



Indian Renewable Energy Development Agency Limited

Sub: Engagement of Senior Consultant - Human Resource Development & Corporate Communication/ Brand Building in 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 35 years and developing several innovative financial schemes/solutions for meeting the market requirement from time to time.

To strengthen and improve the processes/ procedures pertaining to Human Resource Development & Corporate Communication/ Brand Building in IREDA, and for overall improvement in day-to-day activities, IREDA intends to engage a Senior Consultant (***on need basis***) for Human Resource Development & Corporate Communication/ Brand Building.

(a) Role and Responsibilities of the Senior Consultant:

To provide necessary support, guidance, and advice on the following: -

- (i) Development and implementation of schemes/policies to improve Human Resource Efficiency & Effectiveness.
- (ii) Improvement in performance review in line with organizational requirements.
- (iii) Strengthening Training & Development activities
- (iv) Oversee the implementation of Corporate Communication (CC), Branding and its fulfillment, Impact Assessment.
- (v) Formulation of an appropriate corporate communication strategy.
- (vi) Oversee the action plan for enhancing IREDA image & coordination – social media, promotion of various schemes, etc.
- (vii) Ensure increased commitment at all levels in the organization to operate its business in economically, socially and environmentally sustainable manner.
- (viii) Statutory compliances.

The role and responsibilities (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 an MBA or equivalent with a good academic record.
Experience	The candidate should have total experience of minimum 30 years in a CPSE/ NBFC related to Power/ Renewable Energy Sector. Further, he/she should have worked at the level of Executive Director in Human Resource Development and Corporate Communication/Brand Building Department for at least three (03) years.
Age	The applicant should be upto 62 years of age.
Period of Engagement	The Senior Consultant shall be engaged <i>on need basis</i> , initially for a period of six (06) months from the date of engagement, which can be extended depending upon the performance and as per organizational requirement.
Remuneration	Professional Fee of Rs.10,000/- per day (Payable on monthly basis on self-certification basis, as per guidelines).
Other Facilities	<ul style="list-style-type: none"> 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, in case required.
Reporting to	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 - Human Resource Development & Corporate Communication/ Brand Building, IREDA**”;

OR

- In hard copy in a separate sealed cover superscribing “**Eoi for Senior Consultant - Human Resource Development & Corporate Communication/ Brand Building, 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 **28/08/2022 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 arises 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

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: