

RECPDCL REQUIRES EXPERIENCED PROFESSIONALS ON FIXED TERM BASIS

REC Power Development and Consultancy Limited formerly known as REC Power Distribution Company Limited is wholly owned subsidiary of REC Ltd. a “Navratna CPSE” under Ministry of Power, Govt. Of India. RECPDCL is rendering expert consultancy services in all the area of power sector across the country. The spectrum of consultancy services includes 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), Implementation of Power Transmission projects and such others. Also, RECPDCL is closely associated with various Govt. of India Schemes viz., DDUGJY, R-APDRP, IPDS, PMDP etc. and helping the Central/State power utilities across the Country.

1. To meet the growing requirement, REC Power Development and Consultancy Limited (RECPDCL) intends to engage professionals having experience in Power Transmission sector (more than 220 KV) Lines and substations (GIS and AIS) in project management, construction, design, engineering, and distribution sector, finance & HR purely on Fixed Term Basis initially for a period of 3 years which may be extended further depending upon the project requirement for deployment in its various projects in headquarter and UT of Ladakh. Further details are as under:-

Sl. No.	Designation & Grade	Qualification, Post Qualification Experience & Age	MCP* (per month) (In Rs.)	No of Posts / Reservation & Category	
1	Sr. Executive (Tech.)-(Electrical) L-5	Regular full time B.E / B. Tech or equivalent in Electrical /Electrical(Power)/Electrical & Electronics/Power Engineering/Power System Engineering or equivalent qualification from a recognized Institute/University along with 60 %/equivalent CGPA with 1st Division having Min. 13 Years of experience in Power Transmission Sector. Max. Age – 48 Years	1,35,000/-	01 (UR)	
2	Executive (Tech.)-(Electrical & Material Inspection) L-4	Regular full time B.E / B. Tech or equivalent in Electrical /Electrical(Power)/Electrical & Electronics/Power Engineering/Power System Engineering or equivalent qualification from a recognized Institute/University along with 60 %/equivalent CGPA with 1st Division having Min. 10 Years of experience in Power Transmission Sector. Max. Age – 45 Years	1,12,000/-	07	09 (UR-04, OBC-03, SC-01 & ST-01)
3	Executive (Tech.)-(Civil) L-4	Regular full time B.E / B. Tech or equivalent in Civil Engineering) or equivalent qualification along with 60 %/equivalent CGPA with 1st Division having Min. 10 Years of experience in Power Transmission Sector. Max. Age – 45 Years	1,12,000/-	02	
4	Executive (F&A) L-4	Chartered Accountancy/Cost and Management Accountancy having Min. 10 year experience in finance related activities of large infrastructure projects. Max. Age – 45 Years	1,12,000/-	01 (UR)	

5	Dy. Executive(F&A) L-3	Chartered Accountancy/Cost and Management Accountancy having Min. 6 year experience in finance related activities of DISCOMs or Power Sector Corporate Max. Age- 40 Years	85,000/-	02 (UR)
6	Dy. Executive(HR) L-3	MBA (HR)/MSW or PG Diploma in HR or equivalent with 60 %/equivalent CGPA with 1st Division having Min. 6 year experience in HR related activities of Power Distribution Sector Max. Age- 40 Years	85,000/-	01 (UR)
7	Assistant Executive (F&A) L-2	CA/CMA having Min. 3 year experience in finance related activities of Power Sector Corporate Max. Age-35 years	62,000/-	03 (UR-02, OBC-01)
Backlog vacancies				
8	Dy. Executive (Tech.)-(Electrical) L-3	Regular full time B.E / B. Tech or equivalent in Electrical /Electrical(Power)/Electrical & Electronics/Power Engineering/Power System Engineering or equivalent qualification from a recognized Institute/University along with 60 %/equivalent CGPA with 1st Division having Min. 06 Years of experience in Power Transmission Sector and Distribution Sector. Max. Age- 40 Years	85,000/-	04
9	Dy. Executive (Tech.)-(Contract & Procurement) L-3	Regular full time B.E / B. Tech or equivalent in Electrical /Electrical(Power)/Electrical & Electronics/Power Engineering/Power System Engineering or equivalent qualification from a recognized Institute/University along with 60 %/equivalent CGPA with 1st Division having Min. 06 Years of experience in Power Distribution Sector. Max. Age- 40 Years	85,000/-	01
10	Dy. Executive (Tech.)-(Civil) L-3	Regular full time B.E / B. Tech or equivalent in Civil Engineering) or equivalent qualification along with 60 %/equivalent CGPA with 1st Division having Min. 6 Years of experience in Power Transmission Sector. Max. Age- 40 Years	85,000/-	07
*MCP-Monthly Consolidated pay is exclusive of other benefits such as Group Personal Accident Insurance, Mobile Set reimbursement; Laptop reimbursement, hardship allowance for Ladakh posting along with medical benefits etc. shall be admissible as per Company Policy.				

2. Detail Experience for each above mentioned position is as under:-

I. For post at Sr. 1 (Sr. Executive (Tech.)-Electrical

- The applicant must be having experience of minimum 13 years in Power Transmission Sector (220 kV & above) in the field of Project Planning, Erection & Commissioning of Transmission Lines & substations, Budgeting & Cost Control, Project Monitoring, Quality Control, Liaisoning & Coordination with various agencies involved in the development of the project.
- Proficiency in assessment, review and evaluation of technical documents such as Engineering Drawings, design, documents related to Transmission Lines and Sub-station.

- Having requisite knowledge of the processes necessary for obtaining all statutory clearances and permissions required from various departments during the execution of Transmission Line and Sub-stations along with knowledge of latest practices being followed during the execution of Power Transmission projects.
- Safety procedures & aspects followed at site during construction of both Transmission line and substation.
- Material management at site including reconciliation of materials after commissioning.
- Preparation of Daily, weekly and Monthly reports of site progress preferably having experience of working in Project Management software such as MS Project/Primavera/any other such software.
- Maintaining Site QA /QC records and Submissions

II. For post at Sr. 2 (Executive (Tech.))-Electrical & Material Inspection

Electrical

- The applicant must be having experience of minimum 10 years in Power Transmission Sector (220 kV & above) in the field of Project Planning, Erection & Commissioning of Transmission Lines & substations, Budgeting & Cost Control, Project Monitoring, Quality Control, Liaisoning & Coordination with various agencies involved in the development of the project.
- Proficiency in assessment, review and evaluation of technical documents such as Engineering Drawings, design, documents related to TL and Sub-station.
- Having requisite knowledge of the processes necessary for obtaining all statutory clearances and permissions required from various departments during the execution of Transmission Line and Sub-stations along with knowledge of latest practices being followed during the execution of Power Transmission projects.
- Safety procedures & aspects followed at site during construction of both Transmission line and substation.
- Preparation of Daily, weekly and Monthly reports of site progress preferably having prior experience of working in Project Management software such as MS Project/Primavera/any other such softwares.
- Co-ordination with various vendors and local Electrical Utility/Boards.
- Material management at site during the course of execution of entire project including reconciliation of materials after commissioning.
- Verification of all bills submitted by the Contractor.
- Maintaining Site QA /QC records and Submissions.

Material Inspection

- The applicant for this position must have experience of at least 10 years in the area of material/equipment inspection at manufacturer's works for major equipment such as Structure, Conductor, Insulator, Hardware fittings, GIS (220 kV and above voltage class), Power Transformers, Circuit Breaker, CT/PT, LA and other equipment being used for construction of Transmission Lines and substations.
- The applicant must have in-depth knowledge about relevant IS/IEC/or any relevant standards w.r.t. above mentioned items/equipment.

III. For post at Sr. 3 (Executive (Tech.))-Civil

- The applicant must be having experience of minimum 10 years in Civil Engineering related matters in construction of High Voltage Transmission Lines & Substations (220 kV & above) in the field of Project Planning, Cost Optimization, Project Monitoring, Quality Control, Liaisoning & Coordination with various agencies involved in the development of the project.
- The candidate must be having proven track record in carrying out engineering and design of Transmission Lines and Substations (220 kV and above voltage class) with respect to civil engineering aspects.
- The applicant must be having expertise in finalizing design and drawings of Transmission line Tower Foundations, equipment foundations, various buildings building design and drawings
- Study of Construction Drawings and preparation for works.
- Preparation of Site Work Check Lists (QA Formats)
- Review of Design Documentation, Drawings and ensure that it is line with required sequence of civil site works and the over project time schedule.
- Maintaining Site QA /QC records and Submissions
- Preparation of Daily, weekly and Monthly reports of site progress preferably having prior experience of working in Project Management software such as MS Project/Primavera/ any other such softwares.
- Site survey (Walk over Survey, Detailed Survey & Check Survey)
- Testing standards/procedure/frequencies of construction materials as per approved FQP.
- Verification of progress & bills.

IV. For post at Sr. 4 (Executive)-F & A

The applicant must be having experience of minimum 10 years in Budgeting, Forecasting, Cash Flow, Finance & Accounts, Auditing, Taxation, etc. extensive knowledge of regulations and provisions of various statutory acts and experience in handling commercial activities of projects preferably in Power Transmission Sector.

V. For post at Sr. 5, (Dy. Executive)-F & A

The applicant must be having experience of minimum 06 years in DISCOM/Power Distribution Sector Corporate wherein the following major activities (but not limited to) are to be looked after:

- Short and Long term planning for revamp of DISCOM with strategy formulation for financial turnaround.
- Preparation of Annual Report, Financial statements etc.
- Timely filing of GST and taxes.
- Fund management including resource creation and effective utilization to reduce the financial burden.
- Support in day-to-day financial transaction of DISCOM. Checking of submitted invoices, release of payments and maintaining financial transactions record.
- 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.
- Experience in liaison with authorities of Income Tax and GST and others.

VI. For post at Sr. 7 (Assistant Executive)-F & A

The applicant must be having experience of minimum 3 years respectively in Corporate Office of DISCOM/Power Distribution Sector wherein the following major activities (but not limited to) are to be looked after:

- 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.
- Experience in liaison with authorities of Income Tax and GST and others.

VII. For post at Sr. 6 (Dy. Executive)-HR

The applicant must be having experience of minimum 06 years in DISCOM/Power Distribution Sector wherein the following major activities (but not limited to) are to be looked after:

- Experience in talent acquisition through Open Advertisement and outsourcing Agencies, onboarding, job evaluation, benefit negotiations.
- Formation of HR policies including compensation and other benefits, cost reduction management and
- Organization development.
- Hands on experience in industrial relations in Power Distribution sector/DISCOMS/Distribution Franchisees
- Compliances in respect of Contractual Employees i.e. PF, ESI and other relevant employment & labour laws and regulations etc.
- Experience in preparation of Pay rolls, its verification with the tools of online Human Resource Management System & Time Management System including performance appraisal, deferred compensations etc.

VIII. For post at Sr. 8 (Dy. Executive (Tech.))-Electrical

The applicant must be having experience of minimum 06 years in Power Transmission Sector (220 kV & above) in the field of Project Planning, Erection & Commissioning of Transmission Lines & substations, Budgeting & Cost Control, Project Monitoring, Quality Control, Liaisoning & Coordination with various agencies involved in the development of the project.

- Proficiency in assessment, review and evaluation of technical documents such as Engineering Drawings, design, documents related to TL and Sub-station.
- Having requisite knowledge of the processes necessary for obtaining all statutory clearances and permissions required from various departments during the execution of Transmission Line and Sub-stations along with knowledge of latest practices being followed during the execution of Power Transmission projects.
- Safety procedures & aspects followed at site during construction of both Transmission line and substation.
- Safety procedures & aspects followed at site during construction of both Transmission line and substation.
- Preparation of Daily, weekly and Monthly reports of site progress preferably having prior experience of working in Project Management software such as MS Project/Primavera/ any other such softwares.
- Co-ordination with various vendors and local Electrical Utility/Boards.

- Material management at site during the course of execution of entire project including reconciliation of materials after commissioning.
- Verification of all bills submitted by the Contractor.
- Maintaining Site QA /QC records and Submissions.

IX. For post at Sr. 9 (Dy. Executive (Tech.)-Contracts & Procurement expert- The applicant must be having experience of minimum 06 years in DISCOM/Power Distribution sector wherein major activities are to be looked after:

- 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 including post award contract management issues, preparation of contractual notice, Certification of invoice & payment processes etc.
- Working knowledge of contracting concepts, terms applicable contract law etc. excellent analytical and communication skills, well versant with MS Office application (Outlook, word, Power Point, Excel) and usage of internet.
- Identifying missing and/or insufficient contractual definitions in RFP and mapping. Identifying all risk/potential in the contract/T&Cs documents and optimize terms.

X. For post at Sr. 10 (Dy. Executive (Tech.)-Civil

The applicant must be having experience of minimum 06 years in Civil Engineering related matters wherein the following major activities (but not limited to) are to be looked after:

- Construction of High Voltage Transmission Lines & Substations (220 kV & above voltage class) in the field of Project Planning, Cost Optimization, Project Monitoring, Quality Control, Liaisoning & Coordination with various agencies involved in the development of the project.
- The candidate must be having proven track record in carrying out engineering and design of Transmission Lines and Substations (220 kV and above voltage class) with respect to civil engineering aspects.
- The applicant must be having expertise in finalizing design and drawings of Transmission line Tower Foundations, equipment foundations, various buildings building design and drawings.
- Study of Construction Drawings and preparation for works.
- Preparation of Site Work Check Lists (QA Formats).
- Review of Design Documentation, Drawings and ensure that it is line with required sequence of civil site works and the over project time schedule.
- Maintaining Site QA /QC records and Submissions.
- Preparation of Daily, weekly and Monthly reports of site progress preferably having prior experience of working in Project Management software such as MS Project/Primavera/ any other such softwares.
- Site survey (Walk over Survey, Detailed Survey & Check Survey).
- Testing standards/procedure/frequencies of construction materials as per approved FQP.
- Verification of progress & bills.

3. Relaxations / Concessions:-

- Reservation / Relaxation of age shall be as per Government of India guidelines as applicable to SC/ST/OBCNCL 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.

- v. Reserve candidates applying against unreserved post shall be treated as General category.

4. Selection process:-

Shortlisted Candidates shall be called for Personal Interview to be conducted at Corporate Office, RECPDCL or through online mode as per decision of the company. 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).

5. General Instructions:-

- i. 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. These positions are not against any permanent vacancy. The placement will not entitle the candidate for any regular / permanent employment in RECPDCL in future.
- ii. The selected candidates will be posted at the discretion of management of the company to serve at any of the company's offices/Transmission Lines/Projects/Unit.
- iii. The cut-off date for ascertaining age and experience etc, will be last date of submission of application i.e.24.08.2021
- iv. Merely 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.
- v. All qualification should be full time and from Universities/Institutions recognized and approved in India by UGC/AICTE/Appropriate Statutory Authority(ies)
- vi. 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%.
- vii. Teaching experience, Internship, Induction and any other training period will not be counted as experience.
- viii. 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.
- ix. Candidates who do not possess post qualification experience in areas mentioned under "Work Experience" need not apply.
- x. Candidates should be able to furnish relevant Degree and Post Qualification Work-Experience certificates at the time of Interview.
- xi. Category 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.
- xii. Applications should be submitted online through RECPDCL's website, i.e. www.recpdcl.in (Career Page) in the prescribed format.
- xiii. The candidates applied for more than one post may attract the disqualification of applications.
- xiv. 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.
- xv. Candidates if invited for personal interview will be reimbursed to and fro actual fare limited to 2rd 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. Lodging charges will not be provided.
- xvi. 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.

- xvii. 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 against this advertisement will not be entertained.
- xviii. Candidates are required to enclose self-certified 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, supporting documents in original as prescribed will be required for verification at the time of interview.
- xix. Candidates should ensure that they fulfill 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 fulfill the essential eligibility criteria, his/her candidature / service are liable for rejection/termination without notice.
- xx. 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.
- xxi. No correspondence will be entertained from the candidates not called / selected for interview /appointment.
- xxii. Only Indian Nationals need to apply.
- xxiii. Canvassing in any form will be a disqualification.
- xxiv. 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.
- xxv. Applicants can apply to only one post, best suitable to them.

6. Documents Required at the Time of Interview:

- i. 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. Details are as under:-
- ii. Aadhar Card/ Class 10 Certificate / Valid Proof for Date of Birth.
- iii. Category Certificate i.e. SC/ST/OBC (Non-Creamy Layer) on Government prescribed format 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.
- iv. Mark Sheets of all semesters/years in support of educational qualification.
- v. Degree Certificate Provisional or Original of Graduation and Post-Graduation.
- vi. "No Objection Certificate" in case of employed in a Government Department / Undertaking / PSU/ Autonomous Body etc.

7. Documents in Support of Work Experience:

- i. Joining-Relieving Letter from Company/Organization.
- ii. Experience /Service Certificate/Salary statement/Bank Statement issued by Company/Organization. (it should indicate date of joining and date of relieving from each organization where worked).
- iii. Salary Certificate together with ITR or Form-16 A issued by present / past employers(s).

Please Note:

- iv. 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.

- v. 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
- vi. Applications must be filled by **24.08.2021 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.

8. How to Apply:

Eligible applicants would require to register and apply online through RECPDCL's website, i.e. www.recpdcl.in (Career Page) **from 04.08.2021, 11.00 am to 24.08.2021 up to 06.00 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. 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:

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

STEP 3: Relevant Certificate and Documents:

- a) Applicants are required to upload their scanned documents viz. Education, Experience, Caste Certificate and Certificate.
 - i. Date of Birth: Secondary / Matriculation School Certificate / Birth Certificate.
 - ii. Educational Qualifications: All Mark-Sheets (Year wise / Semester wise) along with Degree / Diploma Certificates.
 - iii. Experience Proof: Valid documents / Latest pay slip in support of relevant minimum required experience.

- iv. 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.
 - v. Disability Certificate: Disability Certificate in case of candidate and Discharge Certificate in case of Ex-servicemen issued by Competent Authority.
 - vi. J&K Domicile/Victims: Certificate issued by Competent Authority in respect of J&K Domicile/Victims of Riots, wherever applicable.
- b) Any discrepancies found in the certificates or uploading of wrong certificates will attract the disqualification of applications.
 - c) Nonproduction of the original certificates will also make the candidate disqualified. The disqualified candidates will not be allowed for Interview.
 - d) 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.
 - e) 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.
 - f) 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.
 - g) 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.
- xii. In case of difficulty in the submission of online application form please email the queries to app.helpdesk@recpdcl.in, it@recpdcl.in (or) hr.delhi@recpdcl.in.

9. Important Dates:

Commencement of Online Submission of Applications	04.08.2021, 11:00 AM Tentatively
Closing of On-line Submission of Applications	24.08.2021, 06:00 PM Tentatively
