

SOLAR ENERGY CORPORATION OF INDIA
Tower-I, 04th Floor, NBCC Plaza, Saket
New Delhi-110017

SECI/HR/201(3)/I/

20th November, 2013

**RECRUITMENT NOTIFICATION NO. 4/2013 - FOR THE POST OF
PERSONAL ASSISTANTS ON 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 Government Departments and Central PSUs for appointment on Immediate Absorption basis against the regular posts.

Post: Personal Assistant

No. of Posts: 02 (Two)

Pay Scale: S1-10600-28900 / S2-Rs. 11000-29300 / S3 Rs. 11400-31300
(IDA pay scales)

Eligibility:

Should be a Graduate having English Stenography and Computer Skills with at least work experience as Stenographer/Steno-Assistant for a period of 01 year for S1 level, 06 years for S2 level and 11 years in S3 level in Government and /or PSUs. Preference will be given to those candidates having working experience in Hindi Stenography and Typing.

Age: should be below 40 years as on closing date.

How to Apply:

Candidates satisfying the conditions of eligibility may submit their application in the prescribed format through proper channel along with copies of last 1 or 5 years (as applicable) Annual Confidential Reports on or before 6th December 2013. 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 PERSONAL ASSISTANT

[Ref: Advt. No.4/2013]

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)				

13	How soon can you join if offered appointment in SECI	
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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
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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: