



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

**Gwal Pahari,
Faridabad-Gurgaon Road,
Gurgaon 122003, Haryana**

Dated: 10th June, 2016

Subject: Engagement of Hindi Officer (1), Junior Hindi Translator (1), System Administrator / Manager (IT) (1), Consultant (Civil, Electrical & Horticulture) (1) Assistant Consultant (Electrical) (1) Assistant Consultant (Civil) (1) Executive Assistant (IT) (1), Librarian (1) Consultant (Accounts) (1) and Executive Assistant (Hardware) (1) in National Institute of Solar Energy.

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National Institute of Solar Energy (NISE) is an Autonomous Institute of Ministry of New and Renewable Energy, Government of India 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 as Consultant and Assistant Consultants as per details given below:

Sl. No.	Number, Name / Category & Qualifications	Period of Engagement	Job Requirement	Consolidated remuneration <u>not exceeding</u> Rupees per month
1	2	3	4	5
1.	<p>1 (One) Hindi Officer</p> <p><u>Essential qualifications</u></p> <p>(i) Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's degree of a recognized university in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p>(ii) Three years' experience of using/applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa, preferably of technical or scientific literature under Central / State Governments /Autonomous Body / Statutory organizations/PSUs/Universities or recognized research or educational Institutions.</p> <p style="text-align: center;">OR</p> <p>Three years' experience of teaching in Hindi and English or research in Hindi or English under Central / State Governments / autonomous Body / Statutory Organizations / PSUs / Universities or recognized research or educational institutions.</p> <p>Desirable: Studied one of the languages other than Hindi included in the 8th schedule of the Constitution at 10th level from a recognized Board</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 45 years on last date of fixed for receipt of application for this advertisement.</p>	<p>Should be conversant with</p> <p>(i) Implementation of the requirement of Official Language Act. In the Institute.</p> <p>(ii) Translation work from English to Hindi and vice versa and vetting thereof, to acquaint the officers and staff of the Department with the provisions of Official Language Act, government rules and orders relating to official language, to organise Hindi Workshops, Hindi Pakhwara etc.</p>	<p>Rs. 35,000/- per month.</p>

1	2	3	4	5
2.	<p>1 (One) Junior Hindi Translator</p> <p><u>Essential qualifications</u></p> <p>(i) Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's degree of a recognized university in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p>(ii) Three years' experience of using/applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa, preferably of technical or scientific literature under Central / State Governments /Autonomous Body / Statutory organizations/PSUs/Universities or recognized research or educational Institutions.</p> <p style="text-align: center;">AND</p> <p>Recognized Diploma or Certificate course in translation from Hindi to English & vice versa or two years' experience of translation work from Hindi to English and vice versa in Central or State Government Office including Government of India Undertaking.</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 45 years on last date of fixed for receipt of application for this advertisement.</p>	<p>Should be conversant with Translation work from English to Hindi and vice versa, maintenance of data in respect of quarterly report, to help in organisation of Hindi Workshops / Hindi Pakhwara.</p>	<p>Rs. 22,000/- per month.</p>
3.	<p>1 (One) Network Administrator / Manager (IT)</p> <p><u>Essential</u></p> <p>(i) Minimum 60% or equivalent Grade in full time 4 years B.E. / B. Tech Degree in Telecommunication / Electronics & Communication Engineering / Information Technology / Computer Science from a recognized University.</p> <p>(ii) A valid CCNP /CCNA certification in Network switching & Routing Certification.</p> <p style="text-align: center;">Or</p> <p>MCA possessing with valid OS Certification like Red Hat Certified Engineer (RHCE)/ Microsoft Certified Solutions Associated (MCSA) or equivalent.</p> <p>Minimum 5 years' experience in managing IT activities in a reputed organisation on the following:</p> <ul style="list-style-type: none"> • GNU / Linux system administration, CCNP Certification. • Setting up complex computing infrastructure, managing DNS, mail services and list servers. • Familiarity in handling video content, storage and delivery, as well as knowledge of high performance / throughput systems, clusters would be an added advantage. • Design of User interface. 	<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 45 years on last date of fixed for receipt of application for this advertisement.</p>	<p>Should be conversant with</p> <p>Managing the IT team Strategic planning to constantly improve and enhance IT infrastructure and presenting the same to the Institute Management for approval. Regular monitoring and importing of the utilization and downtimes and take proactive steps to reduce downtimes.</p> <p>Project management of new installation and future phases of institute expansion.</p> <p>Bring in new and upcoming technologies and ideas to constantly improve the Institute IT.</p> <p>All Hardware / software / Networking Troubleshooting - maintenance and troubleshooting of Institute Website and Server.</p> <p>Interaction with Vendors and IT Services Providers, maintenance of Institute Website and Server.</p> <p>Management of NISE Website / and mobile applications.</p> <p>Implementation of Office Automation System, Integration.</p>	<p>Rs. 45,000/- per month.</p>

1	2	3	4	5
4.	<p>1 (One) Consultant (Civil, Electrical & Horticulture)</p> <p>(i) Essential Qualification(s)</p> <p>Bachelor Degree in Civil / Mechanical Engineering from a recognized University or equivalent</p> <p>(ii) Desirable</p> <p>M. Tech. in Civil Mechanical / Engineering.</p> <p>(iii) Experience: Working experience as Executive Engineer and handling Civil, Electrical & Horticulture work atleast for a period of 5 years after Bachelor's Degree in Engineering or 3 years after post-graduation in Engineering.</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 45 years on the date of publication of this advertisement.</p>	<p>Should be conversant with</p> <p>(ii) Maintenance of Office / Residential Complexes;</p> <p>(ii) preparation of proposals for undertaking construction activities involving Civil, Electrical & Horticulture work in the Office / Residential Complex.</p> <p>(iii) initial exercise of tendering process.</p> <p>(iv) preparation of DPR for the construction of office / residential complex on the basis of tendering process.</p> <p>(v) any other work relating to Civil, Electrical & Horticulture activities in the Institute assigned from time to time.</p>	<p>Rs. 50,000/- per month.</p>
5.	<p>1 (One) Assistant Consultant (Electrical)</p> <p>Bachelor Degree in Electrical Engineering from a recognized University or equivalent</p> <p>(iii) Experience: Working experience as Junior Engineer and handling Electrical work atleast for a period of 5 years after Bachelor's Degree in Engineering or 3 years after post-graduation in Electrical Engineering.</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 45 years on the date of publication of this advertisement</p>	<p>Should be conversant with</p> <p>(i) preparation of proposals for undertaking Electrical work in the Office / Residential Complex.</p> <p>(ii) exercise of tendering process.</p> <p>(iii) preparation of DPRs for construction activities relating to electrical.</p> <p>(iv) to assist Consultant in any other task assigned from time to time relating to electrical in the Institute.</p>	<p>Rs. 35,000/- per month.</p>
6.	<p>1 (One) Assistant Consultant (Civil)</p> <p>Bachelor Degree in Civil Engineering from a recognized University or equivalent</p> <p>(iii) Experience: Working experience as Junior Engineer Civil Engineering and handling Civil / Horticulture work atleast for a period of 5 years after Bachelor's Degree in Engineering or 3 years after post-graduation in Civil Engineering</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 45 years on the date of publication of this advertisement.</p>	<p>Should be conversant with</p> <p>i) preparation of proposals for undertaking Civil / Horticulture work in the Office / Residential Complex of the Institute.</p> <p>(ii) exercise of tendering process.</p> <p>(iii) preparation of DPRs for construction activities.</p> <p>(iv) to assist Consultant in any other work relating to Civil & Horticulture activities in the Institute.</p>	<p>Rs. 35,000/- per month.</p>
1	2	3	4	5

