

PFC Consulting Limited
(A wholly owned subsidiary of PFC Ltd.)
'First Floor, Urjanidhi 1,
Barakhamba Lane, Connaught Place,
New Delhi – 110001'
Website: www.pfcindia.com, www.pfcclindia.com

Company Profile

PFC Consulting Limited (PFCCL), a wholly owned subsidiary of Power Finance Corporation Limited (PFC) was established on 25th March, 2008 with the aim of providing consultancy services in the power sector and related areas, including bidding and award of Ultra Mega Power Projects (UMPPs) and Independent Transmission Projects (ITPs).

Job Vacancies

PFCCL is looking for dynamic professionals in various areas who have a passionate commitment to excel and thrive on challenges and who can effectively contribute towards the Company's growth.

PFC Consulting Limited (PFCCL) invites applications for appointment of Coordinators on contract basis as detailed below:

Name of Post	Required Educational/ Professional Qualifications	Required Experience	Total Vacancies
Coordinator- Projects	B.Tech (Mechanical/Electrical/Civil/ Mining)/ M.Sc. / MSW or equivalent with minimum 60% marks from a recognized University/ Deemed University/Institute.	Minimum 1 year of post qualification experience in the areas of project development including corporate/ site related activities for project establishment, such as liaison with Govt. agencies, consultants, etc.	10
Coordinator – Transmission & Distribution	B.Tech (Electrical/Electronics and Communications) or equivalent with minimum 60% marks from a recognized University/ Deemed University/ Institute.	Minimum 1 year of Post Qualification experience cumulatively in IPDS/ DDUGJY/ RAPDRP/ RGGVY/ or in any other distribution schemes.	12
Name of Post	Required Educational/ Professional Qualifications	Required Experience	Total Vacancies
Coordinator – Contracts & Commercials	B.Tech(Mechanical/Electrical) or equivalent with minimum 60% marks or equivalent from a recognized	Minimum 2 years of post qualification experience in the areas of procurement, contracts and commercial matters pertaining	1

	University/ Deemed University/ Institute.	to large power/ infrastructure projects.	
Coordinator – Enabling Services (HR/Admin)	MBA or equivalent with minimum 60% marks or equivalent from a recognized University/ Deemed University/ Institute.	Minimum 3 years of post qualification experience in the area of HRM & HRD/ Administration.	2
Coordinator - IT	MCA/ B.Tech (IT/CS) or equivalent with minimum 60% marks from a recognized University/ Deemed University/ Institute	Minimum 5 years of post-qualification experience in the area of Database Management, System Analysis and Integration, ERP Implementation and Management, CRM (Custom Resource Management) software Implementation and Management etc.	1
Coordinator - CS	Company Secretary	Minimum 3 years of post qualification experience in providing assistance in incorporation and operationalization of new companies, conducting various board meetings and general meetings, drafting Board agendas, minutes of Board meetings, liasoning with Registrar of Companies (ROC), preparation and filing of various forms with ROC, maintenance of statutory registers and records, etc.	1
Coordinator- Finance & Accounts	CA/ ICWA/ Full time MBA(Finance or equivalent with minimum 60% marks or equivalent from a recognized University/ Deemed University/ Institute	Minimum 2 years of post qualification experience relating to accounts, audit, taxation, banking, MIS, etc. Candidates also having experience in financial reforms and restructuring activities with respect to electricity sector would be preferred.	1
	Total requirement		28

Note: Reservations will be applicable as per the guidelines of Govt. of India (GoI) against the above 28 positions (SC – 6, ST- 3, OBC- 5 and Out of the above positions, two shall be reserved for PwD candidates)

Candidates having higher years of experience will be given preference.

Age limit as on last date of receipt of applications: **22-40 years**

The all inclusive lump sum remuneration may range from Rs. 20,000/- to Rs. 100,000/- per month, depending upon the qualification, experience and suitability of the selected candidate. The place of posting may be in the states of Madhya Pradesh, Uttar Pradesh, Haryana, Jharkhand, Andhra Pradesh/ Telangana, Bihar, West Bengal, Odisha and New Delhi as per our work requirement. For posting in a specific state preference

will be given to candidates belonging to the same state and/or those who are able to interact fluently in the local language. However, the selected candidates may be posted / transferred anywhere in India at the sole discretion of PFCCL.

The contract will be initially for a period of one year from the date of appointment, which may be extended depending upon the requirement of the Company and performance of the candidate. A Contract Agreement to be executed between PFC Consulting Limited and the selected candidate at the time of joining.

The applications as per format attached at Annexure-I, duly completed and signed by the applicant along with 1 passport size photograph and self attested copies of certificates/ mark sheets, proof of Date of Birth, last emoluments drawn and category must reach Vice President (HR), PFC Consulting Limited, 1st Floor, Urjanidhi, Connought Place, New Delhi-110001 by **23rd December, 2015**.

Shortlisted candidates will be called for interview for which no TA/DA will be paid.

Emoluments and Benefits

S.No.	Qualification	Post Qualification Experience	Remuneration per month
1	Non-technical Graduate/ Post Graduate	2 -5 years	Rs.20,000 - Rs.25,000
		5 - 10 years	Rs.25,000 - Rs.35,000
		10 - 15 years	Rs.30,000 - Rs.40,000
		> 15 years	Rs.40,000 – Rs.50,000
2	Technical Graduate/ Technical Post Graduate/ Management Post Graduate/ CA	1 - 5 years	Rs.35,000 - Rs. 45,000
		5 - 10 years	Rs.45,000 - Rs.60,000
		10 - 15 years	Rs.60,000 - Rs.80,000
		> 15 years	Rs.80,000 – Rs. 100,000

- Reimbursement towards monthly rentals of mobile and data card for internet and call charges shall be done based on extant rules.
- TA/DA for official travel related to work will be as per extant rules.
- Leave: For leaves taken otherwise, prorata deduction from monthly emoluments for the period of absence shall be done.

Reservation and appointment to PWDs shall be admissible in accordance with DoPT O.M. No. 36012/24/2009-Estt(Res) dated 03.12.2013. Disabilities identified for the discipline are as follows :

Discipline	Type of Disability	Legend
Coordinator	Suitable for OH & HH	OH-Orthopedically Handicapped (OL), HH-Hearing Handicapped

Relaxations/ Concessions

1. All criteria mentioned above are for general candidates, however, relaxation of age, experience, %age of marks in qualification etc. as per Govt. guidelines shall be applicable for the posts reserved for SC/ST/OBC/PWD and Ex-Servicemen candidates.

2. The reserved category candidates are required to submit the caste/ category certificate in prescribed format of Government of India, issued by the Competent Authority, in support of their claim. In addition, the OBC – NCL (OBC – Non Creamy Layer) candidates will be required to submit a valid caste certificate in the prescribed format applicable for the purpose of reservation in appointment to posts under Government of India/ Central Government/ Public Sector Undertaking as contained in DOPT Memo No. 36012/22/93 – Estt. (SCT) dated 08-09-93 from a Competent Authority. Further, the OBC-NCL candidates will have to submit an Undertaking at the time of Personal Interview, if called for, indicating that they belong to OBC-Non Creamy Layer.
3. The OBC candidates who belong to “Creamy Layer” are not entitled for concession admissible to OBC – NC candidates and such candidates will have to indicate their category as Unreserved (UR).
4. If the SC/ST/OBC/PWD certificate has been issued in a language other than English/ Hindi, then the candidates will be required to submit a certified translated copy of the same in either English or Hindi.
5. Maximum age limit is relaxed by 5 years for SC & ST, 3 years for OBC – NC, 10 years for PWD & UR, 13 years for PWD & OBC – NC and 15 years for PWD & SC/ST candidates as applicable.
6. Maximum age limit is relaxable by 5 years for candidates domiciled in Jammu & Kashmir between 01.01.1980 and 31.12.1989.
7. Age relaxation by 5 years for Ex-servicemen & Commissioned Officers (including ECOs/ SSCOs) subject to rendering minimum 5 years military service and fulfillment of other conditions prescribed by Govt. of India.
8. Relaxed standards in minimum percentage of marks in qualification for SC, ST, & PWD candidates is pass grade.
9. Relaxed standards in minimum post qualification experience for SC, ST & PWD candidates is (a) A maximum of one year if prescribed experience is 3 – 5 years and (b) A maximum of two years if prescribed experience is 6 – 10 years.

General Conditions

1. The total number of indicated vacancies in the advertisement may increase/decrease/be cancelled at the sole discretion of PFCCLs management.
2. The selected candidates will be issued appointment letters progressively over a period of time.
3. The selected candidate should have a phone, computer/ laptop and internet connectivity to work on their own from any place in India.
4. The engagement will not confer any right on the candidate for regularization in PFCCL.
5. The candidate should be of sound health and will have to provide a fitness certificate from a Govt. registered medical practitioner at the time of joining in the prescribed format.
6. All qualifications should be full time and from Universities/ Institutions recognized and approved in India by AICTE/ UGC/ appropriate statutory authority.
7. The mere fact that a candidate has submitted the application against the advertisement and apparently fulfilling criteria as prescribed in the advertisement would not bestow on him/her right to be called for interview/ considered for selection process.
8. Incomplete applications or applications received late will be summarily rejected.
9. All computations of age/ minimum experience, requirement/ qualification shall be done w.r.t. **23rd December, 2015**. The date of declaration of result/ issuance of mark sheet shall be deemed to the date of acquiring the qualification and there shall be no relaxation on this account. Post qualification executive experience on a post/ level shall be counted only from the date of assumption of charge.
10. All posts are transferrable at the sole discretion of the Management.

11. Only Indian Nationals are eligible to apply. While applying for any post, the applicant should ensure that he/she fulfills the eligibility and other norms as mentioned above. In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/ false information or has suppressed any material fact(s), his/her candidature will stand automatically cancelled, If any of the above short coming(s) is/are detected even after appointment, his/her services are liable to be terminated without any notice.
12. Any legal proceeding in respect of any matter of claim or dispute arising out of this advertisement and/or any application in response thereto can be instituted only in Delhi and courts/tribunals/forum at Delhi only have sole and exclusive jurisdiction to try any such cause/dispute.
13. PFCCL will not be responsible for any postal/loss in transit in submission of documents within specified time.
14. In case of any ambiguity/ dispute arises on account of interpretation in version other than English, English Version will prevail.

In case of any clarifications, candidate(s) may contact on phone: 011-23456167, between Monday to Friday (from 10:00 AM to 4:00 PM).

FORMAT FOR APPLICATION

POST APPLIED FOR

1. NAME (in Capital)
2. FATHER's/MOTHER's/HUSBAND's NAME
3. GENDER
4. DATE OF BIRTH (DD/MM/YYYY)
5. AGE (AS ON _____)
6. ADDRESS (PERMANENT):
7. ADDRESS FOR CORRESPONDENCE
8. TELEPHONE/ MOBILE NO.
9. E-MAIL ID
10. CATEGORY (Gen/ SC/ ST/ OBC/ PWD)
Please enclose certificate/s if other than Gen Category

11. EDUCATIONAL QUALIFICATIONS

S. No.	Qualification (from 10 th class onwards)	% of marks	Year of passing	College	Institute/ University

12. PARTICULARS OF EXPERIENCE,(IF ANY):

S. No.	Name & Address of the Employer	Post Held	Period		Total		Job Description in brief	Pay scale &/ Salary drawn ((In Rs.)
			From	To	Year(s)	Month		
TOTAL								

Remuneration Expected:

Additional information if any which you would like to mention in support of your suitability for the post:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:

Signature of the candidate

Place: