



SOLAR ENERGY CORPORATION OF INDIA LIMITED

(A Government of India Enterprise)

A Wing, 1st Floor, D-3, District Center, Saket, New Delhi-110017

CIN: U40106DL2011GOI225263

Recruitment Notification no 01/2016



Solar Energy Corporation of India Ltd invites ONLINE applications from professionals as specified below :

S. No.	Post/Grade & Pay Scale	No. of Posts	Upper Age Limit	JOB SPECIFICATION (Qualifications / Experience)	JOB DESCRIPTION (Nature of Duties in brief)
1	Additional General Manager (Projects) / E-7 ₹.43,200 - 66,000	2 (GEN)	50 years	Essential: A first class full time graduation with 60% marks or equivalent CGPA in Civil / Electrical / Electronics / Mechanical Engineering. The candidate should have minimum 16 years of post-qualification executive experience. Out of this, the candidate should possess 10 years' experience in execution of Medium and Large scale Power / Infrastructure Projects including site experience. Desirable: M.Tech. or M.E. or M.S. Experience in execution of Solar Power Projects.	Overall responsibility for timely execution of Projects from concept to commissioning. Will be responsible for project planning, scheduling, monitoring, control of site activities, interfacing with design and engineering, tracking supply of materials and managing installation / commissioning of Solar PV Projects / Power projects. Coordination of EPC contracts, site management, coordination with State / Local authorities for obtaining permission / clearances, connectivity of projects for power evacuation, project cash flow management. Coordination with multilateral / bilateral agencies for finalisation of financial arrangements for the project. Any other related work for development of business proposal and Project Conceptualization etc.
2	Manager (Projects) /E-4 ₹.29,100 - 54,500	5 (GEN-4 OBC-1)	40 years, incase of OBC 43 years	Essential: A first class full time graduation with 60% marks or equivalent CGPA in Civil / Electrical / Electronics / Mechanical Engineering. OR Full - time Master's degree in Physics with 60% marks or equivalent CGPA. The candidate should have minimum 7 years of post-qualification executive experience. Out of this, the candidate should possess 3 years' experience in execution of Medium and Large scale Power / Infrastructure Projects including site experience. Desirable: M.Tech. or M.E. or M.S. Experience in execution of Solar Power Projects.	Design and Development of Solar Projects including Ultra Mega Solar Power Projects, Solar Parks, Solar Thermal Power Projects, Industrial Process Heat Systems etc. Will be responsible for conceptualisation, basic design, finalisation of specifications, quality and inspection plans, layout finalisation, detailed engineering, testing, finalisation of commissioning procedures etc. will have to ensure compliance of statutory norms while project design and development. Development and finalisation of best operation and maintenance practices at projects. Facilitate in getting various project clearances. Interaction with Central / State Government officials for implementation of these projects including planning for power evacuation infrastructure within and outside solar project. Coordination with multilateral / bilateral agencies for implementation of financial arrangements. Any other related work including solar radiation analysis and assessment.
3	Additional General Manager (Solar) /E-7 ₹.43,200 - 66,000	1 (GEN)	50 years	Essential: A first class full time graduation with 60% marks or equivalent CGPA in Civil / Electrical / Electronics / Mechanical Engineering. OR Full - time Master's degree in Physics with 60% marks or equivalent CGPA. The candidate should have minimum 16 years of post-qualification executive experience. Out of this, the candidate should possess 5 years' experience in design and development of Solar Power Projects including Solar Thermal Projects. Desirable: M.Tech. or M.E. or M.S. or Doctorate in Solar Energy related areas or sufficient experience in handling large scale solar power projects (>20 MW) and / or solar parks, designing of thermal power plants would be preferred.	The candidate shall be responsible for contract management functions and activities. He / She will be responsible to formulate and or evaluate contracts / tender / agreements including translating Government schemes into RFQ / RFP, preparation of qualifying requirements, bid management, coordination / discussions related to contractual / commercial matters with different departments / stakeholders, evaluation of bids, negotiations with bidders, finalization of contracts / award, handling of post award issues both contractual & commercial, management of MIS, handling of disputes / claims etc. among others.
4	Manager (Contracts)/E-4 ₹.29,100 - 54,500	2 (GEN)	40 years	Essential: Full time graduation in Civil / Electrical / Mechanical Engineering with 60% marks or equivalent CGPA. The candidate should possess 07 years of post-qualification executive experience in Power Sector. Desirable: Candidates with 2 years full time M.Tech. in Energy or full time 2 years MBA / Post Graduate Degree / Post Graduate Diploma in Power / Energy Management from recognised University / Institute.	
5	Manager (Company Affairs) /E-4 ₹.29,100 - 54,500	1 (GEN)	40 years	Essential: ACS. 07 years post qualification executive experience. Desirable: LLB.	Ensure compliance of various provisions of the Companies Act, 2013, guidelines on Corporate Governance and other corporate Laws line SEBI Act, Competition Act, FEMA, Consumer Protection Act, RTI etc. relating to the company. Convene Board meetings, & other committee meetings, Annual General Meetings etc., including preparation of agenda, minutes, co-ordination etc.

