



## ADVERTISEMENT NO. 001/2025

**Submission of online form will start from: 14.04.2025**

**Last date for submission of ON-LINE applications is 30.04.2025**

**LAST DATE FOR PAYMENT OF FEE – 30.04.2025**

### **PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE REMITTING THE FEE AND FILLING UP THE ONLINE APPLICATION**

Mahalaxmi Enterprises, established in 2014 and empanelled under PM Surya Ghar Muft Bijli Yojana and dedicated to providing sustainable and efficient solar energy solutions for residential, commercial, agricultural, and industrial sectors. Established with a vision to harness the power of renewable energy, organisation specialize in the development, and installation of advanced solar power systems. With a commitment to quality, innovation, and affordability, Mahalaxmi Enterprises offer end-to-end solar solutions, ensuring seamless execution from demand assessment to installation and long-term maintenance. Our expertise spans across grid-connected rooftop solar systems, off-grid solar plants, solar pumps, and solar street lighting systems.

### **Candidates please note the following specific criteria before applying for the post:**

The recruitment is being carried out for the post of Field Managers/District Managers/State Operational Managers in the state Odisha. The appointment of candidates in Mahalaxmi Enterprises as Field Managers/District Managers/State Operational Managers is subject to fulfilment of eligibility criteria of age, educational qualification etc. Candidates fulfilling required eligibility criteria may apply On-line through the link given in official website of Mahalaxmi Enterprises. Recruitments in Mahalaxmi Enterprises are strictly on Odisha basis and Mahalaxmi Enterprises has not hired or authorized any agency or organization or any individual to recommend or recruit any personnel on its behalf or collect any money or commission or charges for recruitment. Mahalaxmi Enterprises will conduct interview according to the merit on the best effort basis.



## A. Vacancies

Post	Essential Qualifications	Age (Years) as on 06.03.2025	Number of Vacancy
State Operational Manager	Given Below	Minimum 35 Years	6
District Manager	Given below	Minimum 30 Years	32
Field Manager	Given Below	Minimum 20 Years	1250

1. Modification or change in the date of the Online form Submission, if any, would be intimated through an advertisement on the website of the Mahalaxmi Enterprises.
2. Number of vacancies mentioned above is provisional and can be modified/cancelled at the sole discretion of the recruiter, without any intimation.
3. The recruiter also reserve the right to shortlist candidates and consider these shortlisted candidates for future requirements.

## B. Broad Timelines

S.No	Activity	Date
1	Online Registration for Submission of Online Application	April 14,2025 to April 30, 2025
2	Payment of Application Fee/Intimation Charges(Online Mode Only)	April 14,2025 to April 30, 2025
3	Tentative date for interview	May 5 ,2025 to May 10, 2025

\* Modification or change in the date of interview, if any would be intimated through a notice on the website of Mahalaxmi Enterprises.'



## C. Eligibility criteria

1. Applicant must be residence of state of Odisha.

### 2. Educational Qualification:

#### A. State Operational Manager/District Manager

-Candidates should be Graduate from any discipline from a university recognized by Government of India or an equivalent qualification recognized by Government of India. Passing only a diploma course will not be considered as qualifying the eligibility criteria.

- Candidates are expected to have proficiency in computers.

- Proficiency in regional language will be preferred.

- Strong communication and negotiation skills.
- Willingness to travel extensively across appointed Districts in Odisha.

#### B. Field Manager:

• Minimum qualification: 12th pass or diploma in a relevant field (ITI/ Diploma in Electrical or Renewable Energy preferred).

• Experience in sales, marketing, or technical roles in the solar or energy sector is a plus.

- Strong communication and negotiation skills.
- Willingness to travel extensively across appointed Districts in Odisha.
- Own a two-wheeler and a valid driving license.

Mahalaxmi Enterprises reserves the right to raise, amend or modify the eligibility criteria pertaining to educational qualification including percentage of marks secured at Graduation. Depending upon the requirement, Mahalaxmi Enterprises reserves the right to cancel or restrict or curtail or enlarge any or all of the provisions of the recruitment process, if need so arises, without any further notice and without assigning any reason there off.





*Candidates in final year of Graduation/ Semester may also apply provisionally subject to the condition that, if called for interview, they will have to produce proof of having passed the graduation examination on or before 06.03.2025.*

## **D. Non – Refundable Application Fee and Postage Charges**

- Application Fees (Payable from 14 -April-2025 to 30 April -2025)
- Application Fee is Rs 650/- for all candidates will pay through only online Mode  
*\*Bank Transaction charges / convenience charges for Online Payment of fees/ postal charges will have to be borne by the candidate.*

## **E. How to Apply**

### **DETAILED GUIDELINES/PROCEDURES**

- a) FOR APPLICATION REGISTRATION
- b) PAYMENT OF FEES

Candidates can apply only online from 14-April-2025 to 30-April-2025 and no other mode of application will be accepted.

### **IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION**

Before applying online, candidates should:

- A. Scan their photograph ensuring that the photograph adhere to the required specifications as given under Guideline for photograph.
- B. Have a valid personal email ID and mobile number, which should be kept active till the completion of this Recruitment Process. Mahalaxmi Enterprises will send call letters for Personal Interview and other information through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID/mobile number, he/she should create his/her new e-mail ID and obtain mobile number before applying on-line and must maintain that email account and mobile number.
- C. In case of non-reaching of the communication /information due to technical defect, error or failure, Mahalaxmi Enterprises shall not be responsible for the same.



## Application Registration Procedure

1. Candidates to visit Mahalaxmi Enterprises website <https://mahalaxmisolarpower.com> to open then click on the option "APPLY ONLINE" which will open a new screen.
2. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/entertained after clicking the COMPLETE REGISTRATION BUTTON.
3. The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets. Any change/alteration found may disqualify the candidature.
4. Candidates can proceed to upload Photo as per the specifications given in the Guidelines for Scanning and Upload of Photograph.
5. Modify details, if required, and click on 'COMPLETE REGISTRATION' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.

## PAYMENT OF FEES (ONLINE MODE ONLY)

1. That before applying for application form, candidate are advised to first make the payment and take the receipt of the payment then while completing the application they have to upload the receipt in application form.
2. The payment can be made by using Internet Banking/ Mobile Wallets/UPI/Bank Transfer by providing information as asked on the screen.
3. After submitting your payment information in the payment tab, and after successful completion of the transaction, an e-Receipt will be generated.
4. After the payment candidate are advised to upload payment receipt in application form.
5. Preserve the hard copy of the system generated online Application form and e-Receipt for submission during the time of personnel interview, document verification. The hard copy is not to be sent to the bank.





6. To ensure the security of your data, please close the browser window once your transaction is completed.

## F. Important Instructions

Candidates applying for the post, after submission of the online application form shall preserve the same for submission at the time of personal interview, along with fee payment e-receipt and the documents required in support of the eligibility criteria as detailed below (Candidates are also required to preserve a copy of application form and e-receipt for any future requirements):

Documents Sought in respect of	Documents
Age	10 <sup>th</sup> or 12 <sup>th</sup> standard Marks sheet or School Leaving certificate or Birth Certificate. The certificate or documentary evidence issued by the competent authority.
Educational Qualifications	High School and Intermediate- Marksheet and Passing certificate of Class 10 <sup>th</sup> and 12 <sup>th</sup> Graduation- All Semester/Year wise Consolidated Mark sheet and degree or provisional degree certificate. Diploma- Diploma Certificate issued by competent authority.
Work Experience	All the documents such as Experience Certificate from the past and current employers or Offer Letters, Relieving Letters, Pay or Salary Slips clearly indicating the Date of Joining and Date of Relieving for each of the previous employment(s). All experience letters should be signed by an authorized Human Resource official of the entity where the applicant would have worked / is working and should be self-attested.
Photo Identity Any 2	PAN Card/ Passport/ Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Aadhar/ E-Aadhar card with a photograph.

***Inability to produce any of the above mentioned documents (both original and self-attested copy) at the time of interview will render the candidates ineligible for the selection. The candidates, who do not produce the documents (both in original and attested copy) indicated above, would not be allowed to appear for interview.***



**G. Selection Process-** The selection process will be by personal interview of the candidates, who have been intimated through the mail by Mahalaxmi Enterprises.

## DISCLAIMER

- The Mahalaxmi Enterprises reserves the right to raise or modify the eligibility criteria pertaining to educational qualification and/or any other criteria. Depending upon the requirement, reserves the right to cancel and/or restrict and/or curtail and/or enlarge any and/or all of the provisions of this recruitment process, if need so arises, without any further notice and without assigning any reason thereof.
- Mahalaxmi Enterprises reserves the right to change (cancel/ modify/ add) any of the criteria, method of provisional selection / complete final selection etc.
- The Mahalaxmi Enterprises reserves its right to call any number of candidates for selection process at its sole discretion and/or as per its requirement. Adequate candidates as decided by the Mahalaxmi Enterprises will be shortlisted based on their qualification and/or marks/ Other required experiences. Most suitable candidates will be called for the Personal Interview (PI) and merely applying /being eligible for the post does not entitle any right to the candidate to be called for the selection process.
- Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection, process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any of the common recruitment process in the future.