

**SOLAR ENERGY CORPORATION OF INDIA
(A Government of India Enterprise)**

Invites applications for the

1. Posts of Sr.Mgr./Manager/Dy. Manager in:

**PERSONNEL AND ADMINISTRATION (01)
FINANCE AND ACCOUNTS(01)
CONTRACTS(01)
POWER SYSTEMS(01)
SOLAR THERMAL (02)
SOLAR PHOTOVOLTAIC(02)**

**2. Post of SENIOR ENGINEER (10)
Post of PERSONAL ASSISTANT (06)**

**3. On contract basis for the posts of ACCOUNTS
OFFICER (01) AND SUPERVISOR (ESTATE) (01)**

For details, please visit website: mnre.gov.in

SOLAR ENERGY CORPORATION OF INDIA
TOWER-1, NBCC PLAZA, PUSHP VIHAR, SECTOR-V, SAKET
NEW DELHI-110017

Solar Energy Corporation of India, a Government of India Enterprise, incorporated on 20th September 2011 as a Section-25 Company under the Companies Act 1956 **Invites, applications from the competent professionals for the following areas and posts:**

AREAS

Sr.No.	Area	No. of posts
1	PERSONNEL & ADMINISTRATION	01
2	CONTRACTS	01
3	FINANCE AND ACCOUNTS	01
4	POWER SYSTEMS	01
5	SOLAR THERMAL	02
6	PHOTOVOLTAIC	02

LEVELS

The above positions are in the levels of Deputy Manager , Manager and Senior Manager and depending upon the suitability, the level is considered.

PAY SCALES

<u>Sr. No</u>	<u>Post</u>	<u>Pay scale (IDA)</u>	<u>Eligibility criteria</u>	<u>Upper Age Limit</u>
1	Sr. Manager (E5)	32,900-58,000	Should have 09 years post qualification experience and worked for 2 years in the pay scale of 29,100-54,500 or equivalent	40 yrs
2	Manager (E4)	29,100-54,500	Should have 06 years post qualification experience and worked for 2 years in the pay scale of 24,900-50,500 or equivalent	35 yrs
3	Dy Manager (E3)	24,900-50,500	Should have 03 years post qualification experience and worked for 2 years in the pay scale of 20,600-46,500 or equivalent	30 yrs

QUALIFICATIONS

Sr.No.	Area	Qualification	Nature of Experience
1	Personnel & Administration	Post Graduate in IR or Personnel or Graduation with 2 years Post Graduate Diploma in Personnel Management from a University or Institution of repute. Addl. Qualification: Degree in Law preferred	Should have experience in HR & IR Matters such as Man power planning, Recruitment, Training, Framing Wage and Welfare Policies, compliance with various labour laws etc.
2	Contracts	A Graduate in Mechanical or Electrical or Electronics Engineering from a University or Institution of repute	Should have experience in estimation, tendering, procurement of equipment of power plants or power systems, e-tendering, arbitration etc
3	Finance & Accounts	CA/ICWA/Full time MBA in Finance from Institution of repute	Should have experience in financial regulations and control, allocation of resources, taxation, audit, Banking, IFRS etc.
4	Power Systems	A Graduate in Electrical Engineering from a University or Institution of repute	Should have experience in designing, operation, maintenance aspects of Solar Systems/devices especially grid connected
5	Solar Thermal	A Graduate in Electrical or Mechanical or Chemical Engineering or M.Sc. (Physics) from a University or Institution of repute	
6	Photovoltaic	A Graduate in Electrical Engineering or Electronics or M.Sc. (Physics) from a University or Institution of repute	

POSTS

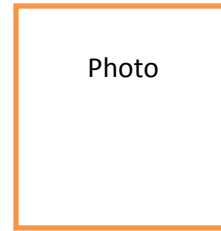
Sr.No.	Post	No	Pay Scale	Eligibility	Upper age limit
1	Sr. Engineer (E2)	10	20,600-46,500	Graduation in Engineering (Elec/Mech/PS) with one year Experience or M.Tech with specialization in Solar or Photovoltaic	26 yrs
2	Personal Assistant (S1)	06	10,600-28,900	A First Class Graduate with Diploma in Shorthand and Typing having speed of 120 w.p.m. and 40 w.p.m. with 1 year experience in a company of repute and having handled the office independently. A Good command in English with good knowledge in handling computer is essential.	25 yrs
3	Accounts Officer*	01	Rs.30,000 per month consolidated	Pass in Final Examination of CA. with one year experience in a company of repute.	25 yrs
4	Supervisor (Estate)*	01	Rs.20,000 per month consolidated	A Graduate with Diploma in Hospitality Management with one year experience in a company of repute	25 yrs

***Note: Recruitment for the posts of Accounts Officer and Supervisor (Admn) are on contract basis for a period of one year only.**

TERMS AND CONDITIONS

1. Upper age limit is relaxable by 5 years in respect of SC/ST candidates and 3 years in respect of OBC candidates. The age is also relaxable in highly experienced and deserving cases. However, no age relaxation in respect of posts of Senior Engineers/PAs and posts on contract basis. The upper age limit is considered as on 31st January 2012.
2. Proof of SC/ST/OBC should be provided in the prescribed format at the time of interview.
3. Selected candidates will be appointed in the Grades mentioned above. Besides Basic Pay, Variable DA, HRA, other allowances, PF, Gratuity would also be admissible as per Rules.
4. Higher Start in the pay scales can be considered in deserving cases.
5. Reservations in respect of SC/ST candidates shall be as per Rules.

6. The Company reserves the right to cancel the advertisement or selection process, amend the specifications depending upon the response.
7. Applicants serving in Government/Public Sector should send through proper channel or produce no objection certificate at the time of interview.
8. Applications neatly and legibly typed in the prescribed format, duly accompanied by a fee of Rs.200 (Rupees two hundred only)(fee exempted in case of SC/ST) drawn in favor of Solar Energy Corporation of India, payable at New Delhi, super-scribing the envelop with the post applied for, addressed to the **Company Secretary, Solar Energy Corporation of India, NBCC Plaza, Tower-I, 4th Floor, Pushp Vihar, Sector-V, Saket, New Delhi-110017** be sent by **ORDINARY POST ONLY.**
9. **Applicants need not enclose proof of Qualifications and Experience at the application stage. They will be required to produce at the time of Interview or such stage as and when specific requisition is made.**
10. Last date for receipt of applications is **16th March 2012 (1500 hrs)**
11. Applications received other than the ORDINARY POST or beyond the last date shall not be considered.
12. In respect of out station candidates called for interview, reimbursement of single return second AC rail fare on production of ticket will be made for the posts of E2 and above and 3-tier AC for other posts.



APPLICATION FOR THE POST OF _____

PERSONAL DATA

1. Full Name _____
2. Sex Male/Female
3. Date of Birth _____
4. Whether SC/ST/OBC/Gen _____
5. Address for communication _____
6. Email ID _____
7. Landline no. _____ Mobile no. _____

8 .EDUCATION

Sr.No.	Qualification	Institution/University	Period (From ____ to ____)	%marks/Grade/Division
1	Higher Secondary			
2	Degree			
3	Post Graduation			

9. EXPERIENCE

Sr.No.	Name of the organisation	Period From---To	Designation	Nature of duties	Pay scale & Pay

10. In respect of Government Employees, whether any disciplinary action or inquiry is pending against the applicant, if so, the details thereof:

Application Fee of Rs.200 vide DD No. _____ dated _____ drawn in favor of Solar Energy Corporation of India, payable at New Delhi is enclosed.

I hereby state that the above information is true and in the event of any of the information provided found to be false or incomplete, I am liable for action as per the Rules of Solar Energy Corporation of India.

Signature _____

Name _____

Date _____