



IS/ISO 9001:2008 Certified

(A Mini Ratna Category-I PSU)

INDIAN RENEWABLE ENERGY DEVELOPMENT AGENCY LIMITED

(A Government of India Enterprise)

Indian Renewable Energy Development Agency Limited (IREDA) is a leading public financial institution / NBFC under Ministry of New & Renewable Energy, engaged in promoting, developing and extending loans for projects relating to Renewable Energy and Energy Efficiency & Conservation.

IREDA invites applications from dynamic, result oriented and competent professionals for filling up the following vacant posts, on regular basis:

Sl. No.	Position/ Level	Scale of Pay (On IDA Pattern)	Vacancies	Reservation	Educational Qualification	Post Qualification Experience	Maximum Age Limit (Years) (As on 1.1.2016)
TECHNICAL SERVICES CADRE							
1	Assistant General Manager (Technical Services)/ E-6	Rs.36600-3%-62000	01	OBC(NCL)-01	Essential: B.E./ B.Tech/ B.Sc Engineering from recognized University/ Institution Desirable: M.Tech./M.E./MBA	14 years experience in the executive cadre in the area of Power Sector/ Renewable Energy Sector in any of the areas of project design, implementation, operation and maintenance of which at least 03 years should be in Project Appraisal/ Financing with 01 year experience in the next below scale. Experience in project appraisal, planning, valuation and monitoring in a reputed organization/ bank/ financial institution/ PSU is desirable.	45
2	Senior Manager (Technical Services)/ E-5	Rs.32900-3%-58000	02	SC-01 OBC(NCL)-01	Essential: B.E./ B.Tech/ B.Sc Engineering from recognized University/ Institution Desirable: M.Tech./M.E./MBA	13 years experience in the executive cadre in the area of Power Sector/ Renewable Energy Sector in any of the areas of project design, implementation, operation and maintenance of which at least 02 years should be in Project Appraisal/ Financing with 01 year experience in the next below scale. Experience in project appraisal, planning, valuation and monitoring in a reputed organization/ bank/ financial institution/ PSU is desirable.	45
3	Assistant Manager (Technical Services)/ E-2	Rs.20600-3%-46500	20	UR-05 SC-03 ST-03 OBC(NCL)-09	Essential: B.E./B.Tech/ B.Sc Engineering with full time MBA (Power/ Finance/ Marketing) from recognized University/ Institution Desirable: M.Tech./M.E	04 years experience in the executive cadre in the area of Power Sector/ Renewable Energy Sector in any of the areas of project design, implementation, operation and maintenance. Experience in project appraisal, planning, valuation and monitoring in a reputed organization/ bank/ financial institution/ PSU is desirable.	35
INFORMATION TECHNOLOGY SERVICES							
4	Senior Manager (IT)/ E-5	Rs.32900-3%-58000	01	UR-01	B.E./B.Tech in Computers / IT / Post Graduate degree viz. MCA/ M.Tech/ MCS/ M.Sc. in IT/Computers or equivalent from recognized University/ Institution having at least 60% marks or equivalent CGPA.	13 years experience in the executive cadre in software application development preferably in finance related matters. Experience in managing IT/System Group. Experience/ exposure in procurement of software/ hardware. Job knowledge on networking, website management, intranet, internet, Information Security Management System (ISMS), ERP application etc. Minimum 01 year experience in the next below scale.	45
5	Assistant Manager (IT)/ E-2	Rs.20600-3%-46500	02	UR-02	B.E./B.Tech in Computers / IT / Post Graduate degree viz. MCA/M.Tech/MCS/M.Sc. in IT/Computers or equivalent from recognized University/ Institution having at least 60% marks or equivalent CGPA.	04 years experience in the executive cadre in software application development preferably in finance related matters. Experience in managing IT/System Group. Experience/ exposure in procurement of software/ hardware. Job knowledge on networking, website management, intranet, internet, Information Security Management System (ISMS), ERP application etc.	35

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FINANCE & ACCOUNTS CADRE							
6	Assistant General Manager (F&A)/ E-6	Rs.36600-3%-62000	01	UR-01	Essential: B.Com/ M.Com with Chartered Accountant/ Cost Accountant (ICWA) or Full time MBA in Finance or Post Graduate Degree/ Diploma in Business Management (2 Years regular course) with specialization in Finance from recognized university/ institution.	14 years experience in the executive cadre in the area of Finance & Accounts in a reputed organization/ Bank/ Financial Institution/ PSU including minimum 01 year experience in the next below scale. Exposure in one or more of the following areas: Resource Mobilization, Asset & Liability Management, Forex, Treasury Operations, Raising Resources in Capital Market through IPO and Bonds. All Taxation matters, Appraisal of Projects with specific emphasis on Financial Analysis, etc. Knowledge on Accounting Standards, International Financial Reporting Standards (IFRSs) and Indian GAAP and practical knowledge on finalization of accounts and to deal with all audit matters etc.would be desirable.	45
7	Senior Manager (F&A)/ E-5	Rs.32900-3%-58000	01	UR-01	Essential: B.Com/ M.Com with Chartered Accountant/ Cost Accountant (ICWA) or Full time MBA in Finance or Post Graduate Degree /Diploma in Business Management (2 Years regular course) with specialization in Finance from recognized university/ institution.	13 years experience in the executive cadre in the area of Finance & Accounts in a reputed organization/ Bank/ Financial Institution/ PSU including minimum 01 year experience in the next below scale. Exposure in one or more of the following areas: Resource Mobilization, Asset & Liability Management, Forex, Treasury Operations, Raising Resources in Capital Market through IPO and Bonds. All Taxation matters, Appraisal of Projects with specific emphasis on Financial Analysis, etc. Knowledge on Accounting Standards, International Financial Reporting Standards (IFRSs) and Indian GAAP and practical knowledge on finalization of accounts and to deal with all audit matters etc. would be desirable.	45
8	Manager (F&A)/E-4	Rs.29100-3%-54500	02	UR-02	Essential: B.Com/ M.Com with Chartered Accountant/ Cost Accountant (ICWA) or Full time MBA in Finance or Post Graduate Degree/ Diploma in Business Management (2 Years regular course) with specialization in Finance from recognized university/ institution.	11 years experience in the executive cadre in the area of Finance & Accounts in a reputed organization/ Bank/ Financial Institution/ PSU including minimum 01 year experience in the next below scale. Exposure in one or more of the following areas: Resource Mobilization, Asset & Liability Management, Forex, Treasury Operations, Raising Resources in Capital Market through IPO and Bonds. All Taxation matters, Appraisal of Projects with specific emphasis on Financial Analysis, etc. Knowledge on Accounting Standards, International Financial Reporting Standards (IFRSs) and Indian GAAP and practical knowledge on finalization of accounts and to deal with all audit matters etc.would be desirable.	45
9	Assistant Manager (F&A)/E-2	Rs.20600-3%-46500	07	UR-06 ST-01	Essential: B.Com/ M.Com with Chartered Accountant/ Cost Accountant (ICWA) or Full time MBA in Finance or Post Graduate Degree/ Diploma in Business Management (2 Years regular course) with specialization in Finance from recognized university/ institution.	04 years experience in the executive cadre in the area of Finance & Accounts in a reputed organization/ Bank/ Financial Institution/ PSU including minimum 01 year experience in the next below scale. Exposure in any of the field of Resource Mobilization, Asset & Liability Management, Forex, Treasury Operations, Raising Resources in Capital Market through IPO and Bonds, Taxation matters, Appraisal of Projects and Financial Analysis, Knowledge on Accounting Standards, International Financial Reporting Standards (IFRSs) and Indian GAAP and practical knowledge on finalization of accounts and to deal with all audit matters etc.would be desirable.	35

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Law							
10	Senior Manager (Law)/ E-5	Rs.32900-3%-58000	01	UR-01	Essential : LLB (3 years' duration) or 05 years integrated Law Course from recognized University/ Institution Desirable : LLM	13 years experience in the executive cadre in the area of drafting/ vetting/ execution of legal documents of project financing, carrying out diligence of projects/ promoters/ contracts/ the title of properties. Handling cases in DRT/ Civil/ Criminal Courts, Arbitration proceedings etc. in a reputed organization/ Bank/ Financial Institution/ PSU including minimum 01 year's experience in the next below scale. Experience in handling RTI applications would be an added advantage.	45
11	Assistant Manager (Law)/E-2	Rs.20600-3%-46500	03	UR-02 OBC(NCL)-01	Essential : LLB (3 years' duration) or 05 years integrated Law Course from recognized University/ Institution Desirable : LLM	4 years experience in the executive cadre in the area of drafting/ vetting/ execution of legal documents of project financing, carrying out diligence of projects/ promoters/ contracts/ the title of properties. Handling cases in DRT/ Civil/ Criminal Courts, Arbitration proceedings etc. in a reputed organization/ Bank/ Financial Institution/ PSU. Experience in handling RTI applications would be an added advantage.	35
Human Resource							
HR							
12	Assistant Manager (HR)/ E-2	Rs.20600-3%-46500	02	UR-02	Essential: Post Graduation qualification (2 years duration) in Management with specialization in HR from recognized University/ Institution Desirable: Degree in Law from recognized university/ institution.	04 years experience in the executive cadre in the area of Human Resources in a reputed organization/ Bank Financial Institution / PSU. Experience in any of the following: manpower planning, recruitment, wage revision, devising recruitment and promotion policies, industrial relations and all staff matters including welfare measures and Administration. Experience in assessment of training needs, designing modules from conceptualization to implementation, preferably in the area of financial services or power sector would be desirable.	35
Public Relations							
13	Assistant Public Relation Officer/E-0	Rs.12600-3%-32500	01	UR-01	Essential : Post Graduate degree in Journalism / Mass Communication/ Media / Event Management/ MBA (Mass Communication/ Media & Event Management) from recognized university/ institution. Desirable : Good command in Hindi and English Language.	02 years experience in the area of Media, Journalism & Mass Communication and Event Management in handling all PR activities in a reputed organization/ Bank/ Financial Institution/ PSU.	35
Secretarial							
14	Assistant Executive Secretary/E-0	Rs.12600-3%-32500	02	SC-01 ST-01	Essential: • Graduate from recognized University/ Institution • Diploma in Secretarial Practice / Modern Office Management from recognized Institutes • Knowledge / operation of Computer is essential, • Minimum Shorthand / Typing Speed of 120 / 45 words per minutes Desirable: Post Graduate	02 years working experience with Senior Executives. Independent handling of correspondence. The post carries multi-functional duties.	35

[A] RELAXATIONS / CONCESSIONS :

1. Relaxations for SC/ST/ OBC (NCL)/ PWD/ Ex-servicemen/ J&K domicile category will be as per Govt. of India guidelines.
2. The reserved category candidates are required to submit the caste / category certificate in prescribed format of Government of India, issued by the Competent Authority, in support of their claim. In addition, the OBC-NCL (OBC-Non Creamy Layer) candidates will be required to submit a valid caste certificate in the revised format applicable for the purpose of reservation in appointment to posts under Government of India / Central Government Public Sector Undertaking as contained in DoPT OM NO. 36036/2/2013-Esstt(Res.) dated May 30, 2014 from a Competent Authority. The revised format can also be downloaded from our website : www.ireda.gov.in. Further, the OBC-NCL candidates will have to submit an undertaking at the time of Personal Interview, if called for, indicating that they belong to OBC-Non Creamy Layer.
3. The OBC candidates who belong to "Creamy Layer" are not entitled for concession admissible to OBC-NCL candidates and such candidates will have to indicate their category as Unreserved (UR).
4. If the SC/ST/OBC/PwD certificate has been issued in a language other than English / Hindi, then the candidates will be required to submit a self certified translated copy of the same in either English or Hindi.
5. Maximum age limit is relaxable by 5 years for SC & ST category, 3 years for OBC-NCL category, 10 years for 'PwD from UR category', 13 years for 'PwD from OBC-NCL category' and 15 years for 'PwD from SC/ST category', as applicable.
6. Maximum age limit is relaxable by 5 years for candidates domiciled in Jammu & Kashmir between 01.01.1980 and 31.12.1989
7. Age relaxation by 5 years for Ex-Servicemen & Commissioned Officers (including ECOs/SSCOs) subject to rendering minimum 5 years military service and fulfillment of other conditions prescribed by Govt. of India.
8. Relaxed standards in minimum percentage of marks in qualification for SC, ST & PWD candidates is pass grade.
9. Relaxed standards in minimum post qualification experience for SC, ST & PWD candidates :
 - a) A maximum of [01] one year if prescribed experience is 3-5 years;
 - b) A maximum of [02] two years if prescribed experience is 6-10 years.
10. Persons with 40% or more disabilities shall be eligible for reservation.
11. Internal Candidates who otherwise fulfill eligibility criteria will be given relaxation in age and percentage of marks in stipulated qualifications. However, internal candidates on probation will not be eligible.

[B] GENERAL CONDITIONS :

1. Non-submission of on-line application will not be entertained.
2. Post qualification experience means the applicant should have working experience for the specified period after acquiring the prescribed educational/ professional qualifications from a recognized and approved in India by AICTE / UGC / appropriate statutory authority.
3. Employees working in Central & State Government/Semi-Govt./ Govt. autonomous bodies/CPSEs **must** apply through proper channel / submit NOC at the time of interview.
4. Incomplete applications or applications received late will be summarily rejected.
5. All Computations of age / minimum experience requirement / qualification shall be done w.r.t. **1st January, 2016**. The date of declaration of result / issuance of mark sheet shall be deemed to be the date of acquiring the qualification and there shall be no relaxation on this account.
6. The mere fact that a candidate has submitted the application against the advertisement and apparently fulfilling criteria as prescribed in the advertisement would not bestow on him/ her the right to be called for interview / considered for selection process. IREDA Management may also relax / lower qualifying standards / criteria in case suitable candidates are not available.
7. The total number of projected vacancies indicated in this advertisement may increase / decrease / be cancelled at the discretion of IREDA Management, if need so arises, without any further notice and without assigning any reason thereof.
8. Positions are advertised for IREDA, postings can be at any of its Office(s) / Branch Office / Camp Office of IREDA, anywhere in India. All posts are transferable at the sole discretion of the IREDA Management.
9. Single to and fro by shortest route as per the IREDA rules will be paid to outstation candidates called for interview on production of ticket / proof of journey. If at any stage, it is found that the candidate does not meet the prescribed eligibility criteria, he/she will be disqualified and no to & fro fare will be paid by IREDA.
10. Only Indian Nationals are eligible to apply. While applying for any post, the applicant should ensure that he/she fulfills the eligibility and other norms mentioned above, as on the specified dates and that the particulars furnished are correct in all respects. In case, it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material fact(s), his/her candidature will stand automatically cancelled. If any of the above shortcoming(s) is / are detected even after appointment, his/her services are liable to be terminated without any notice.
11. In case of exceptionally qualified / experienced persons, special incentives / relaxation in age and experience may be considered.
12. In case a candidate wishes to apply for more than one post, he / she may submit separate applications for each post(s).
13. Management reserves the right to conduct the Screening Test/Skill Test /Trade Test, wherever applicable, to restrict the number candidates for appearing in interview. Candidates who qualify in the test will only be allowed to appear in the interview.
14. Mere qualifying the examination/screening test (Objective Type) will confer no right of appearing in interview/ appointment. Candidates shall be called for interview, who are found to be meritorious in order of merit in the select list of the said post.
15. Management reserves the right to call the candidates for any post and not necessarily to the post applied for. Mere eligibility will not entitle a candidate to be called for interview. The decision of the Management in this regard will be final and no correspondence in this regard will be entertained.
16. E-mail ID/ phone number/present address given in the application should be valid functional for at least 6 months from the date of submission of application.
17. Management reserves the right to restrict the number of shortlisted candidates for interview to a reasonable limit on the basis of qualifications and experience higher than the minimum prescribed.
18. Canvassing in any form will disqualify candidate(s).
19. IREDA reserves the right to cancel the recruitment advertisement and/or the selection process at any stage without assigning any reason thereof.
20. Any legal proceeding in respect of any matter of claim or dispute arising out of this advertisement and / or any application in response thereto can be instituted only in Delhi and courts/tribunals/forums in Delhi only shall have sole and exclusive jurisdiction to try any such cause/dispute.
21. IREDA will not be responsible for any loss of application/ communication letter/ e-mail sent, due to invalid / wrong e-mail id wrong postal address//postal delay / loss in transit in submission of documents within specified time. No request in this regard will be entertained.
22. In case any ambiguity/dispute arises on account of interpretation in version other than English, English Version will prevail.
23. Since the pay scales for the PSUs are not comparable with the private sector, the clause of "minimum 1 year experience in the next below scale" will not be applicable. This clause will be applicable to the candidate who is working in Government Department / PSUs.
24. Applications which are unsigned, without self-attested copies of all testimonials and received after the closing date will be summarily rejected.

- Note :
- i) Screening Test/Written Test (Objective Type) as applicable for the posts will be held at one place, time and venue, which cannot be changed except due to unforeseen circumstances. Candidates applying for various posts/ categories may note the same. The candidate applying for various posts /categories will have the option to appear in one test of their choice for the applied post.
 - ii) The candidates are advised to go through the requirements of educational qualification, age, post-qualifications etc. and satisfy themselves that they are eligible before applying. Candidates seeking reservation benefits available to SC/ST/OBC/PWD must ensure that they are entitled to such reservation as per Rules.
 - iii) In case of any query/help required while filling online application form, call **0124-4310747** (help desk number) (9.00 AM to 5.00 PM on all working days (Monday-Friday)). For any other queries the candidate may send email to recruitment2016@ireda.gov.in.

APPLICATION FEE

The application of Rs.300/- is to be paid by the candidates belonging to General and OBC Category through on-line mode only and no other means/mode of payment of fee shall be accepted. SC/ST/PWD category applicants are exempted from on-line payment of application fee. Fee paid through Net Banking/ Credit Card / Debit Card shall attract charges as made applicable by the Gateway Service Provider i.e. Rs.50/- for General, OBC (NCL), Ex-Servicemen candidates and Rs.25/- for SC/ST/ PWD Candidates. Fee once paid will not be refunded under any circumstances except in the case of duplicate payments.

COMPENSATION PACKAGE:

Initial pay will be fixed as per Rules. In addition, benefits like DA on Industrial Pattern, Company Leased Accommodation/HRA, Gratuity, CPF, Group Personal Accident Insurance, Reimbursement of Conveyance Expenditure, Mobile phone expenses, Medical reimbursement, LTC and Encashment of Earned Leave, Performance Linked Incentive, HBA and other Loans & Advances etc. would be admissible as per Company Rules.

HOW TO APPLY:

Candidates fulfilling the above eligibility norms may apply through **on-line application** process at IREDA website: www.ireda.gov.in . **Only on-line application and no other means/ mode of the applications shall be accepted. After registering the application on-line at IREDA website**, the applicants shall take a print-out of the application and send the same along with recent passport size photograph affixed on the right hand corner of the application and self-attested copies of education/ experience/ age certificate(s) and SC/ST/OBC/PWD certificates. The envelop superscripting the name of post and level code on the top **of envelope should reach to IREDA on or before 23.05.2016 at the following address to:**

The General Manager (HR)
Indian Renewable Energy Development Agency Limited
(A Govt. Of India Enterprise)
3rd Floor, August Kranti Bhawan, Bhikaiji Cama Place,
New Delhi – 110 066.

Note :

Opening Date of on-line Application	09.04.2016 at 10.00 Hrs.
Closing Date of on-line Application	08.05.2016 at 17.00 Hrs.
Closing Date for receipt of Print-out of on-line Application in IREDA along with required documents	23.05.2016 at 17.00 Hrs.