



सोलर एनर्जी कॉर्पोरेशन ऑफ इंडिया लिमिटेड

(भारत सरकार का उपक्रम)

Solar Energy Corporation of India Limited

(A Government of India Enterprise)

Solar Energy Corporation of India Limited

(A Government of India Enterprise)

6th Floor, Plate-B, NBCC Office Block Tower-2, East Kidwai Nagar, New Delhi – 110023

(An ISO Certified Company)

CIN No. U40106DL2011GOI225263

Notification No: 02/2023

Solar Energy Corporation of India Limited (hereinafter referred to as SECI) is a MINIRATNA Category -I schedule 'A' CPSE under the Administrative jurisdiction of Ministry of New & Renewable Energy. SECI is the only CPSU exclusively dedicated to the development of the RE sector in India and its scope of activities covers all renewable energy sources. The vision of the company is to contribute to making "Green India" through development of Renewable Energy resources working closely with the stakeholders such as MNRE, the DISCOMs, RE developers, financial institutions and climate support groups. Its current activities include development of both utility-scale and small-scale decentralized RE plants, development of solar parks and commercialization of innovative RE technologies. The authorized and paid-up capital of the Company was ₹.2000 crores and ₹.1354 crores respectively as on March 31, 2023.

SECI is looking for experienced professionals at various levels. The details are as follows:

SI No.	Position/ Grade	Pay scale in (IDA)	No. of posts	Minimum Qualification	Experience & Age Limit
1	Additional General Manager (Information Technology) (E-7 Grade)	₹.100000-260000/-	01 (UR)	BE/ B.Tech / B.Sc (Engg) Degree in Computer Science / IT with 60% marks from recognized Institute/University and (b) SAP Certifications shall be preferably in HCM/ ISU/ PS/ MM/ FI/ ABAP /BOBI and the certification shall be at least one year or more older to the date of this	Candidates should possess minimum 16 years of post-qualification in-line experience in executive position in an organization of repute in the following areas: 1. SAP ERP implementation & maintenance, HANA database, process orchestration, dashboards and SAP licensing.



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			recruitment notification.	<ol style="list-style-type: none">2. Should have experience of Post Go-live maintenance and enhancements/ upgradations.3. Planning, development and implementation of integrated computerized applications/ systems.4. Compliance to the statutory requirements and IT/ ERP systems audits.5. Management of IT Infrastructure & Network Security.6. Keep abreast of emerging digital trends and execute IT strategy, process to adopt such trends like AI & ML/ Bots/ Dashboards/ Data Analytics etc.7. Data Privacy and IT & Cyber Security Policies.8. Implementation of Cyber Security initiatives such as CCMP, ISMS/ISO 27001 and CII etc. <ol style="list-style-type: none">i. Applicant if working in regular basis in PSU/ Govt should have completed at least 02 years of service in the pay scale of Rs. 90000 – 240000/- (IDA) or equivalent CDA scale.ii. Applicant if working in Private sector must be having 02 years of service in a Company of repute drawing annual CTC of ₹ 35 Lacs. <p>Age Limit: 48 years</p>
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2	Additional General Manager (Finance & Accounts) (E-7 Grade)	₹.100000-260000/-	01 (UR)	CA/ CMA (or) Graduate in Commerce with two years Masters in Business Administration or equivalent having specialization in Finance / Banking with 60% marks from recognized Institute/University.	<p>Candidates should possess minimum total 16 years of post-qualification in-line experience in executive position in field of Finance & Accounts in an organization of repute out of which at least 5 years of experience in handling one or more areas:</p> <p>Project Financing/ Domestic & International Fund Mobilization/ Risk Analysis/ Balance Sheet Finalization/ Treasury Management/ Taxation/ Budgeting/ Audit/ Commercial finance/ Concurrence of financial proposals etc.</p> <p>i. Applicant if working in regular basis in PSU/ Govt should have completed at least 02 years of service in the pay scale of Rs. 90000 – 240000/- (IDA) or equivalent CDA scale.</p> <p>iii. Applicant if working in Private sector must be having 02 years of service in a Company of repute drawing annual CTC of ₹ 35 Lacs.</p> <p>Preference will be given to candidate having wide exposure in financial concurrence, projects evaluation & due diligence of Investment Proposals.</p> <p>Age Limit: 48 years</p>
3.	Dy General Manager (Finance & Accounts) (E-6 Grade)/	₹ 90000 – 240000/-	01 (UR)	CA/ CMA (or)	<p>Candidates should possess minimum 13 years of post-qualification in-line experience in executive position in the field of Finance & Accounts in an organization of</p>



