



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

No: A-12024/1/2020-Admin

Dated 12.03.2024

WALK-IN INTERVIEW

Subject: Walk in Interview for Engagement of Consultant (CNA), Consultant (Admin) and Consultant (Finance) purely on short term contract basis in National Institute of Solar Energy, Gwal-Pahari, Gurugram.

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	Period of Engagement	Upper Age Limit (Years)	Monthly remuneration (Rs.)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	01 (One) Consultant (CNA)	<p>Essential Qualification: Bachelor Degree in commerce / Economics from recognized University or equivalent.</p> <p>Experience: Must be conversant with Govt. Accounting functions, Knowledge of PFMS operation (including TSA / CNA Module), GST & all Tax related compliance. Knowledge of banking transaction, Reconciliation, correspondence with banks for various matters including forex transactions. Knowledge of Essential Accounting software's like Tally prime / MS-Office / PFMS. (Latest version) Post Qualification working experience of minimum two years in Government / PSU / Autonomous bodies/ industry at repute.</p> <p>Desirable Experience: Analytical mind set with the ability to analysis and synthesize technical and operational information for MIS reports for management. Good Communication Skills.</p>	<p>Should be conversant with the Govt. functioning- Preparation of vouchers of day-to-day transactions/ Payments including preparation of payments through PFMS. Reconciliation of bank account on tally. Preparation of Various MIS Reports. Co- ordination with banks. Timely Deposition of TDS including Preparation of data for filing of TDS and GST Return. Preparation of Foreign Payments.</p>	<p>Purely on short-term contract basis for a period of one year which can be extended on year to year basis depending on the performance of the candidate / need of the institution for a maximum duration of 03 years.</p>	<p>The upper age limit would be 30 years as on the last date of receipt of Application</p>	<p>₹ 50,000/- (Yearly Increment of maximum 5% per Annum)</p>

2.	01(One) Consultant (Admin)	<p>Essential Qualification: Bachelor's degree from a recognized University or equivalent.</p> <p>Desirable Qualification: MBA (HR).</p> <p>Experience: (i) Dealing with Administrative & Establishment matters Gol. (ii) At least 04 years' post qualification experience in any Ministry /Autonomous Bodies / PSUs/ Government Office.</p> <p>Desirable Experience in Government Organization / National laboratory/Academic institution / industry.</p>	<p>Should be conversant with the Govt. functioning- Dealing Administrative Establishment and service matters, Service Rules framing / amendment of Recruitment Rules, Service Rules, CCS (Conduct) and CCS (CCA) Rules, salary fixation, allowances, increments related matters. RTI & Appeal related matters. Computer proficient and command on office, excel and PPT. Noting & Drafting skills.</p>	<p>Purely on short-term contract basis for a period of one year which can be extended on year to year basis depending on the performance of the candidate / need of the institution for a maximum duration of 03 years.</p>	<p>The upper age limit would be 50 years as on the last date of receipt of Application.</p>	<p>₹ 60,000/- (Yearly Increment of maximum 5% per Annum)</p>
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3.	01 (One) Consultant (Finance)	<p>Essential Qualification: First Class Bachelor's Degree in commerce / Economics from recognized University or equivalent.</p> <p>Desirable Qualification: CA (Inter) /CA/ MBA(Finance).</p> <p>Experience: (i) Post Qualification working experience of minimum 04 years in Finance / Accounts / Budget / Audit in Commercial / Government / PSU / Autonomous bodies (ii) Should be conversant with Govt. Account functioning, Knowledge of PFMS, (iii) Good Communication skills. (iv) Having Excellent knowledge of central Govt guidelines on procurement ,bill processing and General establishment</p> <p>Computer skills like Tally / MS-Office)</p> <p>Desirable Experience in Government Organization /National laboratory /Academic institution/ industry.</p>	<p>Conversant of Guidelines of GFR, Procurement of work, goods & services, General establishment</p>	<p>Purely on short-term contract basis for a period of one year which can be extended on year to year basis depending on the performance of the candidate / need of the institution for a maximum duration of 03 years.</p>	<p>The upper age limit would be 50 years as on the last date of receipt of Application.</p>	<p>₹ 60,000/- (Yearly Increment of maximum 5% per Annum)</p>
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3. Terms & Conditions:

- a. 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.
- b. **Period of Engagement:** Period of engagement is as stated in column (5) of the eligibility criteria against this post. The position is purely on temporary basis. There will not be any claim from the candidate for seeking permanent position in the institute.
- c. **Selection Procedure:** The engagement will be purely on short-term contract basis. Selections will be based on walk in interview in response to this advertisement, on the basis of relevant qualification of applicants.
- d. **Remuneration:** As per the norms as stated in column (3) of the eligibility criteria Table.
- e. **Scope of Duties:** During the period of such engagement, the candidates would be required to perform any work as specified in the above table along with any other duties assigned to them by the Heads of the divisions/office of NISE.
- f. **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.
- g. **TA/DA:** No TA/DA is admissible for attending the interview or joining the assignment. Should they be required to travel outside Delhi in connection with the work of the NISE during the period of their engagement, they will be entitled to draw TA/DA, as per rules of the institute.
- h. **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 Gazetted holidays, if required.
- i. **Confidentiality of data and documents:** 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.
- j. **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.
- k. **Termination of service:** 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 workload.
- l. **Number of Positions:** The number of positions have been indicated above in the Table at Column (2).
- m. **Medical Facilities:** As per institute norms.
- n. **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 examination/interview will be final and binding on candidate.
- o. **Relaxation:** The upper age limit is relaxable up to 5 years in the case of applicants belonging to SC/ST, physically handicapped and women applicants whereas 3 years in case of OBC (Non-Creamy Layer Candidates).
- p. 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.
- q. An intimation regarding Interview will be sent to the shortlisted candidates via email separately.
- r. Other terms and conditions will be as stipulated in the engagement offer as and when issued.
- s. 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.

How to apply:

1. **Date of Walk-in-Interview:** 28.03.2024 at 10:00 AM, 1st Floor, Surya Bhawan, National Institute of Solar Energy, Gurugram.
2. The duly filled up application form **(Annexure-I)** with attested photocopies of documents in support of educational qualifications, age and experience must be submitted at the time of interview for consideration of candidature.
3. **Application fees:** No fees are required to be paid by the applicant.
4. **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.
5. **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/-
Administrative Officer
National Institute of Solar Energy
Gwal Pahari, Gurugram-Faridabad Road,
Gurgaon – 122003 (Haryana)

Note: -

NISE reserves the right to Revise / Reschedule / Cancel / suspend the process without assigning any reasons. The decision of NISE shall be final and no appeal shall be entertained.

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)
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NAME OF THE POSITION 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)	
6.	Mailing address	
7.	Telephone/mobile No: e-mail address	
8.	Permanent address:	

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

10.	Work Experience (can attach a separate sheet)							
Sl. No.	Organization/ Institute	Post held	Scale of Pay/ Consolidated Amount	Period		Nature of work	Reason for Leaving	Permanent or Temporary
				From	To			

11. 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: