



CENTRAL ELECTRONICS LIMITED
(A Public Sector Enterprise)
4, Industrial Area, Sahibabad, Ghaziabad (UP)
Tel.No.0120-2895143, E-mail: cel@celsolar.com

Central Electronics Limited is a Public Sector Enterprise under the Ministry of Science & Technology and is engaged in manufacturing of Solar Photovoltaic Cells, Modules & Systems, Railway Signalling Systems and Microwave Electronics Systems, etc.

The Company is looking for experienced & result oriented persons to fill the following positions on direct recruitment/contract basis:

Sl. No.	Post	Roles & Responsibilities	Qualification & Experience
1	Manager Marketing (04 Posts) 01-OBC 01-SC	– The candidate shall be responsible for Marketing & Sales activities of Solar Photovoltaic products/Security and Surveillance products and solutions etc. The Job role would cover preparation of proposals/vendor development/product development, handling complete sales cycle till payment realization/retail sales of solar modules through distributors/sales in the areas of Solar Power Plants, Solar Water Pumps, Village Electrification, Mini/Micro grids, Solar Home/Street lighting systems/Security and Surveillance solutions.	The candidate should have B.E/B.Tech degree in Electrical/Electronics/Mechanical Engineering with minimum 55% marks. He/she should have minimum 08 years of post qualification experience in sales and marketing functions. The incumbent should be proficient in the use of Computer applications. Desirable : <ul style="list-style-type: none"> • Experience in the area of Solar/Renewable/Electrical Power or Security and Surveillance systems in Government Organizations. • Hands on experience of integration of various Solar Products, Technology and system or Security and Surveillance Solutions. • MBA/PGDM/PGP in Sales/Marketing.
2	Project Manager (03 Posts) 01-OBC	The candidate will function as techno-commercial Project Manager for Renewable Energy and Security and Surveillance projects and will be responsible for - <ul style="list-style-type: none"> • Planning, Implementing, tracking, controlling, execution and evaluating multiple projects with specified deliverables. • Handling complete project from project planning to completion including handing over to customer after commissioning, warranty and AMC. • Day to day handling of EPC 	The candidate should have B.E/B.Tech degree in Electrical/Electronics/Mechanical Engineering with minimum 55% marks. He/she should have minimum 08 years of post qualification experience in implementing projects. The incumbent should be proficient in the use of computer applications. Desirable – <ol style="list-style-type: none"> 1. Experience in implementing projects for Government organizations in the area of Solar/Renewable/Electrical Power plants, Solar Water Pumps, Mini/Micro Grids, Village Electrification or Security and Surveillance solutions. 2. Hands on experience of integration of

		<p>contractors and sub-contractors, monitoring their quality and quantity of work and ensuring they get their dues in time.</p> <ul style="list-style-type: none"> Maintaining relationship with clients/project stake holders by providing progress updates, information and guidance. 	<p>various solar/renewable energy products, technology and system or Security and Surveillance Solutions.</p> <ol style="list-style-type: none"> Certification/Training in Project Management. Experience in handling long term AMC contracts.
3	<p>Manager – Internal Audit & Taxation</p> <p>(01 Post) 01-PwD (OH)</p>	<p>The candidate shall be responsible for handling of Internal Audit, Taxation and ERP Systems.</p>	<p>The candidate should be a graduate with minimum 55% marks along with ICWA/CA with minimum 08 Years of post qualification experience in Internal Audit, Taxation and ERP Systems.</p>
4	<p>Technical Manager – Materials Management</p> <p>(03 Posts) 01-OBC 01-SC</p>	<p>The candidate shall be responsible for handling Purchase, vendor development, supply chain management, stores and inventory management.</p>	<p>The candidate should have Bachelor degree in Science or Engineering with minimum 55% marks along with MBA/PGDM/PGP in Materials Management or Supply Chain management. He/she should have minimum 08 years of post qualification experience, preferably in solar or electronics manufacturing industry out of which the candidate should have minimum 04 years experience in the field of purchase, vendor development, supply chain management, stores and inventory management. The candidate should have knowledge of working on computers and exposure of working in e-procurement and ERP/SAP/NAVision environment.</p>
5	<p>Personnel Officer</p> <p>(02 Posts) 01-OBC</p>	<p>The candidate would be required to handle Performance Management System, Manpower Planning, Career/Succession planning, Employee Retention, Development and Establishment matters.</p>	<p>The candidate should be a Graduate with minimum 55% marks along with MBA/PGP/PGDM in Personnel Management/Human Resource Management or equivalent qualification. He/she should have minimum 02 years of post qualification experience in HR/IR functions. Degree in Law is desirable.</p>

6	Welfare Officer (01 Post) 01-PwD(OH)	The candidate shall be responsible for handling labour welfare matters (both statutory and non statutory), Industrial relations and labour laws etc.	The candidate should be a Graduate with minimum 55% marks along with Post Graduate Degree or Diploma in Social Sciences / Labour Welfare / Personnel Management/Industrial relations. He/she should be qualified for appointment as Welfare Officer under the U.P Factories Rules. He/she should have Minimum 02 years post qualification experience in dealing with welfare (Statutory/Non-statutory) activities. Knowledge of Hindi is essential. Law graduates shall be preferred.
7	Manager – IT (on contract) (01 Post) 01-SC	The candidate should be responsible for handling of the Company’s ERP System and should be able to do troubleshooting, as and when required.	The candidate should have B.E/B.Tech/MCA degree in Computer Science Engineering with minimum 55% marks. He/she should have minimum 08 years of post qualification experience in managing ERP. Experience in Microsoft Navision preferred.
8	Manager – Public Relations/Protocol (on contract) (01 Post)	<p>The candidate shall be responsible for managing print and electronic media, for ‘Branding’ and effectively promoting the overall image of the Company.</p> <p>The candidate would need to look after day-to-day liaison with various Ministries of Govt. of India, to take care of CEL’s interest. He/she should be able to co-ordinate with other PSUs/MNCs/NGOs, for promotion of CEL’s interest.</p> <p>The candidate shall also be responsible for organizing and preparing design/printing of company catalogues & brochures and be able to manage events, such as business promotional meets/seminars/ exhibitions, etc.</p>	<p>The candidate should be a Graduate, with minimum 55% marks, along with Post Graduate Diploma in Mass Communication/Journalism. He/she should have 08 years of post qualification experience in handling matters pertaining to Public Relations/Protocol functions. The incumbent should be proficient in the use of Computer applications. Proficiency in English & Hindi shall be essential.</p> <p>Desirable - Experience of working in a PSU/Government Organization, in similar field.</p>

9	Marketing Officer (on contract) (08 Posts) 02-OBC 01-ST	<p>The candidate shall be responsible for Marketing & Sales activities of Solar Photovoltaic products/Security and Surveillance products and solutions etc. The Job role would cover preparation of proposals/vendor development/product development, handling complete sales cycle till payment realization/retail sales of solar modules through distributors/sales in the areas of Solar Power Plants, Solar Water Pumps, Village Electrification, Mini/Micro grids, Solar Home/Street lighting systems/Security and Surveillance solutions.</p>	<p>The candidate should have B.E/B.Tech degree in Electrical/Electronics/Mechanical Engineering with minimum 55% marks. He/she should have minimum 02 years of post qualification experience in sales and marketing functions. The incumbent should be proficient in the use of Computer applications.</p> <p>Desirable :</p> <ul style="list-style-type: none"> • Experience in the area of Solar/Renewable/Electrical Power or Security and Surveillance systems in Government Organizations. • Hands on experience of integration of various Solar Products, Technology and system or Security and Surveillance Solutions. • MBA/PGDM/PGP in Sales/Marketing
10	Officer – Materials Management (on contract) (03 Posts) 01-SC 01-OBC	<p>The candidate shall be responsible for handling stores and managing inventory.</p>	<p>The candidate should be a Graduate in Science/Commerce/Engineering with minimum 55% marks. Candidates having MBA/PGDM/PGP in Supply Chain Management or Materials Management would be preferred. He/she should have minimum 04 years of post qualification experience (02 years for candidates having MBA/PGDM/PGP Qualification) preferably in solar or electronics manufacturing industry out of which the candidate should have minimum 01 years experience in the field of stores and inventory management. The candidate should have knowledge of working on computers and exposure of working in e-procurement and ERP/SAP/Navision environment.</p>

11	Graduate Engineer (on contract) (01 Post) 01-OBC	The candidate shall be responsible for Electrical maintenance and repair of electrical equipments, machinery, control panels, furnaces, DG sets, etc.	The candidate must have B.E./B.Tech. degree in Electrical Engineering, with minimum 55% marks. He/she should have 02 years of post qualification experience in Electrical maintenance and repair of electrical equipments, machinery, control panels, furnaces, DG sets, etc.
12	Officer – Finance & Accounts (on contract) (02 Posts) 01-PwD (OH)	The candidate shall be responsible for preparation of MIS, periodical profit & loss accounts and balance sheet, interaction with statutory auditors of CAG and other Govt. agencies.	The candidate should be a graduate in commerce with minimum 55% marks and should have passed examination of CA/ICWA with 02 years of post qualification experience. Working experience in ERP System is essential.

➤ **General Instructions:**

1. The Scale of Pay, total monthly emoluments in the scale and age limits are as under:

Sl. No.	Post	Pay Scale/Total Emolument	Approx CTC	Age Limit As on 01.05.2016
1	Manager – Marketing	Rs.24900-3%-50500/-	Rs.10.05 Lacs p.a	38 years
2	Project Manager	Rs.24900-3%-50500/-	Rs.10.05 Lacs p.a	38 years
3	Manager – Internal Audit & Taxation	Rs.24900-3%-50500/-	Rs.10.05 Lacs p.a	38 years
4	Technical Manager – Materials Management	Rs.24900-3%-50500/-	Rs.10.05 Lacs p.a	38 years
5	Personnel Officer	Rs.16400-3%-40500/-	Rs.6.80 Lacs p.a.	30 years
6	Welfare Officer	Rs.16400-3%-40500/-	Rs.6.80 Lacs p.a.	30 years
7	Manager – IT (on contract)	Rs.35000/- per month consolidated	--	38 years
8	Manager – Public Relations/Protocol (on contract)	Rs.35000/- per month consolidated	--	38 years
9	Marketing Officer (on contract)	Rs.23000/- per month consolidated	--	30 years
10	Officer – Stores (on contract)	Rs.23000/- per month consolidated	--	30 years
11	Graduate Engineer (on contract)	Rs.23000/- per month consolidated	--	30 Years
12	Officer – Finance & Accounts (on contract)	Rs.23000/- per month consolidated	--	30 Years

- Only those candidates, who fulfill the eligibility criteria mentioned in this notification, as on 01-05-2016, shall be eligible to apply.
- All the qualifications (03 years for graduation, 04 years for B.E/B.Tech, 02 years for MBA/PGDM/PGP, 02 years for PG Diploma in Mass Communication/Journalism, 03 years for MCA) should be full time regular course/s from AICTE approved/UGC recognized University/Deemed University.
- Qualifying marks shall be relaxable by 5% for Scheduled caste(SC)/Scheduled Tribes(ST)/Persons with Disability(PwD) candidates.
- Upper age limit is relaxable by 5 years for SC/ST, 3 years for OBC (Non Creamy layer). It shall be relaxed by 10 years for PwD-General, 13 years for PwD-OBC and 15 years for PWD-SC/ST candidates. Age relaxation of 5 years shall be admissible to all persons who had domiciled in the state of J&K during the period from 1st January, 1980 to 31st December 1989. However, in no case shall the upper Age limit exceed 55 years, as on 01-05-2016.

6. The upper age limit, in case of ex-servicemen, shall be as per extant instructions of the Government of India.
7. In respect of PwD candidates, the minimum percentage of disability should be 40% or above and they would have to submit latest disability certificate, issued by the Medical Board/Competent authority.
8. The selected candidates on regular pay-scales will be on Probation for a period of one year.
9. In respect of candidates working in regular pay-scales in PSUs/Government Organizations, a minimum of 02 years experience in immediate lower scale of the said position/equivalent position, shall be required.
10. The initial posting shall be at the Company's works in Sahibabad (Ghaziabad), or at places as decided by the management. However, the Company reserves the right to change roles, place of posting, as per the Company's requirement, from time to time.
11. The Company reserves the right to fill up posts in a lower category/scale/grade, if required.
12. Candidates who had attended the interview and have not been selected in last 06 months in CEL against the advertised posts need not apply; as such applications shall not be entertained.
13. Candidates working in private organizations and whose CTC is 60% or more of the CTC indicated against each post, shall be eligible to apply for a particular post.
14. The position on contract basis shall be initially for a period of two years, which is further extendable on performance basis for one more year.
15. In respect of contract positions, on the basis of exemplary performance during the contractual period and requirement of the company, the incumbents may also be considered for absorption in regular cadre of the Company, after completing contract period, through selection process at the sole discretion of the Management. He/she will however have 'No claim' for regularization/absorption.
16. Candidates will be required to apply online through company's website www.celindia.co.in in the Career section of the website. After applying, candidates are required to pay the requisite application fee (Rs. 300/- for General/OBC candidates) through online mode by using Debit Card/ Credit Card/Internet Banking. Separate Application needs to be filled, if a candidate wants to apply for more than one position. No application fee need to be paid by candidates belonging to SC/ST/PwD. Last date of Submitting online Application is 30th July 2016.
17. Print out of the online application form along with relevant Educational documents and certificates should be sent through proper channel only by Speed Post/ Registered Post, super scribing on the envelope for the post applied, to the Assistant General Manager (HRD), Central Electronics Limited, Sahibabad, Distt. Ghaziabad (UP)-201010. The last date of receiving the complete application is 10th August 2016.
18. The list of essential enclosures alongwith Hard Copy of the Application to be sent to CEL
 - a. Print out of Online generated Application.
 - b. Date of Birth : High School marksheet/Birth Certificate
 - c. Essential Qualification (Degree/Diploma) along with marksheets of all years/semesters
 - d. Caste/Disability/Discharge certificate in the prescribed GOI format issued by competent authority
 - e. Experience/Service certificate in the letter head of Company clearly indicating the post held, period of service, gross emoluments, area of experience as proof of post qualification Experience duly certified by Organization concerned – if any.

19. Candidates presently employed in Central/State Government, autonomous bodies, PSUs, should apply through 'Proper Channel' or submit 'No Objection Certificate' at the time of interview, from their employer, if they are called for interview.
20. Outstation candidates called for interview for regular posts, will be paid to and from Railway Fare by the shortest route subject to production of Railway Receipt or Ticket Numbers on their Eligibility (Post No. 1 to 4 – IIIrd AC, Post no. 5 to 6 – IIInd Class).
21. Furnishing of wrong/false information will be a disqualification and CEL will not be responsible for any consequence of furnishing of such wrong/false information. Candidature is liable to be rejected at any stage during the recruitment process or after recruitment or joining if any information provided by the candidate is found to be false or candidate does not fulfill the eligibility criteria mentioned in the advertisement.
22. Please read the following instructions before submission of online application form:

IMPORTANT INSTRUCTIONS FOR SUBMISSION OF ONLINE APPLICATION

- 1 Please read the detailed advertisement and all instructions carefully before filling the online application form.
- 2 Candidates are advised not to wait till the last date and time to submit their applications. Candidates have to apply online at Central Electronics Limited website, which shall be made available at “Career” section of www.celindia.co.in.
- 3 Candidates should have a valid E-mail ID and Mobile Number. It should be kept active during the entire recruitment process. Application number and all other important communication will be sent on the registered E-mail ID.
- 4 Candidates are required to upload the following while filling application form:
 - Latest colour passport size photograph on light background in jpg/jpeg/png format with maximum size upto 80 kb
 - Scanned copy of signature on white paper with black ink pen in jpg/jpeg/png format with maximum size upto 30 kb.
- 5 Candidates will have to correctly declare their Name and Date of Birth as mentioned in their Birth Certificate or Matric Certificate. Candidates should take utmost care to furnish the correct details while filling the online application. Once the form is submitted, it cannot be edited.
- 6 After successful submission of online application form, candidates other than SC/ST/PwD are required to submit Application Fee of Rs.300 through online transaction, using Credit Card/Debit Card/Net Banking.
- 7 Candidates are required to forward hard copy of their application form submitted online alongwith relevant certificates & testimonials duly self attested, to the Assistant General Manager (HRD), Central Electronics Limited, Site-4 Industrial Area, Sahibabad, Ghaziabad-201010 by speedpost/registered post.
- 8 Application once submitted cannot be withdrawn and fee once paid will not be refunded in any case, neither shall be held reserved for any other recruitment or selection process in future.

Important Dates	
Opening Date for Submitting Online Applications	28.06.2016
Last date for Online Submission of Application Form	30.07.2016
Last date for Receiving Hard Copy of Applications	10.08.2016
For any technical queries/ clarifications relating to the filling up of ONLINE APPLICATION, please feel free to contact the helpdesk at Email: hr2016@celsolar.com or Phone No. : 0120-2895152 (09:00 AM – 05:00 PM)	

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(Only Indian nationals need to apply)
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