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				<p>Graduate in Commerce with two years Masters in Business Administration or equivalent having specialization in Finance / Banking with 60% marks from recognized Institute/University</p>	<p>repute out of which at least 5 years of experience in handling one or more areas:</p> <p>Project Financing/ Domestic & International Fund Mobilization/ Risk Analysis/ Receivable Management / Balance Sheet Finalization/ Treasury Management/ Taxation/ Budgeting/ Audit/ Commercial finance/ Trading of Power/ Concurrence of financial proposals etc.</p> <p>i. Applicant if working in regular basis in PSU/ Govt should have completed at least 02 years of service in the pay scale of ₹ 80000 – 220000/- (IDA) or equivalent CDA scale.</p> <p>ii. Applicant if working in Private sector must be having 02 years of service in a Company of repute drawing annual CTC of ₹ 30 Lacs.</p> <p>Preference will be given to candidate having wide exposure in Domestic & International Fund Mobilization.</p> <p>Age Limit: 45 years</p>
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4	Deputy General Manager (Human Resource & Administration) (E-6 Grade)	₹. 90000 – 240000/-	01 (UR)	(a) Degree in any Discipline and (b) Two years Post Graduate Degree in Social Work / Business Administration / Business Management with Specialization in Personnel Management / HRM / Industrial Relations / Labour Welfare with 60% marks from recognized Institute/University (or) Post Graduate Degree / Diploma of minimum two year's duration in Personnel Management / Industrial Relation / HRM / Labour Welfare / Labour Management / Labour Administration / Labour Studies with 60% marks or equivalent CGPA from recognized Institute/University. Masters / Graduate Degree in Law is desirable	Candidates should possess minimum 13 years of post-qualification in-line experience in executive position in an organization of repute handling Manpower Planning/ Recruitment & selection / Training & Skill Development /Competency and Leadership Mapping /Performance Management/ HR Branding / Employee Relations & Welfare / Compliance of statutory requirement including Labour Laws/ Implementation of HR Policies, out of which the applicant should have 5 years of experience in General Administration Activities/ Liaisoning/ Protocol etc. i. Applicant if working in regular basis in PSU/ Govt should have completed at least 02 years of service in the pay scale of ₹ 80000 – 220000/- (IDA) or equivalent CDA scale. ii. Applicant if working in Private sector must be having 02 years of service in a Company of repute drawing annual CTC of ₹ 30 Lacs. Age Limit: 45 years
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5	Deputy Manager (PMC-Civil) (E-6 Grade)	General	₹. 90000 – 240000/-	01 (UR)	B.E/B.Tech/ B.Sc (Engg) in Civil Engineering with 60% marks or equivalent CGPA on point scale from recognized University/ Institute.	<p>Candidates should possess minimum 13 years of post-qualification in-line experience in executive position in an organization of repute in designing various civil structures, design of steel and RCC superstructure, foundations, fabrication of steel members e.g beam, column, bracing. Candidate should be conversant with relevant and latest IS Codes/ Engg Software – Staad-pro/ Tekla/ ANSYS etc. Candidate should have handled infrastructure project of value not less than 500 crores.</p> <p>Experience in 3D modelling software: CADMATIC, Auto-CAD, etc will be an added advantage.</p> <ul style="list-style-type: none"> i. Applicant if working in regular basis in PSU/ Govt should have completed at least 02 years of service in the pay scale of ₹ 80000 – 220000/- (IDA) or equivalent CDA scale. ii. Applicant if working in Private sector must be having 02 years of service in a Company of repute drawing annual CTC of ₹ 30 Lacs. <p>Age Limit: 45 years</p>
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6	Deputy General Manager (Project Monitoring) (E-6 Grade)	₹. 90000 – 240000/-	01 (UR)	<p>B.E/ B. Tech in any discipline with minimum 60% marks or equivalent CGPA from recognized University/ Institutes.</p> <p>Two years full time MBA/PGDM (Marketing or Finance or combination of both/ Power Management/ Strategic Management/ Corporate Strategy) is desirable.</p>	<p>Candidate should possess minimum 14 years of post-qualification inline experience in executive position in an organization of repute in handling activities related to Project Monitoring, planning and management using project portfolio management software.</p> <ul style="list-style-type: none"> • Inline experience includes project management, scheduling, risk analysis, opportunity management, resource management etc. • Candidate should have experience in monitoring of infrastructure project of value not less than 500 crores. <p>i. Applicant if working in regular basis in PSU/ Govt should have completed at least 02 years of service in the pay scale of ₹ 80000 – 220000/- (IDA) or equivalent CDA scale.</p> <p>ii. Applicant if working in Private sector must be having 02 years of service in a Company of repute drawing annual CTC of ₹ 30 Lacs.</p> <p>Age Limit: 45 years</p>
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7.	Dy Manager (Human Resource & Administration) (E-3 Grade)	₹. 60000 – 180000/-	04 (3-UR, 1-OBC-NCL)	<p>(a) Degree in any Discipline and (b) Two years Post Graduate Degree in Social Work / Business Administration / Business Management with Specialization in Personnel Management / HRM / Industrial Relations / Labour Welfare with 60% marks from recognized Institute/University (or)</p> <p>Post Graduate Degree / Diploma of minimum two year's duration in Personnel Management / Industrial Relation / HRM / Labour Welfare / Labour Management / Labour Administration / Labour Studies with 60% marks or equivalent CGPA from recognized Institute/University.</p>	<p>Candidates should possess minimum 4 years of post-qualification in-line experience in executive position in an organization 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 statutory requirement including Labour Laws/ Implementation of HR Policies/ General Administration / Liasioning etc.</p> <p>Age Limit : 35 years</p>
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8.	Dy Manager (Project - Electrical) (E-3 Grade)	₹ 60000 – 180000 /-	03 (2-UR, 1-OBC-NCL)	B.E/B.Tech/ B.Sc (Engg) in Electrical Engineering including with 60% marks or equivalent CGPA on point scale from recognized University/ Institute.	Candidate should possess minimum 4 years of post-qualification in line experience in executive position in an organization of repute in construction of power generation/ power transmission & distribution / industrial projects out of which at least 2 years experience in installation, testing & commissioning of solar/ wind power plant. Candidate should have completed at least one project of installation, testing & commissioning of Solar Power Projects of 100 MW & above. Age Limit: 35 years
9.	Dy Manager (Project - Civil) (E-3 Grade)	₹. 60000 – 180000 /-	03 (2-UR, 1- SC)	B.E/B.Tech/ B.Sc (Engg) in Civil Engineering including with 60% marks or equivalent CGPA on point scale from recognized University/ Institute.	Candidate should possess minimum 4 years of post-qualification in line experience in executive position in an organization of repute in construction of power generation / power transmission & distribution / industrial projects / infrastructure projects out of which at least 2 years experience in civil construction of solar / wind power plant. Candidate should have completed at least one project of 100 MW & above. Age Limit: 35 years
10.	Dy Manager (Corporate Communication) (E-3 Grade)	₹.60000 – 180000 /-	01 (UR)	Post Graduate Degree or Post Graduate Diploma in Communication/ Advertising and Communication Management/ Public Relations/Marketing/Mass communication/Journalism with minimum 60% marks or equivalent CGPA from recognized University/ Institutes.	Candidate should possess minimum 4 years of post-qualification inline experience in executive position in an organization of repute in public relation/ corporate communication functions/ media management. Candidate should have handled digital media, social media platforms/ actively involved in liaisoning with various connected agencies/.



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					Age Limit: 35 years
11.	Dy Manager (Corporate Monitoring) E-3 Grade)	₹. 60000 – 180000/-	01 (UR)	B.E/ B. Tech/ B.SC (Engg) in any discipline with minimum 60% marks or equivalent CGPA from recognized University/ Institutes Two years full time MBA/PGDM (Marketing or Finance or combination of both/ Power Management/ Strategic Management/ Corporate Strategy) is desirable.	Candidate should possess minimum 4 years of post-qualification inline experience in executive position in an organization of repute in the field of Business Planning or Corporate Strategy/" Corporate planning & monitoring "within the organization. Candidate should have know- how of Business decisions using NPV/IRR/ Policy Advocacy etc in an organization of repute. Age Limit: 35 years
12.	Dy Manager (IT – Cyber Security) (E-3 Grade)	₹.60000 – 180000 /-	01 (OBC-NCL)	(a) BE/ B.Tech/ B.Sc (Engg) Degree in Computer Science / IT / Masters in Computer Application with 60% marks from recognized Institute/University and (b)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: i. Two or more of the (ISC) ² information security domains ii. Information security management systems (ISO 27001)



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					Age Limit: 35 years
13.	Dy Manager (IT –ERP) (E-3 Grade)	₹.60000 – 180000 /-	01 (UR)	<p>(a) BE/ B.Tech / B.Sc (Engg) Degree in Computer Science/ IT / Masters in Computer Application with 60% marks from recognized Institute/University and</p> <p>(b) SAP Certifications shall be preferably in HCM/ ISU/ PS/ MM/ FI/ ABAP/ BOBI and the certification shall be at least one year or more older to the date of this recruitment notification.</p>	<p>Candidates should possess minimum 4 years of post-qualification in-line experience in executive position in an organization of repute two or more of the following areas:</p> <ol style="list-style-type: none"> 1. SAP ERP implementation & maintenance, HANA database, process orchestration & dashboards and SAP licensing. 2. Should have experience of Post Go-live maintenance and enhancements/ upgradations 3. Should have experience in UI5 configuration, developing/ redeveloping of SAP webdynpro applications, developing Fiori apps on SAP HANA platform. 4. Should have independent design & configuration skills in respective landscapes including DC & DR. 5. Compliance to the statutory requirements and IT/ ERP systems audits. 6. Should have knowledge in basics of ABAP coding in respective modules so as to understand/ prepare FS & TS independently.



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					Age Limit: 35 years
14.	Dy Manager (PMC-Electrical) E-3 Grade)	₹. 60000 – 180000/-	02 (1-UR, 1-OBC- NCL)	B.E/ B.Tech/ B.Sc (Engg) in Electrical Power Engineering/ Electrical & Electronics Engineering with 60% marks or equivalent CGPA on point scale from recognized University/ Institute.	<p>Candidates should possess minimum 4 years of post-qualification in-line experience in executive position in an organization of repute in designing, installing & testing of electrical equipment and systems in power projects. Candidate should have knowledge of electrical design standards & codes.</p> <p>Candidate should have worked as above requirement on a power project of 50 MW & above.</p> <p>Experience in DNV/ WAsP/ PVSyst/ PVcase / ETAP will be an added advantage.</p> <p>Age Limit: 35 Years</p>
15.	Sr Officer (Human Resource & Administration) (E-2 Grade)	₹ 50000 – 160000 /-	03 (UR)	<p>(a) Degree in any Discipline and</p> <p>(b) Two years Post Graduate Degree in Social Work / Business Administration / Business Management with Specialization in Personnel Management / HRM / Industrial Relations / Labour Welfare with 60% marks from recognized Institute/University (or)</p>	<p>Candidate should possess minimum 01-year post-qualification inline experience in executive position in an organisation of repute dealing with Personnel & Administration matters, preferably in any of the following areas - Establishment matters/ Policy Advocacy/ Industrial Relations/ Recruitment and Promotion/ Manpower planning/ Performance Appraisal System / General Administration activities/ Statutory Compliance and other related matters.</p>



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				Post Graduate Degree / Diploma of minimum two year's duration in Personnel Management / Industrial Relation / HRM / Labour Welfare / Labour Management / Labour Administration / Labour Studies with 60% marks or equivalent CGPA from recognized Institute/University.	Age Limit: 28 years
16.	Sr Accounts Officer / (E-2 Grade)	₹ 50000 – 160000 /-	03 (02- UR, 01- OBC-NCL)	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. Age Limit: 28 years
17.	Sr. Engineer (Information Technology)/ (E-2 Grade)	₹ 50000 – 160000 /-	02 (01-OBC-NCL, 01- UR)	BE/ B.Tech / B.Sc (Engg) Degree in Computer Science / IT/ Masters in Computer Application with 60% marks from recognized Institute/University.	Candidate should possess minimum 01-year post qualification inline experience in executive position in an organization of repute handling either of the following areas-Network device (router, switch, UTM/ Firewall) administration & management data/ device backup management / Windows/ Linux Server administration/ database management and Active directory domain services (AD DS) management/ Software/ Website/ Application development & maintenance. Age Limit: 28 years



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18.	Sr. Engineer (Power System) / (E-2 Grade)	₹ 50000 – 160000 /-	02 (01-SC,1-UR)	BE/ B.Tech / B.Sc (Engg) Degree in Electrical Engineering with 60% marks or equivalent CGPA on point scale from recognized University/ Institute.	Candidate should possess minimum 01-year post qualification inline experience in executive position in areas of design & engineering / project management / construction / erection, testing & commissioning in an organization of repute handling large scale power generation/ transmission/ distribution projects. Age Limit: 28 years
19.	Secretarial Officer/ (E-1 Grade)	₹ 40000 – 140000 /-	01 (UR)	Candidate should be an Associate Member of Company Secretary of India (ACS). Masters / Graduate Degree in Law is desirable	Candidate should possess minimum 1-year post qualification experience in an organization of repute preferably in a listed company in organizing and conducting Board Meetings/ preparation of agenda/ minutes/ ATRs/ calling and conducting the Annual General Meeting/ assistance in Directors' Report/ Chairman's Speech/ compliance with all other statutory requirements under the Companies Act & other applicable statutory regulations. Age Limit: 28 years
20.	Jr Accountant / (S-1 Grade)	₹ 22000 – 80000 /-	03 (UR)	CA (Inter / IPCC) or CMA (Inter)	Candidate should possess minimum 01-year inline post qualification experience in an organization of repute dealing day to day transaction of Finance and Accounts/ bookkeeping/ database/ bank balance/ taxation/ payroll etc. Age Limit: 28 years



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21.	Supervisor (Personnel & Administration)/ (S-1 Grade)	₹. 22000 – 80000 /-	03 (UR)	Graduate with 55% marks and two years Post Graduate Diploma in Personal Management & / or Industrial Relation / Labour Laws/ Human Resource Management from recognized Institute / University with 60% marks or equivalent CGPA.	Candidate should possess minimum 01-year inline experience in an organization of repute dealing with Personnel & Administration matters preferably in any of the following areas – in handling Administration/ Establishment matters/ IR issues/ Labour welfare activity/ statutory compliance / Human Resource Management etc. Age Limit: 28 years
22.	Supervisor (Civil)/ (S-1 Grade)	₹ 22000 – 80000 /-	01 (UR)	Three years Diploma in Civil Engineering with minimum 60% marks from recognized Institute / Board/ University.	Candidate should possess minimum 01 year post-qualification in line experience in an Organization of repute handling civil and structural works of projects/ constructions sites. Age Limit: 28 years

Vacancies & Reservations:

Name of the Post	Un-reserved	SC	ST	OBC-NCL	EWS	Total	PwBD*
AGM (IT)	01	-	-	-	-	01	D, HH & a) B, LV d) D, HH c) OA, BA, OL, BL, OAL, BLOA, BLA,
AGM (F&A)	01	-	-	-	-	01	



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DGM (F&A)	01	-	-	-	-	01	LC, Dw, AAV d) Multiple Disabilities involving (a) to (c)
DGM (HR & Admn)	01	-	-	-	-	01	
DGM (Project Monitoring)	01	-	-	-	-	01	
DGM (PMC – Civil)	01	-	-	-	-	01	
Dy Manager (HR & Admn)	03	-	-	01	-	04	
Dy Manager (Project – Electrical)	02	-	-	01	-	03	
Dy Manager (Project - Civil)	02	01	-	-	-	03	
Dy Manager (Corporate Communication)	01	-	-	-	-	01	
Dy Manager (Corporate Monitoring)	01	-	-	-	-	01	
Dy Manager (IT - Cyber Security)	-	-	-	01	-	01	
Dy Manager (IT- ERP)	01	-	-	-	-	01	



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Dy Manager (PMC- Electrical)	01	-	-	01	-	02
Sr Officer (P&A)	03	-	-	-	-	03
Sr Accounts Officer	02	-	-	01	-	03
Sr Engineer (IT)	01	-	-	01	-	02
Sr Engineer (PS)	01	01	-	-	-	02
Secretarial Officer	01	-	-	-	-	01
Jr Accountant	03	-	-	-	-	03
Supervisor (P&A)	02	-	-	01	-	03
Supervisor (Civil)	01	-	-	-	-	01

* PwBD reservation is applied on horizontal inter-locking basis in either of UR/SC/ST/OBC-NCL vacancies.

Abbreviations:

UR=Unreserved; SC=Scheduled Caste; ST=Scheduled Tribe; OBC (NCL) = Other Backward Classes (Non-Creamy Layer); ExSM=Ex Serviceman; PwBD=Divyangjan or Persons with Benchmark Disabilities; B=Blind, LV=Low Vision, D=Deaf, HH=Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both Leg & One Arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, MDy=Muscular Dystrophy, ASD= Autism Spectrum Disorder (M=Mild, MoD=Moderate), ID=Intellectual Disability, SLD=Specific Learning Disability, MI=Mental Illness.

1. Reservation/ Relaxation/ Concession to candidates belonging to OBC (NCL)/ SC/ ST/ PwBD/ EWS/ Ex-SM category shall be as per Government of India directives.

2. Relaxation in Upper Age Limit:



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a) For OBC (NCL) candidates	3 years (for posts reserved for the respective category)
b) For SC/ST candidates	05 years (for posts reserved for the respective category)
c) For PwBD candidate	10 years over and above category relaxation
d) Ex Serviceman	As per Govt. of India directives

**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 for PwBD.

A) APPLICATION FEE:

Application Fee of Rs. 1000/- for post at SI No 1 to 9 and Rs. 600/- for post at SI No 10 to 14. is to be paid through on-line mode. SC/ST and PwBD candidates are exempted from payment of fees. Fee once paid will not be refunded under any circumstances. Application Fee 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), Pension, 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.



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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 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.

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 will be required to register before applying.
4. The candidate should upload photograph and signature as per specified size.
5. The cut-off date for determining age limit and post qualification experience will be the closing date of the notification of the vacancies.
6. The Apprenticeship Training under the Apprentice Act' 1961 will be considered as work experience only for the Supervisory posts and shall not be considered for Executive positions.
7. 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.



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8. A candidate may offer his candidature for more than one position if he is fulfilling job specification and, in such case, candidate has to make separate application for each post.
9. 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).
 - 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 which makes you eligible for the post and other qualifications, if any.
 - iv. All Post Qualification Experience Certificate mentioning the nature of job handled, if applicable (including from present employer) indicating clearly the date of joining and relieving of the posts (e.g. Offer/Appointment letter, Experience Certificate, Last .3 months pay slip on company's letter head, Form-16, joining/Relieving order etc.

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

10. 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. The stages of selection process will be continuously displayed on website: www.seci.co.in under the head 'career' and candidates are advised to visit the website from time to time.
11. Candidates from Pvt. Sector are required to submit last CTC (Copy of latest Pay Slip or Pay Certificate issued by the Competent Authority in company's letter head 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.



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12. 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 the application and provide necessary documents. Subsequent claim for eligibility will not be entertained.
13. Candidates are required to possess a valid e-mail ID. SECI will not be responsible for bouncing back of any e-mail sent to the candidates.
14. The candidates applying should ensure that they fulfill all eligibility conditions. Their admission at all stages is purely provisional.
15. Verification of documents with the originals certificates of issuing organizations. The candidature of a candidate shall be cancelled at any point of time if the candidate is found not meeting the advertised eligibility criteria/ or has submitted wrong/false information.
16. The prescribed qualifications / experience constitutes minimum standards and mere possession of the same will not entitle a candidate for being called for 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 apparently eligible based on the notified specifications and the candidature given in their application form will be called for Written Test / GD / Interview, as the case may be. SECI reserves the right to raise the minimum eligibility standards.
17. Depending on the requirement, the company reserves the right to cancel / restrict / curtail / enlarge the number of vacancies, if need so arises, without any further notice and without assigning any reason thereof.
18. 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).
19. SC / ST / OBC-NCL/EWS/ PwBD candidates should possess valid Certificate in the prescribed format as per the Government guidelines.



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20. Candidates employed in Govt Departments/ Public Sector Undertakings/ Autonomous Bodies shall either forward their application through proper channel or must produce No Objection Certificate (NoC) from their present employer, if they qualify upto the stage of Interview.
21. Candidature of a registered applicant is liable to be rejected at any stage of recruitment process / Candidate's employment will be terminated / cancelled after recruitment, on or after joining if;
- any information / documents submitted by the candidate is found to be false or
 - suppressed relevant information or
 - if not found to be in conformity with eligibility criteria mentioned in the advertisement.
22. Whenever CGPA / OGPA or Letter Grade in a Degree is awarded, 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 conversion of grade into percentage and the percentage of marks by the candidates in terms of norms. In case it is not available, decision of SECI shall be treated as final.
23. SECI reserves the right to change the selection criteria, cancel recruitment process without assigning any reason thereof. Further, no claim will arise for appointment, if some of the vacancies are not filled due to unsuitability/insufficient number of candidates.
24. Candidates already removed / terminated/ deserted their employment from SECI Ltd will not be considered.
25. Any canvassing directly or indirectly by the applicant shall disqualify his/her candidature.
26. Selected candidates are liable to be posted at any Unit/ Area/ Project under control of SECI in different States or location.
27. Any dispute with regard to recruitment against this advertisement will be settled within the jurisdiction of DELHI Court only.



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28. All information regarding this recruitment process would be made available in the career section of 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.

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

30. In case any dispute arises on account of interpretation in language versions other than English, English version shall prevail.

FOR ABOVE POSTS ON-LINE REGISTRATION OPENS ON 15.12.2023 (11:00 A.M) AND CLOSED ON 04.01.2024 (5:00 P.M). SECI does not assume any responsibility for the candidates not being able to submit their applications within the last date / time.
