



(A Government of India Enterprise)
D-3, 1st Floor, A – Wing (Prius Platinum Building), District Centre, Saket, New Delhi – 110017
CIN No. U40106DL2011NPL225263

RECRUITMENT NO. 01/2020

RECRUITMENT FOR EXPERIENCED PROFESSIONALS

Solar Energy Corporation of India Ltd. (SECI) is a Schedule 'A' CPSU (wholly owned by Govt of India) under the administrative control of the Ministry of New and Renewable Energy (MNRE). SECI is the only CPSU dedicated to renewable sector. SECI facilitates implementation of various Government of India Schemes in renewable energy sector. SECI is into developing the ultra, mega & large-scale solar, wind installations, solar parks, trading of power, hybrid technologies etc. SECI has recently launched World's biggest tender of 7 GW solar plant along-with compulsory setting up of 2GW solar manufacturing plant under 'Make-in-India' concept. In FY 2018-19 SECI's total revenue was Rs. 3264.26 Cr and Profit After Tax of Rs. 129.39 Cr.

SECI invites online applications from the committed, result oriented, dynamic and experienced Professionals for the following posts:

Sl No.	Post	No of vacancies	Reserved/ or UR
1.	Manager (Legal)/ (E-4 Grade)	01	UR
2.	Sr Accounts Officer / (E-2 Grade)	01	SC

JOB SPECIFICATION FOR EACH POST

Post	Manager (Legal)
Grade / Pay scale	(E-4 Grade)/ Rs. 70000 – 200000/- (IDA)
Essential Qualification	First class Degree in law (full time) (3 years/ 5 years) from recognized University / Institute in India.
Desirable	LLM
Essential Post Qualification Experience	Candidate should have minimum 07 years of post-qualification executive experience in Private/ Govt/ PSU in the field of Law, practicing as Lawyer/ Solicitor or in a Legal Firm handling legal work: (i) If working on regular basis in PSU / Government, then must be holding the equivalent pay scale i.e Rs 70000 – 200000 (IDA). OR (ii) Candidate from private sector/ practitioner should be drawing monthly emoluments of Rs.90,000/- excluding medical, leave encashment & employer's contribution towards Social Security.
Job Profile required	Candidate should have worked in following areas:

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	<p>(i) Drafting / scrutinizing/ vetting of commercial deeds/ documents including, inter-alia, instruments, affidavits, deeds, agreements, contracts, MoU/ indemnity bonds, bank guarantees, consortium & collaboration agreements etc as well as pleadings.</p> <p>(ii) Should have handled legal/ court cases including arbitration, disciplinary proceedings, labour/Service matters etc.</p> <p>Preferable experience in following areas:</p> <p>(i) Ensuring compliance of statutory requirements and regulatory matters by the company under various laws.</p> <p>(ii) Handled RTI matters and Rendering legal opinion/ advice on various matters.</p> <p>(iii) Cases involving legal opinion /action.</p>
Age Limit	40 years

Post	Sr Accounts Officer
Grade / Pay scale	(E-2 Grade)/ Rs. 50000 – 160000 /- (IDA)
Essential Qualification	CA or CMA or 2 years full time MBA with Specialization in Finance with minimum 60% marks or equivalent CGPA on point scale from recognized University/ Institutes
Essential Post Qualification Experience	<p>Candidate should have 01 year of post-qualification experience in Executive position in relevant field:</p> <p>i) If working on regular basis in PSU / Government, then must be holding the equivalent pay scale i.e Rs 50000 – 160000 (IDA).</p> <p>OR</p> <p>(ii) Candidate from Private Sector should be drawing monthly emoluments of Rs.60,000/- excluding medical, leave encashment & employer's contribution towards Social Security.</p>
Job profile required	<p>Candidate should have worked in any of the following areas:</p> <p>(i) Resource mobilization, Budgeting & Costing, Commercial Finance, Payments, MIS, Internal Controls, Payroll processing, Power Trading, Audit & Taxation, Accounting, Financial Reporting, Treasury Management, Long term Borrowings & Debt Servicing, Financial Concurrence etc.</p> <p>(ii) Finalization of Accounts & Preparation of balance sheet as per Ind AS and must have dealt with Taxation matters, Internal Control & Audit.</p>
Age Limit	32 years (37 Years for SC candidates after 05 years age relaxation)

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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 Persons with Disability /SC/ST/OBC will be allowed as per the instructions issued by the Government of India from time to time.

B) COMPENSATION PACKAGE:

Besides Basic Pay, Dearness Allowance, Allowances (HRA / Lease), PF, Medical, Gratuity, Performance Related Pay (PRP), Pension, Post -retirement medical facilities, Loans / Advances, Leave Encashment, Insurance 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 should be submitted ONLINE on the website: www.seci.co.in. Applications sent other than the prescribed mode will stand rejected.
3. The candidate will be required to register before applying.
4. The candidate should upload photograph and signature as per specified size.
5. Application fee of Rs. 1000/ for the post mentioned at SI No.1 only.
6. Fees is to be paid through on-line mode only. SC/ST/ PwBD/EWS and internal candidate are exempted from payment of fees. Fees once paid will not be refunded.
7. The crucial date for determining cut – off for age, qualification and experience will be the closing date of the advertisement.
8. The candidates should have minimum essential qualification as on closing date. Unless specifically mentioned all qualifications must be full-time qualifications from a UGC recognized Indian/ UGC recognized Indian Deemed University / AICTE approved Autonomous Indian Institutions/ concerned statutory council (wherever applicable).
9. For applicants having work experience in private companies, their monthly emoluments excluding Medical, Leave encashment and employer's contribution towards Social Security should be at least as mentioned in the respective specifications to be treated as equivalent level. The pay scale/ monthly emoluments shall be verified from relevant pay certificate/ certified pay slip/ compensation statement. Candidates from Pvt. Sector are


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required to submit all pay proofs in support and must be in a position to produce Form 16/ ITRs in support of Pay slip/ certificate i.r.o monthly emoluments (if asked for). The decision of SECI shall be final and binding with regard to equivalence in pay and experience in such relevant pay scale/ equivalent level. Candidates are required to provide all supportive details themselves i.r.o. their eligibility.

10. The applicant's 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.
11. 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.
12. The prescribed qualifications / experience constitutes 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 information given in their application form will be called for Written Test / GD / Interview, as the case may be.
13. 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.
14. 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.
15. 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.
16. In case of Group Discussion/ Interview / Written Test, the same may be held at Delhi only.
17. It may be noted that Admit Cards for 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.
18. 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.

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19. PwBD candidate fulfilling minimum benchmark may apply against the above posts. PwBD candidates should possess certificate in the prescribed format and validity as per Government guidelines.
20. Higher Start may be considered in deserving cases.
21. Candidates employed in Central/ State Government / Public Sector Undertakings/ Autonomous Bodies shall either forward their application through proper channel or produce NoC from their present employer at the time of interview.
22. Candidate will have to produce Relieving Orders from their last employer at the time of joining in case of selection.
23. Any canvassing directly or indirectly by the applicant shall disqualify his/her candidature.
24. 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.
25. 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.
26. In case any dispute arises on account of interpretation in language versions other than English, English version shall prevail.
27. **FOR ABOVE POSTS ON-LINE REGISTRATION OPENS ON 15.02.2020 (11:00 A.M) AND CLOSED ON 14.03.2020 (5:00 P.M).**
28. **ALL NOTIFICATIONS TO THE CANDIDATES WILL BE DISPLAYED ON THE WEBSITE www.seci.co.in AND ALL THE APPLICANTS ARE REQUIRED TO VISIT THE WEBSITE FROM TIME TO TIME TO GET THE UPDATES.**

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