



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

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

Dated: 06th November 2015

ENGAGEMENT OF SERVICES OF CONSULTANT (FINANCE) PURELY ON TEMPORARY / CONTRACTUAL BASIS – ON A CONSOLIDATED FEE -IN NATIONAL INSTITUTE OF SOLAR ENERGY (NISE) –

The National Institute of Solar Energy(NISE) {An autonomous Institute of Solar Energy- Ministry of New and Renewable Energy (MNRE) invites applications in the prescribed format as per details available at MNRE website www.nise.res.in and www.mnre.gov.in for the post of a Consultant (Finance) purely temporary on contract basis for an initial period of one year. , which is likely to be extended further subject to the requirement of his services in NISE and his performance.

The retired officers / officers retiring up to the 31st November 2015 from the level of Under Secretary i.e. Grade Pay of Rs.6600 and above are also eligible for applying for the post.

The NISE reserve the right to accept or reject in part on in full any or all the responses without assigning any reason whatsoever.

Last date for submission of application is 21 days from the date of publication/ placing of the Advertisement on website www.nise.res.in and www.mnre.gov.in

Applications received after the due date will not be considered.

**Sd/-
(Dr. O.S. Sastry)
DG, NISE
Tel: 0124-2853000**



NATIONAL INSTITUTE OF SOLAR ENERGY
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**Gwal Pahari,
Faridabad-Gurgaon Road,
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Dated: 06th November 2015**

Applications are invited for the post of Consultant (Finance) on contractual basis as per details given hereunder for supervision of the working of Finance Division and coordinating and monitoring all financial activities of National Institute of Solar Energy (NISE) (an autonomous body of Ministry of New and Renewable Energy- MNRE), within 21 days from the date of placing the requirement/ advertisement on www.nise as per details given hereunder:

Essential Qualification:

- (i) Bachelor's Degree from a recognized University or equivalent with professional qualifications of CA/ ICWA/SAS/CFA/MBA (Finance)
- (ii) Experience of minimum of five(5) to ten(10) years in Fund Management, Finance, accounts, budget, personal administration in Autonomous Bodies, Research and Development Institution / Universities / Commercial Organizations/ Industries/ 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/directions(like GFR/SRs). Should be conversant with government functioning.

Officer(s)/officials retired from Central/State Government/Autonomous Bodies from the post of Under Secretary or above, fulfilling the qualification and five(5) to ten(10) years' experience in the field of Integrated Finance/ Establishment/Administration or General Administration or International Cooperation and Planning or implementation of projects , etc., who are conversant to evaluate the scientific/technical projects and schemes and their execution and supervise and execute all financial activities, including taxation/ duty provisions, issuance of letter of credit, etc., as per rules, in Government and its autonomous bodies.

The applicant should be conversant with automation / digital /computer (Tally) applications for online financial / Custom and taxation and other related activities with good knowledge of M.S. Office

Desirable:

- Good Academic Record.
- Strong Communication skills both oral and written.
- Analytical and presentation skills with ability to generate a well-researched and written report.

Experience in collection, compilation and analysis of statistical data, computer skills and preparation of Project reports / Reviews / Notes / Briefs / Power Point Presentation, etc. Legal background to deal with court cases/ CAT matters.

The Job requirements:

- **Examination and processing of files to enable financial concurrence, ensuring timely financial activities, utilization of funds and providing utilization certificates in accordance with the rules in force / GFR.**
- **Ensuring financial management and maintenance of records, as per requirements/rules and supervising activities of Financial Division in NISE**
- **Ensuring compliance of tax / duty / letter of credit and other legal and statutory requirements.**
- **Coordinate with all concerned including Divisional Heads/ Project managers in NISE for proper handling of budgeting and other financial issues including execution of projects; financial activities under the Divisional Heads**
- **Follow up replies to audit paras, Monitoring of expenditures status etc. Timely clearance of numerous financial proposals of various Divisions in NISE**
- **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.**
- **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.**
- **Assisting in incorporation of proper inputs concerning financial implications at the time of framing of fresh proposals/ projects and evaluating the existing proposals/ projects in NISE**
- **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**
- **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.**

- **Creation of electronic data base for review / monitoring of all financial activities in NISE for ready to use purpose and ensuring transparency.**
- **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.**

Duration:

Candidate selected will be appointed on contract basis for an initial period of one year. , which is likely to be extended further, depending on the performance of the candidate / need and decisions taken/ approved by the Competent Authority in NISE, from time to time.

Fee / Remuneration:

Consultant (Finance) will be eligible for a consolidated fee Rs.50, 000.

In case of Government retired officials, they will continue to draw pension and the dearness relief on pension during the period of their engagement as Consultant (Finance).

No other allowance or facilities like HRA, medical, CGHS, Government accommodation, etc., will be permissible. **They will not be provided any TA/DA for attending the interview/joining the post upon selection.** Other terms and conditions will be as stipulated in the appointment offer as and when issued.

Interested candidates may send their CVs in the prescribed format at Annexure I in sealed cover superscripted "Consultant (Finance)-NISE" to the following address. Applications from the eligible candidates should reach within 21 days from the date of publication of the advertisement on the website of NISE and MNRE.

(Dr. O.S. Sastry)
DG, NISE
National Institute of Solar Energy
Gwal Pahari,
Gurgaon –Faridabad Road,
Post Box No. 2, Sector-45,
Gurgaon, Haryana -122003,
Tel: 0124-2853000

APPLICATION FORMAT FOR APPOINTMENT AS CONSULTANT IN THE NATIONAL INSTITUTE OF SOLAR ENERGY (NISE) (An autonomous Institute of MNRE), Gurgaon, Haryana-122003

**Photograph
(Paste only/Do not
Staple)**

NAME OF THE POST APPLIED FOR: CONSULTANT (FINANCE) IN NISE – GURGAON.

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

9. Educational Qualifications:					
Sl. No.	Course	Subject	University / Institute	Year of Passing	Division / Class

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

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

11. References (i) _____

(ii) _____

(Signatures of the Applicant)

Place:

Date:

Details of Enclosures:

