



रूरल इलेक्ट्रीफिकेशन कारपोरेशन लिमिटेड

RURAL ELECTRIFICATION CORPORATION LIMITED

(भारत सरकार का उद्यम) (A Government of India Enterprise)

Regd Office: Core-4, SCOPE Complex, 7 Lodi Road New Delhi 110003

Tele. 24365161 Fax 24360644 Email reccorp@recl.nic.in Gram RECTRIC

Website www.recindia.com & www.recindia.nic.in

No. 5/2/86-Pers./

Date: 15.10.2012

To,  
The Director (HR)  
NTPC Limited/ PFC Limited, New Delhi/  
POWERGRID, Gurgaon/  
NHPC Limited, Faridabad

**Sub : Appointment of Peon on deputation basis in REC**

Sir,

Rural Electrification Corporation (REC) is a premier 'Navaratna' NBFC engaged in the business of financing power projects in the field of generation, transmission and distribution. In addition, REC is the nodal agency for implementation of the prestigious Rajiv Gandhi Gramin Vidyutikaran Yojana aimed at providing access to electricity to all rural households in the country.

2. We are on a look out for 1 or 2 Peons on deputation basis initially for period of 2 years. The interested applicants should be presently based at New Delhi/ NCR and having 2-3 years of experience in attending the officers of the level of GMs and above. Familiarity with office procedures, handling of visitors and exceptional abilities in coordination related work are some of the pre-requisites of the job. The incumbents are proposed to be deployed in assignment/s with the top management functionaries at our office in New Delhi.
3. The selected candidates shall be placed in the grade of NE-2 or NE3 in IDA scale of pay of Rs. 11,000-24,500/- or Rs. 11,500-26,000/- respectively on deputation.
4. Deserving applicants presently working in pay scale of NE-1 (Rs. 10500- 23000/ equivalent) or NE-2 (Rs.11000-24500/ equivalent) may be considered for deputation in one grade higher in REC.
5. The requisite job profile of the candidate including qualification, age (relaxable in deserving cases) is given as under:

Post	Qualification	Age (in years)
Peon Grade I /II	10 <sup>th</sup> pass	25 -30

6. You are requested to kindly arrange to forward the applications {in the format available on REC website (HR – jobs on offer tab) at [www.recindia.nic.in](http://www.recindia.nic.in)} of eligible interested candidates from your organisation with copies of their ACRs (if maintained) with vigilance clearance by 25.10.2012.

Thanking you,

Yours faithfully,

Sd/-

(Kalpana Kaul)  
General Manager (HR)

**Application Format**

Name of the post applied for :

Affix recent colour  
passport size  
photograph

**I. Personal particulars:**

- 1. Name
- 2. Father/Husband’s Name
- 3. Nationality
- 4. Minority Community (Not applicable/Christian/Muslim/Sikh/Zorastrian)
- 5. Marital Status (Married/Unmarried)
- 6. Gender (Male/Female)
- 7. Address for communication
  
- 8. Contact No. with STD Code
- 9. E-mail ID
- 10. Nearest Railway Station - Not Applicable

**II. Preliminary details:**

- 1. Category (General/SC/ST/OBC-NCL)
- 2. Are you a Domicile of J&K during 1.1.1980 to 31.12.1989 (Yes/No)
- 3. Whether Ex-Serviceman (Yes/No)
- 4. No. of years of service
- 5. Whether Person with disabilities/PH (Yes/No)
- 6. Date of Birth (00/00/0000)
- 7. Whether REC employee (Yes/No) - Not Applicable

**III. Demand Draft details: Not Applicable**

- 1. Name of the Bank
- 2. Place and branch
- 3. DD No.
- 4. DD date
- 5. Amount Rs. -

**IV. Qualifications** :( Educational qualification starting from SSC/ X with attested photocopies)

Qualification	Month & Year of passing	Board/ University/ Institute	Main Subjects/ Specialization	%age of marks & Grade/ Div/ Class/CGPA

**V. Experience details:**

1. Present position held from (Date)
2. Present Designation
3. Name of the Organization
4. Present Job Responsibilities
5. Type of the Organization  
(Govt./PSU/Private/JV/MNC/NGO/Academic/Others)
6. Turnover of the Company during 2011-12 (for other than Govt. and PSU) -  
Not Applicable
7. Pay Scale in case of Govt./ PSU employee
8. Present Basic Pay in case of Govt. and PSU employee.
9. CTC in case of others – Not Applicable
10. Nature of Business of the Company- Not Applicable
11. Total experience required (as per advertisement)
12. Total post qualification experience (excluding induction training/ teaching  
period) in years, months and days.
13. Previous experience details (starting from first job ):.

Name of the Organization	Position Held	Pay Scale	Duration (from– to)	Nature of duties/ Responsibilities

14. Any other information regarding area of exposure/ experience ( In not more than 200 words):

**VI. Other details:**

1. Academic achievements in 20 words(optional) - Not Applicable
2. Professional achievements in 20 words(optional) - Not Applicable
3. Date of next increment in case of PSU & Govt. employees
4. Due date for next promotion
5. Outstanding loans
6. Notice period required
7. No. of days required for joining if offered, before notice period.
8. Language known
9. Extra Curricular activities, if any(optional)

Verify all details filled in once again

**Declaration:**

I hereby declare that I have verified the details indicated above and also confirm that all the information is submitted to the best of my knowledge. At any stage if it is found that any of the above information is incorrect and/or is suppressed, the management of REC shall have the right to take any action, as deemed fit as per extant rules.

Place:

Date:

(Signature)