



Solar Energy Corporation of India Limited

**(A Government of India Enterprise)
(A Navratna Company)**

“Recruitment of Experienced Professionals”

Solar Energy Corporation of India Limited (SECI) –is a schedule ‘A’ Navratna CPSE under the administrative control of Ministry of New & Renewable Energy, Government of India. SECI has been named as one of the Renewable Energy Implementing Agencies (REIAs) of India which is continuously working towards fulfilling the goals for sustainable development.

At SECI, we believe in empowering individuals through meaningful work and progressive opportunities. As a key player in the clean energy sector, we offer a vibrant work culture, long-term career pathways, and competitive benefits. We are now looking to onboard motivated and capable professionals for regular positions.

The current openings are listed below:

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S. No.	Position/ Grade	Pay scale in (IDA)	No. of posts	Minimum Qualification	Experience***
1	Executive Director (Finance) (E-9 Grade)	₹150000-300000/- (IDA)	1 (UR)	Essential: Chartered Accountant (CA) / Cost Management Accountant (CMA)/2 years MBA or Post Graduate Diploma in Management in Finance with 60% marks from Recognized University/Institution Desirable: Company Secretary (CS)/Degree in law from Recognized University/ Institution	Candidate should have minimum 25 years of post-qualification in-line experience in executive position in Finance & Accounts with exposure in two or more of the areas: Asset & Liability Management, Forex, Treasury Operations, Raising Resources through Bonds, Working Capital Management, Formulation of SOP and Strengthening of systems and processes, Strengthening and Compliance of Internal Control Systems, Risk Assessment and Mitigation measures of F&A function, all Taxation matters, Appraisal of projects with specific emphasis of Financial Analysis. I. Candidate, if working on regular basis in PSU/Government sector, should be working at the level immediate below the level of ED in respective organization. The candidate must have minimum 03 years of experience in E8 Grade or above of SECI in pay scale of Rs. 120000-280000/- (IDA) or CDA pay scale of Rs. 144200-218200 (Level 14) or equivalent. II. Candidate, if working in Private

					Sector should be working for at least 02 years at the level immediately below Board Level in a Listed Company or Company of repute having average audited turnover of Rs. 5000 Cr or more in last three financial years. In addition, the candidate should be drawing annual CTC of Rs. 58 lakhs (excluding medical) in last financial year. Desirable: Knowledge of accounting standards, international financing Reporting Standards (IFRS) and Indian GAAP and practical knowledge on finalization of accounts and to deal with all audit matters etc.
2.	Manager HR & Admin/ (E4)	₹70000-200000 (IDA)	01(UR)	Essential: (a) Degree in any Discipline and (b) Two years Post Graduate Degree in Business Administration / Business Management with Specialization in Personnel Management / HRM / Industrial Relations / Labour Welfare/ Labour Administration/ Labour Studies with 60% marks or equivalent CGPA from recognized Institute/University. Desirable: B. Tech in Civil or Electrical/ LLB.	The incumbent would be responsible for managing HR & Admin functions. Candidate should possess a minimum of 07-year of post qualification in line experience in executive position in an organisation of repute in two or more areas as under: Manpower Planning/ Recruitment & Selection/ Training & Skill Development /Competency and Leadership Mapping /Performance Management/ HR Branding / Employee Relations & Welfare /

					Compliance of regulatory and statutory requirement including Labour Laws/ Implementation of HR Policies/ General Administration / Liaisoning / Contract labour Administration/ Facility Management/ Security/ Asset Management etc. I. Candidate, if working on regular basis in PSU/Government sector, should be working at the level immediate below the level of E4 in respective organization. The candidate must have minimum 02 years of experience in E3 Grade or above of SECI in pay scale of Rs. 60000-180000/- (IDA) or CDA grade [Level- 10 (56100-177500) (revised)/PB- 3+GP Rs 5400] (pre-revised). II. Candidate, if working in Private Sector should have 02 years of service in a Listed Company or Company of repute having average audited turnover of Rs. 5000 Cr or more in last three financial years. In addition, the candidate should be
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					drawing annual CTC of Rs. 28 lakhs (excluding medical) in last financial year. Desirable Industrial Relation & General Administration.
3.	Deputy Manager IT (E3)	₹60000-180000 (IDA)	01(UR)	Essential: BE/ B.Tech/ B.Sc (Engg) Degree in Computer Science / IT / Masters in Computer Application with 60% marks from recognized Institute/University Desirable: CISSP/CISM/CISA/CCNP Security certification, which shall be at least one year or more older to the date of this recruitment notification.	Candidates should possess minimum 4 years of post qualification in-line experience in executive position in an organization of repute in IT systems & network administration out of which minimum of one year of experience in cyber security handling either of the following area: a. Information security domains b. Information security management systems (ISO 27001) I. Candidate, if working on regular basis in PSU/Government sector, should be working at the level immediate below the level of DM in respective organization. The candidate must have minimum 02 years of experience in E2 Grade or above of SECI in pay scale of Rs. 50000-160000/- (IDA) or CDA grade [Level- 8 (47600-151100) (revised)/PB- 2+GP Rs 4800] (pre-revised).

					II. Candidate, if working in Private Sector should have 02 years of service in a Listed Company or Company of repute having average audited turnover of Rs. 5000 Cr or more in last three financial years. In addition, the candidate should be drawing annual CTC of Rs. 24 lakhs (excluding medical) in last financial year.
4.1	Senior Accounts Officer	₹50000-160000/- (IDA)	1 (EWS)	Essential: CA or CMA or 2 years MBA with Specialization in Finance with minimum 60% marks or equivalent CGPA from recognized University/ Institutes.	Candidate should possess minimum 01-year post qualification inline experience in executive position in an organisation of repute in any of the following areas - Resource Mobilization/ Budgeting and Costing/ Commercial Finance/ MIS/ Internal Control/ Payroll Processing/ Power Trading Audit and Taxation/ Accounting/ Financial Reporting/ Treasury Management etc.
4.2	Senior Accounts Officer	₹50000-160000/- (IDA)	1 (SC)	Essential: CA or CMA or 2 years MBA with Specialization in Finance with minimum 50% marks or equivalent CGPA from recognized University/ Institutes.	Candidate should possess minimum 01-year post qualification inline experience in executive position in an organisation of repute in any of the following areas - Resource Mobilization/ Budgeting and Costing/ Commercial Finance/ MIS/ Internal Control/ Payroll Processing/ Power Trading Audit and Taxation/ Accounting/

					Financial Reporting/ Treasury Management etc. I. Candidate, if working on regular basis in PSU/Government sector, should be working at the level immediate below the level of Sr. AO in respective organization. The candidate must have minimum 01 years of experience in E1 Grade or above of SECI in pay scale of Rs. 40000-140000/- (IDA) or CDA grade [Level- 7 (44900-142400) (revised)/PB-2+GP Rs 4600] (pre-revised). II. Candidate, if working in Private Sector should have 01 years of service in a Listed Company or Company of repute having average audited turnover of Rs. 5000 Cr or more in last three financial years. In addition, the candidate should be drawing annual CTC of Rs. 19 lakhs (excluding medical) in last financial year.
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****Note - For the purpose of post-qualification executive experience, the training period - management trainee (MT), executive trainee (ET), graduate trainee (GT), induction training, apprenticeship, or similar - shall not be considered.*

Vacancies & Reservations:

S.No.	Position/Grade	Total Vacancies					
		UR	OBC-NCL	SC	ST	EWS	Total
1	Executive Director (Finance)/(E-9)	1	-	-	-	-	1
2	Manager (HR & Admin.)/(E-4)	1	-	-	-	-	1
3	Deputy Manager (IT)/(E-3)	1	-	-	-	-	1
4	Senior Accounts Officer/(E-2)	-	-	1	-	1	2

Age Limit:

S.No.	Position/Grade	Age Limit
1	Executive Director (Finance)/ (E-9)	55 years
2	Manager (HR & Admin.)/(E-4)	40 years
3	Deputy Manager (IT)/(E-3)	35 years
4	Senior Accounts Officer/(E-2)	28 years

1. Reservation/ Relaxation/ Concession to candidates belonging to PwBD/ Ex-Servicemen category shall be as per Government of India directives.

2. Relaxation in Upper Age Limit:**

a) For SC Candidates	05 years (for posts reserved for the respective category)
b) For PwBD candidates	10 years over and above category relaxation
c) Ex-Serviceman	As per Government of India directives

**The upper age limit will be considered on the closing date of the advertisement.

3. Persons suffering from not less than 40% of the relevant disability shall only be eligible for the benefit of PwBD.

A) APPLICATION FEE:

Application Fee of Rs. 1000/- for all positions to be paid through online mode. SC/ST and PwBD candidates are exempted from payment of fees. Fee once paid will not be refunded under any circumstances. Application Fees are non-refundable even if the candidature is rejected for any reason. Candidates are therefore requested to verify their eligibility against the post applied for before paying the Application Fee.

B) COMPENSATION PACKAGE:

Besides Basic Pay, Dearness Allowance, Allowances (HRA / Lease), PF, Medical, Gratuity, Performance Related Pay (PRP), New Pension Scheme, Post-retirement medical facilities, House Building Advance, Child Education Loan, Conveyance Advance, Multipurpose Advance, Leave Encashment, Insurance, Mobile & Laptop, etc., are applicable as per Rules of the Company. Protection of Basic Pay of PSU and Govt employees as per DPE guidelines issued from time to time.

C) SELECTION CRITERIA:

Depending upon the number of applications, SECI reserves the right to suitably revise upward the eligibility criteria or limit the number of applications to be called for a particular post based on marks obtained in Graduation/ Post Graduation/Diploma/numbers of years of experience in relevant area/ relevant additional qualification, etc. In case of receipt of a large number of applications for any particular post, Management reserves the right to conduct screening test/ written test/trade test/skill test, etc., as deemed fit.

D) OTHER TERMS & CONDITIONS:

1. Only Indian Nationals are eligible to apply.
2. The Applications should be submitted ONLINE on the website: www.seci.co.in. Applications sent other than the prescribed mode will stand rejected.
3. The candidate should upload a photograph and signature as per the specified size.
4. The cut-off date for determining the age limit and post-qualification experience will be the closing date of the notification of the vacancies.
5. The Apprenticeship Training under the Apprentice Act 1961 shall not be considered for Executive positions. Management/ Executive Trainee experience or Internship experience shall not be considered for Executive positions.
6. Full-Time Consultancy/ Young Professionals Experience shall be considered for Executive positions.
7. Working experience in a commercial entity/ company of repute will only be considered for executive positions.
8. All qualifications must be from UGC-recognized Indian University / UGC-recognized Indian Deemed University or AICTE-approved Autonomous Indian Institutions/ concerned statutory council (wherever applicable). Candidates having Qualifications through Distance Learning mode are also eligible.
9. A candidate may offer his candidature for more than one position if he is fulfilling job specifications and, in such case, the candidate has to make a separate application for each post.
10. Before filling application online, candidates should keep ready scanned copy of:
 - (i) Passport size photograph & signature in jpg/jpeg format (size 20 KB to 50 KB).

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(ii) SC/ST/OBC (NCL)/EWS/PwBD certificate, if applicable (size 100 KB to 300 KB).

(iii) All necessary Pass Certificates and Mark Sheets of Essential Educational Qualifications that make you eligible for the post and other qualifications, if any.

(iv) All Post Qualification Experience Certificates mentioning the nature of the job handled, indicating the date of joining and relieving of the posts (e.g. Offer/Appointment letter, Experience Certificate, Last 3 months pay slip on company's letterhead, Form-16, joining/Relieving order, etc.

****Incomplete applications and applications submitted with blur/ fade document proof will be summarily rejected.**

11. The relaxation to the departmental candidates, if any, will be governed by SECI Recruitment Rules.

12. No correspondence will be entertained for calling of candidates for any of the selection processes or non-selection. The decision of SECI in this regard will be final and binding on all the candidates. The stages of the selection process will be continuously displayed on the website: www.seci.co.in under the head 'career' and candidates are advised to visit the website from time to time.

13. Candidates from the Pvt. sector are required to submit the last CTC (Copy of the latest Pay Slip or Pay Certificate issued by the Competent Authority on the company's letterhead or Income Tax Returns) all salary/pay proofs in support and must be in a position to produce Form 16 in support of Pay Slip/ Certificate in respect of monthly emoluments (if asked for) to establish their eligibility for the post as prescribed in the advertisement.

14. Application registered without/ incomplete documents in support of eligibility criteria shall be summarily rejected. Applications in which the essential qualification or eligibility w.r.t specification cannot be fully ascertained will be liable for rejection. Hence, candidates are advised to properly fill out the application and provide the necessary documents. Subsequent claims for eligibility will not be entertained.

15. Candidates are required to possess a valid e-mail ID. SECI will not be responsible for bouncing back any e-mail sent to the candidates.

16. The candidates applying should ensure that they fulfill all eligibility conditions. Their admission at all stages is purely provisional.

17. Verification of documents with the original certificates of issuing organizations. The candidature of a candidate shall be cancelled at any point in time if the candidate is found not meeting the advertised eligibility criteria/ or has submitted wrong/false information.

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18. The prescribed qualifications/experience constitutes minimum standards and mere possession of the same will not entitle a candidate to be called for a written test/ interview. SECI reserves the right to raise such minimum eligibility standards. Management of SECI also reserves the right to fill or not to fill all or any of the notified positions without assigning any reason thereof. Only shortlisted candidates who are found eligible based on the notified specifications and the candidature given in their application form will be called for a Written Test / GD / Interview, as the case may be. SECI reserves the right to raise the minimum eligibility standards.

19. Depending on the requirement, the company reserves the right to cancel/restrict/curtail/enlarge the number of vacancies, if the need so arises, without any further notice and without assigning any reason thereof.

20. Whenever a general 03-year degree course is awarded without Honours the percentage (%) of marks in the degree should be indicated in the application on the basis of the aggregate/average of the marks in all subjects in all the years/semester (as per norms adopted by the University/ Institute).

21. SC / ST / OBC-NCL/EWS/ PwBD candidates should possess a valid Certificate in the prescribed format as per the Government guidelines.

22. Candidates employed in government departments/ Public Sector Undertakings/ Autonomous Bodies shall either forward their application through the proper channel or must produce a No Objection Certificate (NOC) from their present employer if they qualify up to the stage of the Interview.

23. Candidature of a registered applicant is liable to be rejected at any stage of the recruitment process / Candidate's employment will be terminated/cancelled after recruitment, on or after joining if;

1. any information/documents submitted by the candidate is found to be false or
2. suppressed relevant information or
3. if not found to be in conformity with the eligibility criteria mentioned in the advertisement.

24. Whenever CGPA / OGPA or Letter Grade in a Degree is awarded, an equivalent percentage of marks should be indicated in the application as per norms adopted by the University / Institute. If called for document verification, the candidate will have to produce a certificate issued by the appropriate authority inter alia stating the norms of the University/Institute regarding the conversion of grades into percentages and the percentage of marks by the candidates in terms of norms. In case it is not available, the decision of SECI shall be treated as final.

25. SECI reserves the right to change the selection criteria and cancel the recruitment process without assigning any reason thereof. Further, no claim will arise for

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appointment, if some of the vacancies are not filled due to unsuitability/insufficient number of candidates.

26. Candidates already removed/terminated/ deserted their employment from SECI Ltd will not be considered.

27. Teaching experience will not be counted towards work experience for the purpose of eligibility and while applying for the posts, candidates must ensure that they are not including such period as experience.

28. For those on deputation, grade/rank/ pay scale in parent department will be the reference point for the purpose of immediate lower post experience.

29. In case of experience in Government organizations where pay scales are different and not comparable/ do not have parity with CDA/IDA pay scales, the equivalent levels/ lower pay scale for determining eligibility to the post applied for, will be decided considering the different hierarchical levels in the executive/officer cadre, pay scales and emoluments, period of service in different grades and position of applicant in the hierarchy. The decision of SECI Management shall be final and binding in this regard. Such candidates are required to provide all supporting relevant details in respect of their eligibility along with the application.

30. All appointments are subject to medical fitness as per rules of the Company.

31. The applications would be scrutinized to ascertain the eligibility and with a view to select for the purpose of interview, only those candidates who are considered suitable in terms of the nature and quality of technical knowledge and professional expertise required for each post.

32. Any canvassing directly or indirectly by the applicant shall disqualify his/her candidature.

33. Selected candidates are liable to be posted at any Unit/ Area/ Project under the control of SECI in different States or locations.

34. Any dispute with regard to recruitment against this advertisement will be settled within the jurisdiction of DELHI Court only.

35. All information regarding this recruitment process will be made available in the career section of the SECI website. Applicants are required to check the website periodically for important updates. Once registered for SECI, all correspondence shall be made through their registered e-mail ID.

36. Any further addendum/corrigendum/updates will only be published on our website www.seci.co.in under the section 'career'.

37. In case any dispute arises on account of interpretation in language versions other than English, the English version shall prevail. **FOR ABOVE POSTS ON-LINE REGISTRATION OPENS ON 04.09.2025 AND CLOSSES ON 03.10.2025.** SECI does not

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assume any responsibility for the candidates not being able to submit their applications within the last date/time.
