



POWER FINANCE CORPORATION LIMITED

(A Government of India Undertaking)

'Urjanidhi' 1 Barakhamba Lane, New Delhi-110001 Website: www.pfcindia.com , (CIN:L65910DL1986GO1024862)

Advertisement No: 01/2023/Contract

Power Finance Corporation Ltd. (PFC) is a Maharatna CPSE providing financial assistance to various entities in the power sector. PFC is a Nodal Agency for implementation of Revamped Distribution Sector Scheme (RDSS) in collaboration with the State Power DISCOMs. RDSS, a Reforms-based and Results-linked Scheme has an objective to improve the quality, reliability and affordability of power supply to consumers through a financially sustainable and operationally efficient distribution sector.

PFC is geared up to meet the challenges faced by the Power Sector. In order to augment manpower resources, PFC is looking for dynamic, committed and self-motivated professionals on contractual basis for RDSS work as under:

| Position | Total vacancies | Reservation | Qualification | Experience & Age Limit |
|----------------------------|-----------------|---|--|--|
| Project Coordinator | 22 | UR – 11 SC- 03 ST – 01 OBC-05 EWS-02 (PwBD) (any category a,b, d&e, one each)-03 | B.E./ B.Tech. (Electrical/ Electronics & Communication / IT/ CS) | Minimum 6 Years & Below 10 Years of relevant post qualification experience: Experience in coordinating/ monitoring/ implementation of large scale power projects in Power Distribution Sector Minimum Age to apply: 21 years Maximum age limit to apply: 45 years |

| | | | | |
|---|----|-------|--|--|
| Project Coordinator (Management) | 01 | UR-01 | Graduation (any discipline, preferably engineering) And MBA (HR) Full-time or Equivalent | Experience: Minimum 6 Years & below 10 Years of relevant post qualification experience in HR/HRD, preferably in power sector Minimum Age to apply: 21 years Maximum age limit to apply: 45 years |
| Project Coordinator (Management) | 02 | UR-02 | Graduation (any discipline, preferably engineering) And MBA (HR) Full-time or Equivalent | Experience: Minimum 3 Years & below 6 Years of relevant post qualification experience in HR/HRD, preferably in power sector Minimum Age to apply: 21 years Maximum age limit to apply: 45 years |

PERIOD OF CONTRACT:

This is purely contractual assignment for temporary requirement. Period of contract shall be initially for maximum two years or till the existence of RDSS whichever is earlier. However, it shall be extendable by six months on each occasion, but in any case it shall not exceed four years and six months under the same contract.

The terms and conditions of contract including maximum/initial period of contract, may undergo change before or after your joining in PFC as per the business requirements and prevailing Rules/policy of PFC and you will be bound to accept that. Contract shall be terminated by giving a notice of 30 days by either party without assigning any reason, thereof.

PLACE OF POSTING: Anywhere in India at Headquarters of Discoms / Power Departments, PFC offices. Region-wise preference may be filled up in the application form (Northern Region, Western Region, Southern Region and Eastern Region). PFC reserves all the right in this regard.

JOB DESCRIPTION:

The followings are tentative job description of Project Coordinators on contract basis:

I. Project Coordinators

1. Coordinate with Utility in implementation of Revamped Distribution Sector Scheme Projects (namely Smart Metering, Loss Reduction and Modernization & System Augmentation works sanctioned in the utility).
2. Coordinate with Utility in effective implementation and usage of IT/OT and SCADA System developed by under RDSS.
3. Expediting/Follow-up with Utility for physical progress of the schemes, Coordinate with Project Management Agency of the Utility for project monitoring of RDSS and ensure uploading of progress on RDSS web portal.
4. Assist/Coordinate with Utility in submission of data of 11 kV feeder monitoring on National Power Portal [NPP] and carry out detail Analysis of the Feeder data & its reporting to MD's/Senior Officials of the Utility.
5. Ensure sanitization of reports uploaded on National Power Portal and RDSS web portal. Apprise MD/Senior Officers of Utility for suggestive corrective action to be taken for system improvement.
6. Coordinating/Assisting Utility for preparation of grant utilization certificate, Certified Auditor Certificate regarding receipts & expenditure of the project, various physical & financial progress reports and other documents required from time to time, for submission to PFC under the scheme.
7. Coordinate work of third-party verification agencies appointed by PFC like TPQMA, REF Evaluation Agencies etc., from time to time.
8. Daily interaction with PFC Nodal officer and Additional Nodal officer and carry out tasks additionally assigned by them including attending RDSS review meeting chaired by MD/Senior officials.
9. Preparation and maintaining various MIS reports required from time to time.
10. Support in other activities to be taken-up from time to time on the direction of MoP/PFC.
11. Support in any other GoI Initiative for Power Distribution sector.
12. Support in coordination of training and capacity building activities under RDSS.

II Project Coordinators (Management) – Minimum 6 Years Experience & below 10 years

1. Develop concept papers outlining the objectives, scope, and expected outcomes of training and capacity building activities for DISCOM.
2. Coordination in Training Need Analysis (TNA) to identify the specific skill gaps and learning requirements across DISCOMs.
3. Create detailed reports based on the TNA findings and develop action plans to address identified training needs.
4. Research and identify suitable training agencies, with expertise in areas relevant to DISCOM training.
5. Engage in Government e-Marketplace (GeM) portal to empanel training institutes
6. Oversee the contract execution and ongoing management of training institutes, ensuring compliance to terms and conditions.
7. Evaluate the effectiveness and impact of training and capacity building activities through performance metrics, feedback, and surveys
8. Feedback Analysis of Training Programmes
9. Facilitate training sessions, workshops, and seminars, ensuring that content is delivered effectively, and participants acquire the necessary skills and knowledge.
10. Engage with DISCOM training cells, institutes, and other stakeholders to ensure alignment of training initiatives with the scheme needs.
11. Prepare regular reports for PFC, MoP and relevant stakeholders about status of the training program.
12. Enhancing the effectiveness of training programs by staying updated on industry trends, best practices in training and development, and emerging technologies to.
13. Create and manage platforms for sharing knowledge and best practices among DISCOM employees to foster continuous learning and improvement.
14. Establish and maintain relationships with training institutions, professionals, and organizations to leverage resources and expertise in training and capacity building.

III Project Coordinators (Management) – Minimum 3 Years Experience & below 6 years

1. Assist for organizing various Workshops, Capacity Building exercises etc. and preparing and editing presentations. Compiling MIS reports of capacity building data.
2. Maintaining compliances of training programs e.g. agenda of training program, attendance sheet of the programs, participant feedback, PTI feedback, Evaluation Survey, 360 degree feedback, Questionnaires, Certificates from sponsoring utilities & invoices etc.
3. To assist in bill processing of training claims that includes receiving, checking, scrutinizing and compiling documents for accuracy.
4. Ground work preparation for experience sharing and best practices exchange programme.
5. Support in workshops/conferences

6. Compiling attendance of UVAs/Project Coordinators etc., processing their salary and other claims
7. Working on Incentive Scheme of Power Sector employees.

The Project Coordinators will be deployed across various states throughout India. The candidates may give their preference for a particular region while applying online. However, the option does not assure placement in region of choice of candidate and selected candidate is liable to be posted anywhere in India as per requirement of PFC.

EMOLUMENTS AND BENEFITS:

| Post-qualification experience | Monthly Emoluments on consolidated basis |
|--------------------------------------|---|
| 3 years or above & below 6 years | ₹ 66000/- |
| 6 Years or above & below 10 Years | ₹ 87000/- |

- The expenditure for local travel for official purposes shall be reimbursed as per extant rules.
- Reimbursement towards monthly rentals of mobile and data card for internet and call charges shall be made as per extant rules.
- TA/ DA for official travel related to work will be paid as per extant rules.
- Leaves will be sanctioned as per extant rules.
- Work requires round the clock engagement as per requirement.
- Other statutory benefits shall be regulated as per the relevant Act.

RELAXATIONS/ CONCESSIONS:

- The criteria of maximum age limit, minimum post-qualification experience etc. indicated above are for general category candidates. Relaxations/ concessions shall be allowed as per Govt of India guidelines for the candidates belonging to SC/ST/OBC/PwBD/EWS/ESM categories.
- Maximum age limit is relaxable by 5 years for SC & ST category, 3 years for OBC-NCL category, 10 years for ‘PwBD from UR category’, 13 years for ‘PwBD from OBC-NCL category’ and 15 years for ‘PwBD from SC/ST category’ as per Govt. Guidelines.

- 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 addition, the OBC-NCL (OBC-Non Creamy layer) candidates will be required to submit a valid caste certificate in the revised format applicable for the purpose of reservation in appointment to posts under Government of India as contained in DoPT OM No 36036/2/2013-Esstt(Res.) dated May 30, 2014 from Competent Authority. The revised format can also be downloaded from our website www.pfcindia.com (career page). 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.
- The OBC candidates who belong to “Creamy Layer” are not entitled for concession admissible to OBC-NCL candidates and such candidates will have to indicate their category as General.
- Out of the vacancies being advertised, three vacancies are reserved for PwBD (a,b,d&e one each) which shall be filled against any of the advertised vacancy and the persons selected against the quota reserved for PwBD shall be adjusted in the post based roster among UR/SC/ST/OBC/EWS categories.

General Conditions

1. The award of assignment is on purely contract basis for temporary requirement and not against any regular vacancy. No person selected for the job shall claim the right of permanent employment on the merit of contractual employment and also shall not canvass for permanent employment.
2. All qualifications should be from Universities/Institutions recognized and approved in India by AICTE/ UGC appropriate statutory authority.
3. Applications lacking supporting documents, incomplete data or received late will be summarily rejected.
4. All computations of age/minimum experience requirement/qualification shall be done w.r.t 22/11/2023 (last date of submission of applications). The date of declaration of result/issuance of mark sheet shall be deemed to be the date of acquiring the qualification and there shall be no relaxation on this account. Post qualification experience for a post shall be counted only from the date of assumption of charge.
5. The candidates 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. The selected candidates should have phone, computer/ laptop and internet connectivity to work on their own from their respective State.
7. Single to and fro fare by shortest route Two-tier AC rail fare will be paid to outstation candidates called for interview on production of ticket/proof of journey. In case of online interviews, no to and fro fare shall be provided.
8. Management shall reserve the right to give weightage in shortlisting/selection of the candidates based on their competencies, qualification, experience etc. and the requirement of the Corporation.

9. Management reserves the right to cancel/stop the application process and /or selection process thereunder without giving any reason whatsoever.
10. The total number of projected vacancies indicated in this advertisement may increase/ decrease/ be cancelled at the discretion of PFC Management, if need so arises. The changes if any, shall be notified at PFC website.
11. 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 the right to be called for interview/considered for selection process. The corporation will examine all the applications based on prescribed qualification, relevant experiences and attached supporting documents thereof etc. Decision of PFC shall be binding and final in this regard.
12. The eligibility w.r.t. Nationality will be as per the existing policy of the Corporation. While applying for any post, the applicant should ensure that he/she fulfills the eligibility and other norms mentioned above and that the particulars furnished are correct in all respects. 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 shortcoming(s) is/are detected even after appointment, his/her services are liable to be terminated without any notice.
13. 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/ forums at Delhi only shall have sole and exclusive jurisdiction to try any such case/dispute.
14. In case any ambiguity/dispute arises on account of interpretation in version other than English, English Version will prevail.
15. No person shall be eligible for appointment who has previously been dismissed, removed or compulsory retired from the service of the corporation or from a department of a state or the central government or a local authority or from public sector undertaking or from an autonomous corporation. Further, the employees of the corporation who have resigned from the corporation's service are also not eligible for reappointment.
16. No person shall be eligible for appointment that has been convicted in a Court of law for any offence involving moral turpitude.
17. No candidate who has more than one spouse living or who having a spouse living contracts another marriage which is void by reason of its taking place during the lifetime of such spouse, shall be eligible for appointment to any of the posts in the corporation except where this may be permitted under the Central Govt. Rules for its employees.
18. No person shall be eligible for appointment that has been convicted in a Court of law for any offence involving moral turpitude.
19. Applicants found suitable shall be called for interview, the venue and time for which will be intimated through the website and email. Apart from Interview, PFC has right to apply any other selection method, if required.
20. Positions are advertised for PFC, Postings can be at any of the Units/Projects/Regional Offices/JVs/Subsidiaries of PFC. All posts are transferable at the sole discretion of the PFC Management.

HOW TO APPLY:

- 1) Before filling the application, please make sure you are eligible and fulfill all the prescribed qualification & experiences etc. for the post as per the advertisement.
- 2) Eligible applicants would be required to Register and Apply Online through PFC's website i.e. www.pfcindia.com (career page) from **1000 hours 2/11/2023 to 17.00 hours on 22/11/2023**
- 3) After successful registration of Basic information, Qualification, Experience, candidate may upload the following self-attested documents:
 - a) Proof of date of birth (class X certificate)
 - b) Qualification degrees, mark-sheets and any other certificate, if required, in support of specialization/ percentage/ mode of qualifications
 - c) Category Certificate SC/ST/OBC(NCL)/EWS/ESM/PwBD (if applicable)
 - d) Upload a recent passport size photograph and scanned copy of signature.
- 4) After successful uploading of documents, the applicants will be guided to payment gateway for online payment of application fee (Non-refundable) of ₹ 100/- (inclusive of applicable taxes) through payment gateway. No application fees will be charged from SC/ST/PwBD/ESM candidates.
- 5) After successful payment of application fee, candidates are required to select FINAL SUBMISSION OF APPLICATION. Please retain print-out of Application Form & Payment Acknowledgement Slip (as applicable) for future references. The applicant must ensure that transaction ID and payment status (PAID), if applicable, is indicated on the application form.
- 6) Candidates should take utmost care in furnishing/providing the correct details while filling-up the on-line application. YOU CAN EDIT THE INFORMATION BEFORE FINAL SUBMISSION OF APPLICATION. The applications cannot be modified/edited after final submission.
- 7) For any query/difficulty while filling up online application, candidate may contact at telephone number 011-23456312 / 011-23456346 (for any advertisement related query)

NOTE 1. All the applicants are requested not to send hard copy of the application form or any documents to the corporation.

2. Candidates are required to have a valid e-mail id which would be active till the completion of this recruitment process. Under no circumstances, a candidate should mention e-mail id of any other person. All the correspondence shall be done through e-mail Id provided by you. No physical correspondence shall be made. Candidates are advised to visit PFC website for updates about the recruitment.
3. Candidates in their own interest are advised to apply & submit application promptly and not to wait till the last date/time for applying online. PFC shall not be responsible if candidates are not able to submit their applications timely.
4. Please retain print-out of application form for future references.
