



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

National Institute of Solar Energy (NISE), an apex Solar Energy R&D Autonomous Institute of Ministry of New and Renewable Energy. NISE located on Gurgaon-Faridabad Road, Gwalpahari, Gurgaon, invites:-

- 1. Applications from suitable candidates for engagement as Senior Consultant (Finance) purely on short term contract basis.** The details of qualifications, experience, criteria etc. required and the procedure for submission of applications can be downloaded from the undermentioned websites. Application must reach within 21 days from the date of publication of this advertisement.
- 2. Sealed Tenders in two parts (Technical and Commercial separately) from:**
 - a) Original manufacturers/authorized suppliers for supply and installation of **Photovoltaic Simulator & Data Acquisition System with complete accessories.**
 - b) Reputed **Service Providers for Repair & Maintenance of three nos. of Environmental Chambers at the Institute.**
 - c) Original manufacturers/reputed vendors for **supply, installation and commissioning of Battery Bank conforming to IS: 1651 standard at NISE and buy back of the existing Battery Bank.**

The tender document and detailed technical specifications along with tender terms and conditions may be downloaded from the website of Ministry of New & Renewable Energy or that of the Institute: www.mnre.gov.in or www.nise.res.in.

Sealed tenders may be submitted in two parts i.e. Part-I containing Technical Bid along with Demand Draft for EMD, and Part-II containing only commercial invoice in a separate sealed envelope, super scribed as commercial bid. Both the technical and commercial envelopes should be kept in large size sealed envelope super-scribed as tender for “(name of the tender)” and addressed to: Dr. O.S. Sastry, Director General, National Institute of Solar Energy, Gurgaon – Faridabad Road, Gwal Pahari, Gurgaon 122003, Haryana, India. The bidders may submit their tenders by post or by dropping it in the tender drop box located at the reception counter of NISE Gurgaon. Closing time and date for receipt of tenders at NISE may be found on the Websites.



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

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

Dated: 4th February, 2016

Subject: Engagement of Senior Consultant (Finance) (one) 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 Gurgaon-Faridabad Road, Gwalpahari, Gurgaon. 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 Senior Consultant as per details given below:

Essential Qualification:

- (i) Bachelor's Degree from a recognized University or equivalent with professional qualification of **CA**.
- (ii) Working experience of minimum of five (5) to ten (10) years in Fund Management, Finance, Accounts, Budget, Audit and personal administration in Autonomous Bodies, Research and Development Institutions / Universities / 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 requisite qualifications and 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, may also apply.

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 / Computer skill.

The Job requirements:

- **Examination and processing of files to enable financial concurrence ensuring timely execution of 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 Finance Division in NISE**
- **Ensuring compliance of tax / duty / letter of credit and other legal and statutory requirements including Audit work.**
- **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**
- **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.**
- **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**
- **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.**

Fee / Remuneration:

Senior Consultant (Finance) shall be paid consolidated remuneration of Rs. 75,000/- per month.

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 reason whatsoever. The number of positions may vary and the NISE reserves the right to increase or decrease the number of positions or create a panel for filling up positions arising in future.
2. The engagement is 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 Institute and decisions taken / approval of the Competent Authority in NISE, from time to time.
3. The engagement of the above position 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.
4. No other allowance or facilities like HRA, medical, accommodation, etc., will be permissible. No. TA/DA will be provided to any candidate for attending the interview / joining the post upon selection.
5. 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 applications will be out-rightly rejected and no correspondence for that will be entertained.
6. 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 position of Senior Consultant (Finance in NISE)**” to the following address. Applications from the eligible candidates should reach within **21 days** from the date of publication of the advertisement.

(Dr. O.S. Sastry)
Director General, NISE
National Institute of Solar Energy
Gwal Pahari,
Gurgaon –Faridabad Road,
Post Box No. 2, Sector-45,
Gurgaon, Haryana -122003,
Tel: 0124-2853051

APPLICATION FORMAT FOR APPOINTMENT AS SENIOR 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: SENIOR 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:

