

RECRUITMENT NOTIFICATION NO. 1 / 2015

Solar Energy Corporation of India (SECI) invites ONLINE applications from professionals as specified below –

S. N.	Post / Grade & Pay Scale	No. of Posts	Upper Age Limit	JOB SPECIFICATION (Qualifications/Experience)	JOB DESCRIPTION (Nature of Duties in brief)
1	Senior Engineer / E2 ₹ 20,600–46,500	13 (GEN-7 OBC-3 SC-2 ST-1) (PwD-1)*	28 years	Essential: Full time Engineering Graduate / Post Graduate Engineering in Mechanical / Electrical / Electronics / Civil / Energy / Renewable Energy / Environment / Power System with 60% marks or equivalent CGPA or Master's degree in Physics with 60% marks or equivalent CGPA. The above degrees should be from recognized University / Institute with one (01) year of Post Qualification Executive experience. Desirable: 2 Years Full time / 3 years Part time recognised MBA / PGDBM (with specialisation in Marketing/ Material / Production Management / Finance / HR / HRD etc.) as an added qualification.	Selected candidates will be required to work in any or one of or combination of areas of Contracts, Power Systems, Grid, Roof – Top projects, Solar Thermal, Solar Photo Voltaic among others, Assist in designing and setting up of Solar projects including site assessment visits, Preparation of feasibility reports, Project implementation including data collection, analysis and preparation of feedback reports. Any other related work.
2	Personal Assistant / S1 ₹ 10,600–28,900	01 (GEN)	30 years	Bachelor's Degree from a recognized University. Should have done Stenography / Secretarial Practice Course / exam with a speed of 80 WPM in Shorthand and 40 WPM in typing. Additional qualification in Hindi stenography desirable. Knowledge in computers is essential. The applicant should have post qualification work experience of 01 year.	The candidate will be required to handle daily office correspondence work like drafting of office documents, maintenance of files and records, writing minutes of official meetings and dictations. He / she is also required to handle telephone calls and attend visitors / customers.

* Persons with Disabilities (PwD's) of low vision / hearing impairment / locomotor disability.

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 candidates belonging to SC, ST, OBC (Non-creamy layer), Jammu and Kashmir Migrants, Persons with Disabilities (PwDs), 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 Written Test (Stenography and Typing Test for Personal Assistant) 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 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 **3.** Applications sent other than the prescribed method stands rejected. **4.** Candidate should upload photograph and signatures as per sizes specified. **5.** Application Fee of ₹1000/- for post at sr. no.1 and ₹ 600/- for post at sr. no. 2 is to be paid through online mode. SC / ST / PwD candidates are exempted from payment of fees. **6.** Candidates will be required to register before applying. **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. **9.** The candidates should have minimum adequate qualification as on closing date. Unless specifically mentioned all qualifications must be full time qualifications from a recognised university / institute. Permissible engineering branches in particular discipline are as mentioned below -

Engineering Degree	Permissible Disciplines
Electrical	Electrical, Electrical & Electronics, Electrical Power, Electrical – Instrumentation & Control.
Electronics	Electronics, Electronics & Instrumentation, Electronics & Communication, Electrical & Electronics, Electronics & Power.
Energy	Energy, Energy Systems, Energy Engineering, Energy Management, Renewable Energy, Energy Management & Energy Studies, Energy & Environment.
Mechanical	Mechanical, Industrial Production, Industrial Engineering, Production 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.** 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. All candidates will have to produce proper Relieving Orders from their last employer at the time of joining in case of selection. **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 (Stenography / Typing Test for Personal Assistant) or interview or for any stage of selection process will not imply that candidature has been 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 eligibility criteria. **13.** 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 (Stenography / Typing Test for Personal Assistant) / 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.** Engineering Degree can be BE / B.Tech. / B.Sc. Engineering (04 year course). Candidates having Five Year BE / B.Tech.plus ME / M.Tech. integrated dual degree in Engineering in relevant discipline shall be treated at par with BE / B.Tech. / B.Sc. Engg. **17.** In case of Written Test (Stenography / Typing Test for Personal Assistant), 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.gov.in only and follow the instructions specified in the Admit Cards. **19.** SC / ST candidates called for Personal Interview shall be reimbursed single return train fare from the place of mailing address (in India) to place of interview upon production of PNR / ticket. The fare shall be 2nd AC fare for the post at sr. no. 1 and 3rd AC fare for the post at sr. no. 2. **20.** SC / ST candidates should possess valid Certificate in the prescribed format as per the Government guidelines. **21.** Candidates from OBC – NC category should possess certificate in the prescribed format and validity as per Government guidelines. **22.** Preference will be given to candidates having in line experience in Solar Power / Energy, Power System, Project Planning & implementation for technical posts. **23.** Higher Start may be considered in deserving cases. **24.** 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. **25.** In case any dispute arises on account of interpretation in versions language other than English, English version shall prevail. **26. On line registration opens: 7th February, 2015 and closes: 8th March, 2015. 27. 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.**