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					Maintain books, registers, records etc. as per the applicable laws including filing of forms, returns etc, with MCA, RBI, DPE etc. Advise management on the implications of various legislations in formulating its long term plans and take action for implementing the company's corporate policies and procedures related to business operations. Liaise / follow-up with various Government Departments to ensure statutory compliance etc. The incumbent must be able to handle Legal matters pertaining to Company affairs.
6	Manager (P&A) / E-4 ₹.29,100 - 54,500	1 (GEN)	40 years	Essential: 2 years full time recognised MBA / PGDBM with specialisation in HR / PG in Social Work viz. MSW. 07 years in line post qualification Executive experience. Desirable: LLB as an added qualification.	The candidate will be required to work in the areas of Manpower Planning, Recruitment & Selection, Compensation, Training & Development, IR including Labour Laws, Policy, Welfare, D&AR matters, Performance Appraisal, Legal and Administration work including general establishment matters and general activities of company.
7	Senior Officer (P&A) / E-2 ₹.20,600 - 46,500	1 (GEN)	28 years	Essential: 2 years full time recognised MBA / PGDBM with specialisation in HR / PG in Social Work viz. MSW. One year in line post qualification Executive experience. Desirable: LLB as an added qualification	The candidate will be required to work in the areas of Manpower Planning, Recruitment & Selection, Compensation, Training & Development, IR including Labour Laws, Policy, Welfare, D&AR matters, Performance Appraisal, Legal and Administration work including general establishment matters and general activities of company.
8	Officer (P&A) / E-1 ₹.16,400 - 40,500	1 (GEN)	28 years	Essential: Full time Graduate and 2 years part time MBA / PGDBM / PGDBA with specialisation in HR / Personnel Management with 60% marks. 7 years' experience out of which the last 2 years (including present job) must be in Personnel / HR department of PSU / Government. The candidates must presently be working in HR / Personnel function of Government / PSU in regular pay scale from the last two years (including present job)	The candidate will be required to work in the areas of Manpower Planning, Recruitment & Selection, Compensation, Training & Development, IR including Labour Laws, Policy, Welfare, D&AR matters, Performance Appraisal, Legal and Administration work including general establishment matters and general activities of company.

Note: The posts at Sr. nos. 4 to 8 above are also identified suitable for Persons with Disabilities (PwD's) of Low Vision / Hearing Impairment / Orthopedically Handicap under the Horizontal Reservation as per Government of India Guidelines.

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 Disabilities (PwDs), Jammu and 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, Insurance, Post - retirement facilities etc. 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 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 through email / website notification. The stages of selection process will be periodically displayed on the website www.seci.gov.in and candidates are advised to visit the website from time to time.
- D) **OTHER CONDITIONS -**
1. Indian Nationals only need to apply.
2. The applications to be submitted ONLINE on the website www.seci.gov.in. Applications sent other than the prescribed mode will stand rejected.
3. The candidates 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, candidate has to make separate application for each post.
5. The candidates should upload photograph and signatures as per specified size.
6. Application Fee of ₹.1000/- for each post mentioned above is to be paid through online mode only. SC/ST/ PwD and internal candidates are exempted from payment of fees.
7. Fee once paid will not be refunded under any circumstances.
8. The crucial date for determining cut - off for age, qualification and experience will be as on the closing date of the advertisement. The date of declaration of result shall be deemed to be the date of acquiring the. Post qualification experience on a post / level shall be counted from the said date onwards.
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 recognised Indian University / UGC recognised Indian Deemed University / AICTE approved Autonomous Indian Institutions / concerned Statutory Councils (wherever applicable). Permissible engineering branches in particular discipline are as mentioned below -

Engineering Degree	Permissible Disciplines
Mechanical	Mechanical, Production, Industrial, Industrial & Production, Power Engineering
Electrical	Electrical, Electrical & Electronics, Power Engineering, Electrical - Instrumentation & Control.
Electronics	Electronics, Power Electronics, Electrical & Electronics, Electronics & Instrumentation, Electronics & Communication, Electronics & Power.
Civil	Civil Engineering

10. The 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.

11. The candidates applying should ensure that they fulfil all eligibility conditions. Their candidature at all stages is purely provisional. Mere issue of letter for Written Test or Group Discussion or Interview or for any stage of selection process will not imply that candidature has been accepted. Verification of Original Certificates with regard to age, qualification, work experience, category / disability (wherever applicable) etc. 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 eligibility criteria.

12. The prescribed qualifications / experience constitute 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 up any of the 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 / Group Discussion / Interview, as the case may be.

13. Preference will be given to candidates having in line experience in Solar Power / Energy, Power System, Project Planning & Implementation for technical posts.

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 the percentage (%) of marks in the degree should be indicated in the application on the basis of the aggregate / average of marks in the Honours subject separately in all the years / semester (as per norms adopted by the University / Institute).

17. Whenever a general 3 year degree course is awarded without Honours the 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 norms adopted by the University/ Institute).

18. Engineering Degree can be BE / B. Tech. / B.Sc. Engineering (04 year course).

19. Candidates having Five Year BE / B.Tech. + ME / M.Tech. integrated dual degree in Engineering in relevant discipline shall be treated at par with BE / B. Tech. / B,Sc. Engg.

20. In MBA / PG Diploma in Management / MMS qualifications where there is a mention of Dual Specialization, one of the specializations necessarily needs to be function specific for which the post has been advertised.

21. All Engineering Diploma Qualification must be recognized by respective State Board of Technical Education. Experience as Apprentice under Apprentices Act, 1961 and similar statutory Acts will not be considered for any post(s).

22. Candidates employed in Central / State Government / Public Sector Enterprises / Autonomous bodies shall either forward their applications through Proper Channel or produce NOC from their present employer at the time of Interview.

23. All candidates will have to produce proper Relieving Orders from their last employer at the time of joining in case of selection.

24. In accordance with the SECI Recruitment Rules, in case of departmental candidates the upper age will be relaxed by 10 years. They will also be extended relaxation of 10% in qualifying percentage of marks in essential qualifications and exemption from payment of application fees.

25. Higher Start may be considered in deserving cases.

26. In case of Written Test, the same may be held at Delhi only.

27. 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.gov.in only and follow the instructions specified in the Admit Cards.

28. Candidates from SC/ST/OBC and PwD category should possess certificate in the prescribed format and validity as per Government guidelines.

29. Any canvassing directly or indirectly by the applicant shall disqualify his / her candidature.

30. 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 in conformity with the eligibility criteria mentioned in the advertisement.

31. 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.

32. In case any dispute arises on account of interpretation in versions language other than English, English version shall prevail.

33. **ON LINE REGISTRATIONS OPENS ON 12.03.2016 (11:00 a.m.) AND CLOSES ON 12.04.2016 (5:00 p.m.)**

34. **ALL NOTIFICATIONS TO THE CANDIDATES WILL BE DISPLAYED ON THE WEBSITE www.seci.gov.in and ALL THE APPLICANTS ARE REQUESTED TO VISIT THE WEBSITE FROM TIME TO TIME TO GET UPDATES.**

"Swachh Bharat - Swachh Urja"

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