

REWA ULTRA MEGA SOLAR LIMITED
(CIN U40102MP2015PLC034450)
Link Road No.2, Shivaji Nagar, Bhopal - 462016

ADVERTISEMENT FOR RECRUITMENT
RECRUITMENT NOTIFICATION NO.04/2023

F/RUM/2023/REP/01-003/657

Bhopal Dated: 06/10/2023

Rewa Ultra Mega Solar Limited (RUMSL) is a joint venture of Solar Energy Corporation of India Limited and Madhya Pradesh Urja Vikas Nigam Limited, established in July 2015. RUMSL over the years pioneered Solar Park development. As of 31st March 2023, the Company already commissioned 1,000 MW and is developing a 2100 MW Solar Park including a 600 MW Floating Solar Park. The Company has many more projects under investigation.

For effective and efficient operations of the Company, RUMSL is looking for a dynamic, enthusiastic, and competent professional for the below-mentioned position:

I. Position

Table 1

Sr	Post/Grade/Pay Scale	No. of post	Job Specifications
1.	Company Secretary Pay Scale- Rs. 42,700-1,35,100	01	<p>Minimum Qualification: A Member of the Institute of Company Secretaries of India.</p> <p>Experience: Candidates should have a minimum post-qualification experience of 05 years.</p> <p>Age: Upper age limit is 40 years.</p>

II. Compensation package

The selected candidates shall be entitled for Basic pay, Dearness allowance, House rent allowance, Allowances under the cafeteria approach, Provident Fund as per 'The Employees Provident Funds and Miscellaneous Provisions Act, 1952' and Gratuity as per 'Payment of Gratuity Act, 1972'. Higher start/advance increments may be provided in deserving cases.

III. Eligibility Criteria

1. **Nationality:** Only Indian Nationals are eligible to apply.
2. **Educational Qualifications:** The requirements regarding essential educational qualifications for the post are given in Table 1 above. The educational qualification should be from ICSI.

3. **Work Experience:** To be eligible for selection, the candidate must have experience as specified above in Table 1.
4. Teaching experience, Internship, and Article ship 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.
5. Age: The candidates must not have an age more than that mentioned in Table - 1 above. The cut-off date for ascertaining age and experience, etc. will be the last date of submission of the application, i.e., **30.10.2023** or any extended date of application submission under this advertisement.
6. Those working in the Public Sector/ Government Sector/Semi-Government Autonomous bodies of Government may forward the application 'Through Proper Channel' or submit a 'No Objection Certificate' at the time of Interview and should submit a proper relieving order from the present employer at the time of joining.
7. No person shall be eligible for appointment if he/she has been convicted by any court of law for an offense involving moral turpitude.
8. Any canvassing directly or indirectly by the applicant will disqualify his/her candidature or appointment.

IV. Selection Process

1. Incomplete applications or applications received after the due date of submission shall be summarily rejected.
2. Mere fulfilment of eligibility criteria shall not confer any right to the applicant for being called for the interview/ selection process.
3. Applicants meeting eligibility criteria shall be called for a Written test/ interview, as may be applicable. The venue and time for which will be intimated through the portal and the email indicated in the application.
4. No TA/DA shall be payable for attending the written test/interview.
5. Any request for a change in date or venue of the Written test/Interview, as may be mentioned in the Written test/Interview Letter will not be entertained.
6. No person shall be eligible for appointment who has previously been dismissed, removed or compulsorily retired from the service of a corporation or department of a state or central government or a local authority or from an autonomous statutory body or disqualified in the previous employment due to misconduct or for any other reasons.

V. General

1. RUMSL reserves the right to cancel the recruitment process, if the need so arises, without issuing any notice or assigning any reason thereof.
2. All information regarding this recruitment will be available on the RUMSL website www.rumsl.mp.gov.in. Applicants are advised to check the portal/ website periodically for updates. Any corrigendum/ clarification on the advertisement, if required, shall be uploaded on the RUMSL website only. No individual emails shall be sent.
3. All disputes/ cases related to this recruitment process are subject to the jurisdiction of the courts of Bhopal only.
4. RUMSL has operations all over the State and the selected candidates can be posted anywhere in the State.
5. Declining to join by candidate, after being “selected” in this process will make that candidate ineligible for applying in RUMSL for a period of the next 5 years.

VI. Steps for Applying:

1. While applying for a post, the candidate should ensure that he/she fulfills the prescribed eligibility criteria on the cut-off date/s (i.e., 30.10.2023 or any extended date of application submission under this advertisement) and that the particulars furnished are correct in all respects. If at any stage of recruitment or thereafter it is detected that a candidate has furnished any incorrect/ incomplete information or has suppressed any material fact (s) to be considered as eligible, his/her candidature will stand automatically cancelled. If any shortcoming (s) is/are detected after his/ her assumption of charge, his/her service is liable to be terminated without any notice.
2. If any document/certificate is issued in a language other than Hindi/English, candidates are required to submit a certified translation of the same in Hindi/ English along with the application and also at the time of the Interview.
3. Self-attested scanned copies of the following documents should be attached along with the application:
 - a) Proof of Date of Birth (Tenth Class Certificate/ Higher Secondary School Certificate/ Birth Certificate)
 - b) Documents related to Qualification (Pass certificate & Mark sheets showing class/ division/ CGPA/ percentage, mode, duration along with specialization).
 - c) Documents related to experience such as (present as well as all previous employment/s) starting from current employment in descending order.
 - Appointment order/ joining order.
 - Experience Certificate: Valid Proof of experience indicating post held, period of service.
 - A recent passport size colour photograph.
4. Original documents shall be verified during the interview. Validity of the above certificate shall be the responsibility of the candidate at the time of application and also its verification as and when required.

5. An application fee of Rs.500 /- (for each post) through a crossed Demand Draft drawn on any nationalised bank and valid for at least 3 months in favour of “Rewa Ultra Mega Solar Limited”, payable at Bhopal.
6. Applications without the prescribed fee would not be considered and summarily rejected. No representation against such rejection would be entertained. Fee once paid shall not be refunded under any circumstance nor can the fee be held in reserve for any other examination or selection.
7. All the details given in the application will be treated as final and no changes will be entertained later.
8. All applications should be submitted in a sealed envelope clearly mentioning the post for which the candidate has applied.

VII. Schedule of Selection Process

A	Start date of application	07/10/2023
B	Time and date for submission of application	On or before 15:30 Hrs. of 30/10/2023 A hard copy of the Applications complete in all respect in the provided prescribed format should be addressed to CEO, RUMSL, submitted to Rewa Ultra Mega Solar Limited, Urja Bhawan, Shivaji Nagar, Bhopal, 462016 on or before 15:30 Hrs. of 30/10/2023.

VIII. Formats & instructions for Application

1. Format for the Covering Letter
2. Format of Application form

The applicant may use additional sheets to submit the information for its detailed Response.

i. **Format for Covering Letter**

Date: *(dd-mm-yyyy)*

To,

Chief Executive officer,
Rewa Ultra Mega Solar Limited,
Urja Bhawan, Near - 5 no. Bus Stop
Shivaji Nagar, Bhopal – 462016

Sub: Application in response to the appointment for the post of (_____) at Rewa Ultra Mega Solar Limited

Dear Sir,

I am enclosing my Curriculum Vitae/Resume for **{insert name of position}**.

I understand that the selection shall be as per the details mentioned in the advertisement document and I agree to abide by the provisions of the advertisement document.

I further understand that if short-listed, I shall produce **original documents** for verification in support of my application as and when required. Failure to do so would result in the cancellation of my application.

I declare that I have not been arrested in a criminal case or convicted, fined, or imprisoned for violation of any law (excluding minor traffic violations) is any criminal/ disciplinary / vigilance case pending/ever instituted against you or have you been barred/ disqualified by a Public Service Commission /University or any other educational authority from applying this post.

I declare that the information submitted in this application is true to the best of my knowledge. In case any information given in this application or attached documents is found to be incorrect/false at any point in time, I understand that the RUMSL shall reject my response to the advertisement, and cancel the appointment, if issued, and shall initiate administrative proceedings, including recovery of payment/salary/benefits.

Yours truly,

(Signature)

(Name)

(Date)

ii. Application Form

Section-I Personal Detail:

Space for
photograph

- i. Name of the Post:
- ii. Name of the Candidate:
- iii. Sex:
- iv. Father/Husband Name:
- v. Date of Birth:
- vi. Permanent Address:
- vii. Address for Correspondence:
- viii. Contact Phone No:
- ix. Mobile No.:
- x. Email ID:
- xi. Nationality:
- xii. Person With Disability: (if yes, please provide brief description)

Section-II Educational & Professional Qualification (from the highest degree with supporting documents)

Sr. No	Qualification	Discipline	Institution/Board/University	Year of pass

Additional qualification:

-
-
-
-

Section-III Professional Experience Detail (in chronological order with supporting documents)

Sr. No	Organization	Position held	Salary Drawn	Pay Scale + benefits	From	To	Job description

Note: Please provide full details of Salary drawn

Section- IV

Details of Awards/ Achievements/ Recognitions

Section V

Any Information the Candidate wish to submit in support of his candidature

Section VI

References:

Name	Designation	Contact number
1.		
2.		

Signature:

Name:

Date: