

SOLAR ENERY CORPORATION OF INDIA

**Tower-I, 04th Floor, NBCC Plaza, Saket
New Delhi – 110017**

SECI/HR/201(4)/I/

22nd November, 2013

RECRUITMENT NOTIFICATION NO. 5/2013 - FOR THE POST OF DEPUTY MANAGER (PERSONNEL & ADMINISTRATION) / SENIOR OFFICER (PERSONNEL & ADMINISTRATION) ON DEPUTATION / IMMEDIATE ABSORPTION BASIS

Solar Energy Corporation of India, is a Government of India Enterprise, under the Administrative Control of Ministry of New and Renewable Energy. The Corporation is presently mandated to Own and Manage both grid connected and off-grid solar applications, Promote R&D, assist the Government in achieving JNNSM Objectives, Trading of Power, and Consultancy.

The Corporation invites applications from Candidates working on Regular Establishments of Central Public Sector Undertakings for appointment on Deputation / Immediate Absorption basis against the regular posts. In case of Deputation it will be initially for a period of one year extendable up to three years. In case of Immediate Absorption the candidate will have to join after getting their resignation accepted by their existing employer.

Post: DEPUTY MANAGER (PERSONNEL & ADMINISTRATION) / SENIOR OFFICER (PERSONNEL & ADMINISTRATION)

No. of Post: 01 (One)

**Pay Scale: For Deputy Manager (Grade E-3) Rs. 24,900 – 3% – 50,500 (IDA scale)/
For Senior Officer (Grade E-2) Rs. 20,600 – 3% – 46,500 (IDA scale)**

Eligibility:

1. The candidate should be a graduate and MBA with specialisation in Personnel Management / Human Resource Management or 2 years Post Graduate Diploma in Management with specialisation in Personnel Management / Human Resource Management from an institute recognised by AICTE as equivalent to MBA.
2. Having 15 – 18 years work experience in the area of Personnel and Administration. The candidate should have hands on experience in Personnel & Administration such as policies implementation, Establishment & Industrial Relations, Office Administration, Estate Maintenance, Transport and Facility Management, Liason and coordination with all external Government and other agencies for Administration Execution.

3. The candidate should be presently working in the E1 pay scale of Rs.16,400 – 40,500 (EI) (IDA Pattern) / Rs.9,300 – 34,800 + Rs.4600 (GP) (CDA pattern)
4. Age: Should be below 45 years as on closing date.

How to Apply:

Candidates satisfying the conditions of eligibility may submit their application in the prescribed format (attached below) through proper channel along with copies of last 5 years Annual Confidential Reports on or before 10th December 2013 on the above address. Incomplete applications or applications not accompanied by the ACRs will be rejected and no correspondence on the same will be entertained.

SOLAR ENERGY CORPORATION OF INDIA
NEW DELHI – 110 017

**APPLICATION FOR THE POST OF DEPUTY MANAGER
(PERSONNEL & ADMINISTRATION) / SENIOR OFFICER
(PERSONNEL & ADMINISTRATION)**

[Ref: Advt. No.5/2013]

**Affix your
recent
(passport
size) colour
photograph**

APPLICATION FORMAT

Personal Data

1	Name (in Block Letters)		
2	Mailing address with Pin Code (in Block Letters)		
3	Telephone number with area STD code		
4	Mobile No.		
5	E-mail ID		
6	Date of Birth		
7	Religion		
8	Category (Please ✓ the appropriate category)	General	
		OBC-Non Creamy	
		SC	
		ST	
9	Are you PWD [If yes please indicate the disability and percentage of disability]		
10	Nationality:		

11 Academic & Professional qualifications (starting from 12th standard onwards)

Sl. No.	Qualification	Branch	Duration		Month & yr of Passing (mm/yy)	College Institute/ University	% of marks/ Division/ Grade etc.	Full time/ Part time/ Correspondence
			From (mm/yy)	To (mm/yy)				

12	WORK EXPERIENCE (Please give complete details) (Govt. & PSU service only)					
<u>Experience details</u> (Backwards from present position)						
Sl. No.	Period of employment		Name of the Organization with full address of the place of posting	Designation held	Job profile	Pay scale and current basic pay
	From (mm/yy)	To (mm/yy)				

(attach additional sheets if required)

13	How soon can you join if offered appointment in SECI	
14	Have you ever been convicted by any court of law or any court case is pending against you or any disciplinary proceedings /enquiry is pending against you or any penalty has been imposed upon you? If yes, give details.	Yes/No

DECLARATION

I hereby certify that the information provided above is true to the best of my knowledge and in case any information as above is found to be false or in-correct or suppressed at any stage, I understand that I am liable to be terminated from the services of Solar Energy Corporation of India forthwith without prejudice to any other legal and disciplinary action as deemed fit by the Management.

Undertaking: I have gone through the advertisement and the General Conditions mentioned therein and fulfil all the conditions/requirements specified therein.

(Signature of Candidate)

Place:

Date:

(FOR OFFICIAL USE OF THE FORWARDING AUTHORITY)

The details of the applicant furnished above have been verified. Copies of Annual Confidential Reports for preceding 05 years are annexed.

Signature:

Name:

Designation:

Seal: