicant shall also submit the conversion formula for deriving CGPA to percentage equivalence issued by the concerned University/ Institution, failing which the application is liable to be rejected.
6. **Work Experience:** For being eligible for selection, the candidate must have experience as specified above. For posts indicated at Sl. No. 1 to 23, candidates applying from Government organisations/PSEs/ Public Sector Banks etc having CDA/IDA/ other applicable pay scales must have minimum one year experience in the immediately lower pay scale i.e should be working in one scale of pay below than the post applied for. This is not applicable to candidates working in Government organisations/PSEs/ Public Sector Banks etc. in the equivalent pay scale or above than



the post applied for. 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, candidates applying from private organisations should be working for atleast one year in the post with CTC of atleast the amount mentioned above. In case of multiple organisations in the last one year, the cumulative CTC should be as mentioned above.

7. For those on deputation, grade/rank/pay scale in parent department will be the reference point for the purpose of immediate lower post experience.
8. 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.
9. 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.
10. 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.
11. **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/J&K Domicile/Victims of Riots: As per Govt. of India Directives.
  - In case no post is reserved for any particular category, no relaxation shall be applicable to such categories.
12. The cut-off date for ascertaining age and experience, etc will be the last date of submission of online application, i.e. **09.02.2024**.

13. Those working in Public Sector/ Government Sector/ Autonomous bodies of Government may forward application '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.
14. All appointments are subject to medical fitness as per the Rules of the Corporation.
15. No person shall be eligible for appointment if he/she has been convicted by a court of law for an offense involving moral turpitude.
16. 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.
17. 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.
18. Any canvassing directly or indirectly by the applicant will disqualify his/her candidature.

### **Selection Process**

19. Incomplete applications shall be summarily dismissed. In case of any discrepancy in the application, the candidature will be summarily rejected.
20. Mere fulfilment of eligibility criteria shall not confer any right to the applicant for being called for the interview/ selection process.
21. 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.
22. Applicants found suitable shall be called for written test and /or interview, the venue and time for which will be intimated through the portal and the email indicated along with the application.
23. Selection shall be based on written test and/or Interview carrying weightage of 85% and 15% respectively in cases where both written test and interview are resorted to. For posts at Sl. No. 22, 23 & 24, selection shall be way of a Skill test (only qualifying in nature), followed by an Interview carrying 100% weightage. The details of written test/ skill test will be intimated through the portal and email.
24. If the number of applications for any post is high, REC reserves the right to shortlist candidates with higher criteria than the minimum eligibility requirements mentioned above.

25. No TA/DA shall be payable for attending the written test, if any. However, 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.
26. Any request for change in date or venue of the selection process (written test/ skill test/ interview) will not be entertained.
27. Verification of documents shall be done before the interview. The candidates shall be required to get their original certificates for the interview.
28. 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.
29. 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**

30. REC reserves the right to increase/decrease the vacancies or cancel the recruitment process, if need so arises, without issuing any notice or assigning any reason thereof.
31. REC has operations all over the country and the selected candidate can be posted anywhere in the country.
32. 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.
33. All information regarding 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.
34. In case of any ambiguity / dispute on account of interpretation in versions other than English, English version will prevail.
35. 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.
36. No correspondence will be entertained from candidates not shortlisted/ not selected.
37. All disputes/ cases related to this recruitment process are subject to jurisdiction of courts of Delhi only.

## Steps for Applying:

38. 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.
39. 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.
40. 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.
41. Candidates who want to avail relaxations available to SC/ST/OBC- NCL/ PwBD/ J&K domicile/ Ex-servicemen/EWS are required to furnish Valid Caste/ Category Certificate in the prescribed format issued by the Authority as per GoI guidelines (in case of SC/ ST/ OBC-NCL/ EWS).
42. Validity of such certificate shall be the responsibility of the candidate at the time of application and also its verification as and when required.
43. Persons with Benchmark disability of not less than 40% as per Government of India guidelines shall only be eligible for the benefit of PwBD.
44. 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 he/ she shall be considered for the highest post, subject to fulfilling the eligibility criteria.
45. Register on the portal using email id and mobile number.
46. Login to the portal using registered email id/ mobile number and click on "Apply" to start application for the desired post.
47. Fill the online application form with relevant details latest to the earliest.
48. Self-attested scanned copies of following documents should be attached (File type should be .jpg/ .png/ .pdf and should not exceed 1 MB) at the time of filling the application in the separate space provided in the online application portal:
  - 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 etc.)
  - 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) \*. If Class/ Division and percentage is not indicated in the Certificate or Mark sheet, the applicant shall submit the conversion formula for deriving CGPA to percentage equivalence from the concerned University/Institution, failing which the application is liable to be rejected.
- e) Documents related to Other Qualifications (Pass Certificate and Mark sheets) \*
- f) Documents related to experience such as: (present as well as all previous employment/s) starting from current employment in descending order\*
- 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 Service certificate – which clearly defines the Joining date and relieving date (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
- g) 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.
- h) A recent passport size colour photograph
- i) Signature of candidate

49. Candidate should compulsorily upload self-attested scanned copies of above-mentioned documents in separate space given in the online application form. Further, candidates are requested to ensure the legibility of the documents before uploading. Poor quality/Poor legibility of documents shall be rejected.

\* 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.

50. 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 Online Application shall be deemed to be submitted only upon receipt of Application Fee (if applicable). The Applicant should save the application number for future reference. Note: The payment shall be active only upto 5 pm on 09.02.2024.**
51. All the details given in the online application will be treated as final and no changes will be entertained later.
52. In-complete applications / applications without supporting documents, application fees (where applicable) will be rejected.
53. **Candidates are NOT required to submit hard copy of application form at this stage.** However, in case REC asks for any document for further verification of eligibility and the same is required to be sent by post/ mail, then REC will not be responsible for any postal delay or loss of the same in transit.

**Important Dates:**

a)	Commencement of Online Application	17.01.2024
b)	Last date for fee payment	09.02.2024 upto 05:00 pm
c)	Last date for submission of Online Application	09.02.2024 upto 06:00 pm