



National Institute of Solar Energy
(An Autonomous Institute of Ministry of New & Renewable Energy)

Applications are invited for the following positions purely on contract basis for the National Institute of Solar Energy, Gwal Pahari, Gurgaon 122003:

1. Consultant (Admn) (1 no.)
2. Consultant (Accounts) (1 no.)

The details of the educational qualifications, job profile, and experience required is available on NISE website: www.nise.res.in.

Interested candidates who are eligible for the post may send their applications by email to Shri B K Raichandani, Senior Consultant (Admn) at nise.mnre@gmail.com. in the proforma given at Annexure-I, within 7 days from hosting to this advertisement on the web-site National Institute of Solar Energy, Gurgaon.

HIRING OF CONSULTANT (ADMINISTRATION) ON CONTRACT BASIS IN THE NATIONAL INSTITUTE OF SOLAR ENERGY, GURGAON

The National Institute of Solar Energy is interested in hiring of Consultant (Administration) **purely on contract basis**, for one year, as per the details given below:-

Job Profile:

- Deal with all routine administrative matters of an Institute;
- Handling matters of Governing Council – implementation / follow up actions of the decisions of the Governing Council meetings and other statutory bodies.
- Convening of meetings of various Committees of the Institute, preparation of minutes, reports, background notes etc.
- Business development for the Institute.
- Conversant with procurement procedures of Government.
- Any other work assigned from time to time.

Educational Qualification: Graduation in any subject from a recognized university or equivalent. Desirable: MA / MBA (HR), PG Diploma in Personnel Management.

Experience: Working experience in handling General Management, Establishment / Administration of at least five years after graduation or three years after post-graduation / professional qualification. Retired Government officials from Autonomous Institution / Central / State Governments / PSUs with similar experience may also apply.

Age : Below 40 years. In case of retired government servants the upper age limit would be 65 years on the date of publication of this advertisement.

Remuneration: Rs.55,000/- (Consolidated)

Interested candidates who are eligible for the post may send their applications by email to Shri B K Raichandani, Senior Consultant (Admn) at nise.mnre@gmail.com, in the proforma given at Annexure-I, within 7 days from hosting to this advertisement on the web-site National Institute of Solar Energy, Gurgaon.

Date: 24 June 2016

HIRING OF CONSULTANT (ACCOUNTS) ON CONTRACT BASIS IN THE NATIONAL INSTITUTE OF SOLAR ENERGY, GURGAON

The National Institute of Solar Energy is interested in hiring of Consultant (Accounts) **purely on contract basis**, for one year, as per the details given below:-

Job Profile:

- Deal with all matters relating to accounts and financial matters of the Institute.
- Maintaining tally based computerized modern accounting system.
- Examination / analysis of proposals from financial angle and their processing for obtaining financial approval.
- Fund management including monitoring and their proper utilization.
- Creation of data base for financial review / monitoring of Schemes / projects and reports.
- Any other work assigned from time to time.

Educational Qualification: Bachelor's Degree in Commerce from a recognised University or equivalent. Desirable: M.Com or MBA (Finance) from a reputed Institution.

Experience: Working experience of minimum of five years to ten years in fund management, finance, accounts, budget and audit in autonomous bodies, R&D institutions / Universities / Government / Public Sector Undertakings fully acquainted with in execution and evaluation of financial projects / working of autonomous bodies procedural and legal requirements including Government guidelines / directors (GFRs / SRs). Should be conversant with Government functioning. Retired Government officials from Autonomous Institution / Central / State Governments / PSUs with similar experience may also apply.

Age : Below 40 years. In case of retired government servants the upper age limit would be 65 years on the date of publication of this advertisement.

Remuneration: Rs.55,000/- (Consolidated)

Interested candidates who are eligible for the post may send their applications by email to Shri B K Raichandani, Senior Consultant (Admn) at nise.mnre@gmail.com, in the proforma given at Annexure-I, within 7 days from hosting to this advertisement on the web-site National Institute of Solar Energy, Gurgaon.

Date: 24 June 2016

ANNEXURE-I

**APPLICATION FORM FOR HIRING OF CONSULTANT (ADMINISTRATION) /
CONSULTANT (ACCOUNTS) ON CONTRACT BASIS IN THE NATIONAL INSTITUTE
OF SOLAR ENERGY.**

1. Full Name (Mrs/Ms/Mr):

2. Date of Birth:

3. Full Postal Address:

4. E-mail:

5. Telephone No:

Residence

Mobile

6. Educational Qualifications:

Exam	University/Institute	Year of Passing	% of Marks	Subject

Work Experience:

7. Projects Undertaken, if any:

8. Extra Curricular Activities:

I certify that above information furnished by me is true to the best of my knowledge and belief.

(Signature)

Name:

Place:

Date: