

**भारत सरकार**

**Government of India**

**नवीन एवम नवीकरणीय ऊर्जा मंत्रालय**

**Ministry of New & Renewable Energy  
(MNRE)**

**पद के लिए आवेदन आमंत्रित किया जाता है**

**Applications are invited for the post of**

**निदेशक (ह्यूमन रिसोर्स)**

**Director (Human Resource)**

**For**

**सोलर एनर्जी कार्पोरेशन ऑफ इंडिया, नई दिल्ली**

**(सेक्शन २५ कंपनी जिसकी अधिकृत पूंजी २००० करोड़ रु है )**

**उम्मीदवारों का चयन खोज-सह-चयन समिति द्वारा किया जाएगा ।**

**चयनित उम्मीदवारों को समिति के साथ परस्पर बातचीत हेतु आमंत्रित किया जा सकता है ।**

**Solar Energy Corporation of India(SECI), New Delhi**

**(A Section 25 Company with Authorized Capital of Rs. 2000 Cr.)**

**The selection will be made by Search-cum-Selection Committee. Short-listed candidates may be invited for an interaction with the Committee.**

**नवीन एवम नवीकरणीय ऊर्जा मंत्रालय में आवेदन प्राप्त**

**करने की अंतिम तिथि - २२/११/२०१२**

**Last date of receipt of applications in MNRE – 22/11/2012**

**For details login to website**

**<http://www.mnre.gov.in>**

## **Selection Criteria for Director(HR)of Solar Energy Corporation of India**

**NAME OF THE SECTION 25 COMPANY** : SOLAR ENERGY CORPORATION OF INDIA

**NAME OF THE POST** : DIRECTOR (HUMAN RESOURCE)

**DATE OF VACANCY** : 16/10/2012

**SCALE OF THE POST** : Rs. 75,000 – 1,00,000/- (Revised)  
(As per Schedule “A” PSU)

### **1. COMPANY PROFILE**

Solar Energy Corporation of India, New Delhi is registered under Section 25 of Companies Act, 1956, as a Company not for profit, under the administrative control of the Ministry of New & Renewable Energy (MNRE). The main object of the Company would be to assist the Ministry and function as the implementing and executing arm of the Jawaharlal Nehru National Solar Mission (JNNSM) for development, promotion and commercialization of solar energy technologies in the country. The company will perform all related tasks to achieve this objective, as stated in the policy framework of the Jawaharlal Nehru National Solar Mission and as decided by the Government from time to time. Since the Section 25 Company, set up to implement the activities of the Jawaharlal Nehru National Solar Mission is based on the long-term perspective of the role of Solar Power and the appurtenant role of the Solar Mission in facilitating the harnessing of solar energy, it is anticipated that, in the medium term, the Company may embark or, either directly or as a facilitator/partner, a number of other activities such as are required to facilitate the implementation of the JNNSM such as implementation of the GBI programme and off-grid programmes, sanctioning and monitoring of research and development projects and other activities. The company would aim to further the development, promotion and development of solar energy technologies in the country to eventually achieve commercialization.

The authorized capital of the Company is Rs. 2000 crore.

The shareholding of the Government of India in the company will be 100%.

### **2. JOB DESCRIPTION AND RESPONSIBILITIES:**

Director (Human Resource) is a member of the Board of Directors and reports to the Managing Director. He will be responsible for overseeing the implementation of HR, policies, management of Industrial Relations, Corporate Communications and overseeing the Strategic Plan which plans & implements new initiatives and coordinate with various JVs of the Company. He is also responsible for corporate social responsibility, managing corporate brand image and co-ordination with Government & Industry. He will also drive implementation of Company's Strategic Plan

### **3. ELIGIBILITY**

#### **I. AGE:** On the date of occurrence of vacancy

- (i) Minimum 40 years.
- (ii) Not more than 55 years.

The age of superannuation is 60 years.

#### **II. QUALIFICATION AND EXPERIENCE:**

The incumbent should be a graduate with good academic record from a recognized university with Post Graduate qualification in Personnel Management/Industrial Relations/Human Resources from a recognized University. Knowledge of business processes in manufacturing/ service and quality assurance is desirable.

He should have 15 years experience at a senior level in a large organization of repute. Persons with experience of working in Power Plants would have added advantage.

#### **III. PAY SCALE/TURNOVER:**

- a) Central Public Sector Executives.

Executives holding posts in the pay scale of:

- Rs. 7250-8250/- (IDA)
- Rs. 9500—11500/- (IDA) Post 01.01.1992
- Rs. 20500—26500/- (IDA) Post 01.01.1997
- Rs. 51300—73000/- (IDA) Post 01.01.2007
- Rs. 14300—18300/- (CDA) [pre-revised]
- Rs. 37400—67000/- + Grade Pay Rs. 8700/- (CDA)

The minimum length of service required in the eligible scale will be one year for internal candidates, and two years for others as on the date of vacancy.

- b) State Public Sector Executive

Executives working in companies where the annual turnover is in excess of Rs. 250 crore and having held post in Pay Scale mentioned above in IDA/CDA pattern.

- c) Private Sector Executives

Private Sector Executives must fulfill each of the following criteria:

- (i) Executives working in companies where the annual turnover is in excess of Rs.250 crore
- (ii) Executives working at Board level position or Non Board level position reporting directly to the Board i.e one level below Board
- (iii) Executives working in Companies listed on Stock Exchange.

- (d) Government Officers

Provided that notwithstanding the qualifications and experience prescribed, Government officers of Government of India or any State Government of the level of Director in Govt. of India or on equivalent scale of pay or Brigadier in the Army or equivalent rank in Navy/Air Force, on the date

of vacancy with adequate experience in the relevant field will be eligible for consideration on immediate absorption or deputation basis.

#### **4. DURATION OF APPOINTMENT**

The appointment shall be for a period of five years or upto the date of superannuation whichever is earlier, out of which one year would be on probation.

#### **5. SUBMISSION OF APPLICATIONS**

Prospective candidates from the Central Public Sector Executives/Government Officers, shall send their applications through proper channel, in the format at Annexure I. Candidature of such applicants who have been awarded any punishment during the last 10 years or have been charge sheeted and the inquiry is pending against him shall not be considered.

Prospective candidates from the State Public Sector Executives, shall send their applications through proper channel, in the format at Annexure II. Candidature of applicants who are working in State Public Sector and who have been awarded any punishment during the last 10 years or have been charge sheeted and the inquiry is pending against him shall not be considered. Candidature of applicants from the Private Sector who is facing charge, or has been convicted for, any act of moral turpitude or economic offence shall not be considered.

- (i) A write up on the significant contributions made by them during their present/past assignments and their suitability for the post.
- (ii) The annual report for the last audited financial year, or annual turnover figures duly certified by the Company Secretary/CFO.
- (iii) The applications for various categories of the officers are routed through proper channel as follows(Advance copy can be sent directly):
  - a) For Government Servants through Cadre Controlling authority.
  - b) For CMD's/MD's/Director's in CPSE, the concerned administrative ministry.
  - c) For below Board level in CPSE, the concerned CPSE.
  - d) For CMD/MD in State PSE, State Government.
  - e) State PSE/State Joint Venture, the concerned SPSE.

In addition to the above, Private Sector Executives must submit the following documents along with the application form

- i) Attested copies in support of age and qualifications;
- ii) Annual Reports of the Company for the last 5 years;
- iii) Evidence of listing on the Stock Exchange;
- iv) Evidence of working at Board level or reporting directly to the Board i.e. one level below Board level
- v) The details of Job handled in the past with two references.

State Public Sector Executives must route their applications through proper channel.

**6. CERTIFICATION BY CANDIDATE:-**

a) Candidate has to submit his/her willingness for the post alongwith application clearly stating that he/she will join the post, if selected. If any candidate does not initially give his/her willingness, he/she will not be considered. .

b) If any candidate gives his/her unwillingness after the issue of offer of appointment, he/she would be debarred for a period of two years from the date of offer of appointment from being considered for any post in SECI.

7. Candidates may be called for an interaction with the Search-cum-Selection Committee, if required.

APPLICATIONS IN THE PRESCRIBED FORMAT DULY SUPERSCRIBED WITH THE POST APPLIED FOR ON THE ENVELOP BE SENT TO:

**MRS V.P. MADRA  
UNDER SECRETARY TO THE GOVERNMENT OF INDIA  
MINISTRY OF NEW AND RENEWABLE ENERGY  
ROOM NO.011, GROUND FLOOR,  
BLOCK NO.14, CGO COMPLEX,  
LODHI ROAD,  
NEW DELH – 110 003.**

