

No.8/1/2014-NISE
National Institute of Solar Energy
(An Autonomous Institute of Ministry of New and Renewable Energy)
Gwal Pahari, Gurgaon

Dated: 11th March, 2014

Subject: Engagement of Consultants in National Institute of Solar Energy.

National Institute of Solar Energy (NISE) is an Autonomous Institute of Ministry of New and Renewable Energy, Government of India recently created by converting its erstwhile Solar Energy Centre to function as an Apex National Centre for research and technology development and related activities in the areas of Solar Energy Technologies in the Country. NISE is located on a 200 acre campus at the Gurgaon- Faridabad Road, Gwalpahari, Gurgaon. The Institute works on development of Solar Energy Technologies and practices and contributes in advancement of related Science and Engineering. The R & D activities of NISE are carried out in coordination with other research organizations and industry. NISE invites applications from suitable candidates for their engagement under the following categories.

Sl. No.	Number, Name / Category & Qualifications	Period of Engagement	Job Requirement	Consolidated remuneration not exceeding Rupees per month
1	2	3	4	5
.	<p>2 (Two) Consultant (Finance)</p> <p>(i) Essential Qualification(s)</p> <p>Bachelor's degree in Commerce from a recognized university or equivalent and computer skills.</p> <p>(ii) Desirable</p> <p>M. Com. / MBA (Finance) / CA / SAS / ICWA.</p> <p>(iii) Experience: Working experience in handling financial / accounts / budget matters of atleast 5 years after graduation or 3 years after post graduation / professional qualification.</p> <p>Retired Government Officials from Autonomous Institution / Central / State Government / PSUs with similar experience may also apply.</p>	<p>Purely on short-term contract basis for a period of one year which can be extended on year to year basis depending on the performance of the candidate / need of the institution. The upper age limit would be 65 years on the date of publication of this advertisement.</p>	<p>Should be conversant</p> <p>(i) dealing with all matters relating to finance & accounts of the Institute.</p> <p>(ii) examination / analysis of proposals of on financial angle and their processing for obtaining financial approval.</p> <p>(iii) maintaining tally based computerized modern accounting system.</p> <p>(iv) fund Management including monitoring & their proper utilization.</p> <p>(v) creation of data base for financial review / monitoring of schemes and reports.</p>	<p>Rs. 50,000/- per month with annual increase of Rs. 2,500/- on satisfactory continuation of contract on year to year basis restricted upto Rs. 75,000/- per month.</p>
2.	<p>2 (Two) Consultants (Administration)</p> <p>(i) Essential Qualification(s)</p> <p>Bachelor's degree in any subject from a recognized university or equivalent.</p> <p>(ii) Desirable</p> <p>M.A. / MBA (HR), PG Diploma in Personnel Management / Business development.</p> <p>(iii) Experience Working experience in handling General Management, Establishment / Administration of atleast 5 years after graduation or 3 years after post graduation / professional qualification.</p> <p>Retired Government Officials from Autonomous Institution / Central / State Governments / PSUs with similar experience may also apply.</p>	<p>Purely on short-term contract basis for a period of one year which can be extended on year to year basis depending on the performance of the candidate / need of the institution. The upper age limit would be 65 years on the date of publication of this advertisement.</p>	<p>Should be conversant</p> <p>(i) dealing with all routine Administrative matters of an institute and</p> <p>(ii) preparation Personnel Policy Manual for service matters of the personnel to be recruited, creation of posts & framing of recruitment rules having explicit experience in dealing with administrative & legal issues concerning to Autonomous Institute/ Govt. organisation.</p> <p style="text-align: center;">OR</p> <p>(iii) handling matter of Governing Council – implementations / follow up actions of the decisions of the Governing Council (GC) meetings.</p> <p>(iv) convening the meetings of various Committees of the Institute, preparation of minutes, reports, background notes or</p> <p>(v) Business development for the Institute.</p>	<p>Rs. 50,000/- per month with annual increase of Rs. 2,500/- on satisfactory continuation of contract on year to year basis restricted upto Rs. 75,000/- per month.</p>

3.	<p>1 (One) Consultant (Training / Visitors Programme)</p> <p>(i) Essential Qualification(s) Bachelor's degree in Science / B. Tech. from a recognized university or equivalent.</p> <p>ii) Desirable M.Sc. / M. Tech. / PG Diploma in (International Relations).</p> <p>(iii) Experience Working experience in organizing national and international training programmes, visits & branding of Institution of atleast 5 years after graduation or 3 years after post graduation / professional qualification. OR Ph.D. in Solar Energy / Research Associate.</p>	<p>Purely on short-term contract basis for a period of one year which can be extended on year to year basis depending on the performance of the candidate / need of the institution. The upper age limit would be 65 years on the date of publication of this advertisement.</p>	<p>Should be conversant</p> <p>(i) dealing with the issues of general administration / finance & accounts/ Budget relating to Training / Visitor's Programme.</p> <p>(ii) making protocol arrangement in respect of national / foreign delegates of various training programmes from time to time.</p> <p>(iii) coordination with different divisions as per training schedules.</p> <p>(iv) matters relating to empanelment of RAs / Project Fellows including release of stipend, fellowship.</p> <p>(v) Interaction with various Technical Organisations for organizing Training Programme relating popularization of Solar Energy.</p>	<p>Rs. 50,000/- per month with annual increase of Rs. 2,500/- on satisfactory continuation of contract on year to year basis restricted upto Rs. 75,000/- per month.</p>
----	---	--	--	--

Duration /other terms and conditions.

1. The NISE reserves the right to accept or reject in part or in full any or all the responses without assigning any reasons whatsoever
2. The engagement of the above positions is of a temporary (Non-Official) nature and can be withdrawn at any time within the period mentioned above without assigning any reason or prior notice and shall not bestow any claim or right for seeking regular employment in the National Institute of Solar Energy.
3. No other allowance or facilities like HRA, medical, accommodation, etc., will be permissible. No TA / DA will be provided any for attending the interview / joining the post upon selection.
4. Mere fulfilment of Educational Qualification will not entitle the candidate for being called for interview. The applications will be shortlisted based on the academic records / educational qualifications / experience in the required field relevant to the actual job requirements by Screening Committee. Incomplete application will be out-rightly rejected and no correspondence for that will be entertained
4. Other terms and conditions will be as stipulated in the engagement offer as and when issued.

How to apply

Interested candidates may send their CVs in the prescribed format as per **Annexure I** with attested photocopies of documents in support of educational qualifications, age and experience etc. in a sealed cover super scribed "**Application for Consultant Finance / Administration / Training (as the case may be) in NISE**" to the following address. Applications from the eligible candidates should reach within **21 days** from the date of publication of the advertisement.

Sd/-

(Dr. Praveen Saxena)
Director General
National Institute of Solar Energy
Gwal Pahari, Gurgaon-Faridabad Road,
Gurgaon – 122003 (Haryana)

APPLICATION FORMAT FOR ENGAGEMENT AS CONSULTANT IN NATIONAL INSTITUTE OF SOLAR ENERGY (NISE)

Photograph

NAME OF THE POSIION APPLIED FOR : _____

PARTICULARS

1. Name : _____
2. Father's Name : _____
3. Date of Birth : _____
4. Nationality : _____
5. Mailing Address with (Tele./Mob. No. and e-mail Address) : _____
: _____
: _____
6. Permanent Address : _____
: _____
7. Educational qualifications :

Sl. No.	Course	Subject	Board/ University / Institute	Year of Passing	% of Marks

8. Work Experience

Sl. No.	Organization / Institute	Period		Nature of work	Remarks
		From	To		

9. Efficiency in handling Computer operations /software programmes (details thereof)

Sl. No.	Details of Computer Operation / Software Programme known / trained in	Efficient / Working knowledge

I hereby undertake that I shall abide all the terms and conditions laid down in the advertisement.

(Signatures of the applicant)
Tel/Mobile Number