



Indian Renewable Energy Development Agency Limited

Sub: Engagement of Senior Consultant (Finance) in Finance Department of 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.

To strengthen and improve the process of financial concurrence of loan proposals received at IREDA, and for overall improvement in day-to-day activities of Finance, and for advice on the raising of funds through IPO, IREDA intends to engage a Senior Consultant for its Finance & Accounts department to provide expert opinion on financial concurrence of proposals, Resource Mobilization, Asset Liability Management, Stress Asset Management etc. In addition, IREDA is also planning to raise the funds through IPO which requires rich experience in the field of Finance & Accounts.

(a) Role and Responsibility of the Senior Consultant (Finance):

- (i) To advice day-to-day basis on the financial aspects on the project appraisal of all sectors.
- (ii) To advice on the improvement and strengthen of financial concurrence system in respect of project appraisal in F&A department.
- (iii) To advice on Resource Mobilization and Asset Liability Management of the Company.
- (iv) To advice on the process of fund raising through IPO, as and when required.
- (v) To advice on the Stress Asset Management (recovery and resolution) adversely affecting the business.
- (vi) To advice for resolving and streamlining various operational issues of lending loans at various stages from proposal to recovery.
- (vii) To provide necessary support and guidance on all other matters, related to F&A department.

The role and responsibility (i.e. scope of work) mentioned above 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

Qualification	The candidate should be a CA/ ICWA/ MBA (Finance) with a good academic record.
Experience	The candidate should have total experience of minimum 35 years out of which at least 30 years experience in Power Sector NBFCs is desirable. Further, he/she should have worked at the level of Executive Director for at least three (03) years.
Age	The applicant should be upto 64 years of age.
Period of Engagement	The Senior Consultant shall be engaged initially for a period of six (06) months from the date of engagement, which can be extended depending upon the performance and organizational requirement.
Remuneration	Professional Fee of Rs.10,000/- per day (Payable on monthly basis on self-certification basis, as per guidelines).
Other Facilities	a) The pick-up and drop facility will be provided by the Company. b) The entitlements for Boarding & Lodging, Conveyance and DA for official tours will be at par with the level of Directors. c) He/she may also be allowed to Work from Home.
Reporting to	He/she shall report to Director (Finance). In absence of Director (Finance), he/she shall report to Chairman & Managing Director.
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 (EoI) 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 (Eoi) completed in all respects (in prescribed format) should be sent in soft or hard copy, as per the following details:
 - In soft copy by e-mail on “smsiddesh@ireda.in/prajalekshmy@ireda.in” with subject of the email to be essentially mentioned as “**Eoi for Senior Consultant (Finance) in Finance Department, IREDA**”; **OR**
 - In hard copy in a separate sealed cover superscribing “**Eoi for Senior Consultant (Finance) in Finance Department, IREDA**” at the following address:

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

- The Eoi should be submitted (in soft or hard copy) on or before 10/05/2022 by 5.30 P.M.
- 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)	☐	
Note: Copy of relevant certificate in support to the claim for belonging to Category at Sl.No.2 to Sl.No.6 be enclosed			

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: _____ PLACE: _____ (Signature of Applicant)		