



NATIONAL INSTITUTE OF SOLAR ENERGY

(An autonomous Institute of Ministry of New & Renewable Energy)

GURGAON

EXPRESSION OF INTEREST

The National Institute of Solar Energy (NISE), an autonomous institute of Ministry of New and Renewable Energy, an Apex Centre for research, technology development, certification and development of human resource through conducting national and international level training programmes, in the areas of Solar Energy. NISE invites Expression of Interest for design, conduct and process separately for each post/level, a Computer Based Test (CBT)/ on-line examination and provide merit based results for screening of candidates for interview & selection at different levels as per details placed at www.nise.res/www.mnre.gov.in.

The interested authorized agencies, having infrastructure at All India Level to process applications received and conduct recruitment examination/tests (CBT/on-line examination), in accordance with laid down procedure on all-India-basis, and who are able to execute the whole assignment within a period of one month from the date of issue of order or signing of Memorandum of Understanding (MoU), only from Government or Government autonomous body, recognized educational institution of repute having the requisite logistics infrastructure (software and hardware), human resource and CBT Centres all-over-India, may send their proposals under two bid system (Technical and Financial) along with details and supporting documents by Registered or Speed Post or by hand within 15 days (before 4:30 PM on 15th day) of the issue of this advertisement. The EoI should be sent to: Dr. O.S. Sastry, Director General, National Institute of Solar Energy, Gwal Pahari, Faridabad-Gurgaon Road, Gurgaon-122003 (Haryana)

FILE No: 8/7/2015-NISE(R/Propos)



NATIONAL INSTITUTE OF SOLAR ENERGY
(An autonomous Institute of Ministry of New & Renewable Energy)

Gwal Pahari,
Faridabad-Gurgaon Road,
Gurgaon 122003, Haryana
DATED, the 11th December 2015

PROPOSAL FOR
INVITING EXPRESSION OF INTEREST (EoI)
UNDER TWO BID (TECHNICAL AND FINANCIAL) SYSTEM

TO OUT SOURCING THE SERVICES OF AUTHORISED AGENCY TO PROCESS THE APPLICATIONS RECEIVED TO FILL THE SCIENTIFIC/TECHNICAL AND ADMINISTRATIVE POSTS IN THE NATIONAL INSTITUTE OF SOLAR ENERGY(NISE)(an Autonomous body of Ministry of New and Renewable Energy) AND CONDUCT OF COMPUTER BASED TEST(CBT)/ ON LINE EXAMINATION FOR THE PURPOSE TO HAVE MERIT BASED PRE-SCREENING BEFORE INTERVIEW/SELECTON (IN CASE OF SCIENTIFIC / TECHNICAL POSTS AND ADMINISTRATIVE POSTS) AND FOR CONDUCT OF SHORTHAND TEST OF SUCCESSFUL CANDIDATES IN CASE OF OFFICE SECRETARY -1

National Institute of Solar Energy (NISE), (an autonomous body of Ministry of New and Renewable Energy) is an Apex National Centre for research and technology development in the areas of Solar Energy Technologies, for which it coordinates with different stake holders including research institutes and industry. The NISE also assist the Ministry of New and Renewable Energy (nodal Ministry for promotion and development of new and renewable sources of energy) in implementing the National Solar Mission by way of coordinating research, technology and other related works and also development of skill development and human resource development programmes and providing testing facilities in the field of renewable energy. NISE is located on a 200 acre campus at Gurgaon, Gwal Pahari, Gurgaon (Haryana).

The National Institute of Solar Energy advertised the following posts in National Dailies / Employment News Weekly Edition 29th August – 4th September 2015. The last date for submission of

applications was 9th October 2015 for general areas and 23rd October 2015 for far-flung areas (as per advertisement Annexure).

S. No.	POST ADVERTISED FOR FILLING VACANT POSTS IN SCIENTIFIC/TECHNICAL AND ADMINISTRATIVE CADRE OF NISE (DETAILS/ REQUIRMENTS AS PER RRs/Advt. Annexed)	
(a)	Scientific/ Technical)	
1	Deputy Director General/ Scientist 'F' (GP Rs.8900)	3*
2	Director /Scientist 'D' (GP Rs.7600)	2
3	Deputy Director / Scientist 'C' (6) (GP Rs.6600)	6
4	Assistant Director / Scientist 'B' (GP Rs.5400)	7
5	Executive Officer (GP Rs.4800)	4
6	Executive Assistant-I (GP Rs.4600)	8
(b)	Administrative	
1.	Director (GP Rs.7600)	1
2.	Deputy Director (GP Rs.6600)	2
3.	Administrative Officer (GP Rs.6600)	1
4.	Assistant Director (GP Rs.5400)	2
5.	Office Secretary (GP Rs.5400)	1
6.	Office Secretary –I (GP Rs.4800)	3

* In case of Deputy Director General/Scientist 'F' – applications already scrutinized and process to fill up the vacancies already under process.

In order to maintain transparency and adopt a proper and legitimate process to fill the vacancies, purely on merit, NISE intends engage the services of such Govt/autonomous bodies/ educational institutes, etc., who are authorised, fulfil all statutory and other requirements including ISO and have competence, expertise and means (logistic support / man power), **on all India basis**, by circulation of circular/ request letter to:

- (a) process the applications received (both in scientific/technical and in accordance with the prescribed criteria in Recruitment Rules/ advertisement, and short-list the applicants who fulfil the criteria laid down against each post and are eligible for being considered for the posts they have applied for; and to provide compiled / online processed data to NISE for its ready reference.
- (b) To conduct hassle free **on line examination** of Short-listed candidate (who fulfil criteria in accordance with the advertisement in Employment News) placed on the web-site www.mnre.gov.in and www.nice.res.in in a manner proposed hereunder under Terms and Conditions (1) or as suggested by the selected Authorized Agency and mutually agreed by the services seeker(NISE) and Service Provider (the selected Authorized Agency/Institution), with full proof integrity, security, authenticity and confidentiality.

- (c) Also to conduct short-hand test of successful candidates for Office Secretary-1.
- (d) Provide lists /result in different categories/disciplines (in order of merit) after placing them on NISE/MNRE and agency web-site
- (e) Ensure return of all original papers/software concerning processing and conduct of exam and declaration of result

1. Terms and Conditions

- (1) The Institution/ Agency (preferably Government / Government autonomous body/ Government aided /affiliated Institution/ educational institution of repute), should be authorised (fulfilling all the requisites, as per prescribed procedure and law) to conduct such **on line** competitive exams/ tests being conducted for filling the posts at different levels in government and non-government/f offices/financial institutions and different undertakings/organizations, and fulfil all legal requirements.
- (2) The Institution/ Agency should have expertise and strong logistics/ backup to process and conduct on line examination and should **have**
 - a. Recognition from the Competent Authority/ university to conduct on line examination,
 - b. **minimum of three years experience in the field of conduct of on line examination for self and other Government, non-government, financial institutions, organisations, undertakings and office** on All India Basis ;
 - c. **ISO Complaint as per norms – (like ISO 27001)**
 - d. Should have technical/ viruses free software to process the applications, as per eligibility criteria detailed in advertisement/ to capture information provided in applications , validate email validation, scanning and uploading photographs and signatures, provisions to provide on line detailed guidelines and instructions for eligible candidates along with unique registration number, biometric process to ensure access of personal information by the individual applicant only and ensuring the authenticity and eligibility of the actual candidate for appearing for the test.
 - e. **Office/ centres (equipped with all the technical support like independent servers and back-up, un-interpreted power supply, on line web-based portal integrated with the online test delivery portal for registration (with unique code to access information) , admit card generation, conduct of rest and simultaneous result declaration module capacity to accommodate sufficient candidates, with provisions of basic amenities/ facilities, etc);**
Hardware (independent PCs, printers (with additional provisions in event of any break down or unforeseen eventuality);

Software (developed to conduct examination, having foolproof data security, data transfer and physical security in place) with Biometric backup to check and ensure genuine/ the actual applicant is appearing for online examination/test.

Sufficient human resource to man and manage the on line examination/test (qualified and skilled and competent human resource, both at supervisory and supporting level, available all over India in general and in metro cities in particular, with all security and confidentiality provisions/checks in place.

- f. **Should have separate testing stations/ desks for each candidate using privacy partitions to ensure confidentiality and privacy.**
- g. **Ensure proper security (separate frisking men and women security personnel) and basic amenities including separate(men and women) washrooms, availability of water ,etc/ at testing centres**
- h. **Should ensure server linkages with NISE/MNRE**

(3) (The venue, if required, to be fixed in consultation with NISE based on data provided – number of applications received from different parts of the Country)

(4) Receive the applications/folders of applicants (as per list of applicants placed on web-site www.nice.res.in) for processing (as per advertisement annexed and government directions in force), scanning photograph and signature of the each eligible candidate and for creation of master data base , for purpose of allocations of unique number (at pre-scanning stage a registration number allocated, which could be converted in to a unique number / roll number to be provided to the candidates and examiners at examination centre(s) at allocated venues as attendance sheets for verification of candidates appearing for examination.

(5) The on line examination/ test shall be conducted in single secession- Total marks - – duration not exceeding 180 minutes, for the topics/in the manner detailed hereunder: –

(A) For Scientific and Technical Posts: Total marks : **300** covering two Sections as under:

(a) for Scientific Posts (for Director/Scientist 'D', Deputy Director / Scientist 'C' and Assistant Director / Scientist 'B' separately on single day)

(b) for Executive Officer and Executive Assistants (separately on other day)

SECTION – I(GENERAL) - 100 Marks

- (I) Research Aptitude
- (II) Reading and Comprehension
- (III) Communication Skills

- (IV) Logical reasoning
- (V) Data interpretation
- (VI) General Awareness (particularly in the field of promotion and development of energy and other related issues, both at National (Central/State) and International level.

SECTION –II (TECHNICAL)

(With major emphasis on Solar/Sun Energy related fields) -

200 Marks

- (i) National and Global Scenario of Energy
- (ii) Development of Renewable Energy in India –
- (iii) Fundamentals of Solar Energy.
 - Solar Energy(Solar Thermal & Photovoltaic) ,
 - Off grid – solar applications
 - Grid Solar Power including Power Electronics, Power Systems, Semi-conductors, Transformer, Distribution, grid connectivity, etc.
- (iv) Wind Energy, Geothermal, Ocean Energy, Hybrid Power Plant Systems, etc. Biomass(Power and Cogeneration) ,Small Hydro Power , Bio Energy(Bio-gas and Bio-fuels),(fuel cell, Hydrogen Energy) and other renewable resources ;
- (v) Fundamentals of Energy Technologies (including relevant principles of heat transfer, combustion, fluid mechanics, power systems, materials, etc.),
- (vi) Government policy and programmes for development and dissemination of renewable energy
- (vii) Energy and Environmental linkages
- (viii) Renewable Energy/ Energy Access related issues , Resource Assessment , and
- (ix) Any other issue relevant to new and renewable energy.

(B) For administrative posts to be decided in consultation with the Agency

(C) The type of questions in both the sections (Section I and Section II) and (B) shall be Objective Type, having four options to choose the correct one.

(D) For Section –I & II – The question papers (two set) will be set up by the experts selected by the Agency concerned (from the proposed question bank to be supplied by

the Agency and finalized in consultation with the authorized officers of MNRE/NISE- to ensure it suffice the needs of the Institute)

(E) To issue admit cards to the candidates, be placed on agency website as well NISE/MNRE website well in advance (**and should also be sent by speed /registered posts to reach the eligible candidate at least 15 before the date of conduct of on line test**)along with the time schedule, instructions to be followed , allotted centre and syllabus (Topics to be covered in Section I and Section II respectively), indicating:-

- (a) indicating name of the Ministry and name of the post for which the examination being conducted;
- (b) Name of candidate
- (c) Date of birth of the candidate (**maximum age for eligibility-** General Candidates 35 years , Other Backward Classes (OBC) Candidates 38 years , Schedule Cast(SC) -40 years – Scheduled Tribe (ST)– 40 years; **as on 9th October 2015** Government Employee 40 years (General) 43 years (OBC) 45 years (SC and ST) **as on 9th October 2015**
- (d) Father's name
- (e) Category and sub category and
- (f) Any other information deemed to be fit to ensure eligibility and transparency.

- (6) Proposed Centres for on line examination – (To be decided on the basis of area-wise number of applications received)
- (7) To design, develop the QUESTION/ANSWER BANK MODULE covering topics as at (5) above and OMR answer sheets (having distinct identification number) for conduct of on line exams;
- (8) To ensure the presence of Agency's personnel/ Senior officer at each and every test centre identified and agreed upon in consultation with NISE well in advance of the scheduled day of examination at identified Examination Centre in different cities of the Country to attend the issues arising for conduct of CBT/ on line examination and facilitate and ensure operational testing of hardware/software with the required security/ confidentiality by the competent and authorised technocrats / agencies agreed upon in consultation with NISE.
- (9) The said Senior Officer of the Agency shall have authority to take on spot decisions to redress the grievances, if any of candidates and to issue duplicate Admit Cards after ensuring credibility/ genuineness of the aggrieved party and to take appropriate action against defaulting candidates, if any (as per rules) and should also be responsible to ensure confidentiality and transparency in conduct of exams and ensuring To ensure

transparent methodology (to be detailed in the technical quotation) for scanning and evaluation of OMR answer sheets ;

- (10) To ensure merit based category-wise simultaneous result placement on server/NISE & MNRE website and also ensure merit based placement of list of candidates after shorthand test.
- (11) To ensure return of confidential examination material, if any, including attendance sheets and online test paper software developed for conduct of examination, along with the application folders of eligible candidates (taken at the time to grant of MoU for scrutinizing data and scanning of photograph/signatures of the eligible candidates), to the designated officer in MNRE under his duly signed receipt and stamp.
- (12) To provide the time schedule for execution of whole process (activity specific time schedule) (in any case the whole process to be completed not exceeding one month (or the time frame agreed both by the Agency & NISE) after the date of execution of MoU and grant of tender)

(13) The onus to ensure, fulfilling of all technical, non-technical, administrative requirements including legal and statutory compliance of central, state and local law including cyber law ; trouble free administration of online tests/ tests, ensuring invigilation , authenticity (ensuring at test centres that the actual applicant appearing for exam through foolproof means including biometric attendance) security and integrity (from the date of handing over of the applications for processing till finalization of the CBT/On-line examination, test, placing of merit based results on servers/web-site and handing over the all records to NISE, shall be on the Agency allocated the tender/work

Leakage of secured information, in any form will be considered as cognizable offence and breach of contract.

- (14) Any other in-put or requirements, negotiable at the time finalizing Memorandum of Understanding (MoU) with MNRE detailing all terms and conditions (both in terms of activities to be performed and financial executions/payment schedule, etc.) , ‘

(15) Expression of Interest (Eoi)/Bid criteria

In accordance with the Rule 170 to Rule 177 of GFR 2005- the bidder/ interested party should submit under **“Two bid System” (a) Technical (b) Financial (in two separate sealed covers)**

(a) (Technical Bid)– Covering all essentials, including Legal Identity, available infrastructure/logistic and competence of the Organization and expertise (with documentary evidence) to conduct Computer Based Tests(CBT)/ on line examination and shorthand tests, etc., for filling the posts in Government of India at All India Level., along with the time schedule for execution of each and every activity and the total time required to complete the whole process of conduct of exam /test in detail for the posts detailed above in NISE.

Should detail the terms and conditions, if any, intended to be included in Memorandum of Understanding (MoU) for execution of work/activity. (Should not

(1) Financial Bid- Covering each and every activity along with overall cost for execution of whole process to conduct the written test, as detailed above. Provide other terms and conditions for financial executions, including time schedule.

- a. Both (a) Technical Bid and (b) Financial Bid (complete in all respects along with supporting documents about authorisation, ISO compliance, copy of PAN No. , copy of last three years balance sheet and any other document deemed fit to be produced in support of technical/ financial bid, as the case) should reach by speed/ registered post or to be delivered by hand at reception of NISE., under an sealed envelope containing two separate sealed bids(technical and financial) , within 15 days (before 4.30 PM) of the issue of the advertisement, to

Dr. O.S. Sastry,
Director General,
National Institute Solar Energy (NISE),
Gwal Pahari, Faridabad- Gurgaon Road,
Gurgaon - 122003

- b. **ANY QUOTATION/BID RECEIVED AFTER DUE DATE AND TIME OF RECEIPT SHALL NOT BE ACCEPTED OR CONSIDERED.**

- c. **THE EVALUATION COMMITTEE, CONSTITUTED WITH THE APPROVAL OF THE COMPETENT AUTHORITY,** shall open and evaluate the bids received in the Committee Room, NISE

- d. , Gurgaon.

(A) Technical Bid on 28th December 2015 (Monday) **at 11.30 A.M,** in presence of the authorised representatives of the bidding agency (should carry the authority letter, duly authenticated/ issued by the bidding agency), and

(B) Financial Bids of Technically Qualified bidders only **on 30 December 2015 (Wednesday) at 11.30 AM**

- e. The successful Bidding Agency shall enter a Memorandum of Understanding (MoU) with NISE detailing all terms and conditions (both in terms of activities to be performed and financial executions/payment schedule, etc.), within seven days of the opening and accepting of their financial bid.

- f. There shall be weekly meeting / appraisal of the progress with the authorised representative of the successful bidding agency, who shall be co-opted as a Member of the Committee constituted to monitor the progress/process in accordance with the MoU.