**ANNEXURE I**

**APPLICATION FORM FOR CENTRAL PUBLIC SECTOR EXECUTIVES/GOVT. OFFICERS**  
**[THROUGH PROPER CHANNEL]**

1. Name of the post applied for: \_\_\_\_\_

2. (a) Name \_\_\_\_\_

(b) Identification Number (For Defence Service personnel) \_\_\_\_\_

(c) Designation of the Applicant (in full) \_\_\_\_\_

(d) Office Address: \_\_\_\_\_

3. Address for communication: \_\_\_\_\_

4. Telephone No: Office \_\_\_\_\_ Residence \_\_\_\_\_ FAX No. \_\_\_\_\_

Mobile No. \_\_\_\_\_ E-Mail address \_\_\_\_\_

5. Date of Birth \_\_\_\_\_ Age as on date of vacancy \_\_\_\_\_

6. Eligibility criteria:

	As per job description	Possessed by the officer	Whether eligible or not
Educational/professional			

qualifications(alongwith the name of Institutions)			
Pay Scale			
Length of service in eligible pay scale			

7. Position held during the preceding ten years:-

Sl. No.	Designation, and place of posting	Organization	From	To	Pay scale
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

.....2/-

7(a). Nature and duration of experience relevant for the advertised post and job description:

Sl. No.	Designation, and place of posting	Organization	From	To	Pay scale
1.					
2.					
3.					
4.					

8. In case the candidate is holding the present post on lien/deputation basis:-

- a) name of the organization in which the lien is held.
- b) the date from which the lien is held.
- a) date from which candidates is on deputation.

9.(a) Whether any punishment awarded to the applicant during the last 10 years

Y	NO
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If yes, the details thereof

9.(b) Whether any action or inquiry is going on against him as far as his knowledge goes.

Y	NO
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If yes, the details thereof

I certify that the details furnished by me in Cols. 1 to 9 are true and I am eligible for the post.

I further submit my willingness that I will join the post, if selected. In case, if I give my unwillingness after the interaction meeting, if any, is held, but before the appointment is processed or after issue of offer of appointment, I may be debarred for a period of two years for being considered for a Board level post in any PSE other than the one to which I belong to.

(Name and Signature of the applicant)

Date:

**(To be filled by the PSU/Ministry/Department concerned)**

It is Certified that the particulars furnished above have been scrutinized and found to be correct as per official records.

Signature & Designation of  
The Competent Forwarding  
Authority with Telephone no. & office seal

**ANNEXURE II**

**APPLICATION FORM FOR STATE PUBLIC SECTOR EXECUTIVE/EXECUTIVES FROM THE  
PRIVATE SECTOR**



1. Name of the post applied for: \_\_\_\_\_
2. (a) Name \_\_\_\_\_  
 (b) Designation of the Applicant (in full) \_\_\_\_\_  
 (c) Office Address: \_\_\_\_\_
3. Address for communication \_\_\_\_\_
4. Telephone No: Office \_\_\_\_\_ Resident \_\_\_\_\_ Fax No. \_\_\_\_\_  
 Mobile No. \_\_\_\_\_ Email address \_\_\_\_\_
5. Date of Birth \_\_\_\_\_ Age as on date of vacancy \_\_\_\_\_
6. Eligibility criteria:

	As per job description	Possessed by the officer	Whether eligible or not
Education /professional qualification (along with the name of Institution)			
Pay Scale			
Length of service in eligible pay scale			

7. Positions held during the preceding ten years:-

Sl. No.	Designation, and place of posting	Organization	From	To	Pay scale
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

7(a). Nature and duration of experience relevant for the advertised post and job description:

Sl. No.	Designation, and place of posting	Organization	From	To	Pay scale
1.					
2.					
3.					
4.					

8. Annual Turnover of the Company where the candidate is employed (Certificate copy to be attached):

Turnover Rs. \_\_\_\_\_ for the year \_\_\_\_\_.

9. I certify that:

- (i) The annual report for the last audited financial year, or annual turnover figures duly certified by the Company Secretary/ CFO is enclosed at Encl. I.
- (ii) A write up on the significant contribution made by me during the present/past assignments and my suitability for the post is enclosed at Encl. II.
- (iii) I am working at Board level position/ or reporting directly to a Director on the Board i.e. one level below Board level.
- (iv) The Company in which I am working is listed on the \_\_\_\_\_ stock exchange.  
(Name)

A proof of listing at Encl. III.

Declaration

I..... son of ..... hereby certify that I have not been disqualified to act as a Director under Section 274 or any other relevant sections of the Indian Companies Act, 1956.

I also certify that I am not facing any charge of, nor have ever been convicted for, any act of moral turpitude or economic offence.

I further submit my willingness that I will join the post, if selected. In case, if I give my unwillingness after the interaction meeting, if any, is held, but before the appointment is processed or after issue of offer of appointment, I may be debarred for a period of two years for being considered for a Board level post in any PSE other than one to which I belong to.

(Name and Signature of the applicant)