

सं 1/22/2017-IREDA

भारत सरकार/ Government of India

नवीन और नवीकरणीय ऊर्जा मंत्रालय/ Ministry of New and Renewable Energy

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Block 14, CGO Complex,  
Lodhi Road, New Delhi-110003

Ministry of New & Renewable Energy (MNRE) proposes to fill up one post of Director (Finance) in Indian Renewable Energy Development Agency Limited (IREDA), on deputation basis/ immediate absorption basis, in accordance with the Rules and Regulations of Indian Renewable Energy Development Agency (IREDA) and invites applications, through proper channel, from applicants from Central Public Sector Enterprises (CPSEs) /Central Government (including Armed Forces of the Union/All India Services/ Central Services)/State Public Sector Enterprises (SPSEs)/Private Sector. The appointment for the post has been exempted from the Rule of immediate absorption for a period of 5 years by the Department of Public Enterprises. Details about IREDA, required qualifications, experience, etc., for the post are indicated below: -

### I. COMPANY PROFILE

Indian Renewable Energy Development Agency Limited (IREDA) was incorporated under the Indian Companies Act, 1956 with the objective to promote, develop and extend financial assistance for setting up projects involving renewable sources of energy. IREDA is a Schedule 'B' CPSE in Financial Services sector with the administrative jurisdiction of the Ministry of New and Renewable Energy (MNRE). IREDA is also registered with Reserve bank of India (RBI) as Non-Banking Financial Company (NBFC). IREDA has been conferred the status of Mini Ratna Category-I by the Government of India in June 2015.

The company employed 163 regular employees (Executives:141, Non-executives: 22) as on 31.03.2021.

The authorized and paid up share capital of the IREDA is Rs. 6000 crores and Rs. 784.60 crores respectively as on 31.03.2021.

Its Registered and Corporate offices are at New Delhi.

The shareholding of Government of India in IREDA is 100%.

### II. JOB DESCRIPTION AND RESPONSIBILITIES

Director (Finance) is a member of the Board of Directors and reports to Chairman and Managing Director. He/She is overall in charge of the finance and accounts of the organization and is responsible for evolving and formulating policies related to finance and accounts as well as implementation thereof towards the fulfilment of goals and objectives of the company. He/She is responsible for guiding the organisation towards profitability and long-term success by appropriate financial planning for the organisation including assessing all possible risks and helping the organisation make financial decisions after required due diligence. He/She is also responsible for organisation's compliance to financial regulations/laws and guidelines.

### III. ELIGIBILITY

1. **AGE:** The age of the candidate as on the date of vacancy i.e. 05.05.2020, should be as follows:

Age of superannuation 60 years			
Internal		Others	
Minimum	Maximum	Minimum	Maximum
40 Years	2 years of residual service as on the date of vacancy w.r.t. the date of superannuation.	40 Years	3 years of residual service as on the date of vacancy w.r.t. the date of superannuation.

## 2. EMPLOYMENT STATUS:

The applicant must, on the date of application, as well as on the date of interview, be employed in a regular capacity – and **not** in a contractual/ ad-hoc capacity – in one of the followings: -

- Central Public Sector Enterprise (CPSE) (including a full-time functional Director in the Board of a CPSE);
- Central Government including the Armed Forces of the Union and All India Services/ Central Services;
- State Public Sector Enterprise (SPSE) where the annual turnover is **\*Rs. 1000 crore or more**;
- Private Sector in company where the annual turnover is **\*Rs. 1000 crore or more**.

**Preference would be given to candidates from listed companies.**

*(\*The average audited annual turnover of three financial years preceding the calendar year in which the post is advertised shall be considered for applying the approved limits)*

## 3. QUALIFICATION:

The applicant should be a Chartered Accountant or Cost Accountant or a full time MBA/PGDM course with specialization in Finance, with good academic record from a recognized University/Institution.

However, Officers of Organized Group 'A' Accounts Services [i.e. Indian Audit and Accounts Service, Indian Defence Accounts Service, Indian Railway Accounts Service, Indian Civil Accounts Service, Indian P&T Accounts & Finance Service and Indian Cost Accounts Service] working in the appropriate level are exempted from these educational qualifications.

Further, applicants from the Central Govt./Armed Forces of the Union/All India Services/ Central Services, will also be exempted from the educational qualifications as per 1<sup>st</sup> sub-para of Para 3 above provided the applicants have 'the relevant experience' as mentioned in Para 4(iii) below. In respect of applicants from Organized Group 'A' Accounts Services/Central Government/Armed Forces of the Union/All India Services/ Central Services, Chartered Accountant/ Cost Accountant/ MBA or PGDM with specialization in Finance will be a desirable educational qualification.

