



(A Government of India Enterprise)
D-3, 1st Floor, A – Wing (Prius Platinum Building), District Centre, Saket, New Delhi – 110017
CIN No. U40106DL2011NPL225263

NOTIFICATION NO. 01/2019

RECRUITMENT FOR EXPERIENCED PROFESSIONALS

Solar Energy Corporation of India Ltd. (SECI) is a Schedule 'A' CPSU under the administrative control of the Ministry of New and Renewable Energy (MNRE). SECI is the only CPSU dedicated to renewable sector. SECI facilitates implementation of various Government of India Schemes in renewable energy sector. SECI is into developing the ultra, mega & large-scale solar, wind installations, solar parks including trading of power. SECI is having Total revenue of Rs. 1175.91 Cr and Profit After Tax of Rs. 64.72 Cr (FY: 2017-18)

SECI invites online applications from the committed, result oriented, dynamic and experienced Professionals for the following posts:

SI No.	Post	No of vacancies	Reserved/ or UR
1.	Dy General Manager (P&A)/ (E- 6 Grade)	01	UR-01
2.	Manager (Legal)/ (E-4 Grade)	01	UR-01
3.	Dy Manager (Electrical) / (E-3 Grade)	02	OBC-01 UR -01
4.	Sr Accounts Officer / (E-2 Grade)	03	SC-01 UR-02
5.	Jr. Accountant / (S-1 Grade)	01	UR-01

JOB SPECIFICATION FOR EACH POST

Post	Deputy General Manager (P&A)
Grade / Pay scale	(E-6 Grade)/ Rs. 90000 – 240000 /- (IDA)
Essential Qualification	First-class full-time MBA with 60% marks or equivalent CGPA/ PGDBM in HR / Social Work/ MSW from a recognized University
Desirable	LLB/ LLM
Essential Post Qualification Experience	Candidate should have minimum 13 years of post-qualification executive experience in field of Personnel & Administration: (i) If working on regular basis in PSU / Government, then must be holding the equivalent pay scale i.e Rs 90000 – 240000 /- (IDA). OR

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	(ii) Candidate from Private Sector should be drawing monthly emoluments of Rs. 1,20,000/- excluding medical, leave encashment & employer's contribution towards Social Security.
Job profile required	<p>Candidate should have worked in following HR areas:</p> <p>(i) Manpower planning & assessment, Recruitment & Selection, Training & Development, Performance management System, periodical policy review, systems procedures.</p> <p>(ii) Orientation to employee development activities, employee welfare & safety activities.</p> <p>Preferable experience in following areas:</p> <p>(iii) Equipped knowledge of reservations & maintenance of rosters.</p> <p>(iv) Should have handled Liaison with Administrative Ministry, Department of Public Enterprise Ministry of Labour & other Govt. Departments.</p> <p>(v) In hand experience of handling adjudication and labour related cases and other service matters.</p> <p>(vi) Should have handled Administration, maintenance of records of lease agreements of office premises.</p> <p>(vii) Experience in handling of IR Matters.</p>
Age Limit	45 years

Post	Manager (Legal)
Grade / Pay scale	(E-4 Grade)/ Rs. 70000 – 200000/- (IDA)
Essential Qualification	First class Degree in law (full time) (3 years/ 5 years) from recognized University / Institute in India.
Desirable	LLM
Essential Post Qualification Experience	<p>Candidate should have minimum 07 years of post-qualification executive experience in field of Law, practicing as Lawyer/ Solicitor or in a Legal Firm handling legal work:</p> <p>(i) If working on regular basis in PSU / Government, then must be holding the equivalent pay scale i.e Rs 70000 – 200000 (IDA). OR</p> <p>(ii) Candidate from Private Sector should be drawing monthly emoluments of Rs.90,000/- excluding medical, leave encashment & employer's contribution towards Social Security.</p>
Job Profile required	<p>Candidate should have worked in following areas:</p> <p>(i) Drafting / scrutinizing/ vetting of commercial deeds/ documents including, inter-alia, instruments, affidavits, deeds, agreements, contracts, MoU/ indemnity bonds, bank guarantees, consortium & collaboration agreements etc as well as pleadings.</p> <p>(ii) Should have handled legal/ court cases including arbitration, disciplinary proceedings, labour/Service matters etc.</p>

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	<p>Preferable experience in following areas:</p> <p>(i) Ensuring compliance of statutory requirements by the company under various laws.</p> <p>(ii) Handled RTI matters Rendering legal opinion/ advice on various matters.</p> <p>(iii) Cases involving legal opinion /action.</p>
Age Limit	40 years

Post	Deputy Manager (Electrical)
Grade / Pay scale	(E-3 Grade)/ Rs. 60000 – 180000/- (IDA)
Essential Qualification	Degree / PG in Electrical Engineering with 60% marks or equivalent CGPA on point scale from recognized University/ Institutes
Desirable	Full time / Part time MBA / PGDBM
Essential Post Qualification Experience	<p>Candidate should have 04 years of post-qualification experience in Executive position in the relevant field:</p> <p>i) If working on regular basis in PSU / Government, then must be holding the equivalent pay scale i.e Rs 60000 – 180000 /- (IDA).</p> <p>OR</p> <p>(ii) Candidate from Private Sector should be drawing monthly emoluments of Rs. 80,000/- excluding medical, leave encashment & employer's contribution towards Social Security.</p>
Job profile required	<p>Candidate should have worked in any of the following areas:</p> <p>(i) Design & engineering of S/S equipment & protection equipment of 33 Kw and above sub-station.</p> <p>(ii) Erection, construction, testing & commissioning of 33 kV and above sub-station.</p> <p>(iii) Handling of erection, construction, testing & commissioning and operation and maintenance of solar and wind power plant of minimum 50 Mw capacity.</p> <p>(iv) Design & engineering, manufacturing / commissioning of Transformers, Switchgears equipments, protection system on behalf of Original Equipment manufacturer (OEM) of 33 Kw and above sub-station.</p>

Post	Sr Account Officer
Grade / Pay scale	(E-2 Grade)/ Rs. 50000 – 160000 /- (IDA)
Essential Qualification	CA or CMA or 2 years full time MBA with Specialization in Finance with minimum 60% marks or equivalent CGPA on point scale from recognized University/ Institutes
Essential Post Qualification Experience	Candidate should have 01 year of post-qualification experience in Executive position in relevant field:

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	<p>i) If working on regular basis in PSU / Government, then must be holding the equivalent pay scale i.e Rs 50000 – 160000 (IDA). OR (ii) Candidate from Private Sector should be drawing monthly emoluments of Rs.60,000/- excluding medical, leave encashment & employer's contribution towards Social Security.</p>
Job profile required	<p>Candidate should have worked in any of the following areas:</p> <p>(i) Resource mobilization, Budgeting & Costing, Commercial Finance, Payments, MIS, Internal Controls, Payroll processing, Power Trading, Audit & Taxation, Accounting, Financial Reporting, Treasury Management, Long term Borrowings & Debt Servicing, Financial Concurrence etc.</p> <p>(ii) Finalization of Accounts & Preparation of balance sheet as per Ind AS and must have dealt with Taxation matters, Internal Control & Audit.</p>
Age Limit	32 years

Post	Junior Accountant
Grade / Pay scale	(S-1 Grade)/ Rs. 22000 – 80000 /- (IDA)
Essential Qualification	CA (Inter/IPCC) or CMA (Inter) or M.Com. or B.Com. (Hons.) with minimum 55% marks.
Essential Post Qualification Experience	Candidate should have 3 years in line post qualification experience in an organisation of repute.
Job Profile required	Candidate should have worked in any of the following areas: Recording daily transactions of Finance & Accounts, Book keeping, database management, cash & bank balances, taxation, payroll, payments/ receipts etc.
Age Limit	32 years

Note: 10 % EWS Reservation for the General Category Candidates.

OTHER TERMS AND CONDITIONS

A) AGE:

1. The upper age limit will be considered on the closing date of the advertisement.
2. Relaxation in age for Persons with Disability (PwDs), Jammu & Kashmir Migrants etc. will be allowed as per the instructions issued by the Government of India from time to time.

B) COMPENSATION PACKAGE:

Besides Basic Pay, VDA, Allowances (HRA / Lease), PF, Medical, Gratuity, Post -retirement medical facilities are applicable as per Rules of the Company.

C) SELECTION CRITERIA:

Depending upon the number of applications, SECI 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

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Test and / or Group Discussion / Interview or any other mode of screening thereof. No correspondence will be entertained for non – calling of candidates for any of the selection process or for non – selection. The decision of SECI in this regard will be final and binding on all the candidates. Shortlisted candidates will be informed individually. The stages of selection process will be continuously displayed on website: www.seci.co.in and candidates are advised to visit the website from time to time.

OTHER CONDITIONS –:

1. Indian Nationals only need to apply.
2. The Applications to be submitted ONLINE on the website: www.seci.co.in. Applications sent other than the prescribed mode will stand rejected.
3. The candidate will be required to register before applying.
4. A candidate may offer his candidature for more than one position if he / she if fulfilling job specifications and in such a case, candidates has to make separate application for the post.
5. The candidate should upload photograph and signature as per specified size.
6. Application fee of Rs. 1000/ for the post mentioned at SI No.1 to 4 and Rs. 600/- for the post mentioned at SI No. 5.
7. Fees is to be paid through on-line mode only. SC/ST/ PwD/EWS and internal candidate are exempted from payment of fees. Fees once paid will not be refunded.
8. The crucial date for determining cut – off for age, qualification and experience will be as on the closing date of the advertisement.
9. The candidates should have minimum adequate qualification as on closing date. Unless specifically mentioned all qualifications must be full time qualifications from a UGC recognized Indian/ UGC recognized Indian Deemed University / AICTE approved Autonomous Indian Institutions.
10. For applicants having work experience in private companies, their monthly emoluments excluding Medical, Leave encashment and employer's contribution towards Social Security should be at least as mentioned in the respective specifications to be treated as equivalent level. The pay scale/ monthly emoluments shall be verified from relevant pay certificate/ certified pay slip/ compensation statement. Candidates from Pvt. Sector are required to submit all pay proofs in support and must be in a position to produce Form 16/ ITRs in support of Pay slip/ certificate i.r.o monthly emoluments (if asked for). The decision of SECI shall be final and binding with regard to equivalence in pay and experience in such relevant pay scale/ equivalent level. Candidates are required to provide all supportive details themselves i.r.o. their eligibility.
11. The applicant Email ID entered in the application form must remain valid for at least next one year. All future correspondence would be sent via E-mail only.
12. The candidates applying should ensure that they fulfil all eligibility conditions. Their admission at all stages is purely provisional. Mere issue of letter for Written Test or Interview or for any stage of selection process will not imply that candidature has been

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accepted. Verification of Original Certificates will be done only at the time of Interview. The candidature of a candidate shall be cancelled at any point of time if the candidate is found not meeting the advertised eligibility criteria.

13. The prescribed qualifications / experience constitutes minimum standards and mere possession of the same will not entitle a candidate for being considered for selection process. The Management reserves the right to increase or decrease the number of posts or consider for lower posts / grades or not to fill all or any of the notified posts or raise the minimum eligibility standards, change the selection criteria, cancel recruitment process without assigning any reason. Only shortlisted candidates who are found apparently eligible based on the notified specifications and the candidature given in their application form will be called for Written Test / GD / Interview, as the case may be.
14. Minimum percentage of marks in the essential qualification as indicated above shall be aggregate of all semesters to be calculated taking average of all semesters / years, irrespective of the weightage to any particular semester / year by the Institute / University.
15. Whenever CGPA / OGPA or Letter Grade in a Degree is awarded, equivalent percentage of marks unless not available should be indicated in the application as per norms adopted by the University / Institute. In case it is not available, decision of SECI shall be treated as final.
16. Whenever a 3-year degree course is awarded with Honours, percentage (%) of marks in the degree should be indicated in the application on the basis of the aggregate/average of the marks scored in all the subjects in all the years /semester as per the norms adopted by the University/ Institute.
17. In case of Written Test, the same may be held at Delhi only.
18. It may be noted that Admit Cards for Written test will not be sent by post. Candidates have to download the Admit Cards from the website www.seci.co.in only and follow the instructions specified in the Admit Cards.
19. SC / ST candidates should possess valid Certificate in the prescribed format as per the Government guidelines. Candidates from OBC – NC category should possess certificate in the prescribed format and validity as per Government guidelines.
20. PWD candidates should possess certificate in the prescribed format and validity as per Government guidelines.
21. Higher Start may be considered in deserving cases.
22. Candidates employed in Central/ State Government / Public Sector Undertakings/ Autonomous Bodies shall either forward their application through proper channel or produce NoC from their present employer at the time of interview.
23. Candidate will have to produce Relieving Orders from their last employer at the time of joining in case of selection.
24. Any canvassing directly or indirectly by the applicant shall disqualify his/her candidature.

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25. The candidature of the applicant is liable to be rejected at any stage of the recruitment process or after recruitment or joining, if any information provided by the candidate is found to be false or not found in conformity with the eligibility criteria mentioned in the advertisement.
26. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and or an application in response thereto can be instituted only in Delhi and Courts at Delhi only shall have sole and exclusive jurisdiction to try any such cause/dispute.
27. In case any dispute arises on account of interpretation in versions language other than English, English version shall prevail.
28. **ON-LINE REGISTRATION OPENS ON 05.03.2019 (11:00 A.M) AND CLOSED ON 15.04.2019 (5:00 P.M).**
29. **ALL NOTIFICATIONS TO THE CANDIDATES WILL BE DISPLAYED ON THE WEBSITE www.seci.co.in AND ALL THE APPLICANTS ARE REQUIRED TO VISIT THE WEBSITE FROM TIME TO TIME TO GET THE UPDATES.**

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