

No.12/1/2017-NISE
National Institute of Solar Energy
(An Autonomous Institute of Ministry of New and Renewable Energy)
Gwal Pahari, Gurgaon

Dated: 12th July, 2017

Subject: Engagement of 1 (one) Senior Consultant (Finance & Accounts) 1 (one) Consultant (Administration) and 1 (one) Assistant Consultant (Civil) 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 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 Gurugram- Faridabad Road, Gwal-Pahari, Gurugram. 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 under:-

Sl. No.	Number, Name / Category & Qualifications	Period of Engagement	Job Requirement	Consolidated remuneration not exceeding Rupees per month
1.	<p>1 (One) Senior Consultant (Finance and Accounts)</p> <p>Essential Qualification(s)</p> <p>Bachelor's degree with professional qualification in Accounts / Finance from a recognized University / Institute.</p> <p>(i) Desirable</p> <p>M.Com. / CA / ICWA</p> <p>(ii) A retired / retiring Government Servant upto 30.09.2017 of the level of Deputy Secretary or equivalent with minimum 5 to 10 years working experience in Fund Management, finance, accounts, Budget, Audit, procurement and personal Administration in Autonomous Bodies, Research and Development 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 implementation of Government guidelines / directions (like GFR/SRs).</p> <p>(iii) Excellent Computer skill.</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 last date of receipt of application.</p>	<p>Should be conversant with</p> <p>(i) Examination and processing proposals for grant of financial concurrence ensuring timely execution of financial activities, utilization of funds and providing utilization certificates in accordance with the rules in force / GFR.</p> <p>(ii) Ensuring financial management and maintenance of records, as per requirements / rules.</p> <p>(iii) Ensuring compliance of tax / duty / letter of credit and other legal and statutory requirements including Audit work.</p> <p>(iv) Coordinate with all concerned including Divisional Heads / Project managers in NISE for proper handling of budget and other financial issues including execution of projects; financial activities under the Divisional Heads.</p> <p>v) Follow up replies to audit paras, monitoring of expenditures status, compliances to MNRE etc. Timely clearance of numerous financial proposals of various Divisions in NISE</p> <p>(vi) Monitoring / proper utilization of funds as well as spending of money as per plan / scheme in accordance with Government directions/ GFR and rules in force.</p> <p>(vii) Preparation and coordination of budget proposals / reports and background note on various subjects relating to the NISE and its timely submission to the administrative Ministry.</p> <p>(viii) Examination and incorporation of proper inputs concerning financial implications at the time of preparation of fresh proposals / projects and evaluation of the existing proposals/ projects in NISE</p> <p>(ix) Coordination and follow up with the administrative Division (NSM Division) and IFD Division in MNRE and other Government and non-government agencies in the matters concerning financial management in NISE</p>	<p>Rs. 75,000/- per month.</p>

			<p>(x) Ensuring execution and maintenance of TALLY-ERP-9 fund management system, pay roll, computerized / electronic accounting system applicable in organizations / autonomous bodies / financial institutions, etc.</p> <p>(xi) Creation of electronic data base for review / monitoring of all financial activities in NISE for ready to use purpose and ensuring transparency.</p> <p>(xii) Assist Senior Officials in various works including attempting of SFC / EFCs, agenda notes / minutes for meetings, other important issues and the work assigned to him in general from time to time.</p>	
2.	<p>1 (One) Consultant (Administration)</p> <p>Essential Qualification(s)</p> <p>Bachelor's degree in any subject from a recognized university or equivalent.</p> <p>(i) Desirable</p> <p>M.A. / MBA, PG Diploma in Personnel Management / Business development.</p> <p>(ii) A retired Government Servant of the level of Under Secretary or equivalent from Central / State Government / Autonomous Institution / Central / PSUs having experience in handling General Management, Establishment / Administration of at least 10 years or more.</p> <p>(iii) Excellent Computer skill.</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 last date of receipt of application.</p>	<p>Should be conversant</p> <p>(i) dealing with all routine Administrative / Establishment or General Administration matters of an institute and</p> <p>(ii) Service Rules, framing / amendment of Recruitment Rules having explicit experience in dealing with administrative & legal issues concerning to Autonomous Institute/ Govt. organisation.</p> <p>(iii) Maintenance of attendance / leave records, processing of remuneration payments, TA/DA, medical records, LTC, Tours etc. Infrastructure plans, RTI.</p> <p>(iv) Handling matter of Governing Council – implementations / follow up actions of the decisions of the Governing Council (GC) / EC 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>(vi) Computer proficient.</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) Assistant Consultant (Civil)</p> <p>(i) Bachelor Degree / Diploma in Civil Engineering from a recognized University.</p> <p>(ii) Experience: Working experience for Degree holders shall be 5 years and Diploma holders 10 years as Junior Engineer Civil Engineering and handling Civil / development, Operation and Maintenance of infrastructure.</p> <p>(iii) Drawing making competency in AutoCAD, Stud pro analysis c.</p> <p>(iv) Excellent Computer proficiency</p> <p>Retired Govt. Officials from Autonomous Institution / Central / State Governments/ PSUs with similar educational qualification and experience will be preferred.</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 last date of receipt of application.</p>	<p>Should be conversant with</p> <p>i) Preparation of proposals for undertaking Civil development, Operation and Maintenance of infrastructure. 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 Senior Officers in any other work relating to Civil & Infrastructure activities in the Institute.</p>	<p>Rs. 35,000/- per month.</p>

Duration /other terms and conditions.

1. The number of position (s) for Consultant(s) may vary and the NISE reserves the right to accept or reject in part or in full any or all the responses without assigning any reasons whatsoever or create a panel of Consultants for filling the future position, if required.
2. The engagement of the above position is of a purely on short-term contract / 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 of any kind like HRA, medical, accommodation, etc., will be permissible. No TA / DA will be provided any for attending the interview / joining the position 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
5. 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 “Name of the position”) 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. A. K.Tripathi)
Director General
National Institute of Solar Energy
Gwal Pahari, Gurgaon-Fridabad Road,
Gurgaon – 122003 (Haryana)

**APPLICATION FORMAT FOR ENGAGEMENT AS CONSULTANT (ADMINISTRATION) / ASSISTANT
CONSULTANT (CIVIL) IN THE NATIONAL INSTITUTE OF SOLAR ENERGY (NISE) (AN AUTONOMOUS
INSTITUTE OF MNRE, GURGAON HARYANA)**

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Recent Photograph (Paste only/ Do not Staple)
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NAME OF THE POSITION APPLIED FOR _____

1.	Name in Block letters.				
2.	Father's Name				
3.	Date of Birth (DD/MM/YY)				
4.	Domicile/ Nationality				
5(a)	Post held & Date from which held				
(i)					
(ii)	Name of the office/Organization where employed				
(iii)	Pay as on date	Rs.			
5(b)	In case of Retired Government Officers only:				
(i)	Post as on date of retirement and the date from which held	_____			
(iii)	Pay Band + Grade Pay	Rs.			
(iv)	Pay as on retirement	Rs.			
6	Date of retirement				
7.	Mailing address with				
8.	Telephone/mobile No: e-mail address				
9.	Permanent address:				
10.	Educational Qualifications:				
Sl. No.	Course	Subject	University / Institute	Year of Passing	Division / Class

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

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

12. Computer Proficiency: _____

13. References (i) _____
(ii) _____

(Signatures of the Applicant)

Place:

Date:

Details of Enclosures: