

LUCKNOW SOLAR POWER DEVELOPMENT CORPORATION LIMITED
Regd. Office: Third Floor UPNEDA Building, Vibhuthi Khand Gomti Nagar,
Lucknow-226010

CIN- U40300UP2015PLC072134

Date 24/5/2024

(Employment Notification No.3/2024)
Recruitment for Manager Administration on Contract Basis

LUCKNOW SOLAR POWER DEVELOPMENT CORPORATION LIMITED (LSPDCL is
a Joint Venture of Uttar Pradesh New and Renewable Energy Development Agency (UPNEDA)
and Solar Energy Corporation of India Limited New Delhi.

The Company invites applications for recruitment to the below mentioned post on Contract basis
at a fixed all-inclusive salary, as per the eligibility criteria and other details as tabulated below:

Post, Fixed Pay & Total Vacancies	Essential Qualification As on 31.12.2023	Maximum Age As on 31.12.2023	Post Qualification Experience As on 31.12.2023	Vacancy specifically for posting at
				Place
Manager Administration On Contract Fixed consolidated Pay: Rs. 75,000/- Per month. Annual Increment Rs 5000/-	MBA/MSc/Mtech /P.G.in Public Administration	40 Years	10 years working experience with minimum 5 years of executive experience in office 2. In case of pass out from IIM/IIT/NIT and Institute of National Importance Post qualification experience is not required.	One -Lucknow LSPDCL office

1. GENERAL CONDITIONS:

- 1 Applicants shall furnish full and correct information in the prescribed Application form given below.
2. Selection will be through interview. Date and venue for Interview along with List of candidates invited for interview will be displayed on website of UPNEDA www.upneda.org.in whereas interview call letters will be sent separately to candidates by e-mail only.
- 3 Post is temporary and on contract basis. The appointment will be initially for a period of two years. The contract may be further extended on year to year basis depending upon the requirement for the post and performance of the candidate. However, the contract may be terminated prior to completion of two years on non-satisfactory performance of the candidate.

4. Appointment will not confer any right to claim absorption in regular establishment of any Joint venture partner's i.e UPNEDA and SECI.
5. No allowances admissible over and above the fixed pay. However, annual increment of Rs 5000/per annum will be admissible on satisfactory performance of candidate.
6. No other perks or benefits would be admissible except the above.
7. Candidates should be in sound health and free from color blindness. No relaxation in health standards will be allowed.
8. Age Relaxations will be as per Government of India's guidelines subject to fulfillment of the requisite qualification & experience.
9. Mere issue of interview letter will not imply that candidature has been accepted.
10. All information submitted in the application will be verified with original documents at the time of interview. If any information provided by the candidate is found to be false or incorrect or not in conformity with the eligibility criteria, then his/her candidature is liable to be rejected/cancelled at any stage of the recruitment process
11. The Management reserves the right to not to fill up the post or raise the minimum eligibility standards, cancel recruitment process without assigning any reason.

INSTRUCTIONS FOR APPLYING: -

- a. Eligible candidates have to apply in prescribed format through off line mode only. It is advisable that the candidates have a valid e-mail id in order to facilitate faster communication.
- b. Application neatly typed on A-4 size paper in the prescribed format should be, accompanied with the certified copy of following documents:
 - i. Experience Certificate, if any in chronological order from all previous employers .
 - ii. Date of Birth/ class X passing certificate as proof of DOB.
 - iii. Caste certificate/EWS Certificate/Age relaxation. Certificate issued should be in prescribed format as per Government of India's guidelines.
 - iv. Qualification Degree/Diploma and All semester/year Mark sheets for calculation of percentage in qualifying degree.
- c. Candidates should mention percentage in the fields where percentage is required without rounding off. Percentage obtained in Essential qualification as mentioned in consolidated mark sheet issued by University/Institution will be considered. However, in case consolidated mark sheet is not being issued by University/Institute, final percentage will be calculated by taking average of all semesters/years.
- d. Applicants will have to send their application form along with requisite enclosures mandatorily in hard copy (application sent through e-mail will not be acceptable) to reach us **by 11.6.2024** at address given below.

Address for sending applications

Chairman, Lucknow Solar Power Development Corporation Limited, IIIrd Floor UPNEDA
Building Vibhuti Khand, Gomti Nagar, Lucknow, Uttar Pradesh 226010.

e-mail: lspdc12015@gmail.com

- e. Application should be sent in an envelope super scribed – “Application for the post of Manager Administration LSPDCL”

- f. Once applied, the applicants are advised to keep checking the web site as well as their registered e-mail regularly for any updates.
- g. All modifications/amendments shall be displayed on UPNEDA the official web-site only at www.upneda.org.in . Therefore, candidates are requested to keep checking the web-site for modifications/ amendments, if any.
- h. In case of any Doubt/Query/Clarification, please mail us at lspdc12015@gmail.com

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LUCKNOW SOLAR POWER DEVELOPMENT CORPORATION LIMITED

1. Application for the post of Manager Administration (on Contractual basis)

2. Name of the Candidate

3. Address for communication

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.....Pin.....

4. Permanant Address.....

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.....Pin.....

Contact No

E-mail id -----

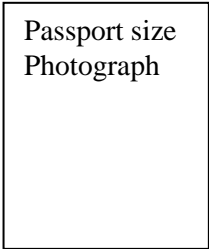
5. Name of father

6. Date of Birth(Age as on 01.12.2023)..... YearsMonths.....Days

7. Sex(Male/Female)

8. Category

9. Academic Qualification:-



S.No	Exam passed	Board/Uni/Insti.	Year of Passing	% of marks
1				
2				
3				
4				

10. Employment Record (Attach all supporting documents):-

S.No	Name of Employer/ Company	Position Held/Designation	Date		Remuneration Received	Reason for leaving
			from	to		
1						
2						
3						

Experience certificate from all employers to be attached mandatorily

12. Total Post qualification experience as onYearsMonthsDays

13. Please furnish duties performed during the last 05 years of service

14. Please give two references with details like name address and present employment who can vouch for your performance:

Declaration: I Solemnly declare that the particulars furnished above are correct to the best of my knowledge and belief. I understand that in the event of any of the information given herein being found false or incorrect, my candidature for the examination/selection is liable to be rejected or cancelled and in the event of any wrong statement/discrepancy in the particulars being detected at any stage even after appointment, my services are liable to be terminated without any notice.

Date:

Place:

List/ No of Enclosure

Signature of the Applicant

