



**INDIAN RENEWABLE ENERGY DEVELOPMENT AGENCY LIMITED**  
**(A Government of India Enterprise)**  
**Regd Office : 1<sup>st</sup> Floor, Core-4A, India Habitat Centre,**  
**Lodhi Road, New Delhi -110003. Tel +91-11-24682206-19**  
**Website : <https://www.ireda.in>**

Indian Renewable Energy Development Agency Limited (IREDA) is a 'Navratna', Schedule A' category CPSE, 75 % owned by Government of India, under the administrative control of Ministry of New and Renewable Energy (MNRE). IREDA Plays a major role in GOI's initiatives for promotion & development of Renewable Energy sector. IREDA is India's largest pure-play green financing NBFC engaged in promoting, developing and extending financial assistance for setting up projects relating to new and renewable sources of energy and energy efficiency/conservation. IREDA has an authorised capital of Rs. 6000.00 Crores and paid-up equity of Rs 2687.76 Crores as on date. In 2023, Reserve Bank of India granted "Infrastructure Finance Company" status to IREDA. The Company made remarkable stock market debut in 2023. IREDA bags the highest credit rating of AAA (Stable) from multiple agencies including CARE, ICRA Ltd, India Ratings& Research, ACUITE etc. The Company incorporated a wholly owned subsidiary Company, "IREDA Global Green Energy Finance IFSC Limited", in GIFT City, Gandhi Nagar, Gujarat for Foreign Currency financing. The Company has its Registered and Corporate Offices in New Delhi and Branch Offices at different cities across the country.

IREDA offers exciting opportunities and challenges to learn and grow. The Company fosters excellent working environment and has attractive compensation package. To support its high growth trajectory, IREDA invites applications from dynamic, result oriented and competent professionals for filling up the following vacant posts, on regular basis for its various offices. The details of vacancies are as under :

S.N.	Position/ Level	Scale of Pay (On IDA Pattern)	No. of Vacancies & Reservation	Educational/ Professional Qualification	Experience	Maximum Age Limit (Years) (as on closing date - 07.02.2025)
<b>FINANCE &amp; ACCOUNTS</b>						
1.	Executive Director (Finance & Accounts) / E-9 Level	Rs.150000-300000	02  UR – 02	<b>Essential:</b> Chartered Accountant (CA) / Cost & Management Accountant (CMA) / MBA or Post Graduate Diploma in Management, in Finance or equivalent from Recognized University/ Institution	23 years experience in executive level and present working experience of minimum 01 (one) year in the Scale of Pay of Rs.120000-280000 and above or equivalent, in the area of Finance & Accounts in Financial Institutions/ NBFCs/ Public Sector Organizations /Joint ventures of PSEs/ Central Govt/ State Govt/ Private Sector. The CTC should not be below <b>Rs. 61.87</b> Lakhs per year for candidates presently working in Private Sector. Experience in Listed Organizations and experience in ERP applications preferable.  The incumbent would be responsible for leading and managing major functions of Finance & Accounts viz Accounts, Audit & Budget/ Compliance and Reporting/ Retail (New Business Segment)/New Financial Instruments/ Alternative Investment Funds/ Loan	55 Yrs.

				<p><b>Desirable:</b> Company Secretary (CS) / Degree in Law from Recognized University/ Institution</p>	<p>Management/Treasury &amp; ALM / Recovery/ Resources ( Domestic and International), RBI, SEBI matters etc.</p> <p>Overall experience in Finance, Accounts, Asset &amp; Liability Management, Forex, Treasury Operations, Raising Resources in Capital market through QIP mode, Bonds etc., Working Capital management, formulation of SOP and strengthening of systems and processes, strengthening and compliance of Internal Control Systems, Risk assessment and Mitigation measures of F&amp;A function, preparation of funding Strategy and Business plan. All Taxation matters, Appraisal of projects with specific emphasis of Financial Analysis etc. Knowledge of accounting standards, international financing Reporting Standards (IFRS) and Indian GAAP and practical knowledge on finalization of accounts and to deal with all audit matters etc. desirable.</p>	
2.	<p>General Manager (F&amp;A - Investor Relations) / E-8 Level</p> <p>General Manager ( Finance &amp; Accounts) / E-8 Level</p>	Rs.120000-280000	<p>04</p> <p>UR – 02</p> <p>OBC – 01</p> <p>SC- 01</p>	<p><b>Essential:</b> Chartered Accountant (CA) / Cost &amp; Management Accountant (CMA) / MBA or Post Graduate Diploma in Management, in Finance or equivalent from Recognized University/ Institution</p> <p><b>Desirable:</b> Company Secretary (CS) / Degree in Law from Recognized University/ Institution</p>	<p>20 years experience in executive level and present working experience of minimum 01 (one) year in the Scale of Pay of Rs.100000-260000 and above or equivalent, in the area of Finance &amp; Accounts in Financial Institutions/ NBFCs/ Public Sector Organizations/Joint ventures of PSEs/Central Govt/ State Govt/ Private Sector. The CTC should not be below <b>Rs. 52.27</b> Lakhs per year for candidates presently working in Private Sector. Experience in Listed Organizations and experience in ERP applications preferable.</p> <p><b>General Manager ( F&amp;A - Investor Relations) :</b></p> <p>Essential experience : Investor Relations.</p> <p>Exposure in one or more of the areas : Finance, Accounts, Asset &amp; Liability Management, Forex, Treasury Operations, Raising Resources in Capital market through QIP mode, Bonds etc, Working Capital management, formulation of SOP and strengthening of systems and processes, strengthening and compliance of Internal Control Systems, Risk assessment and Mitigation measures of F&amp;A function, preparation of funding Strategy and Business plan. All Taxation matters, Appraisal of projects with specific emphasis of Financial Analysis etc. Knowledge of accounting standards, international financing Reporting Standards (IFRS) and Indian GAAP and practical knowledge on finalization of accounts and to deal with all audit matters etc. would be desirable.</p> <p><b>General Manager ( Finance &amp; Accounts) :</b></p> <p>Exposure in one or more of the areas: Asset &amp; Liability Management, Forex, Treasury Operations, Raising Resources in Capital market through QIP mode, Bonds etc. All Taxation matters, Appraisal of Projects with specific emphasis on Financial Analysis etc. Knowledge on Accounting Standards, International Financing Reporting Standards (IFRS) and Indian GAAP and practical knowledge on finalization of accounts and to deal with all audit matters etc. would be desirable.</p>	52 Yrs.
3.	Additional General Manager ( Finance & Accounts) / E-7 Level	Rs.100000-260000	<p>01</p> <p>UR - 01</p>	<p><b>Essential:</b> Chartered Accountant (CA) / Cost &amp; Management Accountant (CMA) / MBA or Post Graduate Diploma in Management, in Finance or equivalent</p>	<p>17 years experience in executive level and present working experience of minimum 01 (one) year in the Scale of Pay of Rs.90000-240000 and above or equivalent, in the area of Finance &amp; Accounts in Financial Institutions/ NBFCs/ Public Sector Organizations/ Joint ventures of PSEs/Central Govt/ State Govt/ Private Sector. The CTC should not be below <b>Rs.46.40</b> Lakhs per year for candidates presently working in Private Sector. Experience in Listed Organizations and experience in ERP applications preferable.</p> <p>Exposure in one or more of the areas: Asset &amp; Liability Management, Forex, Treasury Operations, Raising Resources in Capital market through QIP mode, Bonds etc. All Taxation</p>	48 Yrs.

				from Recognized University/ Institution  <b>Desirable:</b> Company Secretary (CS) / Degree in Law from Recognized University/ Institution	matters, Appraisal of Projects with specific emphasis on Financial Analysis etc. Knowledge on Accounting Standards, International Financing Reporting Standards (IFRS) and Indian GAAP and practical knowledge on finalization of accounts and to deal with all audit matters etc. would be desirable.	
4.	Deputy General Manager ( Finance & Accounts) / E-6 Level	Rs.90000-240000	02  OBC – 01 (Backlog)  UR - 01	<b>Essential:</b> Chartered Accountant (CA) / Cost & Management Accountant (CMA) / MBA or Post Graduate Diploma in Management, in Finance or equivalent from Recognized University/ Institution  <b>Desirable:</b> Company Secretary (CS) / Degree in Law from Recognized University/ Institution	14 years experience in executive level and present working experience of minimum 01 (one) year in the Scale of Pay of Rs. 80000-220000 and above or equivalent, in the area of Finance & Accounts in Financial Institutions/ NBFCs/ Public Sector Organizations/ Joint ventures of PSEs/Central Govt/ State Govt/ Private Sector. The CTC should not be below <b>Rs.41.56</b> Lakhs per year for candidates presently working in Private Sector. Experience in Listed Organizations and experience in ERP applications preferable.  Exposure in one or more of the areas: Asset & Liability Management, Forex, Treasury Operations, Raising Resources in Capital market through QIP mode, Bonds etc. All Taxation matters, Appraisal of Projects with specific emphasis on Financial Analysis etc. Knowledge on Accounting Standards, International Financing Reporting Standards (IFRS) and Indian GAAP and practical knowledge on finalization of accounts and to deal with all audit matters etc. would be desirable.	45 Yrs
5.	Chief Manager (Finance & Accounts) / E-5 Level	Rs.80000-220000	01  UR - 01	<b>Essential:</b> Chartered Accountant (CA) / Cost & Management Accountant (CMA) / MBA or Post Graduate Diploma in Management, in Finance or equivalent from Recognized University/ Institution  <b>Desirable:</b> Company Secretary (CS) / Degree in Law from Recognized University/ Institution	11 years experience in executive level and present working experience of minimum 01 (one) year in the Scale of Pay of Rs.70000-200000 and above or equivalent, in the area of Finance & Accounts in Financial Institutions/ NBFCs/ Public Sector Organizations/ Joint ventures of PSEs/Central Govt/ State Govt/ Private Sector. The CTC should not be below <b>Rs.37.70</b> Lakhs per year for candidates presently working in Private Sector. Experience in Listed Organizations and experience in ERP applications preferable.  Exposure in one or more of the areas: Asset & Liability Management, Forex, Treasury Operations, Raising Resources in Capital market through QIP mode, Bonds etc. All Taxation matters, Appraisal of Projects with specific emphasis on Financial Analysis etc. Knowledge on Accounting Standards, International Financing Reporting Standards (IFRS) and Indian GAAP and practical knowledge on finalization of accounts and to deal with all audit matters etc. would be desirable.	42 Yrs
6.	Senior Manager (Finance & Accounts) / E-4 Level	Rs.70000-200000	01  UR - 01	<b>Essential:</b> Chartered Accountant (CA) / Cost & Management Accountant (CMA)	08 years experience in executive level and present working experience of minimum 01 (one) year in the Scale of Pay of Rs.60000-180000 and above or equivalent, in the area of Finance & Accounts in Financial Institutions/ NBFCs/ Public Sector Organizations/ Joint ventures of PSEs/Central Govt/ State Govt/ Private Sector. The CTC should not be below <b>Rs.32.78</b> Lakhs per year for candidates presently working in Private Sector. Experience in Listed Organizations and experience in ERP applications preferable.	39 Yrs

				<b>Desirable:</b> Company Secretary (CS) / Degree in Law from Recognized University/ Institution	Exposure in one or more of the areas: Asset & Liability Management, Forex, Treasury Operations, Raising Resources in Capital market through QIP mode, Bonds etc. All Taxation matters, Appraisal of Projects with specific emphasis on Financial Analysis etc. Knowledge on Accounting Standards, International Financing Reporting Standards (IFRS) and Indian GAAP and practical knowledge on finalization of accounts and to deal with all audit matters etc. would be desirable.	
7.	Manager (Finance & Accounts) / E-3 Level	Rs. 60000-180000	03 UR - 02 OBC - 01	<b>Essential:</b> Chartered Accountant (CA) / Cost & Management Accountant (CMA)  <b>Desirable:</b> Company Secretary (CS) / Degree in Law from Recognized University/ Institution	04 years experience in executive level and present working experience of minimum 01 (one) year in the Scale of Pay of Rs.50000-160000 and above or equivalent, in the area of Finance & Accounts in Financial Institutions/ NBFCs/ Public Sector Organizations/ Joint ventures of PSEs/Central Govt/ State Govt/ Private Sector. The CTC should not be below <b>Rs.29.18</b> Lakhs per year for candidates presently working in Private Sector. Experience in Listed Organizations and experience in ERP applications preferable.  Exposure in one or more of the areas: Asset & Liability Management, Forex, Treasury Operations, Raising Resources in Capital market through QIP mode, Bonds etc. All Taxation matters, Appraisal of Projects with specific emphasis on Financial Analysis etc. Knowledge on Accounting Standards, International Financing Reporting Standards (IFRS) and Indian GAAP and practical knowledge on finalization of accounts and to deal with all audit matters etc. would be desirable.	35 yrs
<b>PROJECTS</b>						
8.	Executive Director (Projects) / E-9 Level	Rs.150000-300000	02 UR – 02	<b>Essential:</b> B.E / B.Tech. / B. Sc. Engineering from Recognized University/ Institution  <b>Desirable:</b> Post Graduate Qualification viz. M.Tech., MBA or Post Graduate Diploma in Management, in Finance or equivalent, LLB, Environment discipline from Recognized University/ Institution	23 years experience in executive level and present working experience of minimum 01 (one) year in the Scale of Pay of Rs.120000-280000 and above or equivalent, in the area of Energy Sector / Renewable Energy Sector, dealing with Project Appraisal, Planning, Evaluation and Monitoring in Financial Institutions/ NBFCs/ Public Sector Organizations/ Joint ventures of PSEs/Central Govt/ State Govt/ Private Sector. The CTC should not be below <b>Rs. 61.87</b> Lakhs per year for candidates presently working in Private Sector. Experience in Listed Organizations and experience in ERP applications preferable.  The incumbent would be responsible for leading and managing major functions of Projects viz Wind/ Solar/ Hydro/ Bio Energy/DISCOMS/Monitoring & Compliance/ Business Development & Strategy/ New Technology -Floating Solar, Rooftop Solar/ Battery & Modules/ EVs/ Retail Business and Environment and Social Governance, etc  Overall experience in the area of Energy Sector / Renewable Energy Sector, dealing with Project Appraisal, Generation, Transmission, Documentation, Disbursements, Energy Efficiency and Conservation, Planning, Evaluation and Monitoring, Retail Business, ESG etc is desirable.	55 Yrs.
9.	General Manager (Projects) / E-8 Level	Rs.120000-280000	05 UR – 02; OBC – 02; (01 - Backlog) SC- 01	<b>Essential:</b> B.E / B.Tech. / B. Sc. Engineering from Recognized University/ Institution	20 years experience in executive level and present working experience of minimum 01 (one) year in the Scale of Pay of Rs.100000-260000 and above or equivalent, in the area of Energy Sector / Renewable Energy Sector, dealing with Project Appraisal, Planning, Evaluation and Monitoring in Financial Institutions/ NBFCs/ Public Sector Organizations/ Joint ventures of PSEs/Central Govt/ State Govt/ Private Sector. The CTC should not be below <b>Rs. 52.27</b> Lakhs per year for candidates presently working in Private Sector. Experience in Listed Organizations and experience in ERP applications preferable.	52 Yrs

				<p><b><u>Desirable:</u></b> Post Graduate Qualification viz. M.Tech., MBA or Post Graduate Diploma in Management, in Finance or equivalent, LLB, Environment discipline from Recognized University/ Institution</p>		
10.	Deputy General Manager (Projects) / E-6 Level	Rs.90000-240000	01  UR - 01	<p><b><u>Essential:</u></b> B.E / B.Tech. / B. Sc. Engineering from Recognized University/ Institution</p> <p><b><u>Desirable:</u></b> Post Graduate Qualification viz. M.Tech., MBA or Post Graduate Diploma in Management, in Finance or equivalent, LLB, Environment discipline from Recognized University/ Institution</p>	14 years experience in executive level and present working experience of minimum 01 (one) year in the Scale of Pay of Rs. 80000-220000 and above or equivalent in the area of Energy Sector / Renewable Energy Sector, dealing with Project Appraisal, Planning, Evaluation and Monitoring in Financial Institutions/ NBFCs/ Public Sector Organizations/ Joint ventures of PSEs/Central Govt/ State Govt/ Private Sector. Experience in Listed Organizations and experience in ERP applications preferable. The CTC should not be below <b>Rs.41.56</b> Lakhs per year for candidates presently working in Private Sector.	45 Yrs
11.	Chief Manager (Projects) / E-5 Level	Rs.80000-220000	02  UR -01; OBC -01	<p><b><u>Essential:</u></b> B.E / B.Tech. / B. Sc. Engineering from Recognized University/ Institution</p> <p><b><u>Desirable:</u></b> Post Graduate Qualification viz. M.Tech., MBA or Post Graduate Diploma in Management, in Finance or equivalent, LLB, Environment discipline from Recognized University/ Institution</p>	11 years experience in executive level and present working experience of minimum 01 (one) year in the Scale of Pay of Rs.70000-200000 and above or equivalent in the area of Energy Sector / Renewable Energy Sector, dealing with Project Appraisal, Planning, Evaluation and Monitoring in Financial Institutions/ NBFCs/ Public Sector Organizations/ Joint ventures of PSEs/Central Govt/ State Govt/ Private Sector. Experience in Listed Organizations and experience in ERP applications preferable. The CTC should not be below <b>Rs.37.70</b> Lakhs per year for candidates presently working in Private Sector.	42 Yrs

12.	Senior Manager (Projects) / E-4 Level	Rs.70000-200000	03 OBC- 01 (Back log) & UR - 02	<p><b>Essential:</b> B.E / B.Tech. / B. Sc. Engineering from Recognized University/ Institution</p> <p><b>Desirable:</b> Post Graduate Qualification viz. M.Tech., MBA or Post Graduate Diploma in Management, in Finance or equivalent, LLB, Environment discipline from Recognized University/ Institution</p>	08 years experience in executive level and present working experience of minimum 01 (one) year in the Scale of Pay of Rs.60000-180000 and above or equivalent in the area of Energy Sector / Renewable Energy Sector, dealing with Project Appraisal, Planning, Evaluation and Monitoring in Financial Institutions/ NBFCs/ Public Sector Organizations/ Joint ventures of PSEs/Central Govt/ State Govt/ Private Sector. Experience in Listed Organizations and experience in ERP applications preferable. The CTC should not be below <b>Rs.32.78</b> Lakhs per year for candidates presently working in Private Sector.	39 Yrs
13.	Manager (Projects) / E-3 Level	Rs. 60000-180000	08 UR - 05 OBC - 02 SC - 01	<p><b>Essential:</b> B.E / B.Tech. / B. Sc. Engineering from Recognized University/ Institution</p> <p><b>Desirable:</b> Post Graduate Qualification viz. M.Tech., MBA or Post Graduate Diploma in Management, in Finance or equivalent, LLB, Environment discipline from Recognized University/ Institution</p>	04 years experience in executive level and present working experience of minimum 01 (one) year in the Scale of Pay of Rs.50000-160000 and above or equivalent in the area of Energy Sector / Renewable Energy Sector, dealing with Project Appraisal, Planning, Evaluation and Monitoring in Financial Institutions/ NBFCs/ Public Sector Organizations/ Joint ventures of PSEs/Central Govt/ State Govt/ Private Sector. Experience in Listed Organizations and experience in ERP applications preferable. The CTC should not be below <b>Rs.29.18</b> Lakhs per year for candidates presently working in Private Sector.	35 yrs
<b>RISK MANAGEMENT</b>						
14.	Additional General Manager ( Risk Management) / E-7 Level	Rs.100000-260000	01 UR - 01	<p><b>Essential:</b> Graduate in Finance, Risk Management, Economics, Business Administration, Statistics or in related fields with any of the following post- graduate qualifications from Recognized University/ Institution :</p>	<p>17 years experience in executive level and present working experience of minimum 01 (one) year in the Scale of Pay of Rs.90000-240000 and above or equivalent in the area of Corporate Credit and Risk management in Financial Institutions/ NBFCs/ Public Sector Organizations/ Joint ventures of PSEs/Central Govt/ State Govt/ Private Sector. The CTC should not be below <b>Rs.46.40</b> Lakhs per year for candidates presently working in Private Sector. Experience in Listed Organizations and experience in ERP applications preferable.</p> <p>Experience in risk management, financial analysis or related roles. Knowledge of regulatory requirements such as Basel III, Dodd- Frank or similar. Experience of liaison with external parties, including auditors, regulators, and external consultants, to ensure that risk management strategies are aligned with Industry standards. Strong analytical and quantitative</p>	48 Yrs

				<ul style="list-style-type: none"> <li>• MBA Post Graduate Diploma in Management, in Finance or equivalent</li> <li>• M. Tech</li> <li>• Chartered Accountant (CA)</li> <li>• Cost and Management Accountant (CMA)</li> <li>• Company Secretary (CS)</li> </ul> <p><b>Desirable :</b> Professional Certifications (eg. FRM, CFA or PRM]</p>	skills and familiarity with risk management tools, financial modelling and statistical analysis desirable.	
15.	Manager ( Risk Management) / E-3 Level	Rs. 60000-180000	02 UR - 02	<p><b>Essential:</b> Graduate in Finance, Risk Management, Economics, Business Administration, Statistics or in related fields with any of the following post- graduate qualifications from Recognized University/ Institution :</p> <ul style="list-style-type: none"> <li>• MBA Post Graduate Diploma in Management, in Finance or equivalent</li> <li>• M. Tech</li> <li>• Chartered Accountant (CA)</li> <li>• Cost and Management Accountant (CMA)</li> <li>• Company Secretary (CS)</li> </ul> <p><b>Desirable :</b> Professional Certifications (eg. FRM, CFA or PRM]</p>	<p>04 years experience in executive level and present working experience of minimum 01 (one) year in the Scale of Pay of Rs.50000-160000 and above or equivalent in the area of Corporate Credit and Risk management in Financial Institutions/ NBFCs/ Public Sector Organizations/ Joint ventures of PSEs/Central Govt/ State Govt/ Private Sector. The CTC should not be below <b>Rs.29.18</b> Lakhs per year for candidates presently working in Private Sector. Experience in Listed Organizations and experience in ERP applications preferable.</p> <p>Experience in risk management, financial analysis or related roles. Knowledge of regulatory requirements such as Basel III, Dodd- Frank or similar. Experience of liaison with external parties, including auditors, regulators, and external consultants, to ensure that risk management strategies are aligned with Industry standards. Strong analytical and quantitative skills and familiarity with risk management tools, financial modelling and statistical analysis desirable.</p>	35 yrs

BUSINESS DEVELOPMENT STRATEGY						
16.	Manager (Business Development) / E-3 Level	Rs. 60000-180000	02 UR - 02	<p><b>Essential:</b> Post Graduate Qualification viz. MBA or Post Graduate Diploma in Management, in Marketing or equivalent from Recognized University/ Institution.</p> <p><b>Desirable:</b> B.E / B.Tech. / B. Sc. Engineering from Recognized University/ Institution.</p>	<p>04 years experience in executive level and present working experience of minimum 01 (one) year in the Scale of Pay of Rs.50000-160000 and above or equivalent in the area of Business development in Financial Institutions/ NBFCs/ Public Sector Organizations/ Joint ventures of PSEs/Central Govt/ State Govt/ Private Sector. The CTC should not be below <b>Rs.29.18</b> Lakhs per year for candidates presently working in Private Sector. Experience in Listed Organizations and experience in ERP applications preferable.</p> <p>Experience in similar roles and responsibilities viz planning and development of different areas of business for both financial and operational growth. Acquiring and maintaining greater market share in current businesses. Creating brand loyalty for the Company through additional value additions. Enhancing frontrunner position and adding value to stakeholders investment over the long run and short run.</p>	35 yrs
LEGAL SERVICES						
17.	Executive Director (Law) / E-9 Level	Rs.150000-300000	01 UR – 01	<p><b>Essential :</b> Graduate with LLB (3 years duration) or 5 years Integrated Law Course from Recognized University/ Institution.</p> <p><b>Desirable :</b> LLM from Recognized University/ Institution.</p>	<p>23 years experience in executive level and present working experience of minimum 01 (one) year in the Scale of Pay of Rs.120000-280000 and above or equivalent, in the area of Legal Services in Financial Institutions/ NBFCs/ Public Sector Organizations/ Joint ventures of PSEs/Central Govt/ State Govt/ Private Sector. The CTC should not be below <b>Rs. 61.87</b> Lakhs per year for candidates presently working in Private Sector. Experience in Listed Organizations and experience in ERP applications preferable.</p> <p>The incumbent would be responsible for leading and managing the entire Legal functions viz handling litigations before Arbitration Tribunals, Judicial/Quasi-Judicial Forums, Industrial/ Labour law matters, Arbitration and Conciliation matters, MSME, Documentation activities, Legal Audit &amp; CERSAI , Recovery related legal activities etc</p> <p>Experience in Executive Cadre in the area of drafting, vetting, execution of legal documents of project financing, legal due diligence of loan proposals/ projects / promoters / contracts / title of properties, documents including in -depth knowledge of applicable corporate/ commercial legislations with expertise in DRT/ Civil/ Criminal Courts/NCLT, arbitration proceedings in financial institutions. Core competence in the areas of analyzing various legal, security packages relating to project financing etc desirable</p>	55 Yrs.
18.	Additional General Manager (Law) / E-7 Level	Rs.100000-260000	01 UR - 01	<p><b>Essential :</b> Graduate with LLB (3 years duration) or 5 years Integrated Law Course from Recognized University/ Institution.</p> <p><b>Desirable :</b> LLM from Recognized University/ Institution</p>	<p>17 years experience in executive level and present working experience of minimum 01 (one) year in the Scale of Pay of Rs.90000-240000 and above or equivalent, in the area of Legal Services in Financial Institutions/ NBFCs/ Public Sector Organizations/ Joint ventures of PSEs/Central Govt/ State Govt/ Private Sector. The CTC should not be below <b>Rs.46.40</b> Lakhs per year for candidates presently working in Private Sector. Experience in Listed Organizations and experience in ERP applications preferable.</p> <p>Experience in Executive Cadre in the area of drafting, vetting, execution of legal documents of project financing, legal due diligence of loan proposals/ projects / promoters / contracts / title of properties, documents including in -depth knowledge of applicable corporate/ commercial legislations with expertise in DRT/ Civil/ Criminal Courts/NCLT, arbitration proceedings in</p>	48 Yrs



					financial institutions. Must have core competence in the areas of analyzing various legal, security packages relating to project financing etc desirable. Must be in a position to handle all activities of documentation independently.	
19.	Deputy General Manager (Law) / E-6 Level	Rs.90000-240000	01 UR - 01	<p><b>Essential :</b> Graduate with LLB (3 years duration) or 5 years Integrated Law Course from Recognized University/ Institution.</p> <p><b>Desirable :</b> LLM from Recognized University/ Institution</p>	<p>14 years experience in executive level and present working experience of minimum 01 (one) year in the Scale of Pay of Rs. 80000-220000 and above or equivalent, in the area of Legal Services in Financial Institutions/ NBFCs/ Public Sector Organizations/ Joint ventures of PSEs/Central Govt/ State Govt/ Private Sector. The CTC should not be below <b>Rs.41.56</b> Lakhs per year for candidates presently working in Private Sector. Experience in Listed Organizations and experience in ERP applications preferable.</p> <p>Experience in Executive Cadre in the area of drafting, vetting, execution of legal documents of project financing, legal due diligence of loan proposals/ projects / promoters / contracts / title of properties, documents including in -depth knowledge of applicable corporate/ commercial legislations with expertise in DRT/ Civil/ Criminal Courts/NCLT, arbitration proceedings in financial institutions. Core competence in the areas of analyzing various legal, security packages relating to project financing etc desirable. Must be in a position to handle all activities of documentation independently.</p>	45 Yrs
<b>CORPORATE AFFAIRS &amp; COMPANY SECRETARY</b>						
20.	Additional General Manager ( CA & CS) / E-7 Level	Rs.100000-260000	01 UR - 01	<p><b>Essential :</b> Associate Member of the Institute of Company Secretaries of India</p> <p><b>Desirable :</b> Degree in Law/CA/CMA/ MBA or Post – Graduate Diploma in Management, in Finance or Equivalent from Recognized University/ Institution</p>	<p>17 years experience in executive level and present working experience of minimum 01 (one) year in the Scale of Pay of Rs.90000-240000 and above or equivalent, in the area of Corporate Affairs &amp; Company Secretariat in Financial Institutions/ NBFCs/ Public Sector Organizations/Central Govt/ State Govt/ Private Sector. The CTC should not be below <b>Rs.46.40</b> Lakhs per year for candidates presently working in Private Sector. Experience in Listed Organizations mandatory and Experience in ERP applications preferable. Out of 17 years of experience at least 14 years experience in listed company.</p> <p>Area of Experience include, organizing meeting of Board of Directors and Shareholders, compilation of Notices / Agendas/ Minutes of the Board/General meetings, maintenance of records/register as per Company Law, filling of Returns as per the Companies Act. Should be conversant with the requirement of Listing Agreements and compliances under the Companies Act relating to Joint Ventures/ subsidiaries. The candidate should be well versed with the provisions and regulations of Company Act, RBI and SEBI rules &amp; regulations. The incumbent should possess thorough knowledge of matters pertaining to Institutional Finance, Company Law, Corporate and Secretarial functions</p>	48 Yrs
21.	Chief Manager (CA & CS) / E-5 Level	Rs.80000-220000	01 UR- 01	<p><b>Essential :</b> Associate Member of the Institute of Company Secretaries of India</p> <p><b>Desirable :</b> Degree in Law/CA/CMA/ MBA or Post – Graduate Diploma in Management, in Finance</p>	<p>11 years experience in executive level and present working experience of minimum 01 (one) year in the Scale of Pay of Rs.70000-200000 and above or equivalent, in the area of Corporate Affairs &amp; Company Secretariat in Financial Institutions/ NBFCs/ Public Sector Organizations/Central Govt/ State Govt/ Private Sector. The CTC should not be below <b>Rs.37.70</b> Lakhs per year for candidates presently working in Private Sector. Experience in Listed Organizations mandatory and Experience in ERP applications preferable. Out of 11 years of experience at least 08 years experience in listed company.</p> <p>Area of Experience include, organizing meeting of Board of Directors and Shareholders, compilation of Notices / Agendas/ Minutes of the Board/General meetings, maintenance of records/register as per Company Law, filling of Returns as per the Companies Act. Should be</p>	42 Yrs

				or Equivalent from Recognized University/ Institution	conversant with the requirement of Listing Agreements and compliances under the Companies Act relating to Joint Ventures/ subsidiaries. The candidate should be well versed with the provisions and regulations of Company Act, RBI, and SEBI rules & regulations. The incumbent should possess thorough knowledge of matters pertaining to Institutional Finance, Company Law, Corporate and Secretarial functions.	
22.	Deputy Manager ( CA & CS) / E- 2 level	Rs. 50000-160000	02 UR- 01 OBC - 01	<p><b>Essential :</b> Associate Member of the Institute of Company Secretaries of India</p> <p><b>Desirable :</b> Degree in Law/CA/CMA/ MBA or Post – Graduate Diploma in Management, in Finance or Equivalent from Recognized University/ Institution</p>	<p>02 years experience in executive level and present working experience of minimum 01 (one) year in the Scale of Pay of Rs.40000-140000 and above or equivalent, in the area of Corporate Affairs &amp; Company Secretariat in Financial Institutions/ NBFCs/ Public Sector Organizations/Central Govt/ State Govt/ Private Sector. The CTC should not be below <b>Rs. 25.59</b> Lakhs per year for candidates presently working in Private Sector. Experience in Listed Organizations mandatory and Experience in ERP applications preferable.</p> <p>Area of Experience include, organizing meeting of Board of Directors and Shareholders, compilation of Notices / Agendas/ Minutes of the Board/General meetings, maintenance of records/register as per Company Law, filling of Returns as per the Companies Act. Should be conversant with the requirement of Listing Agreements and compliances under the Companies Act relating to Joint Ventures/ subsidiaries. The candidate should be well versed with the provisions and regulations of Company Act, RBI and SEBI rules &amp; regulations. The incumbent should possess thorough knowledge of matters pertaining to Institutional Finance, Company Law, Corporate and Secretarial functions.</p>	33 Yrs
<b>INFORMATION TECHNOLOGY</b>						
23.	General Manager (Information Technology) / E-8 Level	Rs.120000-280000	01 UR - 01	<p><b>Essential :</b> B.E. / B.Tech. / B.Sc.(Engg) in Computer Science / Information Technology/ Electronics or equivalent from Recognized University/ Institution.</p> <p><b>Desirable :</b> Post Graduate Degree Viz. MCA/M.Tech/MCS/MSc. in IT/ Computers or equivalent from Recognized University/ Institution</p>	<p>20 years experience in executive level and present working experience of minimum 01 (one) year in the Scale of Pay of Rs.100000-260000 and above or equivalent, in the area of Information Technology in Financial Institutions/ NBFCs/ Public Sector Organizations/ Joint ventures of PSEs/Central Govt/ State Govt/ Private Sector. The CTC should not be below <b>Rs. 52.27</b> Lakhs per year for candidates presently working in Private Sector. Experience in Listed Organizations preferable.</p> <p>Area of Experience includes proficiency in various IT domains, including software development, hardware, network, cybersecurity, cloud computing etc. Familiarity with programming languages, databases, and enterprise systems. Knowledge of emerging technologies and trends. Regulatory &amp; Standards viz. understanding of government policies, regulations, and compliance related to IT. Experience of implementing standards related to IT. Experience in implementing/managing large-scale IT projects (includes ERP/MPLS-VPN/SOC/Infra).</p> <p>Experience in working in Microsoft Dynamics 365 F&amp;O ERP and Certification-LE-ISO, PMP, ITIL, CISA, CISSP, CEH or any others (Database, network, Security related) desirable</p>	52 Yrs
24.	Additional General Manager (Information Technology) / E-7 Level	Rs.100000-260000	01 UR - 01	<p><b>Essential :</b> B.E. / B.Tech. / B.Sc.(Engg) in Computer Science / Information Technology/ Electronics or equivalent from</p>	<p>17 years experience in executive level and present working experience of minimum 01 (one) year in the Scale of Pay of Rs.90000-240000 and above or equivalent, in the area of Information Technology in Financial Institutions/ NBFCs/ Public Sector Organizations/ Joint ventures of PSEs/Central Govt/ State Govt/ Private Sector. The CTC should not be below <b>Rs.46.40</b> Lakhs per year for candidates presently working in Private Sector. Experience in Listed Organizations preferable.</p>	48 Yrs

				<p>Recognized University/ Institution.</p> <p><b>Desirable :</b> Post Graduate Degree Viz. MCA/M.Tech/MCS/MSc. in IT/ Computers or equivalent from Recognized University/ Institution</p>	<p>Area of Experience includes proficiency in various IT domains, including software development, hardware, network, cybersecurity, cloud computing etc. Familiarity with programming languages, databases, and enterprise systems. Knowledge of emerging technologies and trends. Regulatory &amp; Standards viz. understanding of government policies, regulations, and compliance related to IT. Experience of implementing standards related to IT. Experience in implementing/managing large-scale IT projects (includes ERP/MPLS-VPN/SOC/Infra) .</p> <p>Experience in working in Microsoft Dynamics 365 F&amp;O ERP and Certification-LE-ISO, PMP, ITIL, CISA, CISSP, CEH or any others (Database, network, Security related) desirable</p>	
25.	Deputy Manager (Information Technology) / E- 2 level	Rs. 50000-160000	04 UR- 03 OBC - 01	<p><b>Essential :</b> B.E. / B.Tech. / B.Sc.(Engg) in Computer Science / Information Technology/ Electronics or equivalent from Recognized University/ Institution.</p> <p><b>Desirable :</b> Post Graduate Degree Viz. MCA/ M.Tech/MCS/MSc. in IT/ Computers or equivalent from Recognized University/ Institution</p>	<p>02 years experience in executive level and present working experience of minimum 01 (one) year in the Scale of Pay of Rs.40000-140000 and above or equivalent, in the area of Information Technology in Financial Institutions/ NBFCs/ Public Sector Organizations/ Joint ventures of PSEs/Central Govt/ State Govt/ Private Sector. The CTC should not be below <b>Rs. 25.59</b> Lakhs per year for candidates presently working in Private Sector. Experience in Listed Organizations preferable.</p> <p><u>IT - Software</u> Experience in end-to-end implementation of financial related modules of an ERP system. Experience in developing and implementing application design and architecture for web-based software development, including Microsoft SQL Server, enhancement of MS Dynamics 365 Finance ERP, reporting tool, API, .NET</p> <p>Database Management (Microsoft SQL/Oracle/MySQL/Postgres). Advanced data structures, operating systems, databases, Azure cloud, storage solutions, and cybersecurity.</p> <p>Experience in Microsoft Azure cloud/Dynamic 365/Power-BI/Power Automate certification(s) , Experience in D-365 module desirable.</p> <p><u>IT – Infrastructure</u> Experience in managing/supervising PDC/DRC. implementing &amp; maintenance as Administrator in Hypervisor virtualization/cloud. Experience in at least three out of designing/implementing/managing communication, networking &amp; security devices in LAN, WAN environment or Experience in Data base administration (Microsoft SQL/Oracle/MySQL/Postgres) or Experience in storage management (SAN, NAS, backup, Remote Data replication using tool) or Experience in designing and implementing policies related to Data Centre Capacity management or Windows server OS administration (2016 and above) or Experience of implementing/managing/working in Enterprise Resource Management application. In-depth knowledge in any two of operating systems, computer networks, databases, Azure cloud, storage solutions and cybersecurity.</p> <p>Certification of CDCMP/CCNA/CCNP/CCIE/DCCA/DCDC/DCIS or equivalent and experience of working as Data Centre Manager desirable.</p>	33 Yrs

				<p><u>For Cyber security</u></p> <p>Specialization in Cyber Security with certification in CISSP /CISA/CEH/GSEC/OSCP</p>	<p><u>IT – Security</u></p> <p>Experience in core security technologies (NGFW, IDS/IPS, SIEM/SOAR. SNMv3, EDR, Syslog). Working on scripting language (Python/R/JavaScript/Bash/Lua), database management (Microsoft SQL/Oracle/MySQL/Postgres). Working on any VAPT tool. Handling security threats/Threat intelligence tools &amp; Framework/threat attack method/Cyber forensics. Managing or working in Security Operation Centre (SOC), Experience on Cyber security processes i.e. Tracking zero-day vulnerability &amp; exploitation, Certificate/key management &amp; its integration/study of RBAC/RBE models.</p> <p>Certification in ISO 27001:2022/2013/IEC 62351/CISSP/CoBIT/ITIL4/CEH, Experience of conducting/handling various security related audits and their closures is desirable.</p>	
<b>ENVIRONMENT SOCIAL GOVERNANCE</b>						
26.	Manager (ESG) / E-3 Level	Rs. 60000-180000	01 UR -01	<p><b>Essential :-</b></p> <p>Graduate in Environment Engineering from Recognized University/ Institution</p> <p>OR</p> <p>Graduate with PG Degree/PG Diploma/MSc/MTech in Environment Engineering / Environment Science/Environmental Management Engineering from Recognized University/ Institution</p>	<p>04 years experience in executive level and present working experience of minimum 01 (one) year in the Scale of Pay of Rs.50000-160000 and above or equivalent, in the area of Environment Social Governance in Financial Institutions/ NBFCs/ Public Sector Organizations/ Joint ventures of PSEs/Central Govt/ State Govt/ Private Sector. The CTC should not be below <b>Rs.29.18</b> Lakhs per year for candidates presently working in Private Sector. Experience in Listed Organizations and experience in ERP applications preferable</p> <p>Experience on Social Impact Assessments (SIAs), BRSR, Resettlement Plans (RPs), Tribal Development Plans (TDPs), Environmental Impact Assessments (EIAs), Environmental Management Plans (EMPs) and obtaining Environmental Clearance at the Centre and State levels for renewable energy projects.</p>	35 yrs
<b>HUMAN RESOURCES</b>						
27.	General Manager (Human Resources) / E-8 Level	Rs.120000 –280000	01 UR - 01	<p><b>Essential:</b></p> <p>Post Graduation Qualification (2 years duration) in Management with Specialization in HR from Recognized University/ Institution</p> <p><b>Desirable:</b></p> <p>Degree in Law from Recognized University/ Institution</p>	<p>20 years experience in executive level and present working experience of minimum 01 (one) year in the Scale of Pay of Rs.100000-260000 and above or equivalent, in the area of Human Resources in Financial Institutions/ NBFCs/ Public Sector Organizations/ Joint ventures of PSEs/Central Govt/ State Govt/ Private Sector. The CTC should not be below <b>Rs. 52.27</b> Lakhs per year for candidates presently working in Private Sector. Experience in Listed Organizations and experience in ERP applications preferable.</p> <p>Experience in Manpower Planning, Talent identification and Grooming, Wage Revision, Devising Recruitment and Promotion Policies, Performance Management etc. Must have experience in complex range of innovative future focused learning and development initiatives across all employees. The incumbent must also have experience in HR strategy, knowledge development and competency mapping.</p>	52 Yrs

28.	Deputy General Manager (Human Resources) /E-6 Level	Rs.90000-240000	01 UR - 01	<p><b>Essential:</b> Post Graduation Qualification (2 years duration) in Management with Specialization in HR from Recognized University/ Institution</p> <p><b>Desirable:</b> Degree in Law from Recognized University/ Institution</p>	<p>14 years experience in executive level and present working experience of minimum 01 (one) year in the Scale of Pay of Rs. 80000-220000 and above or equivalent, in the area of Human Resources in Financial Institutions/ NBFCs/ Public Sector Organizations/ Joint ventures of PSEs/Central Govt/ State Govt/ Private Sector. The CTC should not be below <b>Rs. 41.56</b> Lakhs per year for candidates presently working in Private Sector. Experience in Listed Organizations and experience in ERP applications preferable</p> <p>Experience in Manpower Planning, Talent identification and Grooming, Wage Revision, Devising Recruitment and Promotion Policies, Performance Management etc. Must have experience in complex range of innovative future focused learning and development initiatives across all employees. The incumbent must also have experience in HR strategy, knowledge development and competency mapping</p>	45 Yrs
29.	Manager (Human Resources) /E-3 Level	Rs. 60000-180000	01 UR -01	<p><b>Essential:</b> Post Graduation Qualification (2 years duration) in Management with Specialization in HR from Recognized University/ Institution</p> <p><b>Desirable:</b> Degree in Law from Recognized University/ Institution</p>	<p>04 years experience in executive level and present working experience of minimum 01 (one) year in the Scale of Pay of Rs.50000-160000 and above or equivalent, in the area of Human Resources in Financial Institutions/ NBFCs/ Public Sector Organizations/ Joint ventures of PSEs/Central Govt/ State Govt/ Private Sector. The CTC should not be below <b>Rs.29.18</b> Lakhs per year for candidates presently working in Private Sector. Experience in Listed Organizations and experience in ERP applications preferable.</p> <p>Experience in Manpower Planning, Talent identification and Grooming, Wage Revision, Devising Recruitment and Promotion Policies, Performance Management etc. Must have experience in complex range of innovative future focused learning and development initiatives across all employees. The incumbent must also have experience in HR strategy, knowledge development and competency mapping.</p> <p>Experience in procurement function in an organization similar or greater size, Contract management, working in project/ financial environment, managing risk is desirable.</p>	35 Yrs
30.	Deputy Manager (Human Resources) / E- 2 level	Rs. 50000-160000	02 UR - 02	<p><b>Essential:</b> Post Graduation Qualification (2 years duration) in Management with Specialization in HR from Recognized University/ Institution</p> <p><b>Desirable:</b> Degree in Law from Recognized University/ Institution</p>	<p>02 years experience in executive level and present working experience of minimum 01 (one) year in the Scale of Pay of Rs. 40000-140000 and above or equivalent, in the area of Human Resources in Financial Institutions/ NBFCs/ Public Sector Organizations/ Joint ventures of PSEs/Central Govt/ State Govt/ Private Sector. The CTC should not be below <b>Rs. 25.59</b> Lakhs per year for candidates presently working in Private Sector. Experience in Listed Organizations and experience in ERP applications preferable</p> <p>Experience in Manpower Planning, Talent identification and Grooming, Wage Revision, Devising Recruitment and Promotion Policies, Performance Management etc. Must have experience in complex range of innovative future focused learning and development initiatives across all employees. The incumbent must also have experience in HR strategy, knowledge development and competency mapping.</p>	33 Yrs
<b>HUMAN RESOURCES - CORPORATE SOCIAL RESPONSIBILITY</b>						
31.	Manager (Corporate Social Responsibility) / E-3 Level	Rs. 60000-180000	01 UR - 01	<p><b>Essential :</b> MBA or Post Graduate Degree/Diploma or equivalent in Social Work</p>	<p>04 years experience in executive level and present working experience of minimum 01 (one) year in the Scale of Pay of Rs.50000-160000 and above or equivalent, in the area of Corporate Social Responsibility in Financial Institutions/ NBFCs/ Public Sector Organizations/ Joint ventures of PSEs/Central Govt/ State Govt/ Private Sector. The CTC should not be below</p>	35 yrs

				or Equivalent from Recognized University/ Institution	Rs.29.18 Lakhs per year for candidates presently working in Private Sector. Experience in Listed Organizations and experience in ERP applications preferable  Experience in CSR related jobs viz evaluation, implementation and monitoring of Social work/ rural development/community development projects, is required.	
<b>HUMAN RESOURCES - CORPORATE COMMUNICATIONS</b>						
32.	Manager (Corporate Communications) / E-3 Level	Rs. 60000-180000	01  UR - 01	<b>Essential :</b> MBA or Post Graduate Degree/ Diploma or equivalent in Corporate Communication & Public Relations related specialisation viz Communication/ Advertising & Communication Management / Mass Communication/ Journalism etc or equivalent from Recognized University/ Institution	04 years experience in executive level and present working experience of minimum 01 (one) year in the Scale of Pay of Rs.50,000-1,60,000 and above or equivalent, in the area of Corporate Communications in Financial Institutions/ NBFCs/ Public Sector Organizations/ Joint ventures of PSEs/Central Govt/ State Govt/ Private Sector. The CTC should not be below Rs.29.18 Lakhs per year for candidates presently working in Private Sector. Experience in Listed Organizations and experience in ERP applications preferable  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 with media and press, event management etc. The candidate should have outstanding oral and written communication skills.	35 yrs
<b>HUMAN RESOURCES - RAJBHASHA</b>						
33.	Manager (Rajbhasha) / E-3 Level	Rs. 60000-180000	01  UR - 01	<b>Essential :-</b> Masters degree or equivalent in Hindi with English as one of the subjects at Bachelor's degree level from Recognized University/ Institution Or Masters degree or equivalent in English with Hindi as one of the subjects at Bachelors degree level from Recognized University/ Institution  <b>Desirable :-</b> Degree or Minimum 30 days translation Course conducted by Central	04 years experience in executive level and present working experience of minimum 01 (one) year in the Scale of Pay of Rs.50,000-1,60,000 and above or equivalent, in the area of Rajbhasha implementation in Financial Institutions/ NBFCs/ Public Sector Organizations/ Joint ventures of PSE/Central Govt/ State Govt/ Private Sector. The CTC should not be below Rs.29.18 Lakhs per year for candidates presently working in Private Sector.  Experience in the area of implementation of Official language rules/ orders in a reputed organization. Must be conversant with the provisions of the Official Language Act and rules & regulations prescribed by the Govt. for implementation of Official language. Preparation of annual target, Provisions, Policy, Incentives, Imparting training/ workshops, co-ordination with related committees/ Government offices/ Ministry/ Department/ Parliamentary committee, arrangement for inspections, Knowledge of Hindi Software, administrative knowledge, writing journals etc.  Experience of terminological work in Hindi and/or translation work from English to Hindi or vice-versa preferably in Technical or Financial literature.	35 yrs

				Translation Bureau, Ministry of Home Affairs			
34.	Deputy Manager (Rajbhasha) / E- 2 level	Rs. 50000-160000	01  UR - 01	<p><b>Essential :-</b> Masters degree or equivalent in Hindi with English as one of the subjects at Bachelor's degree level from Recognized University/ Institution Or Masters degree or equivalent in English with Hindi as one of the subjects at Bachelors degree level from Recognized University/ Institution</p> <p><b>Desirable :-</b> Degree or Minimum 30 days translation Course conducted by Central Translation Bureau, Ministry of Home Affairs</p> <p>Master's Degree in Hindi Translation from Recognized University/ Institution</p>	02 years experience in executive level and present working experience of minimum 01 (one) year in the Scale of Pay of Rs. 40000-140000 and above or equivalent, in the area of Rajbhasha implementation in Financial Institutions/ NBFCS/ Public Sector Organizations/ Joint ventures of PSEs/Central Govt/ State Govt/ Private Sector. The CTC should not be below <b>Rs. 25.59</b> Lakhs per year for candidates presently working in Private Sector. Experience in Listed Organizations and experience in ERP applications preferable	Experience of terminological work in Hindi and/or translation work from English to Hindi or vice-versa preferably in Technical or Financial literature.	33 Yrs
			<b>63</b>				

### **[1] COMPENSATION PACKAGE :**

- 1.1 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, post-retirement medical benefits, Employees Family Economic Rehabilitation, gratuity etc. as per extant policies of IREDA. Pay of candidates from private sector shall be fixed at the minimum of pay scale of the post to which he /she is appointed. For candidates from Joint Ventures of PSEs, the basis of pay scales of respective PSEs associated with are considered and pay fixed accordingly as per IREDA pay fixation rules. For others , pay shall be fixed as per IREDA pay fixation rules.

### **[2] EDUCATIONAL QUALIFICATIONS :**

- 2.1. The requirements regarding essential educational qualification for different posts are given in table above. All qualifications should be from a University/ Institute recognized by Government of India and courses should be approved by UGC/ appropriate statutory authority for employment to the post and services of 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 the qualification shall be decided at the discretion of IREDA management.

### **[3] WORK EXPERIENCE :**

- 3.1. Experience means the applicant should have working experience for the specified period after acquiring the prescribed educational/ professional qualifications from a recognized and approved University / Institute in India by AICTE / UGC / appropriate statutory authority.
- 3.2. For being eligible for selection, the candidate must have experience as specified above. Candidates applying from Government Organizations/ PSEs/ Joint ventures of PSEs 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 pay scale below than the post applied for. This is not applicable to candidates working in Govt organizations/ PSEs etc. in the equivalent pay scale or above than the post applied for. Candidates who are already working in listed NBFC and Energy Sector PSUs in the same level/grade/pay scale for the notified posts will be given relaxation in experience. Similarly, candidates applying from private organizations should be working for at least one year in the post with CTC of at least the amount mentioned in the table above. The candidates must submit CTC and its breakup along with pay structure. The candidate is also required to provide his / her hierarchy in the private sector organization along with the hierarchy structure. In case of multiple organizations in the last one year, the cumulative CTC should be mentioned.
- 3.3 For those on deputation, grade/rank/ pay scale in parent department will be the reference point for the purpose of immediate lower post experience.
- 3.4. 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 up to 15 days between date of relieving from one organization and date of joining the other organization shall be counted as experience.
- 3.5. In case of experience in Government organizations 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 and emoluments, period of service in different grades and position of applicant in the hierarchy. The decision of IREDA 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.



#### **[4] RELAXATIONS / CONCESSIONS:**

- 4.1. Relaxations for SC/ST/ OBC (NCL)/ PwBD/ EWS/ Ex-servicemen/ J&K domicile category will be as per Govt. of India guidelines.
- 4.2. 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 (issued in current FY) 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.in](http://www.ireda.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.
- 4.3. 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).
- 4.4. If the SC/ST/OBC/PwBD/EWS 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.
- 4.5. Maximum age limit is relaxable by 5 years for SC & ST category, 3 years for OBC-NCL category, 10 years for ‘PwBD from UR category’, 13 years for ‘PwBD from OBC-NCL category’ and 15 years for ‘PwBD from SC/ST category’, as applicable.
- 4.6. Maximum age limit is relaxable by 5 years for candidates domiciled in Jammu & Kashmir between 01.01.1980 and 31.12.1989.
- 4.7. Age relaxation by 5 years for Ex-Servicemen & Commissioned Officers (including ECOs/SSCOs) subject to rendering minimum 5 years Defence service and fulfillment of other conditions prescribed by Govt. of India.
- 4.8. Persons with 40% or more disabilities shall be eligible for reservation under PwBD Category.
- 4.9. The maximum age limit mentioned in the table above will not be applicable for Internal candidates i.e. employees on rolls of IREDA (other than those on deputation).
- 4.10. No applicant of age 58 years or above will be eligible for selection for any post, after all relaxations.

#### **[5] GENERAL CONDITIONS:**

- 5.1. Applications received other than through on-line mode will not be entertained.
- 5.2. Applicants from Financial Institutions/ NBFCs/ Public Sector Organizations/ Joint ventures of PSEs/Central Govt/ State Govt/ Private Sector can apply for above mentioned in table above. Preference will be given to applicants from listed NBFC and Energy Sector PSUs.
- 5.3. Employees working in Central/State Public Sector Undertakings/ Central Govt/ State Govt must apply through proper channel / submit NOC at the time of interview as applicable.
- 5.4. Applicants for all posts should be well versed with process and procedures of Central PSUs as well as directives issued by RBI, SEBI from time to time.

- 5.5. The cut off date for ascertaining age / minimum experience / qualification etc. will be the last date of submission of on-line application *i.e.* **7<sup>th</sup> February 2025**. 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.
- 5.6. 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.
- 5.7. 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.
- 5.8. Positions are advertised for IREDA, postings can be at any of its Office(s) / Branch Office of IREDA, Subsidiaries, anywhere in India. All posts are transferable at the sole discretion of the IREDA Management.
- 5.9. Actual travelling expenses limited to Economy Class air fare by shortest route 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-and-fro fare will be paid by IREDA.
- 5.10. 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.
- 5.11. In case a candidate wishes to apply for more than one post, he / she may submit separate applications for each post(s).
- 5.12. Management reserves the right to conduct the Screening Test/Skill Test, wherever applicable, on requirement, to restrict the number candidates for appearing in interview. Candidates who qualify in the test will only be allowed to appear in the interview.
- 5.13. Mere qualifying the examination/screening test will confer no right of appearing in interview/ appointment.
- 5.14. Mere eligibility will not entitle a candidate to be called for test/interview. The decision of the Management in this regard will be final and no correspondence in this regard will be entertained.
- 5.15. E-mail ID/ phone number/ address of correspondence given in the application should be valid and functional for at least one year from the cut off date *i.e.* **07.02.2025**. No change in the e-mail id of the applicant will be allowed once his/ her online application is registered. All future correspondence with the candidate, if required, shall be done using this e-mail id.
- 5.16. Once the date of birth and category (UR/SC/ST/OBC-NCL/EWS) is mentioned in the application form, the request for change will not be entertained under any circumstances and such application will be rejected. Management shall not be liable to intimate by personal correspondence to the candidate for such cancelled application.
- 5.17. 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.

- 5.18. Management reserves the right to cancel this advertisement and / or the selection process for any of the above posts without assigning any reason. Any corrigendum/addendum/errata in respect of the above advertisement shall be made available only on our IREDA website <https://www.ireda.in> at "careers" section. No fresh advertisements will be given. Hence, prospective applicants are advised to visit IREDA website for latest update with regard to this advertisement. Canvassing in any form will disqualify candidate(s).
- 5.19. The posts advertised are tentative. Management reserves the right to cancel/restrict/enlarge/modify/alter the requirements advertised, if need so arise, without issuing any further notice or assigning any reason thereto.
- 5.20. 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.
- 5.21. No interim correspondence or personal enquiries shall be entertained by the Company. Further, IREDA will not enter into any correspondence with the applicants about reasons for their non-selection.
- 5.22. IREDA will not be responsible for any loss of communication letter/ e-mail sent, due to invalid / wrong e-mail id / wrong postal address/postal delay. No request in this regard will be entertained.
- 5.23. All appointments are subject to medical fitness as per rules of the Company.
- 5.24. No person shall be eligible for appointment if he/she has been convicted by a court of law for an offense involving moral turpitude. 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.
- 5.25. 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.
- 5.26. In case of any ambiguity/dispute arises on account of interpretation in version other than English, the English Version will prevail.

**[6] APPLICATION FEE:**

- 6.1 The application fee of Rs.1000/- is to be paid by the candidates through on-line mode only and no other means/mode of payment of fee shall be accepted. SC/ST/PwBD/Ex-SM/Internal candidates are exempted from payment of application fee. Fee paid through Net Banking/ Credit Card / Debit Card shall attract charges as made applicable by the Gateway Service Provider. Fee once paid will not be refunded under any circumstances except in the case of duplicate payments. Applicants are advised to complete the Transaction (Payment of Application Fee) before the closure of the Application window to avoid " Non-Submission of Application".

**[7] SELECTION CRITERIA:**

- 7.1. The applications would be scrutinized 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 post. Applicants meeting the eligibility criteria and found suitable shall be called for interview, the venue and time will be intimated through the portal/email indicated along with the application.

- 7.2. Depending upon the number of applications, IREDA reserves the right to fix up the eligibility criteria, limit the number of applications to be called for a particular post and to decide about the written test/ interview or any other mode of screening thereof. The decision of IREDA in this regard will be final and binding on all the candidates.
- 7.3. Selection shall be based on the performance in the Interview. Selected candidates will be informed individually at the address for correspondence and / or email given in the application.
- 7.4. Verification of documents shall be done before the interview. The candidates shall be required to get their original certificates for the interview.

#### **[8] HOW TO APPLY:**

- 8.1. The candidates are advised to go through the requirements of age, educational qualification, , experience etc. and satisfy themselves that they are eligible before applying. Candidates seeking reservation benefits must ensure that they are entitled to such reservation as per Rules. Candidates fulfilling the above eligibility norms may apply through on-line application process at “Careers” section on IREDA website <https://www.ireda.in>. Only on-line application and no other means/ mode of the applications shall be accepted.
- 8.2. Before registering / applying online, candidates are advised to go through document “ **Important Instructions to Candidates**”.
- 8.3. Candidates should take utmost care to furnish the correct details while filling in the on- line application. You can edit the information before submission. Once the form is submitted, it can't be edited.
- 8.4. The step by step process for submitting the application form for the same is given below :
  - Step - I : Register on the portal using basic details such as Name, DOB, category, Mobile number and email ID etc.
  - Step - II : Login using credentials
  - Step - III : Select the position for which you are applying
  - Step - IV : Fill in the on-line application with relevant details latest to earliest
  - Step - V : Complete the Application form
  - Step - VI : Make payment ( if applicable)
  - Step - VII : Check the entered details using “preview” option available
  - Step - VIII : Submit the form after verifying all the information

#### **Documents to be uploaded :**

- (a) Proof of Date of birth ( Tenth class/ Matriculation 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)
- (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, mode, duration along with specialization).
- (e) Documents related to other qualification ( Pass certificate & Mark sheets)
- (f) Experience certificate : Proof of experience indicating post held, period of service, pay scale/ emoluments & area of experience ( In respect of Public Sector Organizations/Govt employees, Joint ventures of PSES indicating revised as well as pre- revised pay scales with period details).In case of experience of working in more than one organization, all need to be uploaded in one file)

(g) Pay slip/ pay certificate from concerned organization ( Govt/PSE/ Private Sector, JVs of PSEs) in support of experience in relevant PayScale/ 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).

- 8.5 After submitting online application, candidates are required to keep the copy of the Application form with unique application sequence number handy. The same can be downloaded from the site after submission of the application. Please keep this form for future references against this recruitment process.
- 8.6 Candidates should compulsorily upload self-attested copies of above mentioned documents in separate space given in the on- line application for. Further, candidates are requested to ensure the legibility of the documents before uploading. Poor quality/ poor legibility of documents shall be rejected.
- 8.7 Application registered without/incomplete documents uploaded shall be summarily rejected even though registration number has been generated.
- 8.8 In case of any query/help required while filling online application form, payment of application fee, if any, may contact helpline number “+91 8595904407” (10.00 AM to 5.00 PM) on all working days (Monday-Friday).For any other queries the candidate may send email to “[support@registernow.in](mailto:support@registernow.in)”.
- 8.11. Candidates are not required to submit hard copy of application form.
- 8.12. The opening and closing dates of on-line application are as mentioned below :

Commencement date of on-line submission of application and on-line payment of application fees	18 <sup>th</sup> January 2025 ( Saturday);	10.00 Hrs
Last date of on-line submission of application and on-line payment of application fees	7 <sup>th</sup> February 2025 ( Friday);	17.00 Hrs

**General Manager (HR)**