

SOLAR ENERGY CORPORATION OF INDIA
NEW DELHI – 110 017

SECI/HR/-01

01st August 2013

NOTIFICATION TO THE CANDIDATES FOR THE POST OF SENIOR
PERSONNEL OFFICER – ADVT. NO.3/2013

Solar Energy Corporation of India places on record its deep appreciation for all those Applicants who had applied for the post under subject against our Advertisement No.3/2013. 229 applicants have registered on line.

As stated in the Advertisement, the Written Test for the post will be held. Full details will be notified shortly.

The indicative Syllabus and Examination Pattern is as under:

INDICATIVE SYLLABUS

PART – A - 30 QUESTIONS – 30 MARKS

1. Quantitative aptitude
2. Reasoning ability
3. Interpretation of graphs/ charts/ tables
4. General Awareness

TOPICS FOR PART- B - 70 QUESTIONS – 70 MARKS

Planning, Recruitment & Training (Human Resource Management)

Organizational Structure Design and Change, Human Resource Planning, Recruitment & Selection, Training and Development, Performance Management & Appraisal, Competency Mapping, Compensations and Benefits, Rewards & Recognition, Career and Succession Planning, Organisation Change and Change Management, Group Dynamics and Theories, Organisation Development, Leadership and Theories, Motivation and Theories.

Industrial Laws

Industrial Relations & Trade Unions, Industrial and Labour Laws, Collective Bargaining, Grievance Management including Statutory and Regulatory Authorities.

General Management

Business Ethics, Corporate Governance & Social Responsibility, Understanding Society and Social Structure, Basics of Financial Management and Accounting, Marketing Research, Computer Applications in Business, Management Process and Organizational Behaviour, Management Information Systems including HR

The duration of the Test is 120 minutes. There are 100 objective type questions. Each question carries one mark. There will be 0.25 negative marking for the wrong answers.

With Best Wishes

FOR SOLAR ENERGY CORPORATION OF INDIA

HR DEPARTMENT