

TERMS AND CONDITIONS

I. ELIGIBILITY & QUALIFICATION

1. Only Indian nationals are eligible to apply.
2. Graduate Degree/Diploma/Post Graduation must be full-time and regular from university/institution recognized by UGC/AICTE. Post Graduation must be 2 years regular full-time.
3. **Minimum Qualifying Marks :**
 - i. For Marketing discipline, First Class (60%) or equivalent is required for Bachelors Degree in Engineering.
 - ii. For Personnel & Administration/Human Resources discipline, Minimum 50% marks or equivalent for Bachelors Degree is required. Minimum 60% marks or equivalent for Post Graduate Diploma/ MBA/ Post Graduation is required.
 - iii. For Legal discipline, 50% marks or equivalent for Bachelors Degree in Law is required. 50% marks or equivalent for graduation-Bachelors Degree is required. 50% marks or equivalent for 5 years' integrated course after (10+2) is required.
 - iv. For Finance & Accounts discipline, Minimum 50% marks or equivalent for Bachelors Degree. 60% marks or equivalent for Post Graduate Diploma/ MBA/ Post Graduation. Pass Class for CA/ICWA.
 - v. For Rajbhasha (Official Language) discipline, Minimum 50% marks or equivalent for Bachelors Degree. Minimum 55% marks or equivalent in Post Graduate Degree / Diploma for Rajbhasha (Official Language) Discipline.
 - vi. For Board Secretariat discipline, Minimum 50% marks or equivalent for Bachelors Degree. Pass Class for CS.
 - vii. For Information Technology discipline, First Class (60%) or equivalent is required for Bachelors Degree in Engineering. 60% marks or equivalent for Post Graduate Diploma/ MBA/ Post Graduation.
 - viii. For Corporate Communication discipline, Minimum 50% marks or equivalent for Bachelors Degree, Minimum 55% marks or equivalent in Post Graduate Degree / Diploma for Corporate Communication Discipline.
4. 5% relaxation in minimum percentage of marks or equivalent in prescribed academic qualification is permissible to SC/ST/OBC/PwD candidates, as depicted below:
 - i. For Marketing discipline, (55%) or equivalent is required for Bachelors Degree in Engineering.
 - ii. For Personnel & Administration/Human Resources discipline, Minimum 45% marks or equivalent for Bachelors Degree is required. Minimum 55% marks or equivalent for Post Graduate Diploma/ MBA/ Post Graduation is required.
 - iii. For Legal discipline, 45% marks or equivalent for Bachelors Degree in Law is required. 45% marks or equivalent for graduation-Bachelors Degree is required. 45% marks or equivalent for 5 years' integrated course after (10+2) is required.

- iv. For Finance & Accounts discipline, Minimum 45% marks or equivalent for Bachelors Degree. 55% marks or equivalent for Post Graduate Diploma/ MBA/ Post Graduation. Pass Class for CA/ICWA.
- v. For Rajbhasha (Official Language) discipline, Minimum 45% marks or equivalent for Bachelors Degree. Minimum 50% marks or equivalent in Post Graduate Degree / Diploma for Rajbhasha (Official Language) Discipline.
- vi. For Board Secretariat discipline, Minimum 45% marks or equivalent for Bachelors Degree. Pass Class for CS.
- vii. For Information Technology discipline, 55% or equivalent is required for Bachelors Degree in Engineering. 55% marks or equivalent for Post Graduate Diploma/ MBA/ Post Graduation.
- viii. For Corporate Communication discipline, Minimum 45% marks or equivalent for Bachelors Degree, Minimum 50% marks or equivalent in Post Graduate Degree / Diploma for Corporate Communication Discipline.

5. Candidates who have qualifications equivalent to any of the prescribed qualifications should produce a certificate from the University that the said course is equivalent to the prescribed qualification of PEC Ltd. Applications without the equivalency certificate as said above from the concerned University certifying that the said Degree/Diploma is equivalent, will not be considered.

6. All computations of qualification shall be done w.r.t. the closing date of receipt of applications as mentioned in the advertisement. The date of declaration of result/issuance of marks sheet shall be deemed to be the date of acquiring the qualification and there shall be no relaxation on this account.

7. If any certificate etc. is issued in a language other than Hindi/English, candidates are advised to submit a certified translation of the same in either Hindi or English language along with the hard copy of the application and also at the time of Interview, if called for.

8. Consideration of Departmental Candidates against open advertisement (i.e. Direct Recruitment through advertisement)

Departmental candidates are eligible to compete with the external candidates provided they fulfil the criteria as prescribed for the post(s) advertised:-

(II) AGE LIMIT & EXPERIENCE

1. The maximum age limit for each post will be as prescribed in the 'Direct Recruitment' specifications which will be relaxed as per Govt. policy in the case of SC/ST/Other Backward

Classes, Ex-Servicemen, Persons with disabilities (PwD) candidates etc. Minimum age for all level of posts is 21 years.

2. For recruitment to any executive level, except E-2 (DM-I), candidate should have relevant experience (**excluding training period of MT/ET etc.**) in the immediate regular lower scale/grade for at least three (3) years in the PSUs/Government Department and equivalent in the case of others. However, for DM-I level posts, candidate should have 2 years relevant experience (excluding training period as MT/ET, etc.) in the immediate regular lower scale/grade i.e. Rs. 16400-3%-40500/- (IDA) pay scale/ equivalent CDA (for candidates working in CDA pay scales)/ equivalent CTC (for private sector candidates)

Grade:	Designation	Relevant Post qualification Experience (In years)	Age Limit (Max years)
E-2	Deputy Manager–I and equivalent	2	35
E-3	Manager & equivalent	5	38
E-4	Senior Manager and equivalent	8	41
E-5	Chief Manager & equivalent	11	44
E-6	Joint General Manager and equivalent	14	47
E-7	General Manager and equivalent	17	50
E-8	Chief General Manager and equivalent	20	53

3. The condition of experience will be as per the Job Description of the post.

4. For all other posts too, training period as MT/ET will be excluded from managerial experience.

5. The candidate who has applied for a higher post or if she or he is in the Select Panel for a higher post can be appointed in a lower post subject to her/his suitability and willingness to accept the same.

6. All computations of Age/Post Qualification Experience, etc. shall be as on the closing date of receipt of applications. Post qualification executive experience (without training period as MT/ET etc) on a post/level, wherever applicable, shall be counted only from the said date **onwards**.

7. Candidates claiming reservation under OBC (NCL) should belong to OBC – Non Creamy Layer as on the closing date of receipt of application.

8. Where posts are not reserved for any category, candidates belonging to reserved

category can apply subject to meeting standards of eligibility for general category candidates.

9. Applications of persons who are drawing a higher scale than the advertised post scale as per PEC rules, will not be considered.

(III) THE NUMBER OF CANDIDATES TO BE CONSIDERED FOR FILLING UP THE VACANCIES:

1. The number of eligible candidates to be called for interview will normally be not less than five times for each vacancy excluding departmental candidates.
2. In case there is only one vacancy and the number of eligible applicants is more than 05, then a two-tier interview process will be conducted for short listing a maximum of **05** candidates for final interview.
3. In case, where vacancy is more than 1 (no.) and there are a significant number of candidates, a two-tier interview process will be conducted for short listing a maximum of 5 candidates against each vacancy for final interview.
4. However, where the numbers of such candidates are less than five times the vacancies to be filled up, all the qualified/eligible candidates, as per the prescribed criteria, shall be considered by the Selection Committee.
5. Appointments will be made in the order of merit (separately for General, SC/ST, OBC/PwD categories **etc.**, as the case may be).

(IV) MODE OF SELECTION:

The mode of selection to be observed for recruitment to the various posts will be **interview(s)** only. The **overall final minimum qualifying percentage of marks** to be obtained by candidates in this mode of selection, namely: Only interview(s) will be as given below. A 5% relaxation **will be** given for SC/ST/OBC/PwD candidates **etc.**

Grade/ Level	Minimum qualifying percentage of marks	
	For General Category	For SC/ST/OBC/PwD category
E8	80%	75%
E7	75%	70%
E6	75%	70%
E5	75%	70%
E4	70%	65%
E3	70%	65%
E2	70%	65%

(V) FORWARDING OF APPLICATIONS OF CANDIDATES FROM GOVERNMENT AND PUBLIC SECTOR UNDERTAKINGS

1. Applications will be accepted only if they are forwarded through proper channel in respect of persons employed in the Central and State Governments and in those Public **Sector** Undertakings (Central/State)/Autonomous Organisations of the Government (Central / States), whose rules provide for carry forward of gratuity, leave, provident fund and other benefits or transfer on movement to another organisation in the public sector with the consent of both the organisations concerned.

2. Applications submitted through proper channel may be processed on the basis of advance copies but the candidate, if and when called for an interview, must submit a 'No Objection Certificate' from her/his present employer, which must also state that she or he will be relieved in the event of her or his selection for appointment in PEC Limited.

(VI) APPLICATION FEE & TA/DA

1. A fee of Rs. 1000/- (Rupees One Thousand only) **per applicant per application** will be payable.

2. Fee will be payable through a non-refundable account payee demand draft in favour of PEC Ltd., payable at New Delhi. Demand draft is not refundable even if the candidature is rejected for any reason.

3. SC/ST/PwD and Ex-Servicemen candidates are exempted from payment of application fee.
4. Departmental candidates are exempted from payment of Application Fee.
5. No TA/DA will be paid to the candidates appearing for the interview(s).

(VII) PAY & PROTECTION OF PAY

1. The appointment will be made at the minimum of scale of pay plus dearness allowance (IDA) from time to time. Other benefits like HRA, medical benefits, EPF, gratuity, leave encashment, performance related pay etc. shall be as per extant rules of PEC.

Pay Protection

1. In case the selected candidate is from the Private Sector, her or his basic pay will be fixed at the minimum of the pay scale.
2. If the selected candidate is from a Public Sector Undertaking (State/Central)/ Government (State/Central), Autonomous bodies of Government (Central / State) and her or his application is routed through proper channel and the mode of selection is only interview, pay protection as per PEC rules may be considered on examination of the request.

(VIII) GENERAL

On her/his first appointment, every employee shall give a declaration in the following form:

“I hereby declare that I shall abide by all the rules, regulations, orders and directions issued by the Corporation governing the conditions of service of its employees from time to time.”

(IX) RELAXATIONS AND CONCESSIONS

1. Reservation/relaxation/concession to candidates belonging to OBC (NCL)/ SC/ ST/ PwD/ Ex-SM, J&K Domicile/ Victims of Riot category shall be as per Government of India directives.
2. Persons suffering from not less than 40% of the relevant disability shall only be eligible for the benefit for PwD.

3. Relaxation in Upper Age Limit:

a) For OBC (NCL) candidates	3 years
b) For SC/ST candidates	5 years
c) For PwD candidates	5 years over and above category relaxation (as applicable)

4. Upper age limit is relaxed by 5 years for the candidates who had ordinarily been domiciled in the state of Jammu & Kashmir during the period from 1/1/1980 to 31/12/1989.

5. Ex-Servicemen with a minimum of 6 month continuous service are allowed age relaxation to the extent of the period spent in service plus three years subject to the condition that the resultant age after deducting her or his period of service from her or his actual age does not exceed the prescribed age limit by more than three years.

6. Relaxation to victims of riots shall be as per Govt. of India directives.

7. SC/ST/PwD and Ex-Servicemen candidates are exempted from payment of application fee.

8. Reservation/relaxation/concession for SC/ST/OBC (NCL) candidates (*as applicable depending on reservation of posts*) will be subject to submission of Caste certificate in the GOI prescribed format issued by a competent authority along with hard copy of application and also at time of interview, if called for. OBC (NCL) candidates should also submit NCL declaration in the format prescribed by the Govt. of India. The OBC Certificate should be for the purpose of Appointment to posts under Govt. of India”.

9. Relaxation/concession for Persons with Disability is subject to submission of Disability Certificate issued by a Government Medical Board, in the format prescribed by the Govt. of India along with hard copy of application and also at time of interview, if called for.

10. Relaxation/concession for J&K Domicile/Ex-Servicemen/Victims of Riots will be subject to submission of Age Relaxation cum Domicile Certificate/Discharge Certificate, etc. in the prescribed format issued by a Competent Authority along with hard copy of application and also at time of interview, if called for.

(X) GRADE EQUIVALENCY & CTC

In case of Public Sector /Government organizations with different pay scales not as per the given pattern: The equivalent level will be decided considering the different hierarchical levels in the executive/gazette officer cadre, pay scales and emoluments, period of service in different grades and position of applicant in the hierarchy.

For the present, the equivalency for IDA Pay scales with CDA scales & CTC for private organisations will be considered as under:

Grade	IDA Scales (in INR)	CDA Scales (in INR)	Equivalent CTC (in INR) (Per annum)
E 8	51300 - 73000	37400 - 67000 - 10000	23,76,228
E 7	43200 - 66000	37400 - 67000 - 8700	20,12,880
E 6	36600 - 62000	15600 - 39100 - 7600	17,10,804
E 5	32900 - 58000	15600 - 39100 - 6600 (with 3+ years experience in the scale)	15,44,844
E 4	29100 - 54500	15600 - 39100 - 6600	13,68,372
E 3	24900 - 50500	15600 - 39100 - 5400 (with 3+ years experience in the scale)	11,79,972
E 2	20600 - 46500	15600 - 39100 - 5400	9,79,872
E 1	16400 - 40500	9300 - 34800 - 4800	7,91,484

Minimum Annual emoluments (in INR) (Cost to company- CTC) for posts:

For private sector candidates, minimum annual emoluments (in INR) (Cost to company- CTC) for posts, shall include Basic Pay, V.D.A., H.R.A., Cafeteria Allowance, Contribution to CPF, [PRMS, Gratuity & Pension Benefits (30% of B.P. & VDA)], Leave encashment, OPD medical reimbursement, mobile reimbursement, etc., (excluding additional in-patient hospitalisation expenses as per entitlement and PRP subject to performance of company and individual employee). The same will be as revised from time-to-time with the approval of the Appointing Authority.

(XI) MODE OF APPLICATION

1. A Candidate's single application should be sent in one envelope by Speed Post. Applications by a single candidate for more than one post must be sent in separately-

marked envelopes. Multiple applications in one envelope shall be rejected and no correspondence in this respect shall be entertained.

2. Applications in the following cases shall be summarily rejected: -
 - a. Incomplete applications;
 - b. Application not made in prescribed format;
 - c. Applications not conforming to the eligibility criteria;
 - d. Applications received by Post after the prescribed last date;
 - e. Unsigned applications;
 - f. Applications sent without Self-Attested Photocopies of all Certificates.
 - g. Applications without **demand draft towards the prescribed Application Fee.**

3. **Verification of documents:** The candidates called for interview shall be required to produce original documents relating to educational qualifications, experience, caste, disability certificates etc. for verification and also to submit self-attested photocopies thereof at the time of interview. Such documents shall be listed in the interview call letter. If the identity of the candidate is in doubt or he/she is not able to produce the requisite documents or there is mismatch of information in the documents or he/she is found ineligible for the post applied for or any other claim made in his/her application if found to be incorrect, he/she will not be allowed to appear in the interview and his/her candidature will be treated as cancelled.

4. **Background check:** In case of selection on the above-said post, such selection shall be provisional subject to verification of character and antecedents of the candidate and verification of caste certificate and other documents submitted by the candidate and subject to his/her meeting the requisite medical standards for the post and other requirements applicable for appointments under the Central Govt. /PSUs.

5. If the candidate does not fulfill any of the conditions given in the detailed Advertisement / Employment Notice, his/her candidature will be cancelled at any stage on scrutiny whenever the discrepancy is noticed.

(XI) OFFERS OF APPOINTMENT

1. P&A / HR Division will issue the offers of appointment in the prescribed form and the contract of appointment will be completed on receipt of the letter of the acceptance duly signed by the candidate.

2. Based on the length of the notice period, for release from the present employment as indicated in the application form or during interview and depending on the urgency of filling the vacant post, the offer of appointment will state the last date by which the candidate must join the Corporation failing which the offer of appointment will be deemed to have been withdrawn unless an extension of the last date has been granted by the appointing authority prior to the expiry of the joining time as indicated in the offer of appointment.

3. Upon approval by the Competent Authority, offers of appointments will be sent by Registered Post/Courier/Speed Post giving 15 to 30 days time for joining. However, extension in joining time up to three months based on the merit of the case, after approval of the CMD, shall be allowed and her/his seniority will count as per the merit list drawn by the Selection Committee. Under the exceptional circumstances, a candidate may be allowed to join up to six months after the date of offer of appointment, with the approval of the Competent Authority. However, in that case her/his seniority will be counted from the date of her/his joining irrespective of her/his seniority in the panel she or he belongs to.

(XII) SELECTION

1. Probation Period

- i. Every person appointed on a regular basis by the Corporation other than on deputation, shall be on probation for a period of one year from the date of appointment, which may extend for such period as the Corporation may specify but which shall not exceed one year. The period of probation shall be regulated as per **extant rules** / instructions issued from time to time
- ii. At any time during the period of probation, a manager may be required by the Corporation to undergo such course of training and instructions and to pass such tests as it may deem fit as a condition to the satisfactory completion of probation.
- iii. Provided the Corporation may, for any reasons to be recorded in the order, extend the period of probation for a period of one year.

- iv. Confirmation is to be made only after verification of character & antecedents, caste and educational qualifications of new entrants.
 - v. During the period of probation, a manager /executive directly recruited shall be eligible to be discharged from service without notice if her/his performance is not found satisfactory or up to the standard.
2. Selected candidates will be required to serve in any office of the Corporation or its branches.
 3. On final selection, candidates working in Public sector/Government Institution/ Private sector, should produce the document conveying the acceptance of his/her resignation from service of her/his last employer. In the absence of such document, he/she shall not be allowed to join PEC service.
 4. In case of selection, such selection shall be provisional subject to verification of character and antecedents of the candidate and verification of caste certificate and other documents submitted by the candidate and subject to his / her meeting the requisite medical standards for the post and other requirements applicable for appointments under the Central Government / PSUs.
 5. While PEC will exercise due care to avoid errors in the conduct on all stages of the recruitment process, it shall not take any liability for any error as may inadvertently occur in the process.

(XIII) JOINING FORMALITIES

Employees on first appointment to the Corporation's service will furnish to the P&A / HR Division copies of documents as given below:

1. Self-Attested copies of educational qualifications
2. Self-Attested copies of professional qualifications
3. Community Certificate (SC/ST/OBC/PwD)
4. Attestation forms for verification of antecedents
5. Character Certificates from a gazetted officer

6. Certificates from previous employers (PSUs, Govt Depts./Autonomous Bodies of the Govt.) - Relieving Certificate and Vigilance Clearance
7. Original Certificates (Original certificates shall be returned after verification)
8. Experience Certificate, Last Pay Certificate, Police Verification and Caste Verification if done by the previous employer shall be taken after appointment and joining.

(XIV) DISCLAIMERS

1. The vacancies shown above are provisional and liable to be increased or decreased or may even be reduced to nil. PEC is not liable to compensate the applicant for the consequential damages if any. PEC reserves the right to cancel the selection process, if deemed necessary in the interest of the Corporation.

2. The decision of the PEC about the mode of selection, number of post, eligibility conditions, shortlisting of candidates for interview etc. shall be final and binding. No correspondence will be entertained in this regard. Any canvassing directly or indirectly by the applicant will disqualify his/her candidature.

3. Applicants should give clear and complete postal address, email-id and phone number for correspondence and they shall be valid for at least two years after issuance of this advertisement. PEC will not be responsible for any postal delay / wrong delivery / non-delivery of any communication at any stage of the recruitment process. While PEC will exercise due care to avoid errors in the conduct in all stages of the recruitment process, it shall not take any liability for any error as may inadvertently occur in the process.

4. Mere fulfilling the minimum requirement of qualification and experience will not vest any right on the candidates to be called for the interview. PEC reserves the right to shortlist the candidates based on the nature of past relevant experience acquired post prescribed qualification.

5. Eligible persons may apply in the enclosed format at **Annexure – 1 / Application Form**

6. In case any ambiguity/ dispute that arises on account of interpretation in versions other than English, English version will prevail.

7. Court of jurisdiction for any dispute will be at Delhi.
8. Depending on the requirement, the Company reserves the right to cancel / restrict / curtail / enlarge / modify the number of vacancies and recruitment process, if deemed necessary in the interest of the Company, without any further notice and without assigning any reason thereof. PEC is not liable to compensate the applicant for consequential damages, if any.
9. Any canvassing directly or indirectly by the applicant will disqualify his/ her candidature.
10. Management reserves the right to consider applicants for placement at a position lower than the advertised post, if suitable candidates are not available for the advertised positions.
11. Any proceeding in respect of claim or dispute arising out of this advertisement and / or an application in response thereto can be instituted in Delhi Courts / Tribunals / Forums shall have sole and exclusive jurisdiction to try any such cause / dispute.

(XV) CHECKLIST FOR ENCLOSURES

- a) Filled-in application strictly in conformity with the applicable format (as given at **Annexure – 1 / Application Form**) signed by the candidate and duly affixed with signed latest passport size photograph along with relevant self attested attachments as mentioned in the application form. Application not in the prescribed Format/incomplete/without signature and **demand draft towards prescribed Application Fee** and signed photograph shall be rejected.
- b) **Self-Attested** Photocopies of all Certificates/enclosures are to be provided with the Application Form being sent by post and shall include:-
 - i. Certificate in proof of Date of Birth;
 - ii. Filled in application form with signature of candidate.
 - iii. One passport size photo pasted on the space provided on the format of application.
 - iv. Educational/ Professional Certificates (right from class 10th to the latest);
 - v. Experience: -
 - a) Experience Certificates (including Appointment & Relieving letters of all previous employers)

- b) A brief description of duties & responsibilities in all your jobs, attached in a separate sheet
- vi. Certificate of Ex-Servicemen(if applicable);
- vii. Copy of last salary slip;
- viii. Caste Certificate, if applicable, as per prescribed format of Govt. of India etc.;
- ix. Relevant grade-equivalency documents (if applicable).
- x. Disability Certificate, if applicable, issued by Competent Authority.
- xi. Demand Draft (if applicable)
- xii. **The candidates having engagement on retainer ship basis in Legal Firms must also produce experience certificate(s) from the Legal Firms.(applicable only to those candidates applying against post from Legal stream).**
BAR COUNCIL ENROLMENT DETAILS to be furnished, as under, (if applicable) :
 - **Date of Enrolment with Bar Council**
 - **Enrolment Number**
 - **Name of Bar Council**
- xiii. Any other applicable documents.

PLEASE NOTE: All necessary enclosures must be clearly marked/numbered and must be attached to the application form being sent by post.

(XVI) MODE OF APPLICATION

1. The candidate must send the filled-in application form with their photo pasted in the space provided, and with the signature at the end of the application form by hard copy along with all necessary enclosures/certificates, by SPEED POST / REGISTERED POST only, addressed to: **CHIEF GENERAL MANAGER (PERSONNEL&ADMINISTRATION)/HR, PEC LTD., 14TH FLOOR, HANSALAYA, BARAKHAMBA ROAD, NEW DELHI – 110001, LATEST BY 06TH May 2016.** PEC will not be responsible for any postal delay, wrong delivery etc. Applications received after the last date mentioned in the advertisement would not be considered. The envelope containing the application form must be clearly super-scribed with the name of the post applied for and Code No. of the post.

2. E.g. - **“APPLICATION FOR THE POST OF _____ (POST CODE)**