7.	<p>1 (one) Librarian</p> <p>Essential:</p> <p>(i) Bachelor's Degree in Library Science or Library Information Science of a recognized University / Institute.</p> <p>(ii) Two years professional experience in a Library under Central / State Govt. / Autonomous or Statutory organisation / PSU / University or recognised Research or Educational Institution or a reputed corporate Sector.</p> <p>Desirable</p> <p>(i) Master's Degree in Library Science or Library and Information Science of a recognized University / Institute.</p> <p>(ii) Diploma in Computer Applications from a recognized University or Institute.</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 35 years on the date of publication of this advertisement.</p>	<p>Should be conversant with:</p> <ol style="list-style-type: none"> 1. Selecting, developing, cataloguing and classifying library resources. 2. Acquisition of new Scientific / Technical books / journals, managing the day to day activities of the library, rendering library services / assistance to research Scientists, Scholars, Students. 3. Using library systems and specialist computer applications. 4. Liaising with departmental academic staff, external organisations and suppliers. 5. Ensuring that library services meet the needs of all Scientific, Technical, researchers and Administrative group users. 6. Assisting readers e.g. Scientists, SRS, RS JRs etc. to use computer equipment, conduct literature searches etc 7. Promoting the Library's resources to users. 8. Managing Budgets and resources.. 9. Maintaining News clipping for record and research purposes. 	<p>Rs. 27,500/- per month.</p>
8.	<p>1 (one) Executive Assistant (IT)</p> <p>Essential</p> <p>(i) B. Tech. / B. Sc. (Information Technology) or Diploma in IT (Hardware) with two years working experience.</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 35 years on the date of publication of this advertisement.</p>	<p>Should be conversant with:</p> <p>Up-gradation, maintenance and relocation C</p> <p>Software installation, up gradation and maintenance.</p> <p>Provision & set-up of system account.</p> <p>Data conversion / transfer and recovery.</p> <p>Provide technology information using multiple formats.</p> <p>Virus / Spyware.</p>	<p>Rs. 27,500/- Per month.</p>

1	2	3	4	5
9.	<p>1 (one) Consultant (Accounts)</p> <p>(i) Essential qualifications</p> <p>Bachelor's Degree in Commerce from a recognised University or equivalent.</p> <p>(ii) Working experience of minimum of five (5) to ten (10) years in Fund Management, Finance, Accounts, Budget and Audit in Autonomous Bodies, Research and Development Institutions / Universities / Industries / Government / Public Sector undertakings / reputed corporate Sector, fully acquainted with in execution and evaluation of financial projects / working of autonomous bodies procedural and legal requirements including Government guidelines / directions (like GFR / SRs). Should be conversant with government functioning.</p> <p>(iii) Desirable: M. Com. or MBA (Finance) from a reputed Institution.</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 40 years on the date of publication of this advertisement.</p>	<p>Should be conversant with:</p> <p>(i) dealing with all matters relating to accounts & finance matters of the Institute.</p> <p>(ii) maintaining tally based computerized modern accounting system</p> <p>(iii) examination / analysis of proposals on financial angle and their processing for obtaining financial approval.</p> <p>(iv) fund management including monitoring & their proper utilization.</p> <p>(v) creation of data base for financial review / monitoring of Schemes / projects and reports.</p> <p>(v) Any other work assigned from time to time.</p>	<p>Rs. 50,000/- per month</p>
10.	<p>1 (one) Executive Assistant (Hardware)</p> <p>(i) Essential</p> <p>Diploma in Hardware & Networking from recognised / reputed Institution.</p> <p>(ii) 2 years practical experience in Hardware repair, maintenance and networking.</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 35 years on the date of publication of this advertisement.</p>	<p>Should be conversant with:</p> <p>(i) Repairing of Computer Hardwares.</p> <p>(ii) Installation of Computers & computer Softwares.</p> <p>(iii) Repairing of projectors.</p> <p>(iv) Installation of LAN.</p> <p>(v) Installation & optimisation of server.</p> <p>(vi) Installation & repair of printers.</p> <p>(iii) Data recovery.</p> <p>(vi) Trouble shooting of Internet etc.</p> <p>(vii) Any other work assigned from time to time.</p>	<p>Rs. 22,000/-</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 reason whatsoever. The number of positions may vary and the NISE reserves the right to increase or decrease the number of positions or create a panel for filling up positions arising in future.
2. The engagement is 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 Institute and decisions taken / approval of the Competent Authority in NISE, from time to time.
3. The engagement of the above position 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.
4. No other allowance or facilities like HRA, medical, accommodation, etc., will be permissible. No. TA/DA will be provided to any candidate for attending the interview / joining the engagement upon selection.
5. 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 applications will be out-rightly rejected and no correspondence for that will be entertained.
6. 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 the position of _____ in NISE**” to the following address. Applications from the eligible candidates should reach within **15 days** from the date of uploading the advertisement on the website of the Institute.

**Sd/-
(Dr. O.S. Sastry)
Director General, NISE
National Institute of Solar Energy
Gwal Pahari,
Gurgaon –Faridabad Road,
Post Box No. 2, Sector-45,
Gurgaon, Haryana -122003,
Tel: 0124-2853051**

11. **Work Experience** (can attach a separate sheet)

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

12. References (i) _____

(ii) _____

(SIGNATURE OF THE CANDIDATE)

Place:

Date:

Details of Enclosures:

