



File No. A-1801/1/2021-IT-Part(2)
NATIONAL INSTITUTE OF SOLAR ENERGY
 (An autonomous Institute of Ministry of New & Renewable Energy)Gwal Pahari, Gurugram

Date: 15.07.2024

Subject: Engagement of 01 (One) Sr. Consultant (F&A), 01 (One) Consultant (F&A), 01 (One) Consultant (CNA-F&A) & 01 (One) Executive Secretary (DG Office) 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. NISE invites applications from suitable Indian citizens for their engagement for the posts mentioned below. The details of the post, age limits, qualification and experience, eligibility criteria, job description, remuneration etc. are given as under:

S. N.	Manpower Position	Category earmarked	Essential, Desirable Qualification and Experience	Job Description	Period of Engagement	Upper Age Limit (Years)	Monthly Remuneration (Rs.)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.	01 (One) Sr. Consultant (Finance & Accounts)	UR	<p>Essential Qualification: Bachelor's degree in Commerce from a recognized university or equivalent with at least 55% of marks.</p> <p>Desirable Qualification: CA/ICWA/MBA (Finance).</p> <p>Experience: (i) Proficiency in dealing with financial matters. (ii) At least Ten years post qualification experience in any reputed agency/ organization/ Government Office.</p> <p style="text-align: center;">OR</p> <p>A retired/retiring (up to 30.06.2024) Government Servant/ Employee of the level of Under Secretary or equivalent with Bachelor's degree in Commerce from a recognized University or equivalent with minimum 10 years working experience in Fund Management, finance, accounts, Budget, and Audit in Autonomous Bodies, Research and Development Institutions/ Universities / Government / Public sector undertakings / Private Organization and industries fully acquainted with in execution and evaluation of financial projects, working of autonomous bodies procedural and legal requirements including Implementation of</p>	<p>(i) Examination and processing of financial proposals ensuring timely execution of financial activities, utilization of funds and providing utilization certificates in accordance with the rules in force / GFR.</p> <p>(ii) Ensuring financial management and maintenance of records, as per requirements / rules.</p> <p>(iii) Ensuring compliance of tax / duty / letter of credit and other legal and statutory requirements including Audit work.</p> <p>(iv) Coordinate with all concerned including divisional heads / project managers in NISE for proper handling of budget and other financial issues including execution of projects; financial activities under the divisional heads.</p> <p>(v) Follow up replies to audit paras, monitoring of expenditures status, compliances to MNRE etc. Timely clearance of numerous financial proposals of various divisions in NISE.</p> <p>(vi) Monitoring / proper utilization of funds as well as</p>	Engagement shall be initially for a period of one year and extendable up to a maximum period of three years on year-to-year basis depending upon the performance and functional requirement of the institute.	The upper age limit would be 62 years as on the last date of receipt of application .	Rs. 75,000/- Per month (Fixed) (Monthly remuneration for retired employee will be arrived at by deducting the basic pension (gross) from the last basic pay drawn at the time of retirement.)

			Government guidelines / directions (like GFRs).	<p>spending of money as per plan / scheme in accordance with Government directions/ GFR and rules in force.</p> <p>(vii) Preparation and coordination of budget proposals / reports and background note on various subjects relating to the NISE and its timely submission to the administrative Ministry.</p> <p>(viii) Examination and incorporation of proper inputs concerning financial implications at the time of preparation of fresh proposals / projects and evaluation of the existing proposals/ projects in NISE</p> <p>(ix) Coordination and follow up with the administrative Division and IFD Division in MNRE and other Government and non-government agencies in the matters concerning financial management of NISE.</p> <p>(x) Ensuring execution and maintenance of accounting software, fund management system, pay roll, computerized / Electronic accounting system applicable in organizations / autonomous bodies / financial institutions, etc.</p> <p>(xi) Creation of electronic data base for review / monitoring of all financial activities in NISE for ready to use purpose and ensuring transparency.</p> <p>(xii) Assist Senior Officials in various works including agenda notes / minutes for meetings, other important issues and the work assigned.</p>			
2.	01 (One) Consultant (Finance & Accounts)	OBC-NCL	<p>Essential Qualification: Bachelor's degree in Commerce from a recognized university or equivalent with at least 55% of marks.</p> <p>Desirable Qualification: CA/ICWA/MBA (Finance).</p> <p>Experience:</p> <p>i. Post qualification working experience of minimum 04 years in commercial accounting/ Fund management/ Finance/ Accounts/ Taxation/ Budget/ Audit in commercial/ Government/ PSU/ Autonomous bodies.</p> <p>ii. Should be conversant with Govt. accounts functioning, Knowledge of Govt. Grants, PFMS portal.</p> <p>iii. Good communication skills.</p>	<p>(i) Finalization and Preparation of Financial Statement.</p> <p>(ii) Preparation of Budget/Proposals/ Reports on various subjects related to NISE.</p> <p>(iii) Ensuring Financial Management and maintenance of records as per requirements/rules.</p> <p>(iv) Ensuring Compliance with statutory requirements like Income Tax/GST/TDS.</p> <p>(v) Reporting on proper utilization of funds as per plan scheme in accordance with govt. direction/guidelines/GFR rules.</p>	Engagement shall be initially for a period of one year and extendable up to a maximum period of three years on year-to-year basis depending upon the performance and functional requirement of the institute.	The upper age limit would be 62 years as on the last date of receipt of application .	<p>Rs. 65,000/- per month.</p> <p>(Yearly increment of maximum Rs. 5000/- per annum)</p>

			<p>v. Having excellent computer skills like Tally prime/MS office.</p> <p>Desirable Experience in Government organization/ National laboratory/ Academic institution/ industry.</p>	<p>(vi) Examination and processing of financial and administrative proposals.</p> <p>(vii) Co-ordination with statutory and internal auditor.</p> <p>(viii) Co-ordination with banks.</p> <p>(ix) Maintenance of proper internal control system and supervising overall F&A division.</p> <p>(x) Examination and incorporation of proper inputs in files concerning financial implications at the time of preparation of fresh proposals/projects and evaluation of the existing proposals/ projects of NISE.</p> <p>(xi) Assist senior officials in various works including preparation of agenda/minutes of meeting and other important issues.</p>			
3.	01 (One) Consultant (CNA-Finance & Accounts)	UR	<p>Essential Qualification: Bachelor's degree in Commerce from a recognized university or equivalent with at least 50% of marks.</p> <p>Experience:</p> <p>i. Post qualification working experience of minimum 02 years in Government/PSU/Autonomous bodies/Commercial.</p> <p>Desirable Experience:</p> <p>i. Conversant with Govt. account functioning, Knowledge of Govt. Grants, PFMS portal (including operation of EAT/CNA/TSA module of PFMS).</p> <p>ii. Knowledge of banking transactions, bank reconciliation and correspondence with banks for various matters including forex transactions.</p> <p>iii. Having excellent computer skills like tally prime/PFMS portal/MS office.</p>	<p>(i) Preparation of vouchers of day-to-day transactions.</p> <p>(ii) Preparation of Payments advice through PFMS Portal.</p> <p>(iii) Bank Reconciliation in tally.</p> <p>(iv) To co-ordinate with banks for all banking transactions.</p> <p>(v) Monitoring of bank accounts of NISE.</p> <p>(vi) To Co-ordinate with MNRE and Implementing agencies (IAs) for CNA compliances.</p> <p>(vii) To ensure timely Compliances with all policies, rules and regulations of CNA/TSA.</p>	Engagement shall be initially for a period of one year and extendable up to a maximum period of three years on year-to-year basis depending upon the performance and functional requirement of the institute.	The upper age limit would be 40 years as on the last date of receipt of application .	<p>Rs. 45,000/- per month.</p> <p>(Yearly increment of maximum Rs. 2500/- per annum)</p>

4.	01 (One) Executive Secretary (DG Office)	UR	<p>Essential Qualification: Bachelor's degree from a recognized university or equivalent with at least 50% of marks.</p> <p>Desirable qualification: MBA.</p> <p>Experience: Minimum of Two (02) years of experience in an administrative or secretarial role.</p>	<p>The Office Secretary will provide high-level administrative support to the Director General of the National Institute of Solar Energy (NISE). This role involves managing the Director General's schedule, facilitating communication, organizing meetings, and ensuring the smooth operation of the office. The ideal candidate will be highly organized, proactive, and capable of handling sensitive information with discretion.</p> <p>Skill Required:</p> <ul style="list-style-type: none"> • Excellent organizational and time-management skills. • Excellent written and verbal communication skills. • Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook). • Ability to work independently and as part of a team. • High level of discretion and confidentiality. • Proactive and able to anticipate needs. 	<p>Engagement shall be initially for a period of one year and extendable up to a maximum period of three years on year-to-year basis depending upon the performance and functional requirement of the institute.</p>	<p>The upper age limit would be 35 years as on the last date of receipt of application.</p>	<p>Rs. 50,000/- per month.</p>
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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. The engagement is purely on short-term contract basis for a period of one year which can be extended on year to year basis depending on the performance of the candidate / need of the Institute and decisions taken / approval of the Competent Authority in NISE, from time to time.
3. The engagement of the above position is of a temporary (non-Official) nature and can be withdrawn at any time within the period mentioned above without assigning any reason or prior notice and shall not bestow any claim or right for seeking regular employment in the National Institute of Solar Energy.
4. 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. The NISE is committed to comply all the provisions of labour laws applicable to autonomous organization registered under society act.
8. 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.
9. 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.
10. 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.
11. 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.
12. 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.
13. 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.
14. An intimation regarding Interview will be sent to the shortlisted candidates via email separately.
15. The candidate seeking benefit of OBC may require to furnish OBC certificate as given in Annex II of this advertisement.
16. 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.
17. 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.
18. Other terms and conditions will be as stipulated in the engagement offer as and when issued.

How to apply:

1. **Submission of Application:** Interested candidates may send their duly filled application form in the prescribed format as per Annexure I with attested photocopies of documents in support of educational qualifications, age and experience. The filled application form (Annexure-I) with attested photocopies of documents in support of educational qualifications, age and experience should be submitted via email in a single PDF latest by 21 days from the date of publication the advertisement in Employment Newspaper, writing the subject as “Application for “Name of the position” in NISE to the following email ID: recruitment.nise@nise.res.in
2. **Application fees:** No fees are required to be paid by the applicant.
3. **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**.
4. **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)

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:

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri/Smt./Kumari _____ son/daughter of
_____ of village/town _____
in District/Division _____ in the State/Union Territory
_____ belongs to the _____ community
which is recognised as a backward class under the Government of India, Ministry of Social
Justice and Empowerment's Resolution No. _____ dated
_____. * Shri/Smt./Kumari _____ and/or his/her family
ordinarily reside(s) in the _____ District/Division of the
_____ State/Union Territory. This is also to certify that he/she does
not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the
Government of India, Department of Personnel & Training O.M. No. 36012/22/93 – Estt.(SCT)
dated 8.9.1993**.

District Magistrate
Deputy Commissioner etc.

Dated:

Seal

*- The authority issuing the certificate may have to mention the details of Resolution of
Government of India, in which the caste of the candidate is mentioned as OBC.

**-. As amended from time to time.

Note:- The term "Ordinarily" used here will have the same meaning as in Section 20 of the
Representation of the People Act, 1950.