



राष्ट्रीय सौर ऊर्जा संस्थान

(नवीन और नवीकरणीय ऊर्जा मंत्रालय, भारत सरकार का स्वायत्त संस्थान)

National Institute of Solar Energy

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

गुरुग्राम - फरीदाबाद रोड, ग्वाल पहाड़ी, गुरुग्राम - 122003, हरियाणा, भारत

Gurugram-Faridabad Road, Gwal Pahari, Gurugram – 122003, Haryana, India

File No. A/1/2026-Admin

Date: 02.09.2026

Subject: Engagement of One (01) Assistant Engineer (Civil), One (01) Sr. Accountant (Finance and Accounts), One (01) Consultant (CNA- Finance and Accounts), purely on short term contract basis in National Institute of Solar Energy, Gurugram, Haryana.

National Institute of Solar Energy (NISE) is an Autonomous Institute of Ministry of New and Renewable Energy, Government of India. NISE is functioning 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 Gurugram-Faridabad Road, Gwal-Pahari, Gurugram, Haryana. 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.

2. The details of the post, age limits, qualification and experience, eligibility criteria, job requirement, remuneration etc. are given as under

Sl. No.	Manpower Position	Essential, Desirable Qualification & Experience	Job Description	Consolidated Remuneration (Rs.)
(1)	(2)	(3)	(4)	(5)
1.	Assistant Engineer (Civil) No. of Post - 01 (One) Unreserved The upper age limit would be 62 years on the last date of receipt of Applications.	Essential Qualification(s): Bachelor of Technology (B. Tech.) /Engineering (B.E.) in Civil Engineering. Experience: Post Qualification Four (04) Years' experience in Civil Engineering and Estimation. OR Diploma in Civil Engineering with 10 years of Post Qualification experience in Civil Engineering and Estimation. Desirable: Experience in Government Organization/ National laboratory/ Academic institution/ industry. Excellent Computer skill. OR A retired/ retiring (up to 30.06.2026) Government Servant/ Employee of the level of Assistant Engineer or equivalent.	• Monitoring of ongoing and proposed Civil related projects. • Preparation of detailed plan, design and detailed estimate based on CPWD DSR and non-DSR items. • Scrutinizing of estimates/ plans before submitting to competent authority. • Ensuring civil project management and maintenance of records regarding initial account, clearance of works accounts, all outstanding/ recovery in cases of advance issued to work agency as per requirements / rules of state/ central govt. and GFR.	Consolidated fixed amount of Rs. 60000/- per month for first Year, Rs. 65,000/- per month for second year and Rs. 70,000/- per month for third year depending upon Annual performance. *

2.	Sr. Accountant (Finance and Accounts) No. of Posts: 01(One) Unreserved The upper age limit would be 40 years on the last date of receipt of Applications.	Essential Qualification(s): Bachelor degree in Commerce (B.com) from a recognized university and CA Inter/ MBA (Finance). OR Chartered Accountant (i) Experience: Minimum 04 years after Graduation OR minimum 02 years post CA/CA Inter/ MBA (Finance). (ii) Desirable Experience: Good communication skills, Having excellent computer skills like Tally prime/MS office. Experience in Government organization/ Autonomous bodies, PSU and private organization in the field of Accounts/Taxation/Audit.	• Finalization and Preparation of Financial Statement of Institute. • Ensuring Financial Management and maintenance of records as per requirements/rules. • Ensuring Compliance with statutory requirements of Income Tax, GST and TDS. • Reporting on proper utilization of funds as per plan scheme in accordance with govt. direction/guidelines/GFR rules. • Co-ordination with statutory and internal auditor. • Co-ordination with banks. • Maintenance of proper internal control system and supervising overall F&A division. • Preparation of Budget Estimates.	Consolidated fixed amount of Rs.70000/- per month for first year, Rs.75000/- per month for second year, and Rs. 80000/- per month for third year depending upon Annual performance.
3.	Consultant (CNA-Finance and Accounts) No. of Post - 01 (One) Reserved for Other Backward Caste (OBC- NCL) The upper age limit would be 40 years on the last date of receipt of Applications.	Essential Qualification(s): Bachelor's degree in Commerce from a recognized university. Experience: Minimum 02 years after Graduation. Desirable Experience: (i) Knowledge of PFMS portal (including operation of CNA/TSA module of PFMS). (ii) Knowledge of banking transactions, bank reconciliation. (iii) Having excellent computer skills like tally prime/PFMS portal/MS office.	• Preparation of vouchers of day-to-day transactions. • Preparation of Payments advice through PFMS Portal. • Bank Reconciliation in tally. • To co-ordinate with banks for all banking transactions. • Monitoring of bank accounts of NISE. • To Co-ordinate with MNRE and Implementing agencies (IAs) for CNA compliances. • To ensure timely Compliances with all policies, rules and regulations of CNA/TSA.	Consolidated fixed amount of Rs.45000/- per month for first year, Rs.47500/- per month for second year, Rs.50000/- per month for third year depending upon Annual performance.

* In case of engagement of retired Government servants who are drawing Pension, a fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of the contract. There will be no annual increment / percentage increase during the contract period.

Selection Process: -

1. The selection to the said post will be through interview after screening of applications. No TA/DA will be paid to candidates for attending the interview. Date, time and venue for the interview shall be intimated separately.
2. Mere fulfilment of essential qualifications shall not entitle a candidate to be called for interview. Depending upon the number of applications received, the Screening Committee may adopt suitable criteria to decide the number of candidates to be called for interview.
3. Candidates should read carefully the requisite minimum essential qualifications, age and eligibility, experience criteria etc. laid down in the advertisement before applying for the post.

Terms & 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. Engagement shall be initially for a period of one year and extendable up to a maximum of three years on year-to-year basis depending upon the performance and functional requirement of the institute.
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. **Warning:** Selection in the Institute is free, fair and merit based. Any attempt to influence the selection process & submission of false information detected at any stage is liable to lead to termination of the candidature of service and legal action against the concerned individual will be initiated.
5. 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 engagement upon selection.
6. **Leave:** The candidate would not be entitled to any kind of regular leave. However, they would be entitled to Casual Leave of 1.5 days in a calendar month, to be calculated on pro-rata basis.
7. **Office time and working hours:** Engagement would be on full time basis. Working hours shall be from 9.00 AM to 5.30 PM during working days including half an hour lunch break in between. They will not be allowed to take any other assignment during the period of contractual engagement. The candidates may be called on Saturday/ Sunday/ other Gazette holidays, if required.
8. The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment for which the office will issue TDS certificate.
9. The Intellectual Property Rights (IPR) of the data collected as well as the deliverables produced for the institute shall remain with this institute. No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purposed of this assignment or during the course of the assignment for the institute, without the express written consent of the institute. The candidate shall be bound to hand over the entire set of records of assignment to the institute before the expiry of the contract, and before the final payment is released by the institute.
10. **Conflict of interest:** The candidate engaged by this institute, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of this institute.
11. The engagement may be terminated at any time by the institute without assigning any reasons by giving a notice of 15 days. In case, the candidate desires to leave the assignment, he/she is to give 15 days' notice which can be curtailed / extended depending upon the work load.

12. 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.
13. An intimation regarding Interview will be sent to the shortlisted candidates via email separately.
14. Please carry all the original testimonials and one set of self-attested photocopy at the time of interview along with the original printed application form.
15. Any resulting dispute arising out of this advertisement including the engagement process shall be subject to the sole jurisdiction of Punjab & Haryana High Court, Chandigarh.
16. Other terms and conditions will be as stipulated in the engagement offer as and when issued.
17. The crucial date for determining the age limit, qualification and experience shall be the last date of receipt of applications.
18. **Relaxation:** The upper age limit is relaxable as per Govt. of India Rules.

How to Apply:

- i. **Submission of Application:** Interested candidates may send their duly filled application form in the prescribed format as per **Annexure-I** along with attested photocopies of documents in support of educational qualifications, age, experience, caste and category. The requisite filled application form with attested photocopies of documents in support of educational qualifications, age, experience, caste and category should be submitted via email in a single PDF latest by **21 days** from the date of publication of the advertisement on NISE website **www.nise.res.in** to the following email ID: **recruitment.nise@nise.res.in**.
- ii. **Application fees:** No fees are required to be paid by the applicant.
- iii. **Announcements:** All further announcements / details pertaining to this process will only be published /provided on NISE websites **www.nise.res.in** from time to time. Candidates are advised to regularly keep in touch with the authorized NISE website **www.nise.res.in** for details and updates. In case of any queries please write to **recruitment.nise@nise.res.in**.
- iv. **Decision:** The decision of the Director General, NISE, Gwal-Pahari, Gurugram, Haryana in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, and conduct of interview will be final and binding on candidate.

Sd/-
Director (Administration)
National Institute of Solar Energy
Gwal Pahari, Gurugram-Faridabad Road,
Gurugram – 122003 (Haryana)

ANNEXURE-I

**APPLICATION FORMAT FOR ENGAGEMENT IN THE NATIONAL INSTITUTE OF
SOLAR ENERGY (NISE), PURELY ON SHORT-TERM CONTRACT BASIS AT GURUGRAM,
HARYANA-122003**

Photograph
(Paste only /Do
not Staple)

NAME OF THE POST APPLIED FOR

DIVISION

1.	Name in Block letters.	
2.	Father's Name	
3.	Date of Birth (DD/MM/YY)	
4.	Nationality	
5.	Age (as on last date of application)	Years Months Days
6.	Caste	
7.	Category	
8.	Mailing address:	
9.	Telephone/mobile No: E-mail address	
10.	Permanent address:	

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

12. Work Experience (can attach a separate sheet)

Sl. No.	Organization/ Institute	Post held	Scale of Pay/ Consolidated Amount	Period		Nature of work	Reason for Leaving	Permanent or Temporary
				From	To			

13. Area of specialization:

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

(Signature of Candidate)

Date:

Place: