



INDIAN RENEWABLE ENERGY DEVELOPMENT AGENCY LIMITED

(A Government of India Enterprise)

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Website : <https://www.ireda.in>

Indian Renewable Energy Development Agency Limited (IREDA) is a 'Navratna', Schedule 'A' category CPSE, 71.76 % owned by Government of India, under the administrative control of Ministry of New and Renewable Energy (MNRE). IREDA Plays a major role in GOI's initiatives for promotion & development of Renewable Energy sector. IREDA is India's largest pure-play green financing NBFC engaged in promoting, developing and extending financial assistance for setting up projects relating to new and renewable sources of energy and energy efficiency/conservation. IREDA has an authorized capital of Rs.6000.00 Crores and paid-up equity of Rs.2809.23 Crores as on 30th June, 2025. In 2023, Reserve Bank of India granted "Infrastructure Finance Company" status to IREDA. The Company made remarkable stock market debut in 2023. IREDA received the highest credit rating of AAA (Stable) from multiple agencies including CARE, ICRA Ltd, India Ratings & Research, ACUITE etc. The Company incorporated a wholly owned subsidiary Company, "IREDA Global Green Energy Finance IFSC Limited", in GIFT City, Gandhi Nagar, Gujarat for Foreign Currency financing. The Company has its Registered and Corporate Offices in New Delhi and Branch Offices at different cities across the country.

IREDA offers exciting opportunities and challenges to learn and grow. The Company fosters excellent working environment and has attractive compensation package. To support its high growth trajectory, IREDA invites applications from dynamic, result oriented and competent professionals for filling up the following vacant posts, on regular basis, for its various offices. The details of vacancies are as under:

S.N.	Position/ Level	Scale of Pay (On IDA Pattern)	No. of Vacancies & Reservation	Educational/ Professional Qualification	Experience	Maximum Age Limit (Years) (as on closing date 10 th October 2025)
FINANCE & ACCOUNTS						
1.	Executive Director (Finance & Accounts) / E-9 Level	Rs.150000-300000	01 (UR – 01)	Essential: Chartered Accountant (CA) / Cost & Management Accountant (CMA) / MBA or Post Graduate Diploma in Management or equivalent in Finance from Recognized University/ Institution	23 years experience in executive level and present working experience of minimum 01 (one) year in the Scale of Pay of Rs.120000-280000 and above or equivalent, in the area of Finance & Accounts in Financial Institutions/ NBFCs/ Public Sector Organizations /Joint Ventures of PSEs/ Central Govt/ State Govt/ Private Sector. The CTC should not be below Rs. 61.87 Lakhs per year for candidates presently working in Private Sector. Experience in Listed Organizations and experience in ERP applications preferable. The incumbent would be responsible for leading and managing major functions of Finance & Accounts viz. Accounts, Audit & Budget/ Compliance and Reporting/ Retail (New Business Segment)/ New Financial Instruments/ Alternative Investment Funds/ Loan Management/ Treasury & ALM / Recovery/ Resources (Domestic and International), RBI, SEBI matters etc. Overall experience in Finance, Accounts, Asset & Liability Management, Forex, Treasury Operations, Raising Resources in Capital market through QIP mode, Bonds etc., Working Capital	55 Yrs.

				<p>Desirable: Company Secretary (CS)/ Degree in Law from Recognized University/ Institution</p>	<p>management, formulation of SOP and strengthening of systems and processes, strengthening and compliance of Internal Control Systems, Risk assessment and Mitigation measures of F&A function, preparation of funding Strategy and Business plan. All Taxation matters, Appraisal of projects with specific emphasis of Financial Analysis etc. Knowledge of accounting standards, International Financing Reporting Standards (IFRS) and Indian GAAP and practical knowledge on finalization of accounts and to deal with all audit matters etc. desirable.</p>	
2.	<p>Executive Director (Finance & Accounts – Internal Audit) / E-9 Level</p>	Rs.150000-300000	<p>01 (UR – 01)</p>	<p>Essential: Chartered Accountant (CA) / Cost & Management Accountant (CMA) / MBA or Post Graduate Diploma in Management or equivalent in Finance from Recognized University/ Institution</p> <p>Desirable: Company Secretary (CS)/ Degree in Law from Recognized University/ Institution</p>	<p>23 years experience in executive level and present working experience of minimum 01 (one) year in the Scale of Pay of Rs.120000-280000 and above or equivalent, in the area of Finance & Accounts in Financial Institutions/ NBFCs/ Public Sector Organizations /Joint Ventures of PSEs/ Central Govt/ State Govt/ Private Sector. The CTC should not be below Rs. 61.87 Lakhs per year for candidates presently working in Private Sector. Experience in Listed Organizations and experience in ERP applications preferable.</p> <p>The incumbent would be responsible for exercising independent judgement over the processes and policies followed in the Company. Should be able to implement Board-approved Risk based Internal Audit (RBIA) policy, build a strong internal audit system, and a strong Risk based Internal Audit management program in accordance with changing laws and regulations and directives from government agencies i.e. RBI and other Regulators as necessary. Able to undertake the Information System Audit (ISA), prepare and update the information system audit policy from time to time as per regulatory guidelines. Able to assess the introduction of new products, changes in reporting lines, changes in accounting practices / policies, etc.</p> <p>Overall experience in banking/financial entity's operations, accounting, information technology, data analytics, forensic investigation, Finance, Accounts, Asset & Liability Management, Forex, Treasury Operations, Raising Resources in Capital market through QIP mode, Bonds etc., Working Capital management, formulation of SOP and strengthening of systems and processes, strengthening and compliance of Internal Control Systems, Risk assessment and Mitigation measures of F&A function, preparation of funding Strategy and Business plan. All Taxation matters, Appraisal of projects with specific emphasis of Financial Analysis etc. Knowledge of accounting standards, International Financing Reporting Standards (IFRS) and Indian GAAP and practical knowledge on finalization of accounts and to deal with all audit matters etc. desirable.</p>	55 Yrs.
3.	<p>General Manager (Finance & Accounts) / E-8 Level</p>	Rs.120000-280000	<p>03 [OBC (NCL) – 01 (Backlog); SC- 01 (Backlog); UR – 01]</p>	<p>Essential: Chartered Accountant (CA) / Cost & Management Accountant (CMA) / MBA or Post Graduate Diploma in Management or equivalent in Finance from Recognized University/ Institution</p> <p>Desirable: Company Secretary (CS)/ Degree in Law from</p>	<p>20 years experience in executive level and present working experience of minimum 01 (one) year in the Scale of Pay of Rs.100000-260000 and above or equivalent, in the area of Finance & Accounts in Financial Institutions/ NBFCs/ Public Sector Organizations/ Joint Ventures of PSEs/ Central Govt/ State Govt/ Private Sector. The CTC should not be below Rs. 52.27 Lakhs per year for candidates presently working in Private Sector. Experience in Listed Organizations and experience in ERP applications preferable.</p> <p>The incumbent would be responsible for leading and managing major functions of Finance & Accounts viz. Accounts, Audit & Budget/ Compliance and Reporting/ Retail (New Business Segment)/ New Financial Instruments/ Alternative Investment Funds/ Loan Management/ Treasury & ALM/ Recovery/ Resources (Domestic and International), RBI, SEBI matters etc.</p> <p>Overall experience in Finance, Accounts, Asset & Liability Management, Forex, Treasury Operations, Raising Resources in Capital market through QIP mode, Bonds etc., Working Capital management, formulation of SOP and strengthening of systems and processes, strengthening</p>	52 Yrs.

				Recognized University/ Institution	and compliance of Internal Control Systems, Risk assessment and Mitigation measures of F&A function, preparation of funding Strategy and Business plan. All Taxation matters, Appraisal of projects with specific emphasis on Financial Analysis etc. Knowledge of accounting standards, International Financing Reporting Standards (IFRS) and Indian GAAP and practical knowledge on finalization of accounts and to deal with all audit matters etc. desirable.	
4.	General Manager (F&A - Investor Relations) / E-8 Level	Rs.120000-280000	01 (UR – 01)	<p>Essential: Chartered Accountant (CA) / Cost & Management Accountant (CMA) / MBA or Post Graduate Diploma in Management or equivalent in Finance from Recognized University/ Institution</p> <p>Desirable: Company Secretary (CS)/ Degree in Law from Recognized University/ Institution</p>	<p>20 years experience in executive level and present working experience of minimum 01 (one) year in the Scale of Pay of Rs.100000-260000 and above or equivalent, in the area of Finance & Accounts/ Investor Relations in Financial Institutions/ NBFCs/ Public Sector Organizations/ Joint Ventures of PSEs/Central Govt/ State Govt/ Private Sector. The CTC should not be below Rs. 52.27 Lakhs per year for candidates presently working in Private Sector. Experience in Listed Organizations and experience in ERP applications preferable.</p> <p>The incumbent will be responsible for Investor Interaction Management, Annual rating Surveillance, Shareholding Analysis, presentations for quarterly and annual closing, Analysis of market commentary on the Company and its peers, Arrangements for interactions and analyst calls/meets. Analyze and present financial trends, competitor behavior, shareholder issues and anything else that could impact the business. Serving as the primary point of contact for the investment. Tracking investors' perception and query on a regular basis and convey the same to the Top Management and to resolve issues, if any. Arranging of conferences, meetings, Roadshows, Earnings transcript calls, and investors interaction whenever required.</p> <p>Exposure in Investment Banking/ Investor Relations/ Institutional Broking/ Institutional Sales/ Corporate Finance Roles. Experience in analyzing financial statements and ratios, preparing financial models and presentations and familiarity to various RBI and SEBI guidelines and capital market. Experience in Investment Research/ Networking with large institutional players shall be preferred.</p> <p>Exposure in one or more of the areas: Finance, Accounts, Asset & Liability Management, Forex, Treasury Operations, Raising Resources in Capital market through QIP mode, Bonds etc., Working Capital management, formulation of SOP and strengthening of systems and processes, strengthening and compliance of Internal Control Systems, Risk assessment and Mitigation measures of F&A function, preparation of funding Strategy and Business plan. All Taxation matters, Appraisal of projects with specific emphasis of Financial Analysis etc. Knowledge of accounting standards, International Financing Reporting Standards (IFRS) and Indian GAAP and practical knowledge on finalization of accounts and to deal with all audit matters etc. would be desirable.</p>	52 Yrs.
CORPORATE AFFAIRS & COMPANY SECRETARY						
5.	Executive Director (Company Secretary) / E-9 Level	Rs.150000-300000	01 (UR – 01)	<p>Essential: Associate Member of The Institute of Company Secretaries of India</p> <p>Desirable: Degree in Law/CA/CMA/ MBA or Post Graduate Diploma in Management</p>	<p>23 years experience in executive level and present working experience of minimum 01 (one) year in the Scale of Pay of Rs.120000-280000 and above or equivalent, in the area of Corporate Affairs & Company Secretariat in Financial Institutions/ NBFCs/ Public Sector Organizations/ Central Govt/ State Govt/ Private Sector. The CTC should not be below Rs. 61.87 Lakhs per year for candidates presently working in Private Sector. Experience in Listed Organizations mandatory and Experience in ERP applications preferable. Out of 23 years of experience at least 15 years experience in listed Company.</p>	55 Yrs.

				<p>or equivalent in Finance from Recognized University/ Institution</p>	<p>The incumbent would be responsible for leading and managing major functions of Company Secretary Department viz. Company/ Corporate Governance and other statutory and legal compliances related matters, establishing and driving implementation of Corporate Governance norms to ensure transparency in all operations. Ensuring timely compliance in matters related to issuance of shares, its transfer, transmission etc. Ensure compliance with the amendments in applicable laws or new laws applicable to the Company, Circulars issued by SEBI/ Depositories/ Exchange from time to time. Co-ordination with RTAs, depositories, SEBI, Stock Exchanges etc. Matters pertaining to shareholder's servicing, Demat, Remat, Issue of Share certificates. Conducting periodic and timely Board meetings, Committee meetings, Annual General Meetings and all formalities proceeding and succeeding such meetings. Handling Secretarial Audit & Corporate Governance Audit under Companies Act read with Listing regulations, NBFC regulations & DPE Guidelines. Monitoring Insider Trading covering trading window closure.</p> <p>Area of Experience includes organizing meeting of Board of Directors and Shareholders, compilation of Notices/ Agendas/ Minutes of the Board/ General meetings, maintenance of records/register as per Company Law, filing of Returns as per the Companies Act. Should be conversant with the requirement of Listing Agreements and compliances under the Companies Act relating to Joint Ventures/ Subsidiaries. The candidate should be well versed with the provisions and regulations of Company Act, RBI and SEBI rules & regulations and relevant statutory framework. The incumbent should possess thorough knowledge of matters pertaining to Institutional Finance, Company Law, Corporate and Secretarial functions.</p>	
PROJECTS						
6.	Executive Director (Projects) / E-9 Level	Rs.150000-300000	01 (UR – 01)	<p>Essential: B.E / B.Tech. / B. Sc. Engineering from Recognized University/ Institution</p> <p>Desirable: LLB from Recognized University/ Institution; Post Graduate Qualification viz. M.Tech, MBA or Post Graduate Diploma in Management or equivalent in Finance, Environment discipline from Recognized University/ Institution</p>	<p>23 years experience in executive level and present working experience of minimum 01 (one) year in the Scale of Pay of Rs.120000-280000 and above or equivalent, in the area of Energy Sector/ Renewable Energy Sector, dealing with Project Appraisal, Planning, Evaluation and Monitoring in Financial Institutions/ NBFCs/ Public Sector Organizations/ Joint Ventures of PSEs/ Central Govt/ State Govt/ Private Sector. The CTC should not be below Rs. 61.87 Lakhs per year for candidates presently working in Private Sector. Experience in Listed Organizations and experience in ERP applications preferable.</p> <p>The incumbent would be responsible for leading and managing major functions of Projects viz Wind/ Solar/ Hydro/ Bio Energy/ DISCOMS/ Monitoring & Compliance/ Business Development & Strategy/ New Technology-Floating Solar, Rooftop Solar/ Battery & Modules/ EVs/ Retail Business and Environment and Social Governance, etc.</p> <p>Overall experience in the area of Energy Sector/ Renewable Energy Sector, dealing with Project Appraisal, Generation, Transmission, Documentation, Disbursements, Energy Efficiency and Conservation, Planning, Evaluation and Monitoring, Retail Business, ESG etc. is desirable.</p>	55 Yrs.

7.	Deputy General Manager (Law) / E-6 Level	Rs.90000-240000	02 [UR – 01; OBC (NCL) – 01] (Posts Reserved for PwBD)	Essential: Graduate with LLB (3 years duration) or 5 years Integrated Law Course from Recognized University/ Institution Desirable: LLM from Recognized University/ Institution	14 years experience in executive level and present working experience of minimum 01 (one) year in the Scale of Pay of Rs.80000-220000 and above or equivalent, in the area of Legal Services in Financial Institutions/ NBFCs/ Public Sector Organizations/ Joint Ventures of PSEs/ Central Govt/ State Govt/ Private Sector. The CTC should not be below Rs.41.56 Lakhs per year for candidates presently working in Private Sector. Experience in Listed Organizations and experience in ERP applications preferable. Experience in Executive Cadre in the area of drafting, vetting, execution of legal documents of project financing, legal due diligence of loan proposals/ projects / promoters / contracts / title of properties, documents including in-depth knowledge of applicable corporate/ commercial legislations with expertise in DRT/ Civil/ Criminal Courts/ NCLT, arbitration proceedings in financial institutions. Core competence in the areas of analyzing various legal, security packages relating to project financing etc. desirable. Must be in a position to handle all activities of documentation independently.	45 Yrs
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[1] POST RESERVED FOR PERSONS WITH BENCHMARK DISABILITIES (PwBD):

The posts indicated at Sl. No 7 in the table above are reserved for PwBD in accordance with Government of India guidelines, as under:

