

SECI RECRUITMENT PORTAL

Solar Energy Corporation of India Ltd. (SECI)
<https://www.seci.co.in/jobs>

Version 1.0

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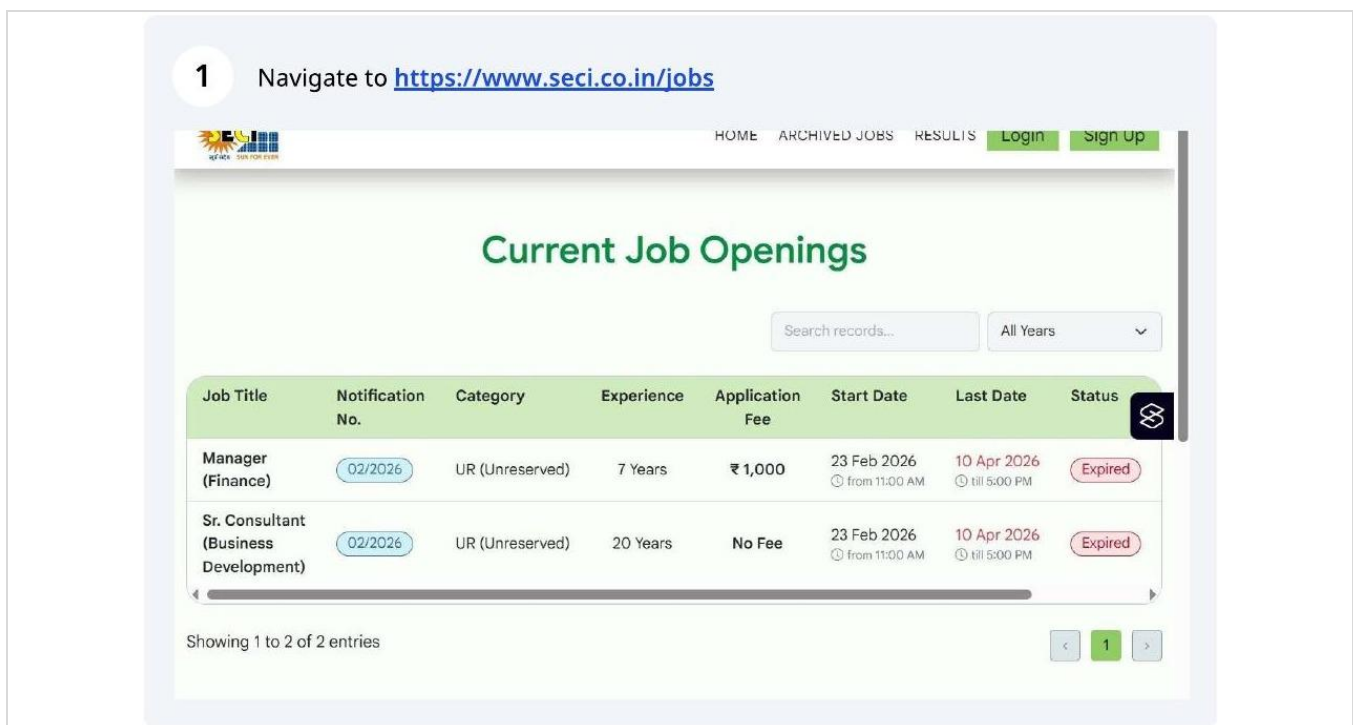
1. Introduction

This manual explains, step by step, how to register on the SECI Recruitment Portal and complete your candidate profile so that you are eligible to apply for job openings published by the Solar Energy Corporation of India Ltd. (SECI).

A profile must be 100% complete before it can be used to submit a job application. Completing your profile involves five sections: Basic & Professional Details, Address Details, Work Experience, Documents, and Bank Account Details.

2. Accessing the SECI Jobs Portal

Step 1: Open your web browser and navigate to the SECI Jobs portal at <https://www.seci.co.in/jobs>.



The Current Job Openings page will load, displaying a list of active and expired job notifications along with details such as Job Title, Notification Number, Category, Experience required, Application Fee, Start Date, Last Date, and Status.

3. Creating a New Account

3.1 Filling the Registration Form

Step 2: Click Sign Up in the top navigation bar.

2 Click "Sign Up"

The screenshot shows the SECI Recruitment Portal interface. At the top, there is a green header bar with a 'Back to Corporate Website' link. Below the header, the navigation menu includes 'HOME', 'ARCHIVED JOBS', 'RESULTS', 'Login', and 'Sign Up'. The 'Sign Up' button is circled in orange. The main content area is titled 'Current Job Openings' and features a search bar and a dropdown menu for 'All Years'. Below this is a table of job openings.

Job Title	Notification No.	Category	Experience	Application Fee	Start Date	Last Date	Status
Manager (Finance)	02/2026	UR (Unreserved)	7 Years	₹ 1,000	23 Feb 2026 🕒 from 11:00 AM	10 Apr 2026 🕒 till 5:00 PM	Expired
Sr. Consultant (Business Development)	02/2026	UR (Unreserved)	20 Years	No Fee	23 Feb 2026 🕒 from 11:00 AM	10 Apr 2026 🕒 till 5:00 PM	Expired

Step 3: In the Register window, click the Full Name field and enter your name

3 Click the "Full Name *" field.

The screenshot shows the 'Register' window overlaid on the portal. The window has a title bar with a close button. The text 'Create new account to proceed further.' is displayed. Below this are five input fields: 'Full Name *', 'Email *', 'Mobile No. *', 'Password *', and 'Confirm Password *'. The 'Full Name *' field is circled in orange. The 'Password *' field has a minimum character requirement of 8 characters. The 'Confirm Password *' field has a confirmation icon.

Step 4: Click the Email field and enter a valid email address.

Step 5: Click the Mobile No. field and enter your 10-digit mobile number

Step 6: Click the Password field and enter a password. The password must be a minimum of 8 characters.

Step 7: Click the Confirm Password field and re-enter the same password.

7 Click the "Confirm Password *" field.

Full Name *

Email *

Mobile No. *

Password *

Minimum 8 characters.

Confirm Password *

Enter Confirm Password

☐ I agree to the SECI Recruitment Portal [Terms & Conditions](#)

Send OTP

Already have an account? [Login here](#)

Step 8: Select the checkbox labelled "I agree to the SECI Recruitment Portal Terms & Conditions."

8 Click the "I agree to the SECI Recruitment Portal" field.

Full Name *

Email *

Mobile No. *

Password *

Minimum 8 characters.

Confirm Password *

Enter Confirm Password

☐ I agree to the SECI Recruitment Portal [Terms & Conditions](#)

Send OTP

Already have an account? [Login here](#)

Step 9: Click Send OTP. The portal will send a one-time password (OTP) to both your registered email address and mobile number.

9 Click "Send OTP"

Full Name *

Email *

Mobile No. *

Password *

Minimum 8 characters.

Confirm Password *

☒ I agree to the SECI Recruitment Portal [Terms & Conditions](#)

Please wait...

Already have an account? [Login here](#)

Job Title	Notification No.
Manager (Finance)	02/2026
Sr. Consultant (Business Development)	02/2026

Showing 1 to 2 of 2 entries

Last Date	Status
10 Apr 2026 11:50 PM	Expired
10 Apr 2026 11:50 PM	Expired

Note: Registration cannot proceed until the Terms & Conditions checkbox is selected and a valid email and mobile number are provided, as both will be used for identity verification.

3.2 Verifying Your Email and Mobile OTP

Step 10: In the “Verify Email & Mobile OTP” window, click the Provide Email OTP field and enter the 6-digit code sent to your email (for example, 596529).

13 Type "596529"

Back to Corporate Website

HOME ARCHIVED JOBS RESULTS Login Sign Up

Verify Email & Mobile OTP

Enter the OTP sent to your email to continue.

Email OTP *

596529

Resend Email OTP

Mobile OTP *

Provide Mobile OTP

Resend Mobile OTP

Submit

Wrong email? Go Back

Job Title	Notification No.
Manager (Finance)	02/2026
Sr. Consultant (Business Development)	02/2026

Step 11: Click the Provide Mobile OTP field and enter the 6-digit code sent to your mobile number (for example, 964734).

15 Type "964734"

Verify Email & Mobile OTP

Enter the OTP sent to your email to continue.

Email OTP *

596529

Resend Email OTP

Mobile OTP *

964734

Resend Mobile OTP

Submit

Wrong email? Go Back

Showing 1 to 2 of 2 entries

Your data is secure with SECI

Job Title	Notification No.
Manager (Finance)	02/2026
Sr. Consultant (Business Development)	02/2026

Step 12: Click Submit to verify both OTPs and complete registration.

16 Click "Submit"

Verify Email & Mobile OTP

Enter the OTP sent to your email to continue.

Email OTP *

596529

Resend Email OTP

Mobile OTP *

964734

Resend Mobile OTP

Submit

Wrong email? Go Back

Your data is secure with SECI

Job Title	Notification No.	Category	Experience	Application Fee	Start Date	Last Date	Status
Manager (Finance)	02/2026	UR (Unreserved)	7 Years	₹ 1,000	23 Feb 2026 ⌚ from 11:00 AM	10 Apr 2026 ⌚ till 5:00 PM	Expired
Sr. Consultant (Business Development)	02/2026	UR (Unreserved)	20 Years	No Fee	23 Feb 2026 ⌚ from 11:00 AM	10 Apr 2026 ⌚ till 5:00 PM	Expired

If you do not receive an OTP within the countdown period shown on screen (for example, “Resend Email OTP in 29s”), wait for the timer to elapse and click Resend Email OTP or Resend Mobile OTP as applicable.

Note: Both the Email OTP and Mobile OTP must be verified together. If either code is incorrect or expired, request a fresh OTP before clicking Submit again.

Once verification is successful, you are logged in automatically. To reach your candidate dashboard, click your name in the top-right corner and select Profile from the drop-down menu.

17 Click "Profile"

Back to Corporate Website

Sameer Srivast...

Profile

Logout

Current Job Openings

Search records... All Years

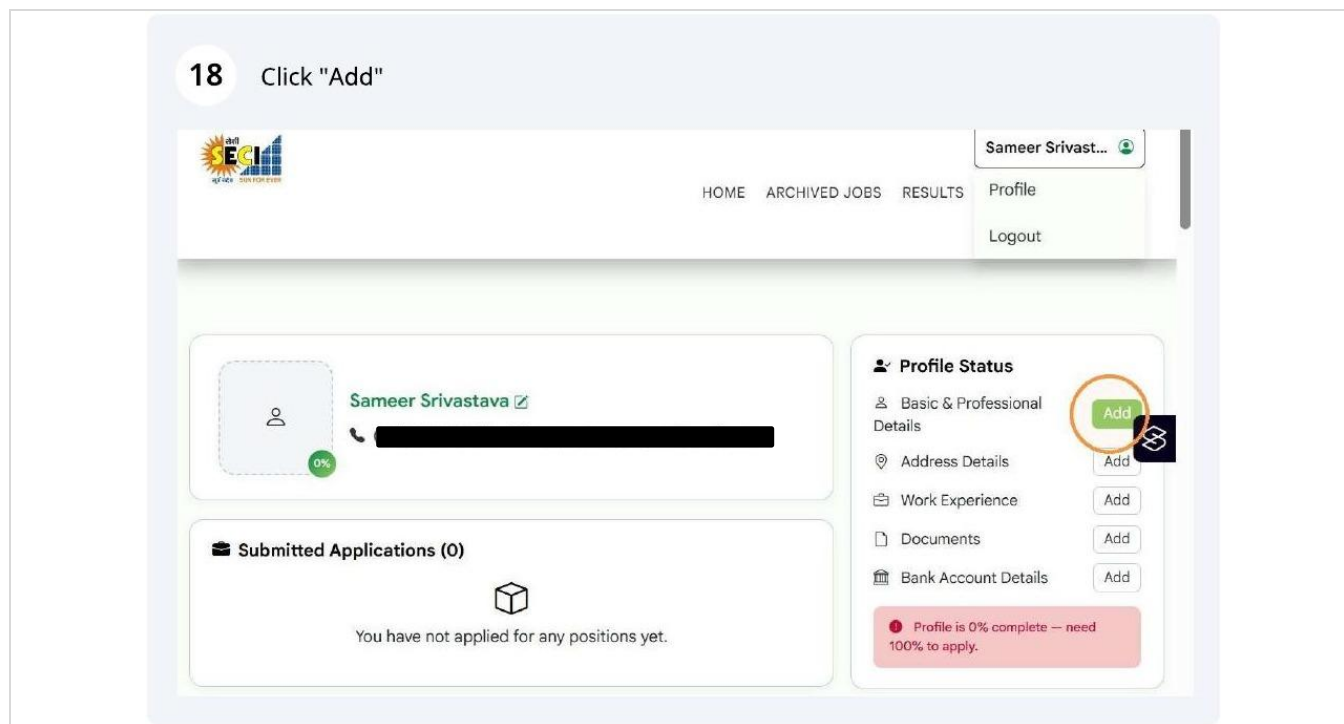
Job Title	Notification No.	Category	Experience	Application Fee	Start Date	Last Date	Status
Manager (Finance)	02/2026	UR (Unreserved)	7 Years	₹ 1,000	23 Feb 2026 ⌚ from 11:00 AM	10 Apr 2026 ⌚ till 5:00 PM	Expired
Sr. Consultant (Business Development)	02/2026	UR (Unreserved)	20 Years	No Fee	23 Feb 2026 ⌚ from 11:00 AM	10 Apr 2026 ⌚ till 5:00 PM	Expired

4. Completing Your Candidate Profile

Your Profile Status panel tracks completion across five sections. Each section must show 100% before you can submit a job application. Click Add (or Update, once a section has been filled) next to a section to open its form.

4.1 Basic Details

Step 18: From the Profile Status panel, click Add next to Basic & Professional Details.



In the Basic Details window, complete the following fields (Steps 19–23):

Name as per Aadhaar *	Pre-filled from registration; edit if required.
Father's Name *	Enter your father's full name.
Mother's Name *	Enter your mother's full name.
Date of Birth *	Select using the date picker (dd-mm-yyyy).
Gender *	Select Male, Female, or Other from the drop-down.
Category *	Select your reservation category, e.g. UR (Unreserved).
Aadhaar No. *	Enter your 12-digit Aadhaar number.
Mobile / Email	Pre-filled from registration; read-only.
PwBD / Ex-Serviceman / Departmental (SECI)	Select Yes or No as applicable.

23 Click the "12-digit Aadhaar number" field.

Basic Details

Name as per Aadhaar *

Father's Name *

Mother's Name *

Date of Birth *

Gender *

Category *

Aadhaar No. *

Mobile

Email

PwBD

Ex-Serviceman

Departmental (SECI)

Step 24: Click Save Changes once all mandatory (*) fields are complete.

24 Click "Save Changes"

Basic Details

Name as per Aadhaar *

Father's Name *

Mother's Name *

Date of Birth *

Gender *

Category *

Aadhaar No. *

Mobile

Email

PwBD

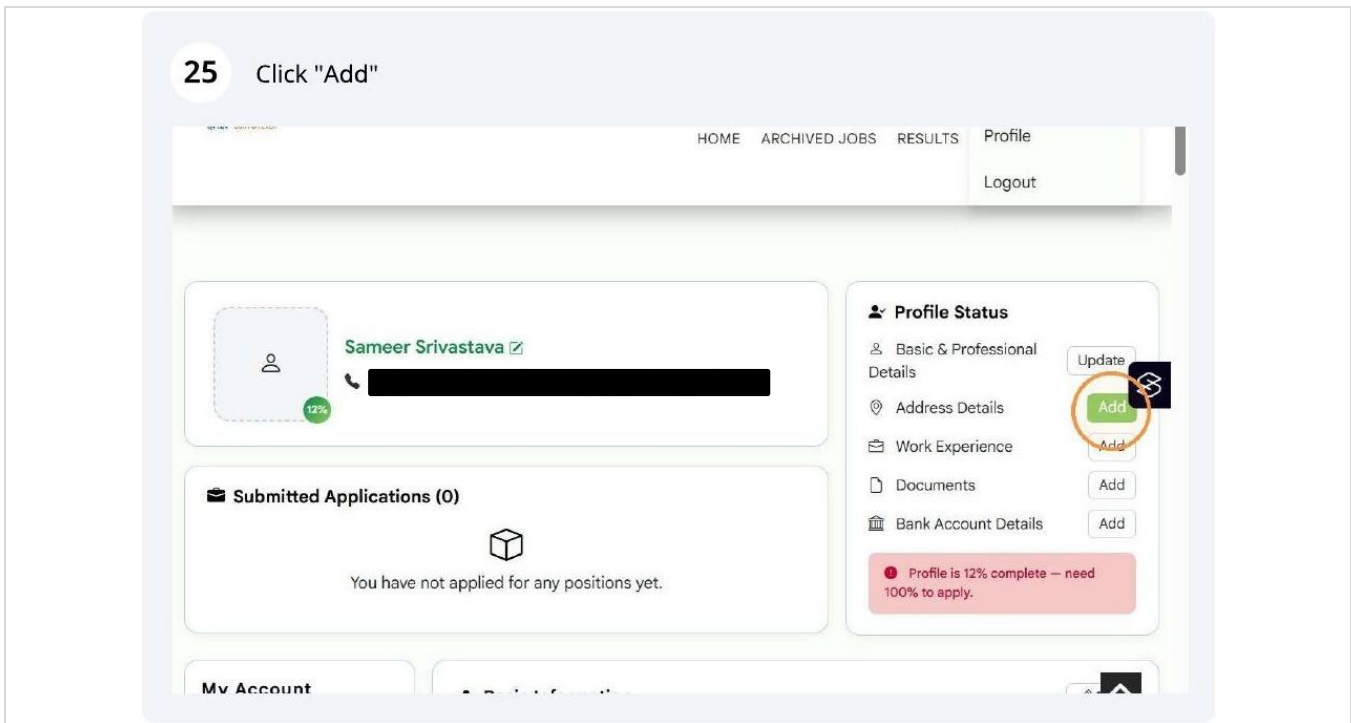
Ex-Serviceman

Departmental (SECI)

The Profile Status indicator will update to reflect the newly completed section (for example, from 0% to 12%).

4.2 Address Details

Step 25: Click Add next to Address Details.



The Address Details window contains two tabs: Communication and Permanent.

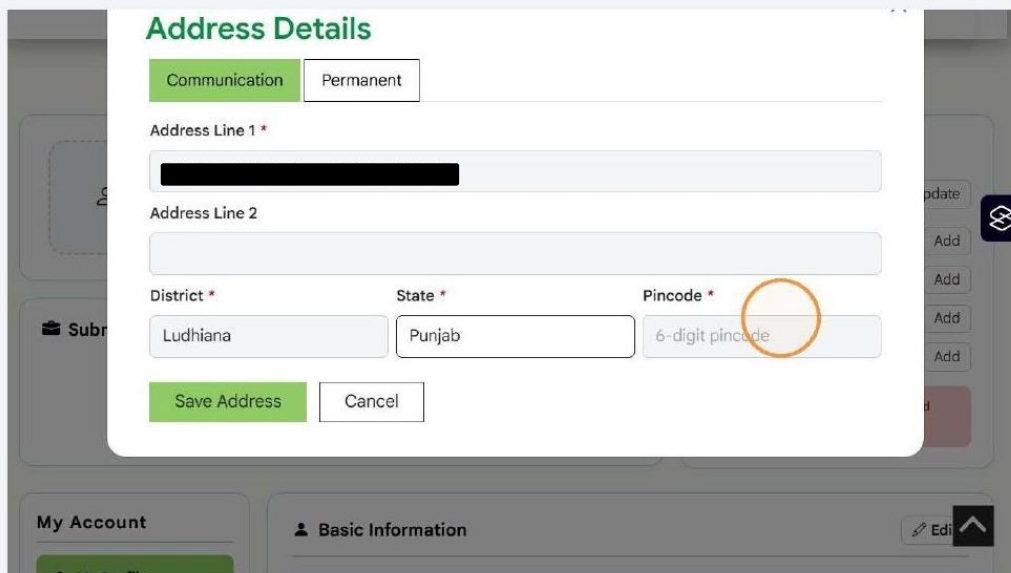
Step 26: On the Communication tab, click Address Line 1 and enter your address (for example, “4th Floor, Golden Plaza, The Mall Road”). Address Line 2 is optional.

Step 28: Click the District field and enter your district (for example, “Ludhiana”).

Step 30: Click the State field and enter your state (for example, “Punjab”).

Step 31: Click the 6-digit pincode field and enter your postal PIN code (for example, “141001”).

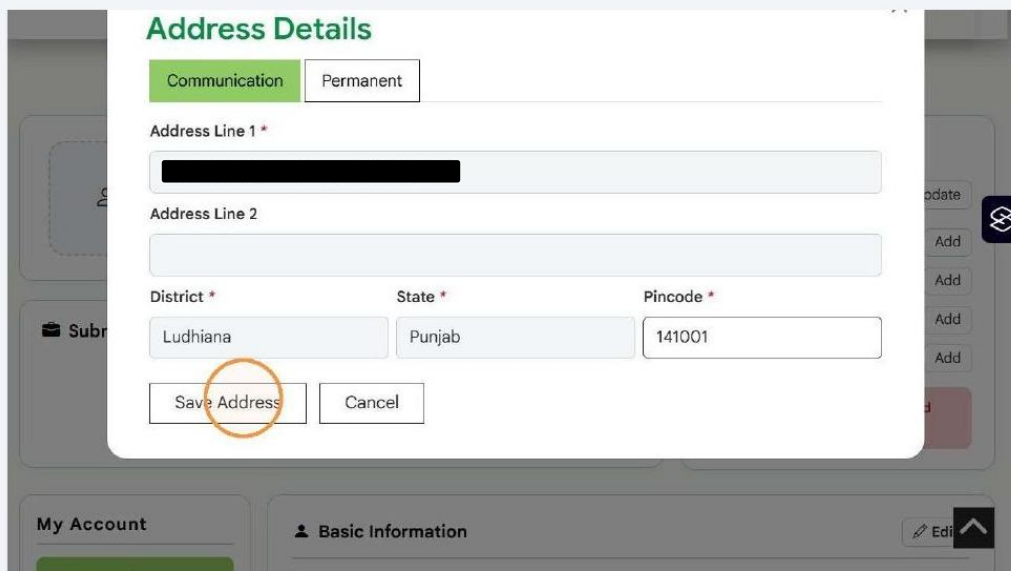
31 Click the "6-digit pincode" field.



The screenshot shows the 'Address Details' modal form. At the top, there are two tabs: 'Communication' (selected) and 'Permanent'. Below the tabs are two text input fields for 'Address Line 1 *' and 'Address Line 2'. Underneath these are three dropdown menus for 'District *' (Ludhiana), 'State *' (Punjab), and 'Pincode *'. The 'Pincode *' field is highlighted with an orange circle and contains the placeholder text '6-digit pincode'. At the bottom of the form are two buttons: 'Save Address' (green) and 'Cancel' (white).

Step 32: Click Save Address.

32 Click "Save Address"



This screenshot shows the same 'Address Details' modal form, but now the 'Pincode *' field contains the value '141001'. The 'Save Address' button at the bottom left is highlighted with an orange circle.

After the profile is at least 90% complete, revisit Address Details to set the Permanent address:

Step 58: From the Profile Status panel, click Update next to Address Details.

58 Click "Update"

HOME ARCHIVED JOBS RESULTS Profile Logout

Pragatiware Sameer Srivastava ☒ 90%

Submitted Applications (0)

You have not applied for any positions yet.

Profile Status

- Basic & Professional Details **Completed**
- Address Details **Update**
- Work Experience **Completed**
- Documents **Completed**
- Bank Account Details **Completed**

Profile is 90% complete — need 100% to apply.

Step 59: Select the Permanent tab.

59 Click "Permanent"

Back to Corporate Website Sameer Srivast...

HOME ARCHIVED JOBS RESULTS Profile

Address Details

Communication Permanent

Address Line 1 *

Address Line 2

District * State * Pincode *

Ludhiana Punjab 141001

Save Address Cancel

Step 60: If your permanent address is the same as your communication address, select the “Same as Communication Address” checkbox; otherwise, repeat Steps 26–31 for the permanent address and click Save Address.

- 60 Click the "Same as Communication Address" field.

Address Details

Communication Permanent

Address Line 1 *

Address Line 2

District * State * Pincode *

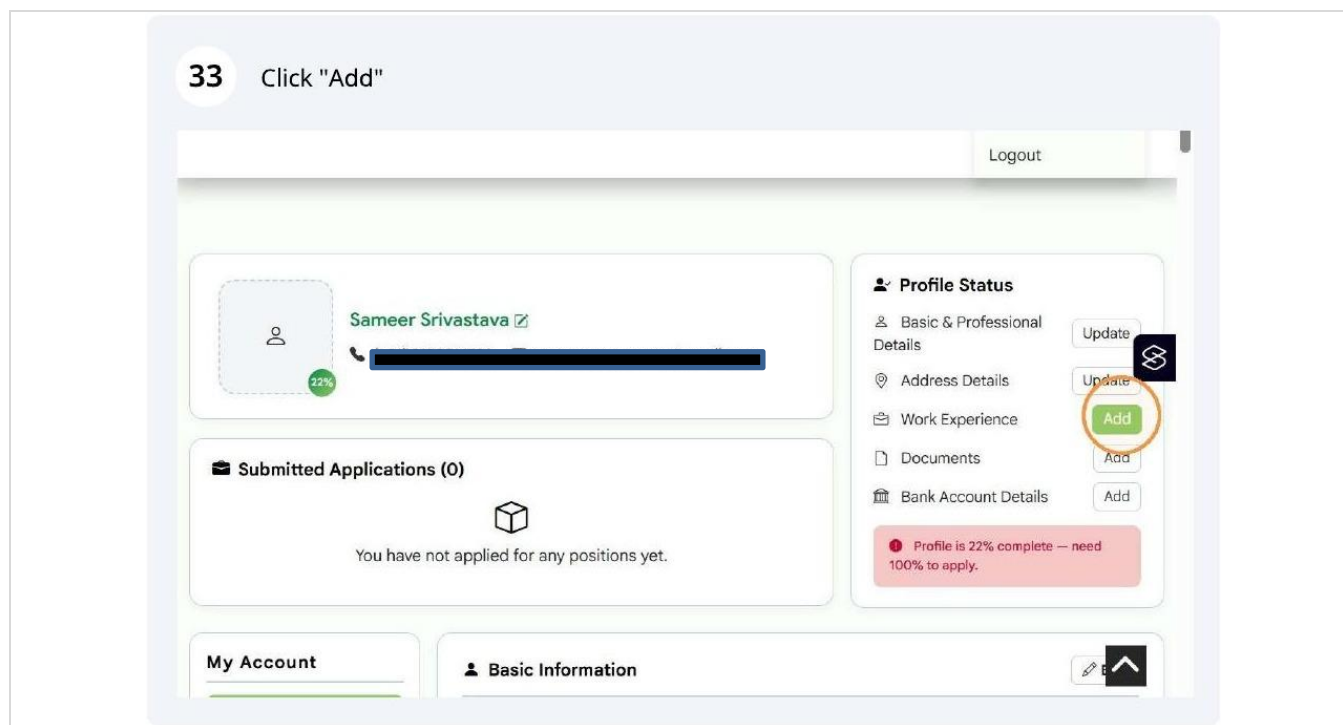
6-digit pincode

☐ Same as Communication Address

Save Address Cancel

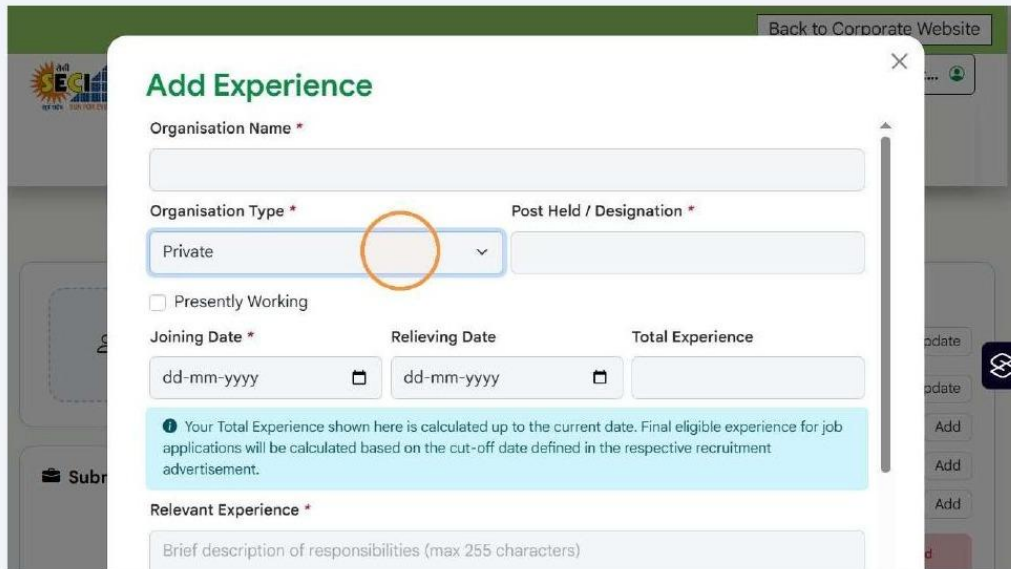
4.3 Work Experience

Step 33: Click Add next to Work Experience to open the Add Experience window.

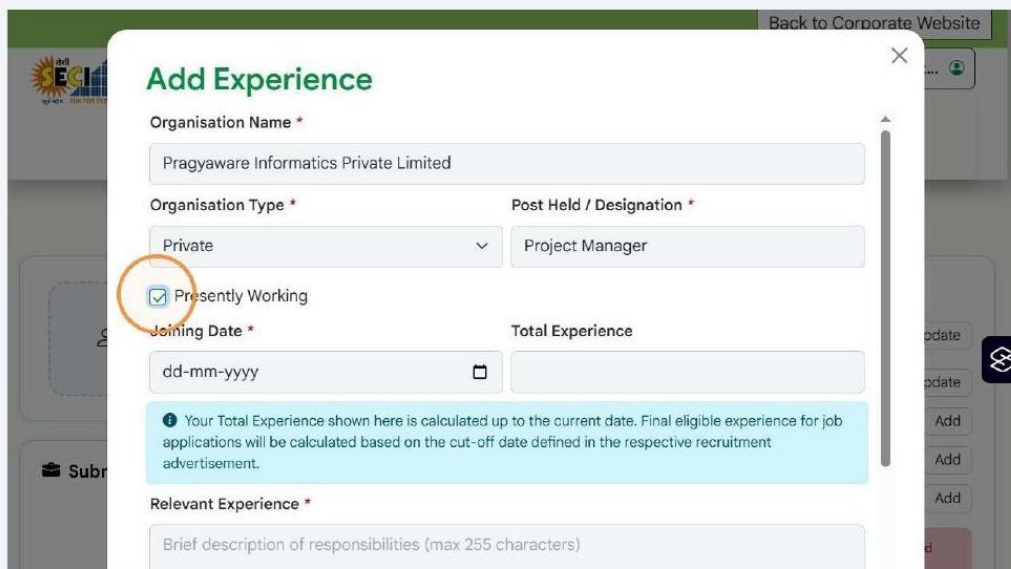


Complete the following fields for each employer:

Organisation Name *	Enter the full legal name of the employer.
Organisation Type *	Select Private, Government, PSU, etc.
Post Held / Designation *	Enter your job title.
Presently Working	Select this checkbox if this is your current employer. Doing so hides the Relieving Date field.
Joining Date *	Select your date of joining. Total Experience is calculated automatically.
Relieving Date	Applicable only if you are no longer employed there.
Relevant Experience *	Brief description of responsibilities (maximum 255 characters).
CTC / Payscale *	Enter your CTC, e.g. "10 LPA" or "₹35,000/month".
Certificate * (PDF, max 2 MB)	Click Choose File and upload your offer letter or relieving letter.

34 Select the "Private" option.

The screenshot shows the 'Add Experience' form. The 'Organisation Type' dropdown menu is open, and the 'Private' option is selected and highlighted with an orange circle. The form includes fields for Organisation Name, Post Held / Designation, Presently Working (checkbox), Joining Date, Relieving Date, Total Experience, and Relevant Experience. A blue information box states: 'Your Total Experience shown here is calculated up to the current date. Final eligible experience for job applications will be calculated based on the cut-off date defined in the respective recruitment advertisement.'

37 Click the "Presently Working" field.

The screenshot shows the 'Add Experience' form with the 'Presently Working' checkbox checked and highlighted with an orange circle. The form is filled with the following data: Organisation Name: Pragyaware Informatics Private Limited; Organisation Type: Private; Post Held / Designation: Project Manager; Joining Date: dd-mm-yyyy; Total Experience: (empty). The 'Relevant Experience' field is also present. The same blue information box is displayed.

41 Click this file field.

01-02-2025 1y 6m 20d

1 Your Total Experience shown here is calculated up to the current date. Final eligible experience for job applications will be calculated based on the cut-off date defined in the respective recruitment advertisement.

Relevant Experience *

Project Management 18/255

CTC / Payscale *

10LPA

Certificate* (PDF only, max 2 MB)

Choose File No file chosen

Upload offer letter or relieving letter.

Save Experience Cancel

Step 42: Click Save Experience.**42** Click "Save Experience"

01-02-2025 1y 6m 20d

1 Your Total Experience shown here is calculated up to the current date. Final eligible experience for job applications will be calculated based on the cut-off date defined in the respective recruitment advertisement.

Relevant Experience *

Project Management 18/255

CTC / Payscale *

10LPA

Certificate* (PDF only, max 2 MB)

Choose File Dummy PD.pdf

Upload offer letter or relieving letter.

Save Experience Cancel

Repeat this process for each additional employer. Once all entries are saved, the Work Experience status changes to Completed.

43 Click "Completed"

The screenshot displays the user interface of the SECI Recruitment Portal. At the top right, there is a "Logout" button. The main content area is divided into several sections. On the left, a user profile card for "Sameer Srivastava" shows a 42% completion status. Below this, a "Submitted Applications (0)" section indicates that no applications have been submitted yet. On the right, a "Profile Status" section lists various details: "Basic & Professional Details" (Update), "Address Details" (Update), "Work Experience" (Completed), "Documents" (Add), and "Bank Account Details" (Add). The "Work Experience" status is highlighted with a green box and a red circle. A red notification banner at the bottom of the profile status section states: "Profile is 42% complete — need 100% to apply." At the bottom of the page, there are two tabs: "My Account" and "Basic Information".

Logout

Sameer Srivastava 42%

Submitted Applications (0)

You have not applied for any positions yet.

Profile Status

- Basic & Professional Details [Update](#)
- Address Details [Update](#)
- Work Experience [Completed](#)
- Documents [Add](#)
- Bank Account Details [Add](#)

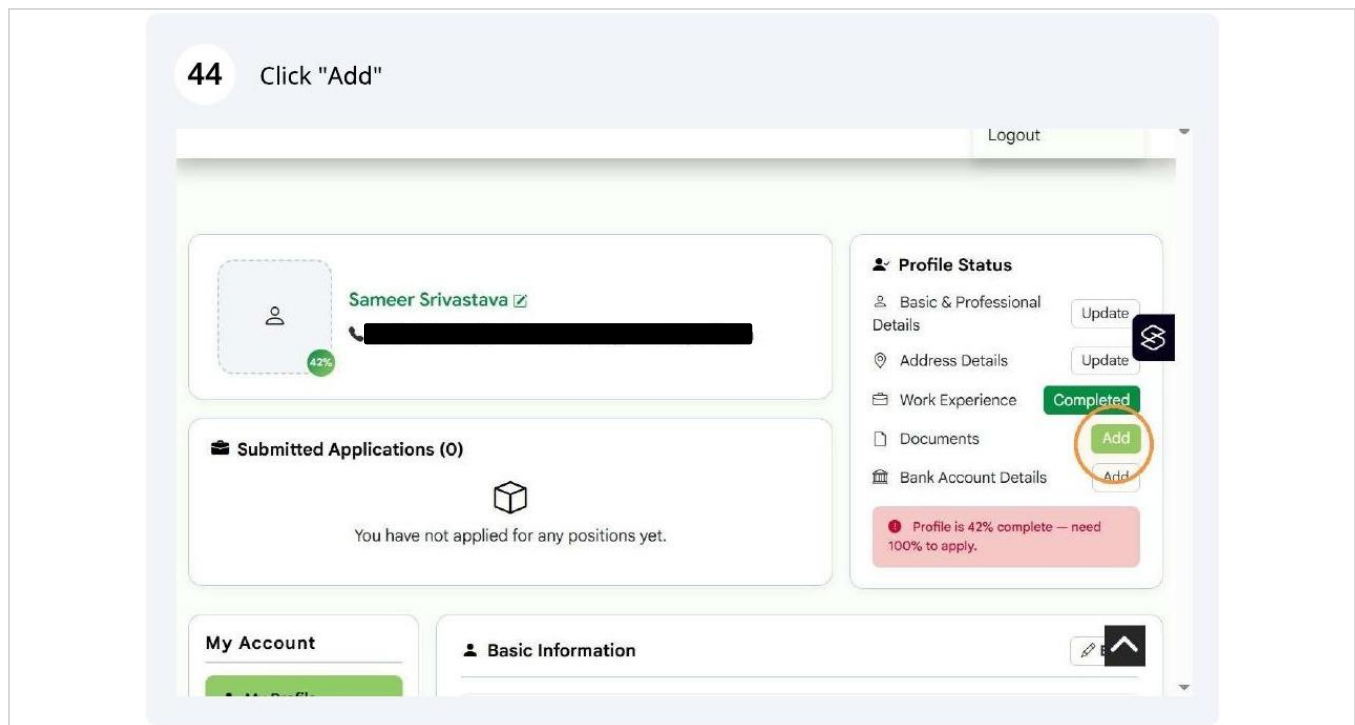
Profile is 42% complete — need 100% to apply.

My Account

Basic Information

4.4 Document Upload

Step 44: Click Add next to Documents.

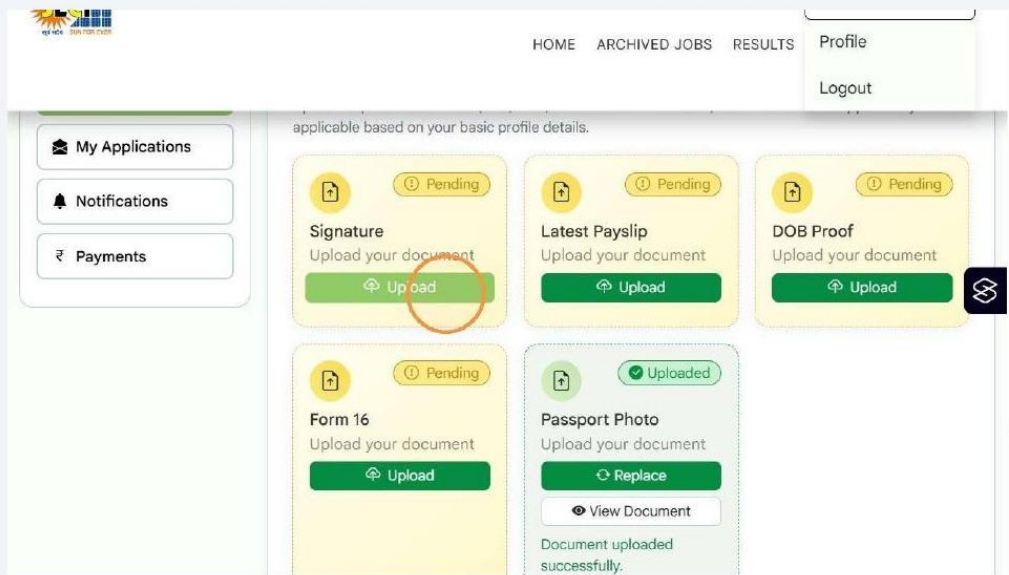


The Documents section requires the following files to be uploaded individually using the Upload button on each card:

- Passport Photo
- Signature
- Latest Payslip
- DOB Proof
- Form 16

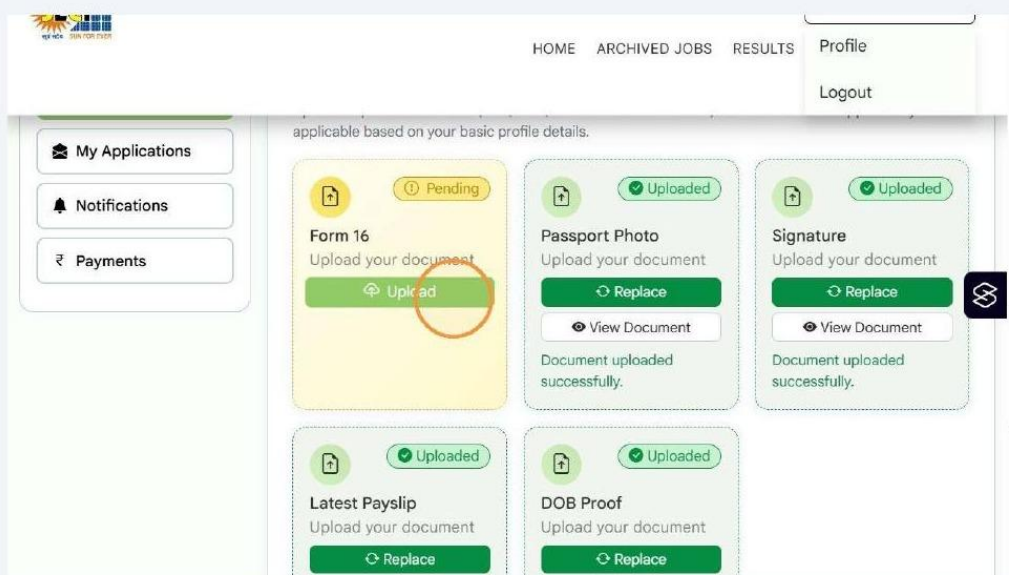
Step 45: For each document card, click Upload, select the corresponding file from your computer, and confirm.

46 Click "Upload"



Once a file has been uploaded successfully, the card status changes from Pending to Uploaded (shown in green), and Replace and View Document options become available for that document.

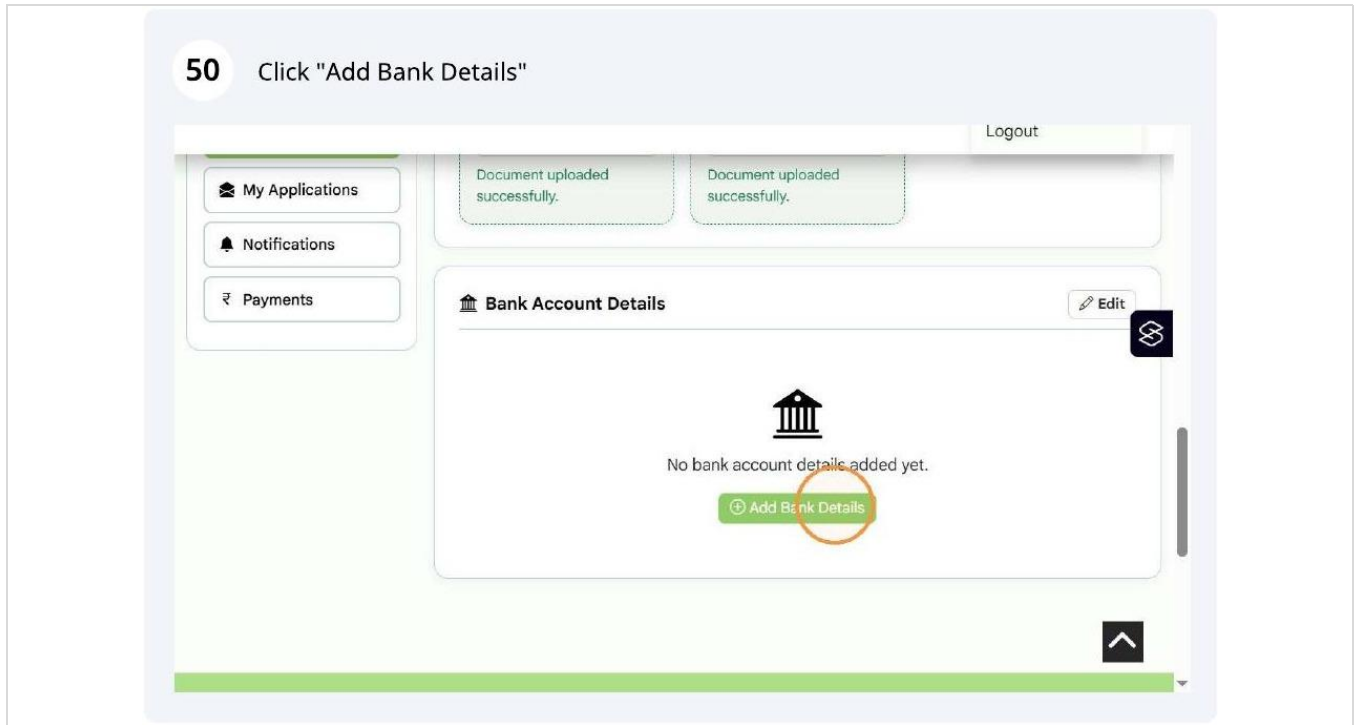
49 Click "Upload"



Note: Ensure each document meets any stated format and size limits before uploading (for example, PDF only, maximum 2 MB, as required for certificates in the Work Experience section).

4.5 Bank Account Details

Step 50: Click Add Bank Details in the Bank Account Details card.



Complete the following fields in the Bank Account Details window:

Account Holder Name *	Enter the name exactly as it appears on your bank passbook/statement.
Bank Name *	Enter the name of your bank.
IFSC Code *	Enter your branch's IFSC code.
Account Number *	Enter your bank account number.
UPI ID	Optional; enter in the format example@upi.

Step 51: Click the Account Holder Name field and begin entering your details.

51 Click the "Account Holder Name *" field.

The screenshot displays the 'Bank Account Details' modal form on the SECI Recruitment Portal. The form is titled 'Bank Account Details' and includes the instruction 'Add bank details for refund/payment-related communication.' The form contains the following fields:

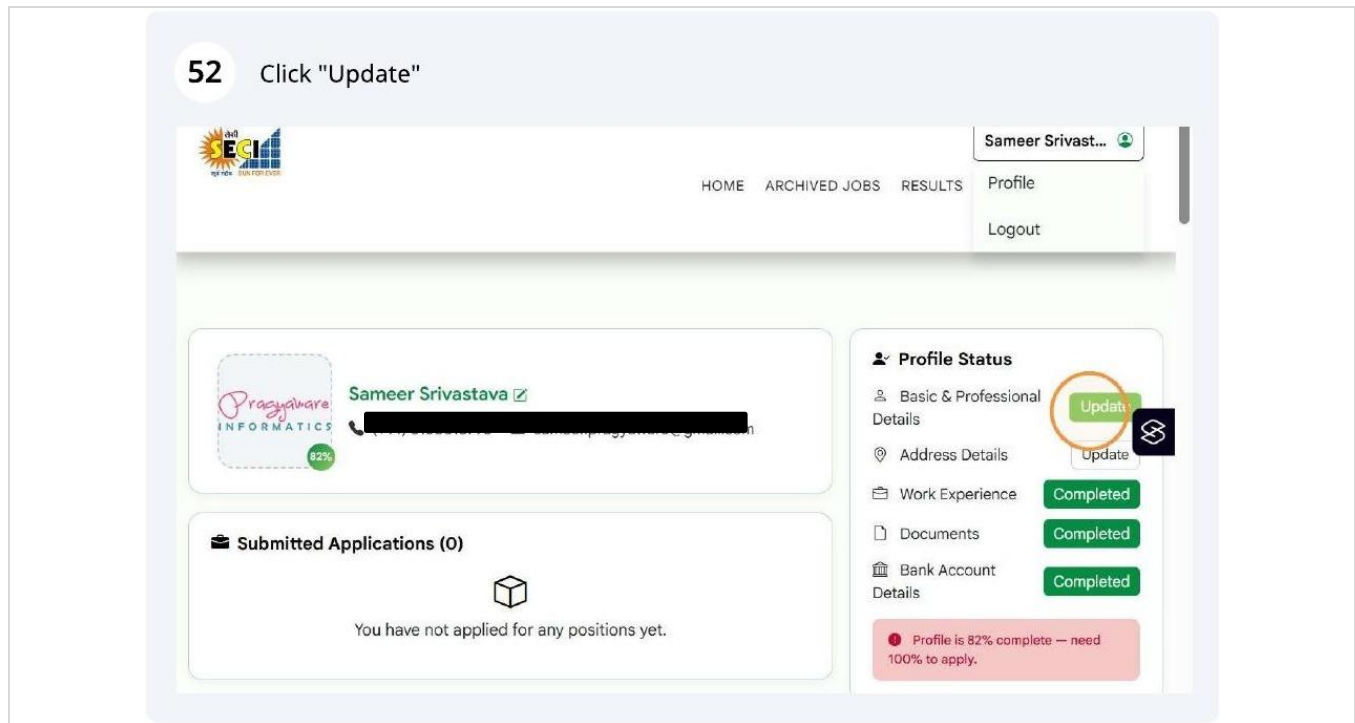
- Account Holder Name ***: This field is highlighted with an orange circle. The placeholder text is 'Enter Account Holder Name'.
- Bank Name ***: The placeholder text is 'Enter Bank Name'.
- IFSC Code ***: The placeholder text is 'IFSC CODE'.
- Account Number ***: The placeholder text is 'Enter Account Number'.
- UPI ID**: The placeholder text is 'example@upi'.

At the bottom of the form, there are two buttons: 'Save Changes' (green) and 'Cancel' (white).

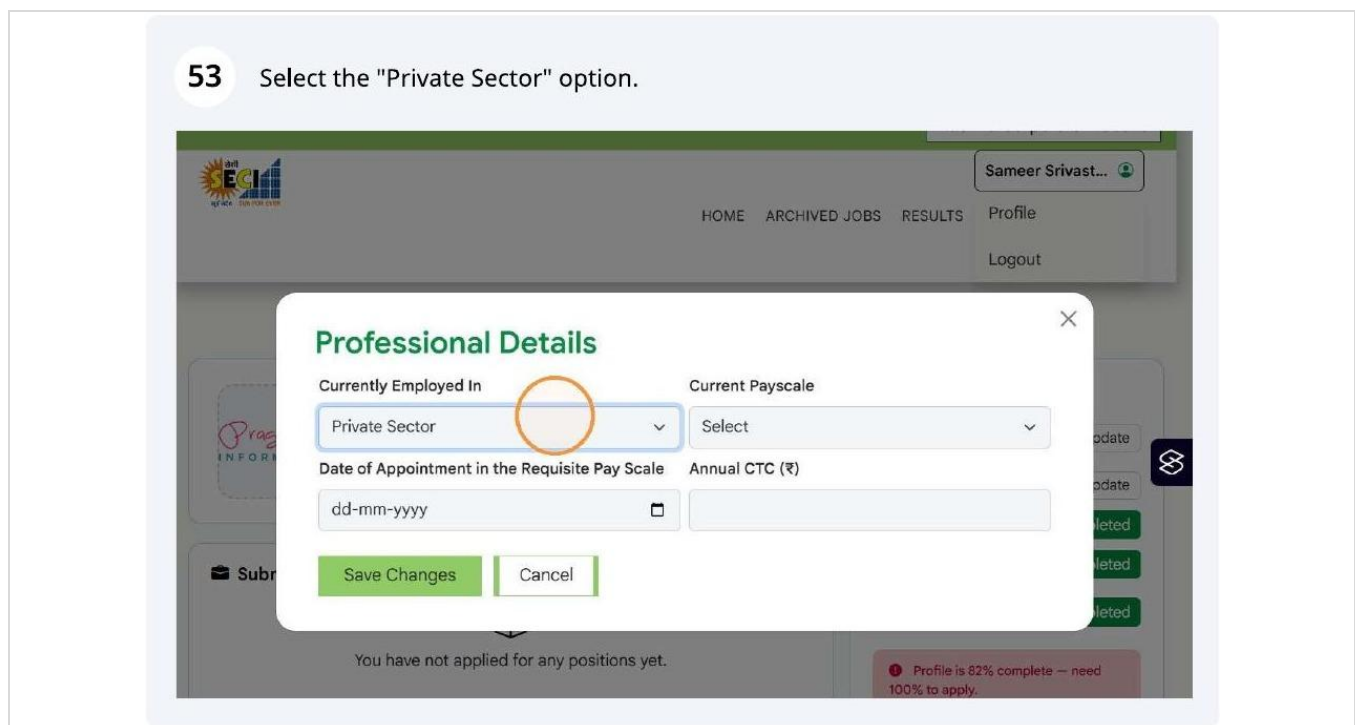
After completing the remaining fields, click Save Changes. These details are used for refund- and payment-related communication, such as application fee refunds.

4.6 Professional Details

Step 52: From the Profile Status panel, click Update next to Basic & Professional Details, then open the Professional Details window.



Step 53: Select your current employment sector from the Currently Employed In drop-down (for example, Private Sector).



Step 54: Select your Current Payscale from the drop-down (for example, “Rs. 120000–280000 (IDA) or equivalent CDA scale/higher”).

54 Select the "Rs. 120000-280000 (IDA) or equivalent CDA scale/ higher" option.

The screenshot shows the 'Professional Details' modal in the SECI Recruitment Portal. The 'Currently Employed In' dropdown is set to 'Private Sector'. The 'Current Payscale' dropdown is highlighted with a blue border and an orange circle around the selected option 'Rs. 120000-280000 (IDA) or equivalent ...'. The 'Date of Appointment in the Requisite Pay Scale' field is set to 'dd-mm-yyyy'. The 'Annual CTC (₹)' field is empty. The modal has 'Save Changes' and 'Cancel' buttons. The background shows the user's profile 'Sameer Srivast...' and navigation links 'HOME', 'ARCHIVED JOBS', 'RESULTS', 'Profile', and 'Logout'. A message at the bottom states 'You have not applied for any positions yet.' and a red notification bar indicates 'Profile is 82% complete — need 100% to apply.'

Step 55: Click the Date of Appointment in the Requisite Pay Scale field and select the relevant date.

55 Click this date field.

The screenshot shows the 'Professional Details' modal in the SECI Recruitment Portal. The 'Currently Employed In' dropdown is set to 'Private Sector'. The 'Current Payscale' dropdown is set to 'Rs. 120000-280000 (IDA) or equivalent ...'. The 'Date of Appointment in the Requisite Pay Scale' field is highlighted with a blue border and an orange circle around the date input field, which is set to 'dd-mm-yyyy'. The 'Annual CTC (₹)' field is empty. The modal has 'Save Changes' and 'Cancel' buttons. The background shows the user's profile 'Sameer Srivast...' and navigation links 'HOME', 'ARCHIVED JOBS', 'RESULTS', 'Profile', and 'Logout'. A message at the bottom states 'You have not applied for any positions yet.' and a red notification bar indicates 'Profile is 82% complete — need 100% to apply.'

Step 56: Click the Annual CTC (₹) field and enter your current annual CTC in rupees.

56 Click this number field.

The screenshot shows a 'Professional Details' modal form. The 'Currently Employed In' dropdown is set to 'Private Sector'. The 'Current Payscale' dropdown is set to 'Rs. 120000-280000 (IDA) or equivalent ...'. The 'Date of Appointment in the Requisite Pay Scale' is set to '01-02-2025'. The 'Annual CTC (₹)' field is empty and highlighted with an orange circle. Below the form are 'Save Changes' and 'Cancel' buttons. The background shows a 'Logout' button and a message: 'You have not applied for any positions yet.' A red notification bar at the bottom right states: 'Profile is 82% complete — need 100% to apply.'

Step 57: Click Save Changes.

57 Click "Please wait..."

The screenshot shows the same 'Professional Details' modal form. The 'Annual CTC (₹)' field now contains the value '100000'. The 'Save Changes' button is highlighted with an orange circle. The background elements remain the same, including the 'Logout' button, the application status message, and the profile completion notification.

Note: The system briefly displays "Please wait..." on the Save button while your professional details are saved — allow this to complete before navigating away.

5. Profile Completion Checklist

Use the checklist below to confirm all sections of your profile are complete before applying to a job posting. The Profile Status panel on your dashboard shows a live percentage and a status label (Add / Update / Completed) for each section.

Basic & Professional Details	Personal identity fields plus employment sector, payscale, appointment date, and CTC.
Address Details	Both Communication and Permanent addresses saved.
Work Experience	At least one employment record with a supporting certificate uploaded.
Documents	Passport Photo, Signature, Latest Payslip, DOB Proof, and Form 16 all uploaded.
Bank Account Details	Account holder name, bank name, IFSC code, and account number saved.

Your profile must reach 100% completion before the portal will allow you to submit a job application.

6. Frequently Asked Questions

I didn't receive my OTP. What should I do?

Wait for the on-screen countdown timer to finish, then click Resend Email OTP or Resend Mobile OTP as needed. Check your spam/junk folder for the email OTP.

Can my permanent and communication addresses be the same?

Yes. On the Permanent tab of Address Details, select the “Same as Communication Address” checkbox instead of re-entering the address.

What file formats are accepted for uploads?

Work experience certificates must be PDF files no larger than 2 MB. Follow the format and size guidance shown under each upload field in the Documents section.

How do I know my profile is ready to apply?

Check the Profile Status panel on your dashboard. All five sections must show Completed and the overall completion percentage must read 100%.