



## Indian Renewable Energy Development Agency Limited

**Sub: Engagement of Junior Consultant (on contract basis) for IREDA's Branch Office in Bhubaneswar, Odisha**

### **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 has its Branch office in Bhubaneswar, Odisha for catering the Eastern part of India. To spearhead the activities of the Branch office, IREDA intends to appoint a Junior Consultant for its Branch Office in Bhubaneswar with an overall aim to increase IREDA's business in Eastern region in Renewable Energy and Energy Efficiency space.

#### **(a) Role and Responsibility of the Junior Consultant to co-ordinate for the following in the state of Odisha:**

- (i) To maintain and enhance the clientage of IREDA.
- (ii) To assist for resolving and streamlining various operational issues of lending loans at various stages from proposal to recovery.
- (iii) Liaisoning, Coordination with Government Departments
- (iv) To enhance the project monitoring process by better observation of the customers, project site engineers and contractors.
- (v) To strengthen the communication between State Electricity authority and stakeholders.
- (vi) To seek out necessary information from customers to enhance business and service potential.

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

**PTO**

## 2. Eligibility Criteria & Other Conditions

<b>Qualification</b>	The candidate should be a Post Graduate with a good academic record.
<b>Experience</b>	The candidate should have at least 20 years of experience in the capacity of working in Government Departments not below the level of Deputy Secretary/ Joint Director.
<b>Age</b>	The applicant should be upto 64 years of age.
<b>Period of Engagement</b>	The 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.
<b>Remuneration</b>	<p>Professional Fee of Rs.40,000/- per month (Consolidated)</p> <p>Following additional amounts would be reimbursed on certification basis :</p> <ul style="list-style-type: none"><li>• Local Conveyance of Rs.10,000/- per month</li><li>• Communication Expenses of Rs.5,000/- per month</li><li>• Out of Pocket Expenses of Rs.5,000/- per month</li></ul> <p>TA/DA, if applicable, for travelling on outstation official assignments will be as per IREDA rules as applicable to E-5 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>
<b>Reporting to</b>	Designated Officer at IREDA's Head Office, New Delhi / Official posted at Branch Office, Bhubaneswar, Odisha.
<b>General Condition</b>	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.

- 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 through email on [prajalekshmy@ireda.in](mailto:prajalekshmy@ireda.in) or [smsiddesh@ireda.in](mailto:smsiddesh@ireda.in) on or before 23/08/2022 ( Tuesday) by 5.00 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.

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**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.: Landline No.: E-mail Id.:		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	<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"/>	
Note: Copy of relevant certificate in support to the claim for belonging to Category at Sl.No.2 to Sl.No.6 be enclosed			



: 2 :

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

<p>Academic or Professional Awards, Honours, Special Achievements, if any:</p>
<p>Research Work Papers Publications, if any:</p>
<p>Membership of Professional Bodies /Institutions/Associations:</p>

<b>PARTICULARS OF EXPERIENCE</b> (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					
<b>(i) IF HOLDING THE PRESENT POSITION IN IDA SCALE OF PAY</b>					
Level	Scale of Pay (Rs.)	Basic Pay (Rs.)	Other Allowances	Gross Earnings per month(Rs.)	Net Earnings per month(Rs.)
<b>(ii) IF HOLDING THE PRESENT POSITION IN CDA SCALE OF PAY</b>					
Pay Band	Scale of Pay (Rs.)	Basic Pay (Rs.)	Grade Pay (Rs.)	Gross Earnings per month(Rs.)	Net Earnings per month(Rs.)
<b>(iii) IF HOLDING THE PRESENT POSITION ON CTC BASIS</b>					
Level	Basic Pay (Rs.)	Other Allowances	Gross Earnings per month	Net Earnings per month	

If selected, time required for joining:		
<b>Reference of two persons not related to you who are well acquainted with your background and character</b>		
<b>Name</b>	<b>Contact Particulars</b> (Including Address, Phone No., Mobile No. & E-mail Id.)	<b>Occupation</b>
I hereby declare as under:		
<ol style="list-style-type: none"> <li>1. The particulars and facts furnished by me in this Personal Bio-data form are true, correct and complete in all respect.</li> <li>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.</li> </ol>		
DATE:		(Signature of Applicant)
PLACE:		