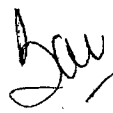


RECRUITMENT RULES FOR VARIOUS CATEGORIES OF POSTS

(AS APPROVED BY GOVERNING COUNCIL IN ITS MEETING HELD ON 06.04.2015)

NATIONAL INSTITUTE OF SOLAR ENERGY

**(An Autonomous Institution of the Ministry of New and Renewable Energy)
GWAL PAHARI, FARIDABAD GURGAON ROAD, GURGAON HARYANA**


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RECRUITMENT RULES

FOR THE POSTS OF SCIENTIST – 'B' TO 'F' INCORPORATING MODIFIED FLEXIBLE COMPLEMENTING SCHEME

NATIONAL INSTITUTE OF SOLAR ENERGY

(An Autonomous Institution of the Ministry of New and Renewable Energy)
GWAL PAHARI, FARIDABAD GURGAON ROAD, GURGAON HARYANA



NATIONAL INSTITUTE OF SOLAR ENERGY

(An Autonomous Institution of the Ministry of New and Renewable Energy)

RECRUITMENT RULES

1. SHORT TITLE:

These Rules shall be called "National Institute of Solar Energy (NISE) (Scientific, Technical and Administrative Posts) Recruitment Rules, 2015".

2. COMMENCEMENT

The Recruitment Rules shall come into force from the date of their adoption in the Governing Council.

3. These rules shall apply to both Technical posts of Deputy Director General (Scientist 'F'), Director (Scientist 'D'), Deputy Director (Scientist 'C'), Assistant Director (Scientist 'B'), Technical posts of Executive Officer, Executive Assistant and Administrative posts of Director, Deputy Director, Administrative Officer, Assistant Director, Office Secretary and Office Secretary-I in NISE.

4. DEFINITIONS:

- i. "NISE" shall mean the National Institute of Solar Energy with its headquarters at Gwal Pahari, Gurgaon.
- ii. "President" shall mean the President of the Society.
- iii. "Council" shall mean the Governing Council of National Institute of Solar Energy (NISE), Gwal Pahari, Gurgaon.
- iv. "Director General" shall mean the Director General of National Institute of Solar Energy, Gwal Pahari, Gurgaon.
- v. "Appointing Authority" in relation to an employee shall mean the authority specified in the Personnel Policy Manual, as amended from time to time.
- vi. "Employee" shall mean any person in regular or contractual employment as per Recruitment Rules of Bye-Laws in connection with the affairs of the National Institute of Solar Energy, Gwal Pahari, Gurgaon but will not include casual employees or the employees engaged on short term contract basis through Man Power Supplying Agencies.
- vii. "Service" shall mean service in connection with any affair of the NISE, Gwal Pahari, Gurgaon.

5. SCOPE

These Rules shall apply for recruitment to posts as specified in the Schedule and to all posts created after these Rules come into force which will be automatically deemed to have been added to the Schedule.

These Rules shall **not** apply to:

- (i) Casual Employee (s)
- (ii) Employees appointed on deputation basis.
- (iii) Employees engaged on short-term contract basis.
- (iv) Employees engaged through Man Power Supplying Agencies.

(a) **'field experience'** means and includes the following for the purpose promotions under Flexible Complementing Scheme.

- (i) Working experience in scientific laboratories or institutes like National Institute of Solar Energy (NISE)(formally SEC), National Institute for Wind Energy (NIWE), National Institute of Renewable Energy (NIRE) under Ministry of New and Renewable Energy or any other such scientific Institute including its Regional Offices, period spent on doctoral degree in basic or applied research or Post Doctorate research after joining an organization.
- (ii) Working experience in experimental development for application of scientific knowledge directed towards producing new or subsequently improve materials, devices, products, processes, systems or services which involve applications of scientific knowledge in the field of new and renewable energy; and
- (iii) Working experience at Research & Development Laboratories / Institutes, scientific projects being operated in mission mode and also working and assisting research and development projects / Scientific work at national and international level.

(b) **"managerial capacity"** means ability to manage and co-ordinate science and technology related activities at a senior level with clear understanding of issues involved in putting together quality science and technology programmes and ability to provide directions and guidance to subordinates and ability to groom them to take up higher level of responsibility;

(c) **"research and development experience"** means and includes the following for the purpose of direct recruitment or deputation:

- (i) Working experience in scientific laboratories or institutes, period spent on doctoral or post-doctoral degree in basis research concerning to new and renewable energy.

- (ii) Work experience in scientific laboratories or institutes, period spent on doctoral or post-doctoral degree in applied research.
 - (iii) working experience in experimental development for application of scientific knowledge directed towards producing new or substantially improved materials, devices, products, process, systems or services concerning to new and renewable energy provided such work is not of routine use of scientific knowledge but in application of scientific knowledge for creation of new innovative systems, practices, models.
 - (iv) Working experience in research and development laboratories and institutions, scientific projects being operated in mission mode, working on international collaboration research and development projects etc.
 - (v) Full time working experience in scientific research and development projects or doing any post-doctoral research project in any Institute or University as evidenced by an experience certificate by such Institute or University and publication of research work in journals of repute;
- (d) **"Modified Assured Career Progression Scheme"** means Scheme as notified by the Department of Personnel and Training vide O.M.No. AB-14017/37/2008-Estt. (RR) dated 10th September, 2010, as amended from time to time;
- (e) **"Scientist or Engineer"** mean persons who:-
- (i) possess academic qualification of at least 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) hold scientific posts.
- (f) **"scientific post"** means a post in which the incumbent is a Scientist or Engineer, working in a scientific institution or organization declared as Scientific Department / Organization and who is engaged in creating new scientific knowledge or innovative engineering, technological or medical techniques or which is involved predominantly in professional research work and development;
- (g) **"scientific activities or services"** means and includes the following namely:-
- (i) fundamental or basic research, that is to say original investigation to gain new scientific knowledge, not necessarily directed towards any specific practical aim or application; working in scientific laboratories or institute, period spent on doctoral or post-doctoral degree in basic research;
 - (ii) applied research, that is to say, original investigation to gain new scientific or technical knowledge directed towards a specific practical aim or objective; working in scientific laboratories or institutes, period spent on doctoral or post-doctoral degree in applied research;

(iii) experimental development, that is to say, application of scientific knowledge directed towards producing new or substantially improved material, devices, products, processes, systems or services; field experience that depends on the work profile of the Department.

Explanation.- For the purpose of this clause, it is clarified that the work relating to experimental development shall not be routine use of scientific knowledge but shall involve application of scientific knowledge for creation of new innovative systems, practices and models.

(iv) scientific and technical activities which are directly linked to research and development in terms of promoting the scientific activities and services, such as working in Research and Development laboratories and institutions, scientific projects being operated in mission mode, working on international collaboration Research and Development projects;

(h) "Schedule" means a Schedule appended to these Rules.

6. Number of posts, classification and pay band, grade pay or pay scale. –

(i) The number of posts, their classification and grade pay or pay scale attached to thereto shall be as specified under:

Sl. No.	Name of the post	Classification	Number of posts	Pay band, grade pay and pay scale
1.	Deputy Director General (Scientist 'F')	Service Rules for Scientists	3* (2015)	Pay band-4, Rs. 37400-67000/- plus grade pay of Rs. 8900/-.
2.	Director (Scientist 'D')	-do-	2* (2015)	Pay band-3, Rs.15600-39100 plus grade pay of Rs. 7600/-.
3.	Deputy Director (Scientist 'C')	-do-	6* (2015)	Pay band-3, Rs.15600-39100 plus grade pay of Rs. 6600/-.
4.	Assistant Director (Scientist 'B')	-do-	7* (2015)	Pay band-3, Rs.15600-39100 plus grade pay of Rs. 5400/-.
Total			18	

* Subject to variation dependent on workload.

(ii) Total number of sanctioned posts from Assistant Director to Deputy Director General shall be 18.

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Provided that there shall be complete interchangeability between the posts at these levels on account of in-situ promotion under Flexible Complementing Scheme (FCS) subject to condition that total number of posts of Assistant Director to Deputy Director General take together shall not exceed the total sanctioned strength.

- (iii) In-situ promotion under FCS shall be personal to the officer concerned and shall not result in specific vacancy in the lower grade on that account.
- (iv) The post currently held by the concerned officer shall be upgraded and shall be personal to him for the duration of his holding the in-situ promotion post.
- (v) The vacancy that may be created owing to superannuation, resignation or death of the officer shall result in the post reverting to the original position.

7. Method of Recruitment. –

- (i) The posts of Assistant Director to Deputy Director General' shall be selection posts.
- (ii) The posts shall be exempted from the purview of the Union Public Service Commission (UPSC) for the purpose of consultation for appointments to be made thereto by recruitment, deputation, promotion at different level of Scientists in NISE.
- (iii) Recruitment for the post of Assistant Director shall be made by direct recruitment as specified in Schedule I.
- (iv) Recruitment for the post of Deputy Director to Deputy Director General shall be made either by in-situ promotion under FCS (rule 8) or by direct recruitment or deputation (including short term contract) or absorption as specified in Schedule –II.
- (v) Particular method of recruitment for each post or each case shall be decided by the Governing Council from time to time.
- (vi) Particular discipline or field of essential educational qualifications and experience for each post or in each case shall be decided by the Governing Council, keeping in view the availability of Scientists in different fields and further requirement of Scientists in a particular field.
- (vii) Ex-Serviceman may be recruited on re-employment basis in accordance with the orders issued by the Central Government from time to time.

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8. Promotion. –

(i) Promotions of Scientists shall be governed by the provisions of the Flexible Complimentary Scheme (FCS) as specified in **Schedule III** and as amended by the Department of Personnel and Training from time to time.

(ii) Promotion of Scientist 'D' shall be to Scientist 'E' in PB-4 (Rs.37,400-67,000 + GP Rs.8,700) on completion of requisite qualifying service of four years subject to fulfilling of other conditions.

9. Annual Confidential Reports / Annual Performance Appraisal Reports and Annual Work Reports.- Annual Confidential Reports or Annual Performance Appraisal Reports along with Annual Work Reports of Scientists shall be recorded in accordance with the instructions, time schedules and the formats prescribed by the Central Government or the Department of Personnel and Training or Governing Council, NISE from time to time.

10. Probation. –

(i) Every Scientist on appointment to the Service, either by direct recruitment or by promotion from Group 'B' scale shall be on probation for a period of two year and in case of unsatisfactory performance extendable twice by period maximum of 6 months on each occasion.

Provided that the Governing Council may extend the period of probation in accordance with the instructions issued by Central Government from time to time in this regard.

Provided further that any decision for extension of a probation period shall be taken ordinarily within eight weeks after the expiry of the previous probationary period and communicated in writing to the concerned officer together with the reasons for so doing within the said period.

(ii) On completion of the period of probation or any extension thereof, Scientists shall, if considered fit for permanent appointment, be retained in their appointments on regular basis and be confirmed against the available substantive vacancies.

(iii) If, during the period of probation or any extension thereof, as the case may be, the Governing Council is of the opinion that a Scientist is not fit for permanent appointment, the Governing Council may discharge or revert the Scientist to the post held by him prior to his appointment in the service, as the case may be.

(iv) During the period of probation, or any extension thereof, Scientists may be required by Governing Council to undergo such courses of training an instruction and to pass examinations and tests (including examination in Hindi) as Governing Council may deem fit, as a condition to satisfactory completion of the probation.

(v) As regards other matters relating to probation, the members of the services shall be governed by the instructions issued by the Central Government in this regard from time to time.

11. Confirmation: Confirmation of Scientists appointed through direct recruitment shall be done by the Governing Council on the recommendations of Departmental Promotion Committee, the composition of which shall be as follows:

I. For Assistant Director, Deputy Director, Director

- | | | |
|-------|--|------------|
| (i) | President, NISE & Secretary, MNRE | - Chairman |
| (ii) | Director General, NISE | - Member |
| (iii) | Deputy Director General of the division in which Scientist have worked | - Member |
| (iv) | Director (Administration) | - Member |

II. For Deputy Director General

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|-------|-----------------------------------|------------|
| (i) | President, NISE & Secretary, MNRE | - Chairman |
| (ii) | Joint Secretary, MNRE | - Member |
| (iii) | Director General, NISE | - Member |

12. Appointing Authority. -

- (i) In the case of Assistant Director, Deputy Director and Director, the appointing authority will be President, NICE & Secretary, Ministry of New and Renewable Energy.
- (ii) In the case of Deputy Director General, the appointing authority will be the Minister- in-charge of the Ministry of New and Renewable Energy.

13. Disqualification- No person,

- (a) Who has entered into or contracted a marriage with a person having a spouse living or
- (b) Who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said posts.

Provided that the Central Government may, if satisfied that such a marriage is permissible under the personal law applicable to such person and other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.



14. **Liability of Scientists to serve in India and outside** - Scientists appointed to any posts under these rules shall be liable to serve anywhere in India and outside.

15. **Training Courses.-**

- (i) Scientists appointed shall be liable to undergo such training, as be detailed on courses of instruction in India or abroad as the Governing Council may decide from time to time.
- (ii) The course shall include acquiring working knowledge of Hindi, as per standards prescribed by the Central Government from time to time.
- (iii) Successful completion of certain training courses like foundation course for newly recruited Assistant Director and Deputy Director, as prescribed by Governing Council, would be necessary for completion of probation period and consideration for FCS promotions.
- (iv) An officer detailed for training on course, the duration of which is six months or more or an officer detailed for training outside India or with private firms or factories in India, irrespective of the duration of the training, shall be liable to refund in full the cost of training, if, for any reason, during the training or within a period of three years after the completion of such training, the officer chooses to discontinue the service.

16. **Classification of posts for the purpose of medical standards-** All posts under these rules shall be deemed to be non-technical posts for purpose of medical standards as specified in the medical regulation and medical report for the Indian Administrative Service, Indian Foreign Service and the Central Services.

17. **Power to relax-** Where the Governing Council is of the opinion that it is necessary or expedient to do so, it may, by order and for reasons to be recorded in writing relax any of the provisions of these rules with respect to any class or category of persons.

18. **Saving.-**Nothing in these rules shall effect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, the Other Backward Classes, Ex-servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

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SCHEDULE I
(See sub-rule (iii) of rule 7)
Recruitment for the post of Assistant Director (Scientist 'B')

1. Educational and other qualifications required for direct recruits.-

(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.

(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 Organisations / 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.

Note: 1. The exact educational qualifications and areas of experience according to the requirements of the post shall be specified at the time of recruitment by the Government.

Note: 2. The period spent to acquire essential qualifications including doctor degree before joining an organization shall not be counted as field experience.

2. Age limit for direct recruits.-

The upper age limit for direct recruitment shall not exceed 35 years. (Relaxable for Government servants' upto five years in accordance with the orders issued by the Central Government).

Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those 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, the Union Territory of the Andaman and Nicobar Islands and the Union Territory of Lakshadweep. **(In case of recruitment by promotion or deputation (including short term contract) / absorption grade from which the deputation (including short term contract)/ absorption to be made.- Not applicable)**

3. Screening and selection process for direct recruitment.

The Screening Committee & Selection Committee for direct recruitment shall be as specified in the table of rule 7 under **Schedule -II** annexed to these rules. However, if considered necessary, the screening process shall include written test, to be conducted by the National Institute of Solar Energy with the approval of President, Governing Council directly or through organization having experience and expertise in the area.

4. Departmental Promotion Committee (for consideration of promotion):

Not applicable

SCHEDULE -II
(See sub-rule (iv) of rule 7)

Recruitment for the posts of Deputy Director, Director and Deputy Director General, (Scientists 'C' to Scientist 'F')

1. (A) Educational and other qualifications required for direct recruits of Deputy Director (Scientist 'C').-

(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.

(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

Note: 1 The exact educational qualifications and areas of experience according to the requirements of the post shall be specified at the time of recruitment by the National Institute of Solar Energy.

Note: 2. The period spent to acquire essential qualifications including doctor degree before joining an organization shall not be counted as field experience.

(B) Grades from which deputation (including short term contract) / absorption to be made Deputy Director (Scientist 'C')

Scientists or Technologists working in the Central Government or State Governments or Universities or recognized research Institutions or Semi Government or Statutory or Autonomous Organizations in India or abroad or from Industry or Private Sector.

(a) (i) holding analogous post on regular basis; or

(ii) with five years' service in the grade rendered after appointment thereto on regular basis in the Pay band -3, Rs. 15600-39100 with Grade Pay of Rs. 5400 or equivalent; and

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(b) possessing the educational qualifications and experience prescribed for direct recruits under serial number 1. (A) (a) above.

Note 1: The period of deputation, including period of deputation in another ex-cadre post held immediately preceding this appointment in same or some other Organization or Department of the Central Government shall not ordinarily exceed three years, which may be extended further on year to year basis, subject to a maximum of 5 years with the approval of the competent authority.

Note 2: Departmental candidates in the feeder category, who are in the direct line of in-situ promotion under Flexible Complementing Scheme (FCS), shall not be eligible for consideration for appointment on deputation except for the ex-cadre post for which they are not the feeder grade officers. Similarly, deputationists shall not be eligible for consideration for in-situ promotion under FCS.

Note 3: The maximum age limit for appointment by deputation shall not exceed 56 years or as prescribed by Government from time to time, as on the closing date of receipt of application

Note 4: Scientists from Central/ State Governments / UT Governments shall only be eligible for absorption.

2. (A) Educational and other qualifications required for direct recruits of Director (Scientist 'D')

(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.

(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.

Note: 1 The exact educational qualifications and areas of experience according to the requirements of the post shall be specified at the time of recruitment by the National Institute of Solar Energy.

Note: 2. The period spent to acquire essential qualifications including doctor degree before joining an organization shall not be counted as field experience.

(B) Grades from which deputation (including short term contract)/absorption to be made Director (Scientist 'D')

Scientists or Technologists working in the Central Government or State Governments or Universities or recognized research Institutions or Semi Government or Statutory or Autonomous Organisations in India or abroad or Industry or Private Sector:

(a) (i) holding analogous post on regular basis; or

(ii) with five years' service in the grade rendered after appointment thereto on regular basis in the Pay band -3, Rs. 15600-39100 with Grade Pay of Rs. 6600 or equivalent; and

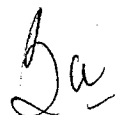
(b) possessing the educational qualifications and experience prescribed for direct recruits under serial number 2 (A) (a) above.

Note 1: The period of deputation, including period of deputation in another ex-cadre post held immediately preceding this appointment in same or some other Organization or Department of the Central Government shall not ordinarily exceed three years, which may be extended further on year to year basis, subject to a maximum of 5 years with the approval of the competent authority.

Note 2: Departmental candidates in the feeder category, who are in the direct line of in-situ promotion under Flexible Complementing Scheme (FCS), shall not be eligible for consideration for appointment on deputation except for the ex-cadre post for which they are not the feeder grade officers. Similarly, deputationists shall not be eligible for consideration for in-situ promotion under FCS.

Note 3: The maximum age limit for appointment by deputation shall not exceed 56 years or as prescribed by Government from time to time, as on the closing date of receipt of application

Note 4: Scientists from Central/ State Governments / UT Governments shall only be eligible for absorption.



3. (A) Educational and other qualifications required for direct recruits of Deputy Director General (Scientist 'F')

(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 / Organisations / Private Sector organisations (the experience shall be of a special nature relevant to the job requirement of the post).

(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.

Note: 1 The exact educational qualifications and areas of experience according to the requirements of the post shall be specified at the time of recruitment by the Government.

Note: 2. The period spent to acquire essential qualifications including doctor degree before joining an organization shall not be counted as field experience.

(B) Grade from which deputation (including short term contract to be made Deputy Director General (Scientist 'F'))

Scientists or Technologists working in the Central Government or State Governments or Universities or recognized research Institutions or Semi Government or Statutory or Autonomous Organisations in India or abroad or Industry or Private Sector:

(a) (i) holding analogous post on regular basis; or

(ii) with two years' service in the grade rendered after appointment thereto on regular basis in the Pay band -4, Rs. 37400-67000 with Grade Pay of Rs. 8700 or equivalent; or

(iii) with six years' service in the grade rendered after appointment thereto on regular basis in the Pay band -3, Rs. 15600-39100 with Grade Pay of Rs. 7600 or equivalent; and

(b) possessing the educational qualifications and experience prescribed for direct recruits under serial number 4 (A) (a) above.

Note 1: The period of deputation, including period of deputation in another ex-cadre post held immediately preceding this appointment in same or some other Organization or Department of the Central Government shall not ordinarily exceed three years, which may be extended further on year to year basis, subject to a maximum of 5 years with the approval of the competent authority.

Note 2: Departmental candidates in the feeder category, who are in the direct line of in-situ promotion under Flexible Complementing Scheme (FCS), shall not be eligible for consideration for appointment on deputation except for the ex-cadre post for which they are not the feeder grade officers. Similarly, deputationists shall not be eligible for consideration for in-situ promotion under FCS.

Note 3: The maximum age limit for appointment by deputation shall not exceed 56 years or as prescribed by Government from time to time, as on the closing date of receipt of application

4. Age limit for direct recruits.-

The upper age limit for direct recruits in each category of posts shall be as under:-

Sl. No.	Name of the post	Age limit
1.	Assistant Director	35 years
2.	Deputy Director	40 years
3.	Director	45 years
4.	Deputy Director General	50 years

(Relaxable for Government servants up to five years in accordance with the orders issued by the Central Government from time to time.)

Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those 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, the Union Territory of the Andaman and Nicobar Islands and the Union Territory of Lakshadweep).

5. Screening and selection process (applicable for both direct recruitment and on deputation). - The Screening and selection process shall be as prescribed by National Institute of Solar Energy. The composition of the eligibility Committee/ Screening – cum-short listing Committee and interview Board / Selection Committee etc. shall be as prescribed by National Institute of Solar Energy.

6. The Composition of Screening Committees and Assessment Boards / Selection Committees and Approving Authorities of their recommendations for considering promotions under Flexible Complementing Scheme or making recruitment on deputation or by direct recruitment shall be as specified in the corresponding entries in the Table given below namely:-

Serial Number	Grade to which promotions / recruitment on deputation or by direct recruitment shall be made	Composition of Screening / short listing Committee	Approving Authority for Screening Committee's recommendations	Composition of Assessment Board / Selection Committee for direct recruitment including recruitment on deputation / in-situ upgradation under Modified Flexible Complementing Scheme for DDG (Scientists 'F')	Approving Authority for Assessment Board's recommendations
(1)	(2)	(3)	(4)	(5)	(6)
1	Deputy Director General (Scientist 'F')	Screening Committee shall consist of one Chairman and at least three experts Member to be nominated by the President NISE & Secretary, Ministry of New and Renewable Energy. Provided that at least one Member shall be from MNRE.	The approving authority for the recommendations of the Screening Committee shall be the President NISE & Secretary, Ministry of New and Renewable Energy. The Screening Committee will also act as Internal Peer Review Group / Committee.	<u>Composition of Assessment Board / DPRC / Selection Committee for direct recruitment.</u> 1. President NISE & Secretary, MNRE - Chairman 2. DG, NISE - Member 3. JS, MNRE - Member 4. At least three eminent Scientists at least one level above Scientist 'F' specializing in the field of Scientific activity. - Members 5. The nominee of the DOPT as per extant instructions. The Assessment Board / Departmental Peer Review Committee shall also function as Special Peer Review Committee and shall specifically certify that the Scientists recommended meet with all the criteria for in-situ up gradation under Modified Flexible Complementing Scheme.	Minister-in-Charge Ministry of New and Renewable Energy *
3.	Director, Dy. Director, Asst. Director (Scientist 'D', 'C' and 'B')	Screening Committee shall consist of one Chairman and at least three expert Member to be nominated by the DG, NISE. Provided that at least one Member shall be from MNRE.	The approving authority for the recommendations of the Screening Committee shall be Secretary, Ministry of New and Renewable Energy. The Screening Committee will also act as Internal Peer Review Group / Committee.	<u>Composition of Assessment Board / DPRC</u> 1. DG, NISE - Chairman 2. Scientist G, MNRE - Member 3. DG, NIWE/ NIRE - Member 4. At least three experts not below the level of Scientist 'F' from outside the Institute. - Members	President NISE & Secretary, Ministry of New and Renewable Energy.

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SCHEDULE III

(See Rule 8)

Flexible Complementing Scheme

1. The Flexible Complementing Scheme (FCS) is an in-situ promotion scheme for Scientist for which criteria shall be proven merit and records of research. The assessment norms for promotion under FCS shall be rigorous. Due emphasis shall be laid on evaluation of professional contribution and technical knowledge to ensure that only Scientists having to their credit demonstrable achievements higher level of technical merit are recommended. Scientists recommended shall not only possess the requisite qualifications, but, should also be engaged in Scientific and innovative activities as distinct from the mere application to technical knowledge and further, the function discharged by them are relatable or identifiable to their academic specialization.
2. Scientists or technical experts doing management or administrative work in the Ministries shall not be considered for upgradation under FCS. However, they shall be given benefit of upgradation under the Modified Assured Career Progression Scheme.
3. The Scientists appointed on deputation or contract shall not be eligible for Flexible Complementing Scheme promotions (FCS). Only regular Scientists of the Ministry of New and Renewable Energy shall be eligible for FCS promotion.
4. There shall be no retrospective promotions under FCS. The promotions under FCS shall be effective from the date these are approved by the appointing authority.
5. The promotions under FCS shall be limited to post carrying a grade pay of Rs. 10,000/- or lower.
6. The promotion under FCS shall be applicable only to those Scientists and Technologists who hold scientific posts and are engaged in scientific activities and services and defined specified in these rules. For promotions under FCS, the Scientists shall possess the following essential qualifications namely, _
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.
7. All the posts covered under FCS shall carry the following uniform pay band and grade pay, designation and the minimum residency period linked to performance as follows:-

Sl. No.	Pay band and grade pay	Designation	Minimum Residency Period linked to Performance
1.	Pay Band-3, Rs.15600-39100 with Grade Pay Rs. 5400/-	Scientist 'B'	3 years
2.	Pay Band-3, Rs.15600-39100 with Grade Pay Rs. 6600/-	Scientist 'C'	4 years
3.	Pay Band-3, Rs.15600-39100 with Grade Pay Rs. 7600/-	Scientist 'D'	4 years
4.	Pay Band-4, Rs.37400-67000 with Grade Pay Rs. 8700/-	Scientist 'E'	5 years
5.	Pay Band-4, Rs.37400-67000 with Grade Pay Rs. 8900/-	Scientist 'F'	5 years
6.	Pay Band-4, Rs.37400-67000 with Grade Pay Rs. 10000	Scientist 'G'	-

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8. The following period of service shall count towards the minimum residency period necessarily required to be put in the lower grade promotion in the next higher grade namely;
 - (i) the period spend on deputation / Foreign Service to another Scientific post, which helps a Scientist to acquire Scientific experience in a diverse set up .
 - (ii) period of Study Leave / any other Leave taken for the academic accomplishments to improve scientific knowledge.
 - (iii) maternity leave sanctioned as per Leave Rules shall be treated as duty while counting the minimum residency period for promotions under FCS.
 - (iv) leave of a maximum period of one year sanctioned in continuation of maternity leave as per Leave Rules may also be treated at par with maternity Leave and this period may consequently be taken into account while counting the minimum residency period.
 - (v) earned leave and / or Child Care Leave for a total period not exceeding 180 days sanctioned as per Leave Rules shall also be taken into account while computing residency period.
 - (vi) the period spent on deputation / foreign service to a non-scientific post and the period of leave including leave on medical grounds, EOL etc. availed on personal grounds shall not count towards the minimum residency period.
9. The regular service rendered, excluding ad-hoc service, non-qualifying service, in a post shall count for the purpose of review for promotion to the next higher grade under FCS.
10. The exceptionally meritorious candidate with all outstanding grading shall be granted relaxation in the residency period, the relaxation being not more than one year on any single occasion, limited to a maximum of two occasions in their entire career.
11. Field experience in research and development and experience in implementation of such scientific projects is compulsory for promotion of Scientists recruited to the posts in the Secretariat of the Scientific Ministries or Departments to higher grade under FCS.
12. Field experience at least two years and five years respectively shall be essential for promotion to Scientist 'F' and Scientist 'G' grades respectively.
13. The criteria for field experience for different scientific activities have been elaborated under Scientific Activities and Services Rules. To meet this requirement, existing Scientists at Ministry of New and Renewable Energy shall be considered for appointment on deputation basis to the scientific laboratories or institutes or universities or other relevant scientific activities.
14. The period spent on acquiring essential qualifications prescribed for direct recruits shall not count towards experience. However, period spent on obtaining doctorate degree from a recognized University or Institution in case where doctorate degree is not an essential qualification, subject to a maximum of two years, and period spent on post doctorate research in a University or research Institute, as evidenced by certification by such University or Institute and publication of research work in journals of repute, subject to maximum of two years, shall be counted as experience.

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15. The eligible Scientists shall be given three chances for assessment for FCS for the next grade. In case a Scientist does not qualify under FCS for three successive years or chances for upgradation to next higher grade, he shall be considered for upgradation to the next grade according to the provisions of the Modified Assured Career Progression Scheme issued by the Government of India.
16. Broad assessment process.
- (a) The process for promotions under FCS shall be as prescribed by the Central Government in accordance with the FCS guidelines issued by DOPT from time to time.
 - (b) The process for assessment for FCS promotions shall be undertaken twice a year, as on 1st of January and 1st of July every year. The process shall be initiated at least 3 months in advance.
 - (c) Cases of those Scientists who have completed or will complete the minimum residency period as on the cut-off dates of assessment viz. 1st January or 1st July, as the case may be, and have earned or will earn number of annual ACRs /AP ARs equal to or more than the number of years of minimum residency period for the period of preceding the cut off dates of assessment, shall be considered for FCS assessment.
17. There shall be two level of assessment for FCS. The assessment procedure shall be prescribed below:-
- (A) **Level 1 Screening (Internal)**
- (a) An internal Screening Committee shall be constituted by the Central Government for evaluation of annual work report vis a vis the criteria for up-gradation under FCS. Level 1 Screening Committee shall assess the Scientists based on Annual Confidential Reports or Annual Performance Appraisal Report and give its report and recommendations with specific reasons on 'screening in' or screening out' of the eligible candidates.
 - (b) Candidates who are 'screened out' in Level 1 screening process shall be considered again after one year when they earn at least one more Annual Confidential Report or Annual Performance Appraisal Report and shall be subjected to the prescribed screening process again.
 - (c) All Scientists eligible according to the provisions of FCS and who meet the benchmark of 'Good' for upgradation to Scientist 'C' and 'Very Good' for upgradation to Scientist 'D' and above would be screened in. The internal Screening Committee would report on the scientific content of work done by the Scientist in the prescribed format and same would be made available to the external assessment committee.



(B) Level 2 Screening (External) – Assessment Board or Departmental Peer Review Committee (DPRC).-

- (a) An Assessment Board shall be constituted by the Central Government for FCS for up-gradation/in-situ promotion under FCS / MFCS up to Scientist 'E'. The Assessment Board would have the characteristics of an Independent Peer Review Group for assessment of the scientific content of the work. The Departmental Peer Review Committee (DPRC) shall undertake level 2 screening for assessment of Scientists for their suitability for Scientist 'F' or Scientist 'G'
 - (b) The Composition of the level 2 Screening Committee/ (Assessment Board/DPRC) shall be decided by Central Government in accordance with guidelines of Department of Personnel and Training issued from time to time.
 - (c) Scientists 'screened in' by the Level 1 Screening Committee shall be placed before the Assessment Board (for FCS promotions up to level 'E') or before the DPRC (for promotions to Scientist 'F' and 'G' level).
 - (d) Such 'screened in' candidates shall be called for interview by level 2 Screening Committee (the Assessment Board or DPRC), as the case may be.
 - (e) Level 2 Screening Committee shall be free to devise its process and procedure for assessment, which may include presentations by the candidates, interview etc.
 - (f) The Assessment Board or DPRC shall, in each case, document specifically through a one page summary, specific content of work done justifying the merit and suitability of candidates for in-situ promotion to the next higher grade.
 - (g) The Assessment Board or DPRC shall specifically certify that the Scientist recommended meet all the criteria for in-situ promotion under FCS as prescribed under the rules.
 - (h) The Level 2 Screening Committee shall make its recommendation on the basis of Annual Work Reports, presentation made by the candidate before it, performance during the interview, academic and professional record of the candidates, research and development experience of the candidates evidenced by publication of research work in journals of repute, and such other factors or parameters as the Assessment Board or DPAR may consider necessary.
18. Candidates who fail to obtain the minimum required marks in the Level 2 Screening as prescribed by the Central Government shall go through the entire screening process viz. Level 1 Screening and Level 2 Screening again after one year, when they earn at-least one more Annual Confidential Report or Annual Performance Appraisal Report.



RECRUITMENT RULES

FOR ADMINISTRATIVE POSTS

NATIONAL INSTITUTE OF SOLAR ENERGY

(An Autonomous Institution of the Ministry of New and Renewable Energy)
GWAL PAHARI, FARIDABAD GURGAON ROAD, GURGAON HARYANA

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SCHEDULE- I

Name of post.	Number of Post.	Classification.	Pay band and grade pay or pay scale.	Whether selection post or non-selection post.
(1)	(2)	(3)	(4)	(5)
1. Director	1* (2015) *Subject to variation dependent on work load.	Administrative Service Rules	Pay Band -3, Rs. 15600-39100 plus grade pay of Rs. 7600.	Not applicable

Age limit for direct recruitment.	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees.
(6)	(7)	(8)
Not exceeding 45 years Note 1: (a) (Relaxable for Government servants' upto 5 years in accordance with the instructions or orders issued by the Central Government from time to time). (b) Relaxation in age to SC / ST / OBCs /PH candidates is applicable as per GOI Rules. Note: 2. : The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those 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, the Union Territory of the Andaman and Nicobar Islands and the Union Territory of Lakshadweep.	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 (i) MBA / Diploma in Management / CA / ICWA / SAS or equivalent. (iii) Any other qualification / experience as per requirement that may be incorporated by head of the Institute at the time of recruitment.	No.

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Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods.	In case of recruitment by promotion or deputation/ absorption grades from which promotion or deputation/absorption is to be made.
(9)	(10)	(11)
Two years.	Promotion failing which by direct recruitment failing both by Transfer on deputation / absorption (including short-term contract basis).	Promotion: Deputy Director in PB-3, Grade Pay Rs.6600 and pay scale of Rs. 15600-39100 with 5 years of regular service in the grade. Transfer on deputation / Transfer (including short-term contract). Officers of the Central / State Governments / Public Sector Undertakings / Autonomous Bodies: (a) (i) holding analogous posts or posts in PB-3, Grade Pay Rs. 7600 and pay scale of Rs. 15600-39100 or equivalent on regular basis in the parent cadre / department. Or (ii) with five years regular service in the grade rendered after appointment thereto on a regular basis in PB-3, Grade Pay Rs. 6600 and pay scale of Rs. 15600-39100. (b) possessing educational qualifications and experience prescribed for direct recruits under column 7. Note: 1 Departmental Officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. Note: 2 The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization / Department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of application.

If Departmental Promotion Committee exists, what is its composition?	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.
(12)	(13)
I. Screening Committee : (i) Deputy Director General / Scientist 'F' - Chairman (ii) One Director to be nominated by Director General - Member (iii) One Member from the Administrative Ministry not below the level of Deputy Secretary. - Member (iv) Deputy Director (Admn.) or equivalent Officer - Member The approving authority of the recommendations of the Screening Committee will be Director General. II. Selection Committee / Assessment Board for direct recruitment / deputation / Absorption (including short term contract). (i) Director General or his nominee - Chairman (not below the level of Deputy Director General / Scientist 'F') (ii) Three outside experts not below the level of Deputy Secretary in GOI. - Member (iii) One Member from the Administrative Ministry not below the level of Deputy Secretary - Member (iv) Director (Admn.) NISE or equivalent Officer - Member Note (i) The absence of a member of the Committee or Board other than the Chairman shall not invalidate the proceedings of the Committee or Board. Note: The composition of Committee to be approved by President, NISE & Secretary, MNRE. III. Departmental Promotion Committee for considering confirmation:- (i) Director General of his nominee - Chairman (not below the level of Deputy Director General. (ii) Deputy Director General / Scientist 'F' - Member (iii) Director (from Administrative Ministry) - Member (iv) Director (Admn) NISE or equivalent Officer - Member	Not applicable

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Name of post.	Number of Post.	Classification.	Pay band and grade pay or pay scale.	Whether selection post or non-selection post.
(1)	(2)	(3)	(4)	(5)
2. Deputy Director	2* (2015) *Subject to variation dependent on work load.	Administrative Service Rules	Pay Band -3, Rs. 15600-39100 plus grade pay of Rs. 6600.	Not applicable

Age limit for direct recruitment.	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes.
(6)	(7)	(8)
Not exceeding 40 years Note 1: (a) (Relaxable for Government servants' upto 5 years in accordance with the instructions or orders issued by the Central Government from time to time). (b) Relaxation in age to SC / ST / OBCs / PH candidates is applicable as per GOI Rules. Note: 2. : The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those 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, the Union Territory of the Andaman and Nicobar Islands and the Union Territory of Lakshadweep	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 (i) MBA / Diploma in Management / CA / ICWA. (iii) Any other qualification / experience as per requirement that may be incorporated by head of the Institute at the time of recruitment	No.

