

Expression of Interest (Eoi) for Selection of Resident Engineer (IT) on following Specific Requirements:

Background:

The Indian Renewable Energy Development Agency (IREDA) was established in the year 1987 as a specialized public financial institution under the administrative control of Ministry of New and Renewable Energy (MNRE), with an objective to promote, develop and extend financial support to Renewable Energy and Energy Efficiency / Conservation Projects in India. IREDA has been awarded the Mini Ratna (Category-I) status by the Ministry of New and Renewable Energy (MNRE) during June, 2015. The Technologies supported by IREDA include Solar Energy, Wind Energy, Hydro Power, Biomass Power & Cogeneration, Waste to Energy and Energy Efficiency/Conservation.

IREDA has proposed to engage experienced personnel as Resident Engineer (IT) on outsourced basis, for its offices in Delhi.

2. Scope of the Work & Requirement:

Scope of work along with requirement for the position of Resident Engineer (IT) will be as under:

S.N.	Name of Post	Scope of Work	Requirement
1.	Resident Engineer (IT)	• Network/ Maintenance Support for Desktops/ Printers/ Scanners. • Installation of applications (Axapta, MS Office, Tally, e-office, Operating system installation) and un-installation, as and when required. • IT Support for presentations at IREDA Offices, as well as outside IREDA. • Any other works assigned related to IT.	<u>Qualification:</u> B.Tech/ MCA/ Polytechnic/ Diploma Holder in IT/Computer Science. <u>Experience:-</u> 2-3 years of relevant post qualification experience.

3. Other terms and conditions:

- 3.1 The Resident Engineer (IT) is proposed to be engaged initially for a period of one (01) year, extendable depending upon requirements.
- 3.2 The applicant(s) should be in the age below 35 years (Maximum).
- 3.3 All incoming EOI will be examined thoroughly. Eligible applicants would be required to discuss of their credentials and the proposals before a Committee of Executives constituted for this purpose. The exact date, time and venue for the discussions will be communicated to the eligible applicant separately.
- 3.4 The applicant if selected has to sign confidentiality clause & avoiding conflict of interest.
- 3.5 The applicant so selected has to join with immediate effect.
- 3.6 The applicant should not be involved in major litigation that may have and infact affecting the services of the organization.
- 3.7 The decision regarding adequacy of work experience/capacity, qualification etc. will be solely at the discretion of IREDA Management.

4. Remuneration:

The selected individual will be paid a consolidated amount upto **Rs.35,000/-** per month. The attendance will be regulated through bio-metric/ face recognition attendance system and expected to attend the office at least 8 hours per day. The remuneration will be deducted on pro-rata basis for absence of any day during the month.

5. 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 duly subscribed. In case of 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) in a separate sealed cover superscribing “EOI for Resident Engineer (IT) to be engaged for IREDA on Outsourced Basis” should be sent at the following address so as to reach on or before 08.10.2020 by 5.00 P.M.

General Manager (HR)
IREDA,
3rd Floor, August Kranti Bhawan,
Bhikaiji Cama Place,
New Delhi – 110 066.

- 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> Mobile No.: Landline No.: E-mail Id.:		<u>PERMANENT ADDRESS</u> Mobile No.: Landline No.: 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	☐	
2	SCHEDULED CASTE (SC)	☐	
3	SCHEDULED TRIBE (ST)	☐	
4	OTHER BACKWARD CLASS (OBC) – Non-Creamy Layer (NCL)	☐	
5	PERSON WITH DISABILITY (PwD)	☐	
6	EX-SERVICE MAN (ESM)	☐	
<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

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

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			

(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
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:		