## 4. EXPERIENCE:

- Applicant should have at least five years of cumulative experience at a senior level during the last ten years in the area of Corporate Financial Management and Corporate Accounts in an organization of repute. Experience of working in NBFC/ FI is desirable.

(ii) Applicants from Organized Group 'A' Accounts Services should have at least five years cumulative experience at a senior level during the last ten years in the area of Corporate Financial Management/ Corporate Accounts.

(iii) 'The relevant experience' in respect of applicants from Central Government/Armed Forces of the Union/All India Services/Central Services would include at least seven years of cumulative experience at a senior level during the last ten years in the area of Corporate Financial Management/ Corporate Accounts.

## 5. PAY SCALE:

### (a) Central Public Sector Enterprises

#### Eligible Scale of Pay

- (i) Rs. 6250-7475 (IDA) Pre 01/01/1992
- (ii) Rs. 8520-10050 (IDA) Post 01/01/1992
- (iii) Rs. 18500-23900 (IDA) Post 01/01/1997
- (iv) Rs. 43200-66000 (IDA) Post 01/01/2007
- (v) Rs. 100000-260000 (IDA) Post 01.01.2017
- (vi) Rs. 14300-18300 (CDA) Pre-revised
- (vii) Rs. 37400-67000 + GP 8700 (CDA)
- (viii) Rs. 123100-215900 (Level 13) CDA

**The minimum length of service required in the eligible scale/ rank/ level will be one year for internal candidates and two years for others as on the date of vacancy**

### (b)

(i) **Applicants from Central Govt. / All India Services/ Central Services** should be holding a post of the level of Director in Govt. of India or carrying equivalent scale of pay **on the date of application.**

(ii) **Applicants from the Armed forces of the Union** should be holding a post of the level of Brigadier in the Army or equivalent rank in Navy/Air Force **on the date of application.**

### (c)

**Applicants from State Public Sector Enterprises/ Private Sector** should be working at Board level position or at level immediately below the Board level **on the date of application.**

## 6. EXEMPTION FROM THE CONDITION OF IMMEDIATE ABSORPTION FOR CENTRAL GOVERNMENT OFFICERS

The appointment for the post has been exempted from the Rule of immediate absorption for a period of 5 years by the Department of Public Enterprises. Central Government Officers, including those of the Armed Forces of the Union and the All India Services/ Central Services, will be eligible for consideration for appointment on deputation basis/ immediate absorption basis.

## IV. DURATION OF APPOINTMENT

The appointment shall be for a period of five years from the date of joining or upto the date of superannuation or until further orders, whichever is earlier.

## V. SUBMISSION OF APPLICATIONS

All applicants should send their applications as per the format annexed.

1. The applicants should submit their applications, along with a write-up on the significant contributions made by them during their present/ past assignments and their suitability for the post, through proper channel, as follows:

- a. Government Officers, including those of the Armed Forces of the Union and All India Services/ Central Services: through Cadre Controlling authority;
- b. CMDs/MDs/Functional Directors in CPSE: through the concerned Administrative Ministry;
- c. Below Board level in CPSE: through the concerned CPSE;
- d. CMDs/MDs/Functional Directors in State PSE: through the concerned Administrative Secretary and Cadre Controlling Authority, if any, of the State Government;
- e. Below Board level in SPSE: through the concerned SPSE;
- f. Private Sector: directly to the MNRE.

2. Applicants from Private Sector must submit the following documents along with the application form:

- a. Annual Reports of the Company in which currently working for the 3 financial years preceding the calendar year in which the post is advertised (please provide URL or attach/enclose copies);
- b. Whether the company is listed or not; if yes, the documentary proof (please provide URL or attach/enclose copies);
- c. Evidence of working at Board level or at least a post at level immediately below the Board level;
- d. Self-attested copies of documents in support of age and qualifications;
- e. Relevant Jobs handled in the past with details.

## VI. CERTIFICATION BY CANDIDATE

**An applicant has to give an undertaking as a part of the application that he/she will join the post, if selected. If an applicant does not give such undertaking, the application would be rejected.**

**1. For candidates from central government/Armed Forces of the Union/all Indian Services/Central Services**

- a. The appointment is on Deputation basis.
- b. If a candidate conveys his/her unwillingness to join after the interview is held, he/she would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE.
- c. Further, if a candidate conveys his/her unwillingness to join after the issue of offer of appointment, he/she would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE.

## **2. For candidates from CPSE**

- a. If a candidate conveys his/her unwillingness to join after the interview is held, he/she would be debarred for a period of two years from the date of interview for being considered for a Board level post in any CPSE other than the one to which the candidate belongs.
- b. Further, if a candidate conveys his/her unwillingness to join after the issue of offer of appointment, he/she would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE other than the one to which the candidate belongs.

## **3. For candidates from SPSE/Private Sector**

- a. If a candidate conveys his/her unwillingness to join after the interview is held, he/she would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE.
- b. Further, if a candidate conveys his/her unwillingness to join after the issue of offer of appointment, he/she would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE.

4. In the above cases, no request for relaxation or otherwise would be entertained.

## **VII. SELECTION PROCESS FOR APPOINTMENT**

The modalities of selection / screening of candidates will be done by screening/ short listing of applicants by the prescribed screening / short listing Committee and by conduct of interview /interaction of the screened candidates by the Search cum Selection Committee prescribed.

## **VIII. OTHER TERMS & CONDITIONS**

- a) MNRE reserves the right to accept or reject, in part or in full, any application, in case incorrect information or misrepresentation of facts, is found, for putting up before the Search-cum-Selection Committee
- b) The post of Director (Finance), SECI does not attract reservation.
- c) Mere fulfilment of Educational Qualification will not entitle the candidate for being called for interview. The applications will be shortlisted based on the academic records / educational qualifications / experience in the required field relevant to the actual job requirements.
- d) Incomplete applications will be rejected and no correspondence for reconsideration will be entertained.
- e) For candidates applying for deputation, the relevant orders/ instructions of the Central Government regarding cooling off period shall be applicable.

## **IX. HOW TO APPLY**

Applications on plain paper giving particulars in the format **annexed**, enclosing attested photocopies of documents in support of educational qualifications, age and experience, etc., and the requisite certificate (as per Annexure 1), from the parent organisation along with authentic copies of APARs (Annual Performance Appraisal Reports) for preceding five years and the Vigilance Clearance in sealed cover super scribed 'Application for the post of Director (Finance), IREDA' may be sent, through proper channel, to the Under Secretary (IREDA Cell), Ministry of New & Renewable Energy, Block-14, CGO Complex, Lodhi Road, New Delhi-110003, so as to

reach undersigned within a period of 30 days from the date of advertisement in the Employment News.

For candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Lahaul & Spiti District and Pangj Sub -division of Chamba district of Himachal Pradesh, Union Territory of Andaman & Nicobar Island, Union Territory of Jammu & Kashmir, Union Territory of Ladakh and Union Territory of Lakshadweep, the applications must reach to the undersigned within a period of 45 days from the date of advertisement in the Employment News.

**(Sunita Sajwan)**

Under Secretary to the Govt. of India  
Phone No. 011-24360707; Extn. No. 1031  
Email: [sunita.sajwan@nic.in](mailto:sunita.sajwan@nic.in)

**APPLICATION FORM FOR CANDIDATES FROM CENTRAL PUBLIC SECTOR ENTERPRISES (CPSE)/CENTRAL GOVERNMENT (INCLUDING ARMED FORCES OF THE UNION/ALL INDIA SERVICES/ CENTRAL SERVICES)/STATE PUBLIC SECTOR ENTERPRISES (SPSE)/PRIVATE SECTOR**

(Through Proper Channel, except candidates from the Private Sector) please refer to the Job Description for the post and the advertisement issued ([www.mnre.gov.in/](http://www.mnre.gov.in/) [www.ireda.in](http://www.ireda.in))

1. Name of the Post applied for **DIRECTOR (FINANCE) IREDA**

2.

- Applicant's Name (as per official records Mr/Mrs/Ms.):
- Designation of the Applicant (in Full):
- Name of the Organisation/Company:
- Category as per Employment Status (Please tick as applicable): - Officer of a CPSE/Central Government/Armed Forces of the Union/All Indian Services/Central Services/SPSE/Private Sector
- Office Address:
- Address for communication:

3. Telephone No: Office \_\_\_\_\_ Residence \_\_\_\_\_ Mobile No. \_\_\_\_\_

E-Mail ID \_\_\_\_\_

4. Date of Birth (DD/MM/YY) \_\_\_\_\_ Age as on date of vacancy (i.e. 05.05.2020) Years/Month/Days) \_\_\_\_\_

5 (i) Educational/Professional Qualifications:

Sl. No.	Qualification*	Name of Institution	Period of Study		Tick the relevant			Tick the relevant			Self - Declaration Whether meets the eligibility Qualification requirement			
			From	To	Part-time	Full-time	Correspondence	Degree	Diploma	Certificate	Mandatory	Desirable	Other	
1	2	3	4			5			6			7		

\*Should be exactly as per Degree/ Certificate issued by the university

(ii) Positions held during the last ten years:

Sr. No.	Complete Designation & Place of Posting*	Name of the Organization	Pay scale**	Period		Reporting to Designation	Self-declaration Whether meets the mandatory experience requirement		If yes, nature of duties in support of the declaration
				From	To		Yes	No	
1	2	3	4	5		6	7		8

\*Should be exactly as per specific office order issued by the CPSE/ Ministry /SPSE/Employer.

\*\*Private Sector-CTC /remuneration/emoluments drawn.

