



SOLAR ENERGY CORPORATION OF INDIA

(A Government of India Enterprise)

D-3, 'A' Wing, Religare Building, 1st Floor, District Centre,
Saket, New Delhi-110017

Solar Energy Corporation of India (SECI) is a Government of India Enterprise under the administrative control of Ministry of New and Renewable Energy. SECI requires :-

POST	COMPANY SECRETARY
QUALIFICATION	Graduate and Member of the Institute of Company Secretaries of India
SCALE OF PAY (IDA Pay scales)	₹ 36,600 – 62,000 (E6 Grade)
AGE-LIMIT	Not more than 50 years.
ELIGIBILITY & EXPERIENCE	<ol style="list-style-type: none"> For Candidates working in Central Public Sector Enterprises – <ol style="list-style-type: none"> More than 12 years. For the purpose of experience, executive grade experience in E1 and above in case of CPSE's will only be considered. For others: Minimum experience of more than 15 years in organisation of repute.
AREA OF EXPERIENCE	Should have experience as Company Secretary in Central PSU's or in an organisation of repute and handled independently in conducting Board Meetings, Annual General Meetings, Compliances under various Acts governing the Company under Companies Act and other relevant Acts, coordination with Regulatory Authorities like ROC, SEBI and various Ministries. Experience in handling Legal matters pertaining to Company affairs will be preferred.
OTHER CONDITIONS	SECI reserves the right to shortlist candidates based upon the number of applications received.

For other details like how to apply, application format etc. please visit seci.gov.in and the last date for receipt of applications is **10.05.2014**.