



SOLAR ENERGY CORPORATION OF INDIA LIMITED

(A Government of India Enterprise)

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SPECIAL RECRUITMENT DRIVE FOR PERSONS WITH DISABILITIES

RECRUITMENT NOTIFICATION NO. 02/2016

Solar Energy Corporation of India Limited (SECI), a CPSU under the Ministry of New and Renewable Energy (MNRE) invites ONLINE applications from professionals as specified below –

SN	Post / Grade & Pay Scale	No. of Posts	Upper Age Limit	JOB SPECIFICATION (Qualifications / Experience)	JOB DESCRIPTION (Nature of Duties in brief)
1	Senior Officer (Finance & Accounts) / E2 Rs. 20,600 – 46,500 (IDA)	02* (1-UR 1-SC)	28 years	Essential: CA/CMA (erstwhile ICWA) / 2 years full time MBA with Specialization in Finance from a reputed Institute with One (01) year of Post Qualification Executive experience.	The selected candidate will be required to work in the areas of Resource mobilization, Budgeting & Costing, Commercial Finance, Payments, MIS, Internal Controls, Payroll processing, Power Trading, Audit & Taxation, Accounting, Financial Reporting, Treasury Management etc.

* 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 and 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 the Written Test 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 continuously displayed on website: www.seci.co.in and candidates are advised to visit the website from time to time.

OTHER CONDITIONS –: 1. Indian Nationals only need to apply. 2. The Applications to be submitted ONLINE on the website: www.seci.co.in 3. Applications sent other than the prescribed method stands rejected. 4. Candidate should upload photograph and signatures as per sizes specified. 5. Candidates will be required to register before applying. 6. The crucial date for determining cut – off for age, qualification and experience will be as on the closing date of the advertisement. 7. 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. 8. 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. 9. Candidates working in Central / State / Public Sector Undertakings should produce No Objection Certificate 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. 10. 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 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 advertised eligibility criteria. 11. 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 all or any of the notified 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 / GD / Interview, as the case may be. 12. 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. 13. 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. 14. Whenever a 3 year degree course is awarded with Honours, percentage (%) of marks in the degree should be indicated in the application on the basis of the aggregate/average of the marks scored in all the subjects in all the years /semester as per the norms adopted by the University/ Institute. 15. Whenever a 3 year degree course is awarded without Honours, percentage (%) of marks in the degree should be indicated in the application on the basis of the aggregate/average of the marks scored in all the subjects in all the years /semester as per the norms adopted by the University/ Institute. 16. In MBA, PG diploma in Management/MMS qualifications where there is a mention of Dual specialization, one of the specializations necessarily needs to be function-specific for which the post has been advertised. 17. In case of Written Test, the same may be held at Delhi only. 18. It may be noted that Admit Cards for Typewriting Test / Written test will not be sent by post. Candidates have to download the Admit Cards from the website www.seci.co.in only and follow the instructions specified in the Admit Cards. 19. SC / ST candidates should possess valid Certificate in the prescribed format as per the Government guidelines. Candidates from OBC – NC category should possess certificate in the prescribed format and validity as per Government guidelines. 20. PWD candidates should possess certificate in the prescribed format and validity as per Government guidelines. 21. Higher Start may be considered in deserving cases. 22. Any canvassing directly or indirectly by the applicant shall disqualify his/her candidature. 23. The candidature of the applicant is liable to be rejected at any stage of the recruitment process or after recruitment or joining, if any information provided by the candidate is found to be false or not found in conformity with the eligibility criteria mentioned in the advertisement. 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: 24.12.2016 and closes: 23.01.2017. 27. ALL NOTIFICATIONS TO THE CANDIDATES WILL BE DISPLAYED ON THE WEBSITE www.seci.co.in and ALL THE APPLICANTS ARE REQUESTED TO VISIT THE WEBSITE FROM TIME TO TIME TO GET UPDATES.



"Swachh Bharat - Swachh Urja"

