No.8/7/2015-NISE
National Institute of Solar Energy
(An Autonomous Institute of Ministry of New and Renewable Energy, Govt. of India)
Gwal Pahari, Gurgaon

Dated: 14.09.2015

CORRIGENDUM

Recruitment of Scientific / Technical and Administrative posts in National Institute of Solar Energy

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In partial modification of this Institute's advertisement of even number dated 03.08.2015 uploaded on the web-site of the Ministry on 06.08.2015, the scale of pay against the post of **Office Secretary-I** at serial number 6 under the category of Administrative / support Staff may be read as **PB-2, 9300-34800 plus Grade Pay Rs. 4800/-** instead of PB-2, 9300-34800 plus Grade Pay Rs. 4600 indicated therein. The scale of pay of the post, has, however correctly been mentioned in the table at the beginning of the advertisement on website as well as News Papers / Employment News.

In the last para of the advertisement as under:-

''For candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Spiti District and Pangi sub-division of Chamba District of Himachal Pradesh, Andaman & Nicobar and Lakshadweep Island, the applications must reach within 8 weeks from the date of advertisement in the Employment News"'

Be read as:-

"For candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep, the applications must reach within 8 weeks from the date of advertisement in the Employment News.

Sd/-
(Dr. O.S. Sastry)
Director General (NISE)

No.8/7/2015-NISE

National Institute of Solar Energy

(An Autonomous Institute of Ministry of New and Renewable Energy, Govt. of India)
Gwal Pahari, Gurgaon

Dated: 12.08.2015

CORRIGENDUM

Recruitment of Scientific / Technical and Administrative posts in National Institute of Solar Energy

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In partial modification of this Institute's advertisement of even number dated 03.08.2015 on the subject mentioned above uploaded on the website of the Ministry of New and Renewable Energy on 06.08.2015, the essential qualifications prescribed in respect of Scientific / Technical posts against serial number 5 and 6 viz (i) Executive Officer and (ii) Executive Assistant, may be read as under:-

Sl. No.	Name of the post, scale of pay & age limit.	Essential and other qualifications required.	
5.	Executive Officer PB-2, 9300-34800 GP 4800 **Age limit: 35 years**	Essential: (i) Minimum Bachelor's Degree in Science (PCM / Information Technology) or Degree in Engineering / Technology in Mechanical / Electrical / Electronics / Information Technology from a recognized University. (ii) Basic Operational computer knowledge. (iii) Minimum 2 (two) years' experience in Govt. / PSU / Autonomous Bodies in the relevant areas in PB-2, 9300-34800+GP 4600.	-
6.	Executive Assistant –I PB-2, 9300-34800 GP 4600 **Age limit: 35 years**	Essential: (i) Minimum Diploma in Engineering (Mechanical / Electrical / Electronics / Hardware) or Bachelor's Degree in Science (PCM) or Degree in Engineering / Technology in Mechanical / Electrical / Electronics /IT from a recognized Institution / University. (ii) Basic Operational computer knowledge	-

For any information / clarification, please contact on E-Mail ID recruitment.nise@gmail.com or on telephone number 0124-2853054.

(Dr. O.S.Sastry)
Director General (NISE)

No.8/7/2015-NISE

National Institute of Solar Energy

(An Autonomous Institute of Ministry of New and Renewable Energy, Govt. of India)
Gwal Pahari, Gurgaon

Dated: 03.08.2015

Recruitment of Scientific / Technical and Administrative posts 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 in the areas of Solar Energy Technologies. NISE is located on a 200 acre campus at the Gurgaon- Faridabad Road, Gwalpahari, Gurgaon. 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 recruitment on regular basis for the following categories of posts:

Sl. No	Name of the post	No. of posts	Pay Band	Pay Scale	Grade Pay	Reservation					
						SC	ST	OBC	PH	EXS	UR
I. Scientific / Technical											
1.	Deputy Director General (Scientist 'F')	3	PB-4	37400-67000	8900	0	0	0	0	0	3
2	Director (Scientist 'D')	2	PB-3	15600-39100	7600	0	0	0	0	0	2
3.	Deputy Director (Scientist 'C')	6	PB-3	15600-39100	6600	0	0	1	0	0	5
4.	Assistant Director (Scientist 'B')	7	PB-3	15600-39100	5400	1	0	1	0	0	5
5.	Executive Officer	4	PB-2	9300-34800	4800	0	0	1	0	0	3
6.	Executive Assistant –I	8	PB-2	9300-34800	4600	1	0	2	0	0	5
II. Administrative / Support Staff											
1.	Director	1	PB-3	15600-39100	7600	0	0	0	0	0	1
2.	Deputy Director	2	PB-3	15600-39100	6600	0	0	0	0	0	2
3.	Administrative Officer	1	PB-3	15600-39100	6600	0	0	0	0	0	1
4.	Assistant Director	2	PB-3	15600-39100	5400	0	0	0	0	0	2
5.	Office Secretary	1	PB-2	9300-34800	5400	0	0	0	0	0	1
6.	Office Secretary-I	3	PB-2	9300-34800	4800	0	0	0	0	0	3
	Total	40				2	0	5	0	0	33

The Education qualification and experience required for the posts is indicated below:

Sl. No.	**Name of the post, scale of pay & age limit.**	**Essential and other qualifications required.**	
I. Scientific / Technical posts			
1.	Deputy Director General (Scientist 'F') PB-4, 37400-67000 GP 8900 **Age limit 50 years.**	**(a) Essential** (i) Doctorate Degree in the relevant subject of Physics / Chemistry/ Renewable Energy/ Energy / Environmental Science or Master's Degree in Engineering / Technology in the discipline / subject to the job requirements. (ii) Twelve years' specialized experience of Research in R & D organizations / Development / Design / Construction in Industrial / Academic / Government Institutions / Organizations / Private Sector organizations (the experience shall be of a special nature relevant to the job requirement of the post). **Note:** The period spent to acquire essential qualifications including doctorate degree before joining an organization shall not be counted as field experience.	**(b) Desirable:** (i) Experience of handling National and / or International programmes, with special reference to a new and renewable sources of energy. The experience should cover innovation/ Research and development / management / assessment / application / extension / Research & Development including field assignment of original nature in the field of new and renewable energy at scientific/technical laboratories, institutes, industry, university / associations / private sector. (ii) Knowledge about overall perspective of National Energy Problems and policies and ability to direct large integrated programmes.

Sl. No.	Name of the post, scale of pay & age limit.	Essential and other qualifications required.	
2	Director (Scientist 'D') PB-3, 15600-39100 GP 7600 **Age limit: 45 years.**	**(a) Essential:** (i) Master's degree in Physics / Chemistry / Renewable Energy / Energy / Environmental Science or Bachelor's Degree in Engineering or Technology in Mechanical / Electrical / Electronics from a recognized University or Institute. (ii) Eight years' specialized experience of Research and Development in R & D organizations / Industrial / Academic Institutions and / or Science and Technology Organizations / Private Sector out of which 4 years may be in Science and Technology Programmes, Planning Development and Coordination. The experience shall be of a specific nature relevant to the job requirements of the post. **Note:** The period spent to acquire essential qualifications before joining an organization shall not be counted as field experience.	**(b) Desirable:** (i) Doctorate Degree in the relevant subject of Physics / Chemistry/ Renewable Energy / Energy / Environmental Science or Master's Degree in Engineering / Technology in the discipline / subject to the job requirements. (ii) Experience in Coordination, Policy Planning, Project Development in the area of new and renewable sources of energy including field assignment of original nature in the field of new and renewable energy at scientific / technical laboratories, institutes, industry, university/associations / private sector.
3.	Deputy Director (Scientist 'C') PB-3, 15600-39100 GP 6600 **Age limit: 40 years.**	**(a) Essential:** (i) Master's degree in Physics / Chemistry / Renewable Energy / Energy / Environmental Science or Bachelor's Degree in Engineering or Technology in Mechanical / Electrical / Electronics from a recognized University or Institute. (ii) Four years' specialized experience of Research and Development in R & D organizations / Industrial / Academic Institutions and / or Science and Technology Organizations / Private Sector. The experience shall be of a specific nature relevant to the job requirements of the post. **Note:** The period spent to acquire essential qualifications degree before joining an organization shall not be counted as field experience.	**(b) Desirable:** (i) Doctorate Degree in the relevant subject of Physics / Chemistry/ Renewable Energy/ Energy / Environmental Science or Master's Degree in Engineering / Technology in the discipline / subject to the job requirements. (ii) Experience may be in Coordination, Policy Planning, and Project Development in the area of new and renewable sources of energy
4.	Assistant Director (Scientist 'B') PB-3, 15600-39100 GP 5400 **Age limit: 35 years.**	**(a) Essential:** Master's degree in Physics / Chemistry / Renewable Energy / Energy / Environmental Science or Bachelor's Degree in Engineering or Technology in Mechanical / Electrical / Electronics from a recognized University or Institute. **Note:** The period spent to acquire essential qualifications before joining an organization shall not be counted as field experience.	**(b) Desirable:** Doctorate Degree in the relevant subject of Physics / Chemistry/ Renewable Energy/ Energy / Environmental Science or Master's Degree in Engineering / Technology in the discipline / subject to the job requirements. **(c) Experience:** Specialized experience of Research & Development in R & D Organizations / Industrial / Academic Institutions and / or Science and Technology Organizations / Private Sector. This experience shall be of a specific nature relevant to the job requirements of the post
5.	Executive Officer PB-2, 9300-34800 GP 4800 **Age limit: 35 years**	**Essential:** (Essential: (i) Minimum Bachelor's Degree in Science (PCM) or Degree in Engineering / Technology in Mechanical / Electrical / Electronics from a recognized University (ii) Basic Operational computer knowledge. (iii) Minimum 2 (two) years experience in Govt. / PSU / Autonomous Bodies in the relevant areas in PB-2, 9300-34800+GP 4600.	-

Sl. No.	Name of the post, scale of pay & age limit.	Essential and other qualifications required.	
6.	Executive Assistant –I PB-2, 9300-34800 GP 4600 **Age limit: 35 years**	Essential: (i) Minimum Diploma in Engineering (Mechanical / Electrical / Electronics) or Bachelor's Degree in Science (PCM) or Degree in Engineering o Technology in Mechanical / Electrical / Electronics from a recognized Institution / University. (ii) Basic Operational computer knowledge	-
I.	**Administrative / Support Staff**		
1.	Director PB-3, 15600-39100 GP 7600 **Age limit: 45 years.**	**Essential:** (i) Master's Degree from recognized University. (ii) Operational computer knowledge of currently used software and packages for office. (iii) Five years' experience in Govt. / PSU/ Autonomous Bodies in the relevant areas in PB-3, 15600-39100+GP 6600 Or in corporate Sector	**Desirable:** MBA / Diploma in Management / CA / ICWA / SAS or equivalent.
2.	Deputy Director PB-3, 15600-39100 GP 6600 **Age limit: 40 years.**	**Essential:** (i) At least first class Bachelor's degree from a recognized university with professional qualifications of SAS / MBA / CA. (ii) Experience: At least 3 years in General Management, Finance, Accounts, Budget, Personnel, Administration in Autonomous Bodies / R&D Institutions/ Universities in PB-2, 9300-34800+GP 5400 or in Corporate Sector (iii) Operational computer knowledge of currently used software and packages for Office.	**Desirable:** MBA / Diploma in Management / CA / ICWA.
3.	Administrative Officer PB-3, 15600-39100 GP 6600 **Age limit: 40 years.**	**Essential:** (i) At least fist class Bachelor's degree from a recognized university professional qualification of MBA. **(ii) Experience:** At least 5 years in General Management, Finance, Accounts, Budget, Personnel, Administration in Government / Autonomous Bodies / R&D Institutions/ Universities in PB-2, 9300-34800+GP 5400 or Corporate Sector (iii) Operational computer knowledge.	**Desirable** LLB
4.	Assistant Director PB-3, 15600-39100 GP 5400 **Age limit: 35 years.**	**Essential:** (i) At least first class Bachelor's degree from a recognized university or equivalent. (ii) Diploma in Computer applications from any renowned / recognized institution or equivalent. (iii) At least two years experience of administration, accounts and establishment work in a Govt. / PSU / Autonomous Bodies in PB-2, 9300-34800+GP 4800 or Corporate Sector	**Desirable:** (i) MBA / Diploma in Management / SAS. (ii) Experience in materials handling / stores management in a reputed organization.

Sl. No.	Name of the post, scale of pay & age limit.	Essential and other qualifications required.	
5.	Office Secretary PB-2, 9300-34800 GP 5400 **Age limit: 35 years.**	**Essential:** (i) At least good second class Bachelor's degree in any discipline from a recognized university. (ii) Excellent Operational computer knowledge of currently used software and packages for office.	**Desirable** Skill Test norms Dictation 10 minutes. @ 120 w.p.m. Transcription: 50 minutes. (English) 65 minutes. (Hindi) on Computer. Computer English Typing 50 wpm.
6.	Office Secretary-I PB-2, 9300-34800 GP 4600 **Age limit: 35 years.**	**Essential:** (i) Bachelor's degree in any discipline from a recognized university. (ii) Skill Test norms Dictation 10 mts. @ 120 w.p.m. Transcription: 50 mts. (English) 65 mts. (Hindi) on Computer. (iii) Operational computer knowledge of currently used softwares and packages for office.	**-**

Note: Age is relaxable for Government Servants upto **5 years** and in case of candidates belonging to SC/ST category five years and candidates belonging to OBC 3 years, in accordance with the instructions issued by the Central Government from time to time. The crucial date of determining the age shall be the closing date of receipt of applications from candidates in India (other than those in the island Union Territories of Andaman & Nicobar Islands and Lakshadweep).

SELECTION PROCESS FOR APPOINTMENT

The modalities of selection / screening of candidates will be by conduct of written **examination and interview** or **through Interview** as per rules enforce subject to the number of applications received.

Other terms and conditions:

1. NISE reserves the right to accept or reject in part or in full any or all the responses without assigning any reason whatsoever.

2. The candidates may clearly indicate in the applications if they belong to **SC/ST/OBC** category and submit a copy of the necessary certificate in support of the same.

3. Scheduled Caste & Scheduled Tribe candidates with prescribed academic qualifications etc. for the above posts, when called / screened in for interview / examination from outstations, will be paid to and fro sleeper class rail fare for the shortest route admissible under Central Government rules.

4. Mere fulfillment of Educational Qualification will not entitle the candidate for being called for interview / test. 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.

How to apply.

1. Applications on plain paper giving particulars in the Proforma given / detailed at MNRE website www.mnre.gov.in enclosing attested photocopies of documents in support of educational qualifications, age and experience etc. in sealed cover super scribed **"Application for the post of _____"** may be sent to the Director General (NISE), National Institute of Solar Energy, Gwal Pahari, Gurgaon-Faridabad Road, Gurgaon, Haryana -122003 so as to reach him within **6 (six)** weeks from the date of publication of the advertisement in the Employment News.

2. For candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Spiti District and Pangi Sub-division of Chamba District of Himachal Pradesh, Andaman & Nicobar and Lakshadweep Island, the applications must reach within **8 weeks** from the date of advertisement in the Employment News.

3. Those who are already in the Government Service should apply through proper channel alongwith the authenticated certificate / detail given at Annexure-I.

(Dr. O.S.Sastry)
Director General
National Institute of Solar Energy
Gwal Pahari, Gurgaon-Fridabad Road,
Gurgaon – 122003 (Haryana)

APPLICATION FORMAT FOR THE POST OF _____IN NATIONAL INSTITUTE OF SOLAR ENERGY (NISE), GWAL PAHARI, GURGAON, HARYANA.

Photograph

NAME OF THE POST APPLIED FOR :_____

PARTICULARS

1. Name in Block letter :_____

2. Father's Name :_____

3. Date of Birth (DD/MM/YYY) :_____

4. Whether belong to Scheduled Caste / Scheduled Tribes / OBC:_____

5. Nationality : _____

6. Age as on date of Advertisement :_____Years _____Months _____Days

7. Mailing Address with :_____
(Tele./Mob. No. and e-mail Address)
: _____

_____

_____

8. Permanent Address :_____

_____

_____

9. Educational qualifications :

Sl. No.	Examination passed	Subject(s)	Name of the Board / University / Institute	Year of passing	Marks / Division / CGPA (%age)		
					Marks	Div.	CGPA %age

10. Work Experience

Sl. No.	Name of the Organisation / Office	Post held	Scale of pay	Period		Nature of work / Assignment performed	Reason for leaving	Permanent or Temporary
				From	To			

11. Area of specialization: :_____

12. Attach Synopsis Lab Research work, system Engineering, Econ-Technical & Financial analysis of Scientific Projects and Programmes, Publications, if any (not more than 2 pages).

13. Special qualifications, if any. : _____

14. Present post held : _____

    a) Basic pay / Scale : _____
    b) Date of next increment : _____

15. Any other information / remarks : _____

16. Computer excellence and Knowledge:_____

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

(Signature of candidate)

Note:

1. Please paste your recent passport size photograph on right hand top corner;
2. Please attach copies of documents in support of your educational qualification and experience / proof of date of birth and Category (SC/ST/OBC).
3. Incomplete applications or applications not in accordance with the Format / particulars or received after due date will not be entertained.
4. In case of Government employees, the application should come through proper channel alongwith the prescribed certificate (Annexure –I) duly signed by the Competent Authority.

Annexure –I

CERTIFICATE

(To be filled in by the Ministry / Department / Authority forwarding the applications) (in case of Government Employees).

1. Certified that

(i) The particulars furnished by the candidate

(Name_____

(Designation_____

have been checked from available records and found to be correct.

(ii) It has been verified that the candidate fulfills the criteria as per conditions laid down for the post of _____.

(iii) No vigilance case is either pending or being contemplated against the candidate and he is clear from vigilance angle.

(iv) Certified that no major / minor penalty is imposed against the candidate for last 10 (ten) years / or from the date of his employment in Government service.

(v) There is nothing in the CR Dossiers of the candidate, which makes him ineligible for consideration for appointment for the post applied for.

(vi) Up-to-date, duly attested copies of CR Dossiers of the preceding five years or from the years he has been employed in Govt. / in the Ministry/ Office, of the candidate are enclosed.

Signature_____
Name and Designation_____
Office Address
Telephone No.