



No. 03/09(01)/2015-NISE-SDD

National Institute of Solar Energy
(An Autonomous Institute of Ministry of New and Renewable Energy)
Gwal Pahari, Gurgaon 122003

Applications are invited from suitable candidates for their engagement on contract basis for Skill Development Division, NISE, Gurgaon for the categories - Consultant Training (1), Senior Manager Training & Learning (1), Training Coordinator (1), Instructor cum Lab In-charge (1), Accountant (1) and Electrician (1)

National Institute of Solar Energy (NISE) is an Autonomous Institute of Ministry of New and Renewable Energy, Government of India recently created by converting its erstwhile Solar Energy Centre 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, located at Gurgaon- Faridabad Road, Gwal Pahari, Gurgaon.

NISE is mandated with organizing National and International Training Programmes. In addition, Skill Development Programme under "Suryamitra Skill Development Programme (SSDP)" is being initiated at the Institute. The engagement of manpower is for Skill Development Division at NISE. The last date of receipt of application is 7th September, 2015. The details of the positions with educational qualifications, Job requirements and remuneration, application format etc. is available at MNRE's Website: www.mnre.gov.in. The applications may be addressed to Deputy Director General, Skill Development Division.

National Institute of Solar Energy
(An Autonomous Institute of Ministry of New and Renewable Energy)
Gwal Pahari, Gurgaon 122003

No.03/09(01)/2015-NISE-SDD

12TH August, 2015

Subject: Engagement of Consultant Training (1), Senior Manager Training & Learning (1), Training Coordinator (1), Instructor cum Lab In-charge (1), Accountant (1) and Electrician (1)

National Institute of Solar Energy (NISE) is an Autonomous Institute of Ministry of New and Renewable Energy, Government of India recently created by converting its erstwhile Solar Energy Centre 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, Gwal Pahari, Gurgaon.

NISE is mandated with organizing National and International Training Programmes. In addition, Skill Development Programme under "Suryamitra Skill Development Programme (SSDP)" is being initiated at the Institute. The Skill Development Division of NISE invites applications from suitable candidates for their engagement under the following categories-

Sl. No.	Number, Name/ Category & Qualification	Job Requirement	Maximum Consolidated Remuneration Rs./month
1.	1 (One) Consultant Training (i) Essential Qualification(s): Bachelor's degree in Science / M.Sc. / B. Tech. from recognized University or equivalent. (ii) Desirable: Ph.D. in Solar Energy / M. Tech. / PG Diploma in International Relations. Exposure of working in Renewable Energy in general and in Solar Energy in particular of ten years. (iii) Experience: Working experience in organizing national and international training programs, visits & branding of institutes of at least 5 years after graduation or 3 years	Should be conversant with: (i) Dealing with the issues of general administration / finance / & accounts / Budget relating to Training / Visitor's Program. (ii) Making protocol arrangements in respect of national / foreign delegates of various training programmes from time to time. (iii) Coordination with different divisions at the Institute as per training schedule. (iv) Interaction with various Technical Organizations. (v) Handling all NISE training activities.	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.

	after post-graduation/ professional qualification.		
2.	<p>1 (One) Senior Manager Training & Learning</p> <p>(i) Essential Qualification(s): Engineering Graduate (Electrical / Electronics / Mechanical) from a recognized university.</p> <p>(ii) Experience: Minimum working experience of 15 years in a Training Institute.</p> <p>Preference may be given to candidates with higher qualifications and the retired Principals / Heads of the Department of Engineering Colleges/Polytechnics</p>	<ul style="list-style-type: none"> - Curriculum & Content development of all programs. - Translation of content to local Indian languages. - To get the approval of new modules from Green Jobs Sector Skill Council / NCVT. - Circulation of training modules to the SNAs. - Taking feedback on course content from SNAs. - Review and updating of curriculum & content. - Classroom training delivery. - Assessment and Certification of Trainees. 	<p>Rs. 50,000/- per month with annul 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) Training Coordinator, NISE</p> <p>(i) Essential Qualification(s)- Graduate in any disciplined with Post-graduate Diploma in Business Administration from a recognized university</p> <p>(ii) Experience: Minimum working experience of 5 years in a Training Institute.</p> <p>Preference may be given to the candidate having higher qualifications and experience of working at National Level in implementation of Centrally Sponsored Schemes / Government programs across the country.</p>	<ul style="list-style-type: none"> - Coordination of the skill development training programs with State Nodal Agencies. - Follow-up with SNAs across the country. - Release of Funds to SNAs. - Monitoring of skill development programs in SNAs - Timely collection of UCs from SNAs - 	<p>Rs. 30,000/- per month with annul increase of RS 1,000/- on satisfactory continuation of contract on year to year basis restricted upto Rs 35,000/- per month.</p>
4.	<p>1 (one) Instructor cum Lab In- charge</p> <p>(i) Essential Qualification: Candidates having Diploma ITI / Polytechnic in Electrical / Electronics.</p> <p>(ii) Experience: Minimum 10 years and above as Trainer/Instructor of Electrical/Electronic branch in any reputed institute in National</p>	<ul style="list-style-type: none"> - Classroom / Laboratory training for skill development program. - Provide hands on experience to the participants in laboratory. - Impart basic knowledge of tool kits, devises and equipment for the skill development training in Electronic / Electrical / Mechanical Workshops. 	<p>Rs. 30,000/- per month with annul increase of RS 1,000/- on satisfactory continuation of contract on year to year basis restricted upto Rs 35,000/-</p>

	<p>Council of Vocational Training Module5.</p> <p>Desirable: Preference would be given to candidates having higher qualification and experience of teaching in ITI/Polytechnic in Electrical or Electronics branches.</p>	<p>- Conduct Regular Examinations.</p> <p>-</p>	<p>per month.</p>
5.	<p>1 (One) Accountant</p> <p>(i) Essential Qualification(s): B.Com / M.Com from a recognized university</p> <p>(ii) Experience: Minimum working experience of 5 years in Tally software accounts handling. Preference may be given to the candidates having higher qualifications and experience of working at National Level in implementation of Centrally Sponsored Schemes / Government programs across the country.</p>	<p>- Manage all the funds of skill development division.</p> <p>- Managing funds received from MNRE</p> <p>- Release of funds to SNAs.</p> <p>- Activities regarding bills/payments.</p> <p>- Maintain all accounts related files.</p> <p>- Collection of UC from SNA and preparation of consolidated UC for NISE.</p> <p>- Managing all the accounts statements in Tally software.</p>	<p>Rs. 30,000/- per month with annual increase of RS 1,000/- on satisfactory continuation of contract on year to year basis restricted upto Rs 35,000/- per month.</p>
6.	<p>1 (one) Electrician</p> <p>(i) Matriculation with Certificate from ITI in Electrical Trade.</p> <p>(ii) Experience: Minimum working experience of ten years as Electrician.</p> <p>Preference may be given to the candidates having exposure of working in Photovoltaic and/or Thermal projects.</p>	<p>- Will exclusively look after the needs of Training Division.</p>	<p>Rs. 16,500/- per month with annual increase of RS 500/- on satisfactory continuation of contract on year to year basis restricted upto Rs 19,000/- per month.</p>

All the above positions are 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 for the maximum period of 3 years.

There is no upper age limit for deserving candidates.

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 reasons whatsoever. The number of vacancies may vary and the NISE reserves the right to increase or decrease the number of vacancies or create a panel for filling up positions arising in future.

2. The engagement of the above positions 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.
3. No other allowance or facilities like HRA, medical, accommodation, etc., will be permissible. No TA / DA will be provided any for attending the interview / joining the post upon selection.
4. Mere fulfillment 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 the post of ____ in NISE**” to the following address. Applications from the eligible candidates should reach NISE by 7th September, 2015.

Dy. Director General (Skill Development)
National Institute of Solar Energy
Gwal Pahari, Gurgaon-Fridabad Road,
Gurgaon – 122003 (Haryana)

**APPLICATION FORMAT FOR ENGAGEMENT IN
NATIONAL INSTITUTE OF SOLAR ENERGY (NISE)**

Photograph

NAME OF THE POSIION APPLIED FOR:

PARTICULARS

1. Name :

2. Father's Name :

3. Date of Birth (DD/MM/YYYY):

4. Nationality :

5. Age as on date of Advertisement : _____ Years _____ Months
_____ Days

6. Mailing Address with :

(Tele./Mob. No. and e-mail Address)

:

7. Permanent Address :

8. Educational qualifications :

Sl. No.	Course	Subject	Board/ University / Institute	Year of Passing	% of Marks / CGPA

9. Work Experience

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

10. Publications (if any)

: _____

11. Academic attainments /Experience:

12. Computer excellence and knowledge:_____

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

(Signatures of the applicant)