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Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods.	In case of recruitment by promotion or deputation/ absorption grades from which promotion or deputation/absorption is to be made.
9	10	11
Two years.	Promotion failing which by direct recruitment failing both by Transfer on deputation / absorption (including short-term contract basis).	Promotion: Assistant Director in PB-3, Grade Pay Rs.5400 and pay scale of Rs. 15600-39100 with 5 years of regular service in the grade. Transfer on deputation / Transfer (including short-term contract). Officers of the Central / State Governments / Public Sector Undertakings / Autonomous Bodies: (a) (i) holding analogous posts or posts in PB-3, Grade Pay Rs. 6600 and pay scale of Rs. 15600-39100 or equivalent on regular basis in the parent cadre / department. Or (ii) with five years regular service in the grade rendered after appointment thereto on a regular basis in PB-3, Grade Pay Rs. 5400 and pay scale of Rs. 15600-39100. (b) possessing educational qualifications and experience prescribed for direct recruits under column 7. Note: 1 Departmental Officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. Note: 2 The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization / Department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of application.

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If Departmental Promotion Committee exists, what is its composition?	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.
(12)	(13)
I. Screening Committee : (i) Deputy Director General / Scientist 'F' - Chairman (ii) One Director to be nominated by Director General from NISE. - Member (iii) One Member from the Administrative Ministry not below the level of Dy. Secretary. - Member (iv) Director (Admn.) or equivalent Officer - Member The approving authority of the recommendations of the Screening Committee will be Director General. II. Selection Committee / Assessment Board for direct recruitment / deputation / Absorption (including short term contract). (i) Director General of his nominee - Chairman (not below the level of Deputy Director General / Scientist 'F') (ii) Three outside experts not below the level of Deputy Secretary in Government of India. - Member (iii) One Member from the Administrative Ministry not below the level of Deputy Secretary - Member (iv) Director (Admn.) NISE or equivalent Officer - Member Note (i) The absence of a member of the Committee or Board other than the Chairman shall not invalidate the proceedings of the Committee or Board. Note: The composition of Committee to be approved by President, NISE & Secretary, MNRE. III. Departmental Promotion Committee for considering confirmation:- (i) Director General of his nominee - Chairman (not below the level of Deputy Director General. (ii) Deputy Director General / Scientist 'F' - Member (iii) Director (from Administrative Ministry) - Member (iv) Director (Admn.) NISE or equivalent Officer - Member	Not applicable

Name of post.	Number of Post.	Classification.	Pay band and grade pay or pay scale.	Whether selection post or non-selection post.
(1)	(2)	(3)	(4)	(5)
3.Administrative Officer	1* (2015) *Subject to variation dependent on work load.	Administrative Service Rules	Pay Band -3, Rs. 15600-39100 plus grade pay of Rs. 6600.	Not applicable
Age limit for direct recruitment.		Educational and other qualifications required for direct recruits		Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes.
(6)		(7)		(8)
Not exceeding 40 years Note 1: (a) (Relaxable for Government servants' upto 5 years in accordance with the instructions or orders issued by the Central Government from time to time). (b) Relaxation in age to SC / ST / OBCs /PH candidates is applicable as per GOI Rules. Note: 2. : The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those 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, the Union Territory of the Andaman and Nicobar Islands and the Union Territory of Lakshadweep.		Essential: (i) At least first 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 (i) LLB (iii) Any other qualification / experience as per requirement that may be incorporated by head of the Institute at the time of recruitment.		No.

Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods.	In case of recruitment by promotion or deputation/ absorption grades from which promotion or deputation/absorption is to be made.
(9)	(10)	(11)
Two years.	Promotion failing which by direct recruitment failing both by Transfer on deputation / absorption (including short-term contract basis).	Promotion: Assistant Director in PB-3, Grade Pay Rs.5400 and pay scale of Rs. 15600-39100 with 5 years of regular service in the grade. Transfer on deputation / Transfer (including short-term contract). Officers of the Central / State Governments / Public Sector Undertakings / Autonomous Bodies: (a) (i) holding analogous posts or posts in PB-3, Grade Pay Rs. 6600 and pay scale of Rs. 15600-39100 or equivalent on regular basis in the parent cadre / department. Or (ii) with five years regular service in the grade rendered after appointment thereto on a regular basis in PB-3, Grade Pay Rs. 5400 and pay scale of Rs. 15600-39100. (b) possessing educational qualifications and experience prescribed for direct recruits under column 7. Note: 1 Departmental Officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. Note: 2 The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization / Department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of application.



If Departmental Promotion Committee exists, what is its composition?	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.
(12)	(13)
I. Screening Committee : (i) Deputy Director General / Scientist 'F' - Chairman (ii) One Director to be nominated by Director General from NISE. - Member (iii) One Member from the Administrative Ministry not below the level of Dy. Secretary. - Member (iv) Director (Admn.) or equivalent Officer - Member The approving authority of the recommendations of the Screening Committee will be Director General. II. Selection Committee / Assessment Board for direct recruitment / deputation / Absorption (including short term contract). (i) Director General of his nominee (not below the level of Deputy Director General / Scientist 'F') - Chairman (ii) Three outside experts not below the level of Deputy Secretary in GOI. - Member (iii) One Member from the Administrative Ministry Not below the level of Deputy Secretary - Member (iv) Director (Admn.) NISE or equivalent Officer - Member Note (i) The absence of a member of the Committee or Board other than the Chairman shall not invalidate the proceedings of the Committee or Board. Note: The composition of Committee to be approved by President, NISE & Secretary, MNRE.	Not applicable
III. Departmental Promotion Committee for considering confirmation:- (i) Director General of his nominee (not below the level of Deputy Director General. - Chairman (ii) Deputy Director General / Scientist 'F' - Member (iii) Director (from Administrative Ministry) - Member (iv) Director (Admn.) NISE or equivalent Officer - Member	

Name of post.	Number of Post.	Classification.	Pay band and grade pay or pay scale.	Whether selection post or non-selection post.
(1)	(2)	(3)	(4)	(5)
4. Assistant Director	2* (2015) *Subject to variation dependent on work load.	Administrative Service Rules	Pay Band -3, Rs. 15600-39100 plus grade pay of Rs. 5400.	Not applicable

Age limit for direct recruitment.	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees.
(6)	(7)	(8)
Not exceeding 35 years Note 1: (a) (Relaxable for Government servants' upto 5 years in accordance with the instructions or orders issued by the Central Government from time to time). (b) Relaxation in age to SC / ST / OBCs /PH candidates is applicable as per GOI Rules. Note: 2. : The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those 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, the Union Territory of the Andaman and Nicobar Islands and the Union Territory of Lakshadweep	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 chandelling / stores management in a reputed organization. (iii) Any other qualification / experience as per requirement that may be incorporated by head of the Institute at the time of recruitment.	Age: No EQ: Yes

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Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods.	In case of recruitment by promotion or deputation/ absorption grades from which promotion or deputation/absorption is to be made.
(9)	(10)	(11)
Two years.	Promotion failing which by direct recruitment failing both by Transfer on deputation / absorption (including short-term contract basis).	Transfer on deputation / Transfer (including short-term contract). Officers of the Central / State Governments / Public Sector Undertakings / Autonomous Bodies: (a) (i) holding analogous posts or posts in PB-3, Grade Pay Rs. 5400 and pay scale of Rs.15600-39100 or equivalent on regular basis in the parent cadre / department. Or ii) with four years regular service in the grade rendered after appointment thereto on a regular basis in PB-2, Grade Pay Rs. 4800 and pay scale of Rs. 9300-34800. (b) possessing educational qualifications and experience prescribed for direct recruits under column 7. Note: The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization / Department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of application.

If Departmental Promotion Committee exists, what is its composition?	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.
(12)	(13)
I. Screening Committee : (i) Deputy Director General / Scientist 'F' - Chairman (ii) One Director to be nominated by Director General (NISE) - Member (iii) One Member from the Administrative Ministry not below the level of Under Secretary. - Member (iv) Deputy Director (Admn.) or equivalent Officer - Member	Not applicable

The approving authority of the recommendations of the Screening Committee will be Director General.

II. Composition of Selection Committee / Assessment Board for direct recruitment / deputation / Absorption (including short term contract).

- | | |
|--|------------|
| (i) Director General of his nominee
(not below the level of Deputy Director General /
Scientist 'F') | - Chairman |
| (ii) Three outside experts not below the level of
Deputy Secretary in Government of India. | - Member |
| (iii) One Member from the Administrative Ministry
not below the level of Deputy Secretary | - Member |
| (iv) Dy. Director (Admn.) NISE or equivalent Officer | - Member |

Note: The composition of Committee to be approved by President, GC & Secretary, MNRE.

III. Departmental Promotion Committee for considering confirmation:-

- | | |
|---|------------|
| (i) Director General of his nominee
(not below the level of Deputy Director General. | - Chairman |
| (ii) Deputy Director General / Scientist 'F' | - Member |
| (iii) Director (from Administrative Ministry) | - Member |
| (iv) Director (Admn.) NISE or equivalent Officer | - Member |

Note (i) The absence of a member of the Committee or Board other than the Chairman shall not invalidate the proceedings of the Committee or Board.

Law

RECRUITMENT RULES
FOR COORDINATION (PERSONAL) STAFF

NATIONAL INSTITUTE OF SOLAR ENERGY

(An Autonomous Institution of the Ministry of New and Renewable Energy)
GWAL PAHARI, FARIDABAD GURGAON ROAD, GURGAON HARYANA

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SCHEDULE- I

Name of post.	Number of Post.	Classification.	Pay band and grade pay or pay scale.	Whether selection post or non-selection post.
(1)	(2)	(3)	(4)	(5)
1. Office Secretary	1* (2015) *Subject to variation dependent on work load.	Administrative Service Rules	Pay Band -2, Rs. 9300-34800 plus grade pay of Rs. 5400.	Not applicable

Age limit for direct recruitment.	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees.
(6)	(7)	(8)
Not exceeding 35 years Note 1: (a) (Relaxable for Government servants' upto 5 years in accordance with the instructions or orders issued by the Central Government from time to time). (b) Relaxation in age to SC / ST / OBCs /PH candidates is applicable as per GOI Rules. Note: 2. : The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those 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, the Union Territory of the Andaman and Nicobar Islands and the Union Territory of Lakshadweep	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 (i) Skill Test norms Dictation 10 minutes. @ 120 w.p.m. Transcription: 50 minutes. (English) 65 minutes. (Hindi) on Computer. Computer English Typing 50 wpm. (ii) Any other qualification / experience as per requirement that may be incorporated by head of the Institute at the time of recruitment.	Age: No EQ Yes

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Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods.	In case of recruitment by promotion or deputation/ absorption grades from which promotion or deputation/absorption is to be made.
9	10	11
Two years.	Promotion failing which by direct recruitment failing both by Transfer on deputation / absorption (including short-term contract basis).	Promotion: Office Secretary –I in PB-2, Grade Pay Rs.4800 and pay scale of Rs. 9300-34800 with 4 years of regular service in the grade. Transfer on deputation / Transfer (including short-term contract). Officers of the Central / State Governments / Public Sector Undertakings / Autonomous Bodies: (a) (i) holding analogous posts or posts in PB-3, Grade Pay Rs. 5400 and pay scale of Rs. 15600-39100 or equivalent on regular basis in the parent cadre / department. Or (ii) with four years regular service in the grade rendered after appointment thereto on a regular basis in PB-2, Grade Pay Rs. 4800 and pay scale of Rs. 9300-34800. (b) possessing educational qualifications and experience prescribed for direct recruits under column 7. Note: 1 Departmental Officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. Note: 2 The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization / Department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of application.

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If Departmental Promotion Committee exists, what is its composition?	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.
(12)	(13)
I. Screening Committee : (i) Deputy Director General / Scientist 'F' - Chairman (ii) One member of appropriate level to be nominated by Director General (NISE) - Member (iii) One Member from the Administrative Ministry not below the level of Under Secretary. - Member (iv) Deputy Director (Admn.) or equivalent Officer - Member The approving authority of the recommendations of the Screening Committee will be Director General. II. Composition of Selection Committee / Assessment Board for direct recruitment / deputation / Absorption (including short term contract). (i) Director General of his nominee - Chairman (not below the level of Deputy Director General / Scientist 'F') (ii) Three outside experts not below the level of Deputy Secretary in Government of India. - Member (iii) One Member from the Administrative Ministry not below the level of Under Secretary. - Member (iv) Dy. Director (Admn.) NISE or equivalent Officer - Member III. Departmental Promotion Committee for considering confirmation:- (i) Director General of his nominee - Chairman (not below the level of Deputy Director General. (ii) Deputy Director General / Scientist 'F' - Member (iii) One member from Administrative Ministry not below the level of Under Secretary. - Member (iv) Deputy Director (Admn.) NISE or equivalent Officer -Member Note (i) The absence of a member of the Committee or Board other than the Chairman shall not invalidate the proceedings of the Committee or Board	Not applicable



Name of post.	Number of Post.	Classification.	Pay band and grade pay or pay scale.	Whether selection post or non-selection post.
(1)	(2)	(3)	(4)	(5)
2. Office Secretary-I	3* (2015) *Subject to variation dependent on work load.	Administrative Service Rules	Pay Band -2, Rs. 93000-34800 plus grade pay of Rs. 4800.	Not applicable
Age limit for direct recruitment.		Educational and other qualifications required for direct recruits		Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes.
(6)		(7)		(8)
Not exceeding 35 years Note 1: (a) (Relaxable for Government servants' upto 5 years in accordance with the instructions or orders issued by the Central Government from time to time). (b) Relaxation in age to SC / ST / OBCs / PH candidates is applicable as per GOI Rules. Note: 2. : The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those 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, the Union Territory of the Andaman and Nicobar Islands and the Union Territory of Lakshadweep		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 sofatawares and packages for office. Desirable Any other qualification / experience as per requirement that may be incorporated by head of the Institute at the time of recruitment.		Age: No EQ: Yes

Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods.	In case of recruitment by promotion or deputation/ absorption grades from which promotion or deputation/absorption is to be made.
9	10	11
Two years.	Direct Recruitment failing which by Transfer on deputation / absorption (including short-term contract basis).	Transfer on deputation / Transfer (including short-term contract).. Officers of the Central / State Governments / Public Sector Undertakings / Autonomous Bodies: (a) (i) holding analogous posts or posts in PB-2, Grade Pay Rs. 4800 and pay scale of Rs. 9300-34800 or equivalent on regular basis in the parent cadre / department. Or (ii) with three years regular service in the grade rendered after appointment thereto on a regular basis in PB-2, Grade Pay Rs. 4600 and pay scale of Rs. 9300-34800. (b) possessing educational qualifications and experience prescribed for direct recruits under column 7. Note: The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization / Department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of application.

If Departmental Promotion Committee exists, what is its composition?	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.
(12)	(13)
I. Screening Committee : (i) Deputy Director General / Scientist 'F' - Chairman (ii) One member of appropriate level to be nominated by Director General (NISE) - Member (iii) One Member from the Administrative Ministry not below the level of Group 'A' Officer. - Member (iv) Assistant Director (Admn.) or equivalent Officer - Member The approving authority of the recommendations of the Screening Committee will be Director General.	Not applicable

II. Composition of Selection Committee / Assessment Board for direct recruitment / deputation / Absorption (including short term contract).	
(i) Director General of his nominee (not below the level of Deputy Director General / Scientist 'F')	- Chairman
(ii) Three outside experts not below the level of Under Secretary in Government of India.	-Member
(iii) One Member from the Administrative Ministry not below the level of Under Secretary.	-Member
(iv) Dy. Director (Admn.) NISE or equivalent Officer	- Member
III. Departmental Promotion Committee for considering confirmation:-	
(i) Director General of his nominee (not below the level of Deputy Director General.	-Chairman
(ii) Deputy Director General / Scientist 'F'	- Member
(iii) One Member from Administrative Ministry not below the level of Under Secretary.	- Member
(iv) Deputy Director (Admn.) NISE or equivalent Officer	- Member
Note (i) The absence of a member of the Committee or Board other than the Chairman shall not invalidate the proceedings of the Committee or Board.	

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RECRUITMENT RULES

FOR SCIENTIFIC SUPPORT STAFF

NATIONAL INSTITUTE OF SOLAR ENERGY

(An Autonomous Institution of the Ministry of New and Renewable Energy)
GWAL PAHARI, FARIDABAD GURGAON ROAD, GURGAON HARYANA

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SCHEDULE- I

Name of post.	Number of Post.	Classification.	Pay band and grade pay or pay scale.	Whether selection post or non-selection post.
(1)	(2)	(3)	(4)	(5)
1. Executive Officer	4* (2015) *Subject to variation dependent on work load.	Scientific Support Staff Service rules	Pay Band -2, Rs. 9300-34800 plus grade pay of Rs. 4800.	Not applicable

Age limit for direct recruitment.	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes.
(6)	(7)	(8)
Not exceeding 35 years Note 1: (a) (Relaxable for Government servants' upto 5 years in accordance with the instructions or orders issued by the Central Government from time to time). (b) Relaxation in age to SC / ST / OBCs /PH candidates is applicable as per GOI Rules. Note: 2. : The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those 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, the Union Territory of the Andaman and Nicobar Islands and the Union Territory of Lakshadweep.	Essential: Bachelor's Degree in Science or Engineering equivalent 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. Desirable Any other qualification / experience as per requirement that may be incorporated by head of the Institute at the time of recruitment.	Age: No. EQ: Yes

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Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods.	In case of recruitment by promotion or deputation/ absorption grades from which promotion or deputation/absorption is to be made.
9	10	11
Two years.	Promotion failing which by direct Recruitment failing both by Transfer on deputation / absorption (including short-term contract basis).	Promotion: Executive Assistant –I in PB-2, Grade Pay Rs.4600 and pay scale of Rs. 9300-34800 with 4 years of regular service in the grade. Transfer on deputation / Transfer (including short-term contract). Officers of the Central / State Governments / Public Sector Undertakings / Autonomous Bodies: (a) (i) holding analogous posts or posts in PB-2, Grade Pay Rs. 4800 and pay scale of Rs. 9300-34800 or equivalent on regular basis in the parent cadre / department. Or (ii) with four years regular service in the grade rendered after appointment thereto on a regular basis in PB-2, Grade Pay Rs. 4600 and pay scale of Rs.9300-34800. (b) possessing educational qualifications and experience prescribed for direct recruits under column 7. Note: 1 Departmental Officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. Note: 2 The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization / Department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of application.

If Departmental Promotion Committee exists, what is its composition?	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.
(12)	(13)
I. Screening Committee : (i) Director / Scientist 'D' - Chairman (ii) Deputy Director to be nominated by DG Member (iii) Deputy Director (Admn.) or equivalent Officer - Member The approving authority of the recommendations of the Screening Committee will be Director General. II. Selection Committee / Assessment Board for direct recruitment / deputation / Absorption (including short term contract). (i) Director General of his nominee - Chairman (not below the level of Deputy Director General / Scientist 'F') (ii) Three outside experts not below the level of - Member Scientist 'E' in Govt. of India. (iii) Deputy Director (Admn.) NISE or equivalent Officer - Member Note (i) The absence of a member of the Committee or Board other than the Chairman shall not invalidate the proceedings of the Committee or Board. III. Departmental Promotion Committee for considering confirmation:- (i) Director General of his nominee - Chairman (not below the level of Deputy Director General). (ii) Director / Scientist 'D' - Member (iii) Deputy Director (Admn.) NISE or equivalent Officer - Member Note The absence of a member of the Committee or Board other than the Chairman shall not invalidate the proceedings of the Committee or Board.	Not applicable

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Name of post.	Number of Post.	Classification.	Pay band and grade pay or pay scale.	Whether selection post or non-selection post.
(1)	(2)	(3)	(4)	(5)
2. Executive Assistant –I	8* (2015) *Subject to variation dependent on work load.	Scientific Support Staff Service rules	Pay Band -2, Rs. 9300-34800 plus grade pay of Rs. 4600.	Not applicable

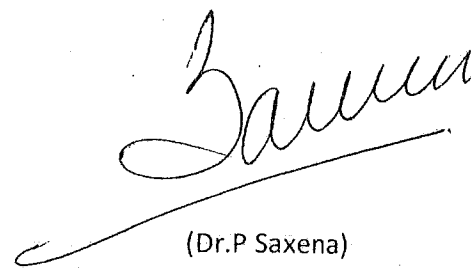
Age limit for direct recruitment.	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes.
(6)	(7)	(8)
Not exceeding 35 years Note 1: (a) (Relaxable for Government servants' upto 5 years in accordance with the instructions or orders issued by the Central Government from time to time). (b) Relaxation in age to SC / ST / OBCs / PH candidates is applicable as per GOI Rules. Note: 2. : The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those 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, the Union Territory of the Andaman and Nicobar Islands and the Union Territory of Lakshadweep	Essential: (i) Diploma in Engineering or Bachelor's Degree in Science or Engineering from a recognized University / Board / Institution. (ii) Basic Operational computer knowledge. Desirable: Any other qualification / experience as per requirement that may be incorporated by head of the Institute at the time of recruitment.	Age: No. EQ: Yes

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Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods.	In case of recruitment by promotion or deputation / absorption grades from which promotion or deputation / absorption is to be made.
9	10	11
Two years.	Direct Recruitment	Not applicable.

If Departmental Promotion Committee exists, what is its composition?	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.
(12)	(13)
I. Screening Committee : (i) Director / Scientist 'D' - Chairman (ii) Deputy Director to be nominated by DG - Member (iii) Deputy Director (Admn.) or equivalent Officer - Member The approving authority of the recommendations of the Screening Committee will be Director General. II. Selection Committee / Assessment Board for direct recruitment / deputation / Absorption (including short term contract). (i) Director General of his nominee (not below the level of Deputy Director General / Scientist 'F') - Chairman (ii) Three outside experts not below the level of Scientist 'E' in Govt. of India. - Member (iii) Deputy Director (Admn.) NISE or equivalent Officer - Member (iv) Assistant Director (Admn.) -Member Secretary Note (i) The absence of a member of the Committee or Board other than the Chairman shall not invalidate the proceedings of the Committee or Board. Note- (ii) At least 50% of the Members of the Committee shall be from outside the Institute.	Not applicable

III. Departmental Promotion Committee for considering confirmation:-	
(i) Director General of his nominee (not below the level of Deputy Director General).	- Chairman
(ii) Director / Scientist 'D'	- Member
(iii) Deputy Director (Admn.) NISE or equivalent Officer	-Member
Note: The absence of a member of the Committee or Board other than the Chairman shall not invalidate the proceedings of the Committee or Board.	



(Dr.P Saxena)
Director General (NISE)

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