

REC REQUIRES EXECUTIVE ASSISTANTS ON FIXED TENURE BASIS

Rural Electrification Corporation (REC), a NAVRATNA Central Public Sector Enterprise under the Ministry of Power, GoI, is a premier financial institution engaged in the business of financing power projects apart from providing other value added services to Power Sector players across the value chain. We take pride in being a key strategic partner of the Government in the fast paced Indian Power Sector which is at the cusp of transformation. REC is hiring competent candidates for below mentioned post:-

Name of the post	Qualification	No. of Post	Experience required	Job Profile
Executive Assistant	Degree in any stream or Diploma in Office Administration / Secretarial practices from a recognized University/ Institute. Should possess excellent knowledge of computers/ MS Office.	2 (UR)	Minimum of 4 years of experience in an organization of repute as an Executive Assistant. Should be well versed in Office administration such as handling daily office correspondence work such as drafting of official communications, maintenance of confidential files and records, drafting minutes of official meetings, travel management, calendar management, attending to telephone calls/ visitors etc.	The incumbent shall be responsible for handling activities of secretariat of top functionaries'. Office Administration including coordination, providing assistance, visitors' management, calendar Management etc. independently. Shall also be required to take calls, line up appointments, travel management, taking minutes of meeting, handling all correspondence and other secretarial works etc.

Prospective position holders need to have excellent skills in communication both verbal & written, management skills, coordination etc. The said posts are on fixed tenure basis initially for a period of 2 years. The remuneration will be commensurate with experience & expertise.

SELECTION PROCEDURE

The Selection process shall be by way of Interview or by any other appropriate method as decided upon by the REC Management. Decision of REC will be final in this regard.

STEPS FOR APPLYING:

1. Before applying the candidate must satisfy himself/herself that he/she is eligible to apply for the post and is in position to comply with the requirements and terms and conditions mentioned in the advertisement.
2. Eligible and interested candidates should visit the '**Careers**' << "**Jobs on Offer**" tab on our website i.e www.recindia.com to download prescribed application format.
3. Fill in all the details required in the Application Form. A recent pass port size photograph should be affixed in the right hand top corner on the front page of the prescribed application format. Sign at the end of the Application form in the declaration field. Enclose self –attested copies of all the supporting documents such as qualifications including specialization, class, % of marks, experience, category, nature of experience etc.

4. The envelope duly super-scribed as '**Application for the post of _(name of the post)_**' containing the duly filled in and signed application along with the self-attested copies of the said enclosures should be sent to the DGM (HR) so as to reach **REC by 15th June till 6:00 P.M (last date for receiving applications)** at the address indicated below:

**“RURAL ELECTRIFICATION CORPORATION LIMITED, Core-4, SCOPE Complex, 7,
Lodhi Road, New Delhi-110003”**

Application received in any other format will not be entertained. Applications which are incomplete/ unsigned, without attested copies proving age, qualifications including specialization, class, % of marks, date of birth, experience, category etc., as mentioned above and applications received late due to postal delays etc. will not be considered.

GENERAL INFORMATION:

1. The appointment is purely on **Fixed Tenure Basis** and it is not against any permanent vacancy. Thus, will not entitle any candidate to claim for regular/ permanent employment in REC.
2. Candidates are required to go through the full text of advertisement and read all the given conditions carefully while applying for the post.
3. Only Indian Nationals are eligible to apply.
4. Relaxations/concessions for SC/ST/ OBC -NCL/ PwD/ Ex-servicemen/ J&K domicile category will be as per Govt. of India guidelines.
5. All qualifications should be from Universities/Institutions recognized and approved in India by UGC/AICTE/Appropriate Statutory Authority (ies).
6. The selected candidate/s should join within the prescribed time limit.
7. The cut-off date for ascertaining age and experience will be **15th June 2017**.
8. Teaching experience and training period (Induction) will not be counted as experience
9. Candidate should be below 58 years of age as on cut- off date.
10. In order to restrict the number of candidates to be called for interview and/or screening test, if so required, the management reserves the right to raise the minimum eligibility standard/criteria.
11. While applying for the post, the applicant should ensure that he/she fulfils the eligibility and other norms mentioned above, as on the specified dates and that the particulars furnished are correct in all respects. If at any stage of recruitment, it is detected that a candidate has furnished any incorrect/false information or has suppressed any material fact(s) to become eligible, his/her candidature will stand automatically cancelled. If any of the above short coming(s) is/are detected even after his/ her appointment, his or her service is liable to be terminated without any notice.
12. Mere fulfilling of eligibility criteria shall not confer any right to the applicant for being called for the interview/selection process.
13. In case any ambiguity / dispute arises on account of interpretation in versions other than English, English version will prevail.
14. REC reserves the right to cancel / restrict /modify /alter the recruitment process, if need so arises, without issuing any further notice or assigning any reason whatsoever.
15. Candidate should note that the onus of proving the correctness and authenticity of the details provided in the application is on him/ her.
16. All information regarding recruitment would be available in the '**Careers**' tab on the REC website (www.recindia.com). Applicants are advised to check the website periodically for important updates.
17. Furnishing of wrong/false/incomplete/inconsistent/ ambiguous information in the application will lead to disqualification of the candidate and his/her candidature will be rejected.
18. REC reserves the right to relax experience/qualification & other qualifying criteria in deserving cases. Any canvassing directly or indirectly by the applicant will disqualify his/her candidature.
19. No correspondence will be entertained from candidates not shortlisted/ selected.
20. Any corrigendum/clarifications on this advertisement, if required, shall be uploaded on REC website only.
21. Fraction of percentage in educational qualification will be ignored and will not be rounded off to the next highest integer i.e. 59.9% will be treated as less than 60%.
22. Applicants called for test/interview shall have the option to write/speak/ answer in Hindi/ English.
23. If any certificate etc. is issued in a language other than Hindi/English, candidates are required to submit a certified translation of the same in either Hindi or English language along with the hard copy of the application and also at the time of Interview, if called for.
24. All communications will be sent to the address filled by the candidate as address for communication in the Application form.
25. Any request for change in Interview Centre will not be entertained.
26. All disputes / cases related to this recruitment process are subject to jurisdiction of courts of Delhi only.

LIST OF ESSENTIAL ENCLOSURES TO BE SENT ALONG WITH HARD COPY OF THE APPLICATION:

- a) Proof of date of Birth
- b) Documents related to Qualification(s) (Passing certificate(s) & Mark sheets showing class/ division, duration along with specialization).
- c) Documents related to Experience: (Present as well as Previous Employment)
- d) Proof of CTC

Note- Candidate will have to produce the originals for verification at the time of interview, if called for interview.