

SOLAR ENERGY CORPORATION OF INDIA LTD.**(A Govt of India Enterprise)****A Wing, 1st Floor, D-3, District Centre, Saket, New Delhi – 110017****CIN: U4010DL2011GO1225263****Recruitment Notification No. 01/2018**

Applications 'through proper channel' are invited from eligible candidates for filling up the following post on immediate absorption basis:

Sl No	Name of Post	Pay Scale/Grade	No of Post	Mode of recruitment
1.	Add. General Manager (Projects/Contracts)	Rs. 1,00,000- 2,60,000/- (Revised w.e.f. 01.01.2017) / Rs. 43,200-66,000/- (IDA Scale) (pre-revised) (E-7)	03	Immediate Absorption basis

Job Specification & Experience:

(i) Officers from the Central Public-Sector Enterprises/ Government holding analogous posts on regular basis in the parent cadre Department; viz. rs. 1,00,000 -2,60,000 (revised w.e.f 01.01.2017)/ Rs. 43,200 – 66,000 (IDA scale) / Rs. 37,400 – 67,000 (CDA scale – Level 13)

(ii) Educational Qualification & Experience: The candidate should be Bachelors in Engineering/ B.Sc (Engineering) from a Recognized Institute/ University. The candidate should have considerable experience in Project Management, Execution and Contract Formulation & Implementation

(iii) The maximum age-limit: Not exceeding 52 years as on the closing date of receipt of applications.

Job Description:

1. The incumbent will have overall responsibility for timely execution of Projects from concept to commissioning.
2. He/ She 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/ Renewable Energy/ Power projects.
3. He/ She will be expected to Coordinate EPC contracts, resolve contractual issues with contractors, site management, coordinate with State/Local authorities for obtaining permission / clearances, ensure connectivity of projects for power evacuation, project cash flow management.
4. He/ She will be expected to coordinate with multilateral/bilateral agencies for finalization of financial arrangements for the project as well as any other related work for development of business proposal and Project Conceptualization etc.

Place of Posting: Corporate Office, New Delhi. However, the candidate will be liable to be posted at any of the sites across India.

GENERAL NOTES APPLICABLE FOR ABOVE POST

1. Number of vacancy may increase or decrease due to administrative reasons.
2. It is requested that application (in duplicate and counter-signed by the Cadre Controlling Authority), as per the enclosed proforma (Annexure-II), alongwith photocopies of complete and up-to-date ACRs/ APARs for the last five years (2012-2013 to 2016-2017) of the officers who could be spared in the event of their selection may be sent to **Ms. Shilpi Singh, Manager (P&A), First Floor, Wing A, Prius Platinum Building, District Centre, Saket, New Delhi 110 017**, on or before **24.05.2018**. Photocopies of the ACRs/ APARs should be attested on each page, failing which the application of the candidate shall be summarily rejected.
3. Applications received after the last date or without duly attested copies of ACRs/ APARs as indicated above or without the counter-signature of the employer, or otherwise incomplete, will not be considered. No action will be taken on advance copies of the applications or applications, which are not received through proper channel.

ANNEXURE-I

CERTIFICATE BY THE CADRE CONTROLLING AUTHORITY

1. Certified that the particulars furnished by the officer have been checked from available records and found correct.
2. Certified that the applicant is eligible for the post applied as per conditions mentioned in the circular/ advertisement.
3. Certified that no vigilance/ disciplinary case is either pending or contemplated against the applicant.
4. Integrity of the applicant is certified as 'Beyond Doubt'.
5. It is certified that no major/ minor penalties have been imposed on the applicant during the last 10 years (Alternatively, penalty statement during the last 10 years may be enclosed).
6. Up-to-date CR dossier of the applicant/ attested photocopies of ACRs for the last 5 years are enclosed. Photocopies of ACRs have been attested on each page by an officer not below the rank of Under Secretary or equivalent.

Signature

Name, Designation & Tele of the forwarding Officer (Office Stamp)

Date:

Place:

ANNEXURE-II**APPLICATION FOR APPOINTMENT TO THE POST OF ADDITIONAL GENERAL
MANAGER (PROJECTS/CONTRACTS) ON IMMEDIATE ABSORPTION BASIS IN
SOLAR ENERGY CORPORATION OF INDIA LIMITED**

01	Name of the applicant (in Block letters):					
	(a) Complete postal address of the applicant's with PIN, Tele/ FAX) resent office:					
	(b) Complete postal address of the Cadre Controlling Authority (with PIN, Tele/ FAX):					
02	Date of Birth (DD/MM/YYYY):					
03	Date of Retirement:					
04	Educational Qualifications:					
05	Whether Educational and other qualifications/ Experience required for the post are satisfied:					
	(a) Essential:					
	(b) Desired:					
06	Please state clearly whether in the light of entries made by you above, you meet the requirement of the post:					
07	Details of employment, in chronological order. Enclose a separate sheet duly authenticated by your signature:					
	Office	Post held	From	To	Scale of Pay and Basic Pay	Nature of duties in details
08	Nature of present employment i.e., Ad-hoc or Temporary or Quasi-permanent or Permanent:					

09	In case the present employment is held on deputation/ contract basis, please state: - (a) The date of initial appointment: (b) Period of appointment on deputation/ contract; (c) Name of the parent office/ organization to which you belong	
10	Additional information, if any, which you would like to mention in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/ Advertisement) (Note: Enclose a separate sheet, if the space is insufficient).	
11	Whether belongs to SC/ST	
12	Remarks (The candidates may indicate information with regard to: i Research Publications and reports and special projects ii Awards/ Scholarship/ Official Appreciation iii Affiliation with the professional bodies/ institutions/ societies and iv any other information. (Note: Enclose a separate sheet if the space is insufficient)	

I have carefully gone through the vacancy circular/ advertisement and I hereby undertake that above particulars are correct and true.

Signature of the Candidate

Address with mobile No. _____

Date: _____

Note: No column of the proforma should be left blank. Incomplete applications are liable to be rejected.