NB: the position should be indicated in order of the most recent assignments.

Note:

1. Please attach a write –up, not exceeding 400 words, in support of your candidature, for reference at the time of interview.
  2. full form of all abbreviations used while making entries in the application form should be suitably explained i.e. in footnotes or a separate attachment.
6. (a) Do you hold lien in any organisation other than where currently working? **(Yes/ No)**

If yes;

i) Name of the organisation in which the lien is held:

ii) Date from which the lien is held:

(b) Are you on deputation? **(Yes/ No)**

If yes:

i) Name of parent organisation:

ii) Date from which on deputation:

7. (a) Whether any penalty/ punishment was awarded to the applicant during the last 10 years? **(Yes/ No)**

If yes, the details thereof:

i) Civil/Criminal

ii) Departmental Inquiry

(b.) Whether any civil or criminal action or inquiry is going on against the applicant as far as his/ her knowledge goes? **(Yes/ No)**

If yes, the details thereof:

i) Civil/Criminal

ii) Departmental Inquiry

I certify that the details furnished by me in Columns 1 to 7 wherever applicable are true to the best of my knowledge & belief.

(Name & Signature of the Applicant)

**STATE PUBLIC SECTOR ENTERPRISES**

8. Year wise Audited Annual Turnover of the Company for 3 financial years preceding the calendar year in which the post has been advertised (e.g. 2017-18, 2018-19, 2019-20 for a post advertised in the year 2020-21)

Year	Company in which candidate is/was serving	Annual turnover of the company (in Rs. Crore) & F.Y.

I certify that the details furnished by me in Columns 1 to 8 wherever applicable are true to the best of my knowledge.

(Name & Signature of the Applicant)

**PRIVATE SECTOR**

8. Year wise Audited Annual Turnover of the Company for 3 financial years preceding the calendar year in which the post has been advertised (e.g. 2017-18, 2018-19, 2019-20 for a post advertised in the year 2020-21)

Year	Company in which candidate is/was serving	Annual Turnover of the Company (In Rs. Crore) & F.Y.

- (i) The annual report for the last 3 years
- (a) may be accessed over \_\_\_\_\_ (please provide URL), or
- (b) enclosed
- (ii) I certify that I am
- (a) Working at Board level position **(Yes/ No)**
- (b) Working at least a post of the level immediately below board level. **(Yes/ No)**
- (iii) Whether the company is listed? **(Yes/ No)**
- If yes:
- Proof of listing may be accessed over \_\_\_\_\_ (Please provide URL)
- (iv) Self-certified copies for proof of age and educational qualifications (enclosed)
- (v) The relevant job handled in the past with details /particular references

I certify that the details furnished by me in Columns 1 to 8 wherever applicable are true to the best of my knowledge & belief.

(Name & Signature of the Applicant)

**Declaration**

I \_\_\_\_\_ Son /Daughter of \_\_\_\_\_ hereby certify that I have not been disqualified to act as a Director under Section 164 or any other relevant section of the Indian Companies Act, 2013.

(Name & Signature of the Applicant)

**UNDERTAKINGS (as applicable)  
(Strike out whichever is not applicable)**

**(i) For candidates from Central Government/Armed Forces of the Union/All India Services/Central Services**

The post has been exempted from Rule of Immediate Absorption for a period of five years by the Department of Public Enterprises. I hereby undertake to join the post, if selected, I understand that:

- a. If I convey my unwillingness to join after the interview is held, I would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE.
- b. Further, if I convey my unwillingness to join after the issue of offer of appointment, I would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE.

Date:

(Name and signature of the applicant)

**(ii) For candidates from CPSE/SPSE/Private Sector**

I hereby undertake to join the post, if selected, I understand that:

- a. If I convey my unwillingness to join after the interview is held, I would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE.
- b. Further, if I convey my unwillingness to join after the issue of offer of appointment, I would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE.

Date:

(Name and signature of the applicant)

Enclosures: Self attested copies of the following documents should be enclosed:

- (i) Educational Qualification and Experience

- (ii) Proof of age
- (iii) Copies of APARs/ Annual Evaluation Sheet (for Pvt. Sector) of preceding 5 years
- (iv) Vigilance clearance from Deptt./ Administrative Ministry/CPSE/SPSE/HR Deptt (for Pvt. Sector)
- (v) Write up in support of candidature (not exceeding 400 words)
- (vi) Other documents as deemed necessary (for Pvt. Sector Candidate's w.r.t Para V(2) of Advt.)

**Verification**

**(To be filled in by designated officer for CPSE / Central Government / Armed Forces of the Union / All India Services/Central Services /SPSE/Private Sector)**

It is certified that the particulars furnished above have been scrutinized and found to be correct as per official records.

Signature & Designation of the  
Competent Authority  
With Telephone No. & e-mail Address