1.1	Post/ Sl. No. in table above	Eligible PwBD for Reservation as per roster point
	Deputy General Manager (Law) / Sl. No.7	a) B, LV b) HH c) OA, OL, BA, BL, OAL, BLOA, BLA, LC, Dw, AAV d) SLD e) MD involving (a) to (d) above
1.2	Legend :	
	UR : Unreserved OBC-NCL : Other Backward classes – Non Creamy Layer PwBD : Persons with Benchmark Disabilities Category a) : B = Blind, LV = Low Vision Category b) : D = Deaf, HH = Hard of Hearing Category c) : OA = One Arm, OL = One Leg, BA = Both Arms, BL = Both Legs, OAL = One Arm and One Leg, BLOA = Both Leg & One Arm, BLA = Both Legs Arms, LC = Leprosy Cured, Dw = Dwarfism, AAV = Acid Attack Victims Category d) : SLD = Specific Learning Disability Category e) : MD = Multiple Disabilities	

[2] COMPENSATION PACKAGE:

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- 2.1 The Company offers an attractive compensation package at par with the best in the industry including Basic pay and DA (IDA pay pattern) with benefits such as leased accommodation/ HRA (House Rent Allowance), Perks & Allowances under Cafeteria Approach, Performance Related Pay, Medical facilities, Group Insurance, NPS (National Pension System), CPF (Contributory Provident Fund), Post-Retirement Medical Benefits, Employees Family Economic Rehabilitation, Gratuity etc. as per extant policies of IREDA. Pay of candidates from private sector shall be fixed at the minimum of pay scale of the post to which he /she is appointed. For candidates from Joint Ventures of PSEs, the basis of pay scales of respective PSEs associated with are considered and pay fixed accordingly as per IREDA pay fixation rules. For others, pay shall be fixed as per IREDA pay fixation rules.

[3] EDUCATIONAL QUALIFICATIONS:

- 3.1 The requirements regarding essential educational qualification for different posts are given in table above. All qualifications should be from a University/ Institute recognized by Government of India and courses should be approved by UGC/ AICTE/ appropriate statutory authority for employment to the post and services of Central Government. Candidates who have obtained their qualification through the distance learning/ part-time mode are also eligible to apply provided that their qualification is recognized by the relevant statutory bodies for employment to the post and services of the Central Government. Equivalence of the qualification shall be decided at the discretion of IREDA management.

[4] WORK EXPERIENCE:

- 4.1 Experience means the applicant should have working experience for the specified period after acquiring the prescribed essential (educational/professional) qualification(s).
- 4.2 For being eligible for selection, the candidate must have experience as specified above. Candidates applying from Government Organizations/ PSEs/ Joint Ventures of PSEs etc. having CDA/ IDA/ other applicable pay scales must have minimum one year experience in the immediately lower pay scale i.e. should be working in one pay scale below than the post applied for. This is not applicable to candidates working in Govt organizations/ PSEs etc. in the equivalent pay scale or above than the post applied for. Candidates who are already working in listed NBFC and Energy Sector PSUs in the same level/grade/pay scale for the notified posts will be given relaxation in experience. Similarly, candidates applying from private organizations should be working for at least one year in the post with CTC of at least the amount mentioned in the table above. The candidates must submit CTC and its break-up along with pay structure. The candidate is also required to provide his / her hierarchy in the private sector organization along with the hierarchy structure. In case of multiple organizations in the last one year, the cumulative CTC should be mentioned.
- 4.3 For those on deputation, grade/ rank/ pay scale in parent department will be the reference point for the purpose of immediate lower post experience.
- 4.4 Teaching experience, period of Sabbatical/ Extra Ordinary Leave/ Study Leave will not be counted towards work experience for the purpose of eligibility and while applying for the posts, candidates must ensure that they are not including such period as experience. For candidates having experience in more than one organization, any gap period of up to 15 days between date of relieving from one organization and date of joining the other organization shall be counted as experience.
- 4.5 In case of experience in Government organizations where pay scales are different and not comparable/ do not have parity with CDA/IDA pay scales, the equivalent levels/ lower pay scale for determining eligibility to the post applied for, will be decided considering the different hierarchical levels in the executive/officer cadre, pay scales and emoluments, period of service in different grades and position of applicant in the hierarchy of his/her organization. The decision of IREDA Management shall be final and binding in this regard. Such candidates are required to provide all supporting relevant details in respect of their eligibility along with the application.

[5] RELAXATIONS / CONCESSIONS:

- 5.1. Relaxations for SC/ST/ OBC (NCL)/ PwBD/ EWS/ Ex-servicemen/ J&K domicile category will be as per Govt. of India guidelines.
- 5.2. 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 (issued in current FY) in the revised format applicable for the purpose of reservation in appointment to posts under Government of India / Central Government Public Sector Undertaking as contained in DoPT OM NO. 36036/2/2013-Esstt(Res.) dated May 30, 2014 from a Competent Authority. The revised format can also be downloaded from our website: <https://www.ireda.in>. 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.
- 5.3. 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 Un-Reserved (UR).
- 5.4. If the SC/ST/OBC/PwBD/EWS certificate has been issued in a language other than English / Hindi, then the candidates will be required to submit a self-certified translated copy of the same in either English or Hindi.
- 5.5. 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 applicable.
- 5.6. Maximum age limit is relaxable by 5 years for candidates domiciled in Jammu & Kashmir between 01.01.1980 and 31.12.1989.
- 5.7. Age relaxation by 5 years for Ex-Servicemen & Commissioned Officers (including ECOs/SSCOs) subject to rendering minimum 5 years Defence service and fulfillment of other conditions prescribed by Govt. of India.
- 5.8. Persons with 40% or more disabilities shall be eligible for reservation under PwBD Category.
- 5.9. The maximum age limit mentioned in the table above will not be applicable for Internal candidates i.e. employees on rolls of IREDA (other than those on deputation).
- 5.10. No applicant of age 58 years or above (as on closing date of application) will be eligible after all relaxations.

[6] GENERAL CONDITIONS:

- 6.1. Applications received other than through prescribed online mode will not be entertained.
- 6.2. Applicants from Financial Institutions/ NBFCs/ Public Sector Organizations/ Joint Ventures of PSEs/ Central Govt/ State Govt/ Private Sector can apply for above mentioned in table above. Preference will be given to applicants from listed NBFC and Energy Sector PSUs. Listed Company shall mean ‘Equity listed Company’.

- 6.3 Employees working in Central/State Public Sector Undertaking/Central Govt./State Govt./Public Sector Banks must apply through proper channel / submit No Objection Certificate (NOC) from present employer at the time of interview, as applicable.
- 6.4 Applicants for all posts should be well versed with process and procedures of Central PSUs as well as directives issued by RBI, SEBI from time to time.
- 6.5 The cut-off date for ascertaining age / minimum experience / qualification etc. will be the last date of submission of online application *i.e.* **10th October, 2025**. 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.
- 6.6 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.
- 6.7 The total number of projected vacancies indicated in this advertisement may increase / decrease / be cancelled at the discretion of IREDA Management, if need so arises, without any further notice and without assigning any reason thereof.
- 6.8 Positions are advertised for IREDA, postings can be at any of its Office(s) / Branch Office(s) of IREDA, Subsidiaries, anywhere in India. All posts are transferable at the sole discretion of the IREDA Management.
- 6.9 Actual travelling expenses limited to Economy Class air fare by shortest route will be paid to outstation candidates called for interview on production/ submission of ticket and proof of journey. If at any stage, it is found that the candidate does not meet the prescribed eligibility criteria, he/she will be disqualified and no to-and-fro fare will be paid by IREDA.
- 6.10 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 mentioned herein, as on the specified dates 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) as per the advertised eligibility criteria is/are detected even after appointment, his/her services are liable to be terminated without any notice.
- 6.11 In case a candidate wishes to apply for more than one post, he / she shall submit separate applications for each post(s).
- 6.12 Management reserves the right to conduct an examination/screening test, wherever applicable, on requirement, to restrict the number candidates for appearing in interview. Candidates who qualify in the examination/screening test will only be allowed to appear in the interview.
- 6.13 Mere qualifying the examination/screening test will confer no right of selection/ appointment.
- 6.14 Mere eligibility will not entitle a candidate to be called for test/interview. The decision of the Management in this regard will be final and no correspondence in this regard will be entertained.
- 6.15 E-mail ID/mobile phone number/ address of correspondence given in the application should be valid and functional for at least one year from the cut-off date *i.e.* **10th October, 2025**. No change in the e-mail id/ mobile phone number of the applicant will be allowed once his/ her online application is successfully registered. All future correspondence with the candidate, if required, shall be done using this e-mail id/ mobile phone number.

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- 6.16 Once the date of birth and category (OF/SC/ST/OBC-NL/EWS/EAFV etc.) is mentioned in the application, the request for change will not be entertained under any circumstances and such application will be rejected. Management shall not be liable to intimate by personal correspondence to the candidate for such cancelled application.
- 6.17 Management reserves the right to restrict the number of shortlisted candidates for interview to a reasonable limit on the basis of criteria such as qualifications, relevant experience, or any other parameters, as decided by the Management.
- 6.18 Management reserves the right to cancel this advertisement and/or the selection process for any of the above post(s) without assigning any reason. Any corrigendum/addendum/errata in respect of this advertisement shall be hosted only on IREDA website <https://www.ireda.in> under the "Careers" section. No further press advertisements will be issued. Hence, prospective applicants are advised to regularly visit IREDA website for latest updates with regard to this advertisement. No individual mails shall be sent.
- 6.19 Canvassing in any form will disqualify the candidature of the applicant.
- 6.20 The posts advertised are tentative. Management reserves the right to cancel/restrict/enlarge/modify/alter the requirements advertised, if need so arise, without issuing any further notice or assigning any reason thereto.
- 6.21 All disputes/ cases related to this recruitment process are subject to jurisdiction of Courts of Delhi only.
- 6.22 No interim correspondence or personal enquiries shall be entertained by the Company. Further, IREDA will not enter into any correspondence with the applicants about reasons for their non-selection.
- 6.23 IREDA will not be responsible for any loss of communication letter/ e-mail sent, due to invalid / wrong e-mail id / wrong postal address/postal delay. No request in this regard will be entertained.
- 6.24 All appointments are subject to medical fitness of the applicant as per rules of the Company.
- 6.25 No person shall be eligible for appointment if he/she has been convicted by a court of law for an offense involving moral turpitude. No person shall be eligible for appointment who has previously been dismissed, removed or compulsorily retired from Central/State Public Sector Undertakings/ Central Govt./ State Govt/ Public Sector Banks etc.
- 6.26 No person who has more than one spouse or who has entered into a marriage with any person having a spouse living shall be eligible for appointment to any post unless such marriage is permissible under the personal law applicable to the candidate and the other party to the marriage.
- 6.27 In case of any ambiguity/dispute arises on account of interpretation in version other than English, the English Version will prevail.

[7] APPLICATION FEE:

- 7.1 The application fee of Rs.1000/- is to be paid by the candidates through on-line mode only and no other means/mode of payment of fee shall be accepted. SC/ST/PwBD/ Ex-SM/Internal candidates are exempted from payment of application fee. Fee paid through Net Banking/ Credit Card / Debit Card shall attract charges as made applicable by the Gateway Service Provider. Fee once paid will not be refunded under any circumstances except in the case of duplicate payments. Applicants are advised to complete the Transaction (Payment of Application Fee) before the closure of the Application window to avoid "Non-Submission of Application".

[8] SELECTION CRITERIA:

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- 8.1 The applications would be scrutinized to ascertain the eligibility and with a view to select for the purpose of interview, only those candidates who are considered suitable in terms of the nature and quality of technical knowledge and professional expertise required for each post. Applicants meeting the eligibility criteria, found suitable and shortlisted shall be called for interview. The venue and time of interview will be intimated only to the shortlisted candidate(s) through the e-mail indicated along with the application/ portal.
- 8.2 Depending upon the number of applications, IREDA reserves the right to fix up the eligibility criteria, limit the number of applications to be called for a particular post and to decide about the written test/ interview or any other mode of screening thereof. The decision of IREDA in this regard will be final and binding on all the candidates.
- 8.3 Selection shall be based on the performance in the Interview. Result of finally selected candidate(s) shall be hosted on Company's website. Also, selected candidates will be informed individually via e-mail and/or at their address for correspondence, as given in their application.
- 8.4 Verification of documents shall be done before the interview. The candidates shall be required to carry all their original certificates and testimonials for verification, before interview.

[9] HOW TO APPLY:

- 9.1 The candidates are advised to go through the requirements of age, educational qualification, experience etc. and satisfy themselves that they are eligible before applying. Candidates seeking reservation benefits must ensure that they are entitled to such reservation as per Rules. Candidates fulfilling the above eligibility norms may apply through on-line application process under **"Careers"** section on IREDA website <https://www.ireda.in>. Applications will only be accepted through the designated online registration portal; submissions via any other mode or means will not be considered
- 9.2 Before registering / applying online, candidates are advised to go through document **"Important Instructions" to Candidates.**
- 9.3 Candidates should take utmost care to furnish the correct details while filling in the online application. You can edit the information before submission. Once the form is submitted, it can't be edited.
- 9.4 The step by step process for submitting the application form for the same is given below:
 - Step - I : Register on the portal using basic details such as Name, Date of Birth, Category, Mobile number and Email ID etc.
 - Step - II : Login using credentials
 - Step - III : Select the position for which you are applying
 - Step - IV : Fill in the online application with relevant details in the sequence of latest to earliest
 - Step - V : Complete the Application form
 - Step - VI : Make payment (if applicable)
 - Step - VII : Check the entered details using "preview" option available
 - Step - VIII : Submit the form after verifying all the information

- (a) Proof of Date of birth (Class X / Matriculation Certificate).
- (b) Caste certificate/ relevant document for claiming Reservation/ Relaxation/ Concessions issued by the Prescribed Authority as per GOI guidelines (in case of SC/ST/OBC-NCL/Ex- Servicemen/EWS).
- (c) Disability Certificate – issued by the prescribed Authority as per GOI guidelines clearly indicating type of disability, % of disability etc.
- (d) Documents related to essential qualification (Pass certificate & Mark sheets, mode, duration along with specialization).
- (e) Documents related to other qualification (Pass certificate & Mark sheets).
- (f) Experience certificate: Proof of experience indicating post held, period of service, pay scale/ emoluments & area of experience (In respect of Public Sector Organizations/Govt employees, Joint Ventures of PSEs indicating revised/ pre-revised pay scales with period details). If you have experience working in more than one organization, please upload separate documents (in a single file in prescribe format) for each organization, with each file containing the relevant experience certificates and supporting documents for that specific organization (**Note:-** Please refer to “S.N. 9 of Important Instructions” to Candidates w.r.t. Recruitment No. IREDA/RECRUITMENT/HR/02/2025, available under ‘Careers’ section of IREDA website).
- (g) Pay slip/ pay certificate from concerned organization (Govt/PSE/PSB, Private Sector, JVs of PSEs etc.) in support of experience in relevant PayScale/ emoluments. Documentary evidence for annual CTC such as Form 16, Pay slips for last 12 months, certificate from employer etc. (in case of candidates from private Sector).

- 9.5 After submitting online application, candidates are required to keep the copy of the Application form with Unique Application Sequence Number/ Application ID handy. The same can be downloaded from the portal after successful submission of the application. Please keep this form for future references against this recruitment process.
- 9.6 Candidates should compulsorily upload self-attested copies of above-mentioned documents in separate space given in the online application form. Further, candidates are requested to ensure the legibility of the documents before uploading. Poor quality/ poor legibility of documents shall be rejected.
- 9.7 Applications that are incomplete and/or do not include requisite documents shall be summarily rejected without exception, even if a registration number has been generated and/or the application has been successfully submitted.
- 9.8 In case of any query/help required while filling online application form, payment of application fee, if any, may contact helpline number **“+918595904407”** (10:00 AM to 05:00 PM) on all working days (Monday-Friday). For any other queries the candidate may send email to **“support@registernow.in”**.
- 9.9 Candidates are not required to submit hard copy of application form.
- 9.10 The opening and closing dates of on-line application are as mentioned below:

Commencement date of on-line submission of application and on-line payment of application fees	20th September 2025 (Saturday);	10:00 Hrs
Last date of on-line submission of application and on-line payment of application fees	10th October 2025 (Friday);	17:00 Hrs

General Manager (HR)