



Indian Renewable Energy Development Agency Limited

Sub: Engagement of Management Expert/ Senior Consultant (on need basis) at IREDA

1. Introduction

Indian Renewable Energy Development Agency (IREDA) is a specialized public sector financial institution under the administrative control of Ministry of New & Renewable Energy, MNRE, Government of India dedicated for financing Renewable Energy (RE) and Energy Efficiency / Conservation projects in India and has been playing pivotal role in developing renewable energy. IREDA has been maintaining its leadership position in Renewable Energy space for more than 33 years and developing several innovative financial schemes/solutions for meeting the market requirement from time to time.

IREDA's Board of Directors has approved the 5 Year Business Plan of IREDA (for the year 2022 to 2026), which provides strengthening of Senior Management positions on immediate basis and effective Human Resources Development, recruitment of additional manpower etc for achieving the projected business targets for next five years.

IREDA is poised to grow exponentially in the coming years. The Cabinet Committee on Economic Affairs, GoI has recently approved equity infusion of Rs.1,500 crore to IREDA. We are also planning for its public listing through Initial Public Offer (IPO), which shall ultimately result in increase of business volume by a great extent.

Considering these time bound activities and at present expertise on the subjects are limited, it is proposed to engage Management Expert / Senior Consultant to facilitate IREDA in following fields.

The Management Expert/ Senior Consultant will assist IREDA in all aspects with a vision for achieving the projected business targets for next five years. The detailed role and responsibilities are detailed below:

- i. To assist IREDA for Recruiting Senior Management Positions on immediate basis*
- ii. To assist in review of various HR policies*
- iii. To assist in performance review/ assessment of employees/staff in line with organization requirement.*
- iv. To assist in Human Resource Developmental activities*
- v. To assist in Organizational development and restructuring of Organization*
- vi. To develop key performance Review system*
- vii. To do Occupancy Assessment*
- viii. To streamline Recovery Management*
- ix. To assist in Recovery and Monitoring of ongoing project*

The scope of work is indicative only and IREDA reserves the right to add/change the scope for the service as per organizational requirement.

2. Eligibility Criteria & Other Conditions

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| Qualification | The candidate should have Bachelor's degree from a recognized University or equivalent, with specialization in Industrial Engineering, Project Management and Personnel Management. |
| Experience | <p>The candidate should have minimum of 25 years of experience in all facets of Management such as Production, Material Management Commercial, Human Resources , Vigilance etc.</p> <p>Retired Government /PSU employee fulfilling the above criteria may also apply</p> |
| Desirables | <p>a. The applicant with experience in providing consultancy services for Human Resources Developmental activities in Renewable Energy Sector.</p> <p>b. It would be preferred that the candidate having hands-on experience in handling implementation & execution of Renewable energy projects</p> <p>c. Strong analytical skills, good verbal and written communication skills. Should be proficient in English and Hindi.</p> |
| Age | The applicant should be upto 64 years of age. |
| Period of Engagement | The initial term of appointment shall be on need basis and as and when required depending upon the organizational / project requirement. |
| Remuneration | <p>Professional Fee of Rs.10,000/- per day (Payable on monthly basis on self-certification basis, as per guidelines).</p> <p>TA/DA, if applicable, for travelling on outstation official assignments will be as per IREDA rules as applicable below Board Level official of IREDA. However, in case of retired Government/PSU officials, the TA/DA shall be equivalent to the corresponding levels at the time of his/her superannuation.</p> |
| Place of Posting and Reporting to | Management Expert/ Senior Consultant shall be stationed in New Delhi. He/ she will report to CMD at IREDA Registered Office, New Delhi |
| General Condition | The candidate should be clear from Vigilance point of view from all the employer organization(s) in which he/she has served for last ten years. |

3. Submission of EoI

The interested individuals should submit the following details (in prescribed format i.e., Annexure – I, along with the supporting documents) together with the Expression of Interest:

- Full name, communication and other details for correspondence along with the date of birth, qualification and experience.
- The address for correspondence along with email and mobile number, if any.
- The Expression of Interest should be sealed by the applicant and duly subscribed. In case any ambiguity is observed, the clarification given by the IREDA Management would be final and binding.
- The Expression of Interest completed in all respects (in prescribed format) shall be submitted either electronically through email on prajalekshmy@ireda.in or smsiddesh@ireda.in or in physical mode in a separate sealed cover superscribing “**EoI for the Management Expert / Senior Consultant**” which should be sent at the following address so as to reach on or before **19/09/2022 by 5.00 P.M.**

Deputy General Manager (HR)
IREDA
1st Floor, Core-4A, East Court,
India Habitat Center, Lodhi Road
New Delhi – 110 003.

- IREDA reserves the right to accept or reject any of the EoI without assigning any reasons thereof.
- The contract for engagement as per the above terms & conditions shall be covered and construed in accordance with the laws of India.
- If any difficulty arise in giving effect to any of the provisions of contract or the interpretation of the contract, CMD, IREDA shall decide the matter, which will be final and binding.

PERSONAL BIO-DATA FORM

Advt. Ref.: _____

Post Applied for: _____

Affix recent
passport
Size photograph

| | | | |
|---|---|--------------------------|--------------------------|
| NAME IN BLOCK LETTERS | | | |
| FATHER'S / HUSBAND'S NAME | | | |
| <u>ADDRESS FOR COMMUNICATION</u> | | <u>PERMANENT ADDRESS</u> | |
| Mobile No.: | | Mobile No.: | |
| Landline No.: | | Landline No.: | |
| E-mail Id.: | | E-mail Id.: | |
| <u>DATE OF BIRTH</u> | <u>PLACE OF BIRTH</u> | <u>STATE OF DOMICILE</u> | <u>NATIONALITY</u> |
| | | | |
| CATEGORY TO WHICH YOU BELONG TO : (Please tick relevant category) | | | |
| 1 | GENERAL | | <input type="checkbox"/> |
| 2 | SCHEDULED CASTE (SC) | | <input type="checkbox"/> |
| 3 | SCHEDULED TRIBE (ST) | | <input type="checkbox"/> |
| 4 | OTHER BACKWARD CLASS (OBC) – Non-Creamy Layer (NCL) | | <input type="checkbox"/> |
| 5 | PERSON WITH DISABILITY (PwD) | | <input type="checkbox"/> |
| 6 | EX-SERVICE MAN (ESM) | | <input type="checkbox"/> |
| <i>Note: Copy of relevant certificate in support to the claim for belonging to Category at Sl.No.2 to Sl.No.6 be enclosed</i> | | | |

| Examination Passed | Year of Passing | Class/ Division | Percentage / CGPA | University/ Institution | Main Subjects of Study |
|--------------------|-----------------|-----------------|-------------------|-------------------------|------------------------|
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Note : If space is insufficient, please attach separate sheet

| TRAINING PROGRAMMES, IF ANY, ATTENDED | | | |
|--|----------|-----------------------|--------------------------------|
| Title of the Programme | Duration | Name of the Organiser | Main Contents of the Programme |
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Academic or Professional Awards, Honours, Special Achievements, if any:

Research Work Papers Publications, if any:

Membership of Professional Bodies /Institutions/Associations:

| PARTICULARS OF EXPERIENCE (In chronological order starting from present position) | | | | | |
|---|----------------------|----|---------------------------------|---------------------------------------|--------------------|
| Name and Address of the Organization | Period of Employment | | Position held with scale of pay | Experience, nature of duties in brief | Reason for leaving |
| | From | To | | | |
| | | | | | |
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(If presently on deputation, please indicate the post held with the parent organisation, basic pay and scale of the post)

Total Number of years' experience in Executive Level: _____

| SALARY DETAILS OF PRESENT POSITION HELD | | | | | |
|---|--------------------|------------------|------------------|-------------------------------|-----------------------------|
| (i) IF HOLDING THE PRESENT POSITION IN IDA SCALE OF PAY | | | | | |
| Level | Scale of Pay (Rs.) | Basic Pay (Rs.) | Other Allowances | Gross Earnings per month(Rs.) | Net Earnings per month(Rs.) |
| | | | | | |
| (ii) IF HOLDING THE PRESENT POSITION IN CDA SCALE OF PAY | | | | | |
| Pay Band | Scale of Pay (Rs.) | Basic Pay (Rs.) | Grade Pay (Rs.) | Gross Earnings per month(Rs.) | Net Earnings per month(Rs.) |
| | | | | | |
| (iii) IF HOLDING THE PRESENT POSITION ON CTC BASIS | | | | | |
| Level | Basic Pay (Rs.) | Other Allowances | | Gross Earnings per month | Net Earnings per month |
| | | | | | |

If selected, time required for joining:

Reference of two persons not related to you who are well acquainted with your background and character

| Name | Contact Particulars (Including Address, Phone No., Mobile No. & E-mail Id.) | Occupation |
|------|--|------------|
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| | | |

I hereby declare as under:

1. The particulars and facts furnished by me in this Personal Bio-data form are true, correct and complete in all respect.
2. I agree and accept without reservation that at any time, if any of the particulars are found to be untrue, incorrect and/or incomplete, my engagement may be terminated without notice.

DATE:

(Signature of Applicant)

PLACE: