

# राष्ट्रीय सौर ऊर्जा संस्थान

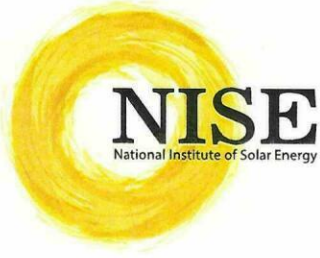
(नवीन एवं नवीकरणीय ऊर्जा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संस्थान)

## National Institute of Solar Energy

(An Autonomous Institute of Ministry of New and Renewable Energy)

गुरुग्राम - फरीदाबाद मार्ग, ग्वाल पहाड़ी, गुरुग्राम - 122 003, हरियाणा, भारत

Gurugram - Faridabad Road, Gwal Pahari, Gurugram -122 003, Haryana, India



F. No. A-12034/2/2021-Admin-Part(1)/115

Date 19.07.2024

### (सूचना)

एनआईएसई में विज्ञापन संख्या ए-12034/2/2021-एडमिन दिनांक 05.03.2022 के तहत विज्ञापित कार्यकारी सहायक-I (तकनीकी), कार्यकारी अधिकारी और कार्यालय सचिव-I के पदों के लिए भुगतान किया गया आवेदन शुल्क वापस किया जाएगा। एनआईएसई वेबसाइट पर शुल्क की ऑनलाइन वापसी के लिए एक लिंक (<https://recruitment.nise.res.in/refundRequest.php>) एवं इस संबंध में विस्तृत निर्धारित प्रक्रिया भी उपलब्ध होगा। उपरोक्त यूआरएल दिनांक 23.07.2024 से रोजगार समाचार में प्रकाशन की तारीख से छः सप्ताह तक प्रभावी रहेगा। निर्धारित अवधि के उपरान्त शुल्क वापसी के लिए कोई आवेदन/अनुरोध स्वीकार नहीं किया जाएगा।

राहुल कुमार

(राहुल कुमार)

प्रशासनिक अधिकारी

राहुल कुमार/RAHUL KUMAR

प्रशासनिक अधिकारी/Administrative Officer

राष्ट्रीय सौर ऊर्जा संस्थान, गुरुग्राम हरियाणा

National Institute of Solar Energy

Gurugram Haryana - 122003



राष्ट्रीय सौर ऊर्जा संस्थान

(नवीन एवं नवीकरणीय ऊर्जा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संस्थान)

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Gurugram - Faridabad Road, Gwal Pahari, Gurugram -122 003, Haryana, India



No. A-12034/2/2021-Admin-Part (1)/115

Dated: 19.07.2024

## NOTICE

The application fee paid for the posts of Executive Assistant-I (Tech), Executive Officer and Office Secretary-I advertised vide Adv. No. A-12034/2/2021-Admin dated 05.03.2022 in NISE shall be refunded. A link shall be available for online refund of fee on NISE website (<https://recruitment.nise.res.in/refundRequest.php>) along with detail SOPs. The above URL will be live w.e.f. 23.07.2024 onwards to further six weeks from the date of publication in the Employment news. No application/request for fee refund will be accepted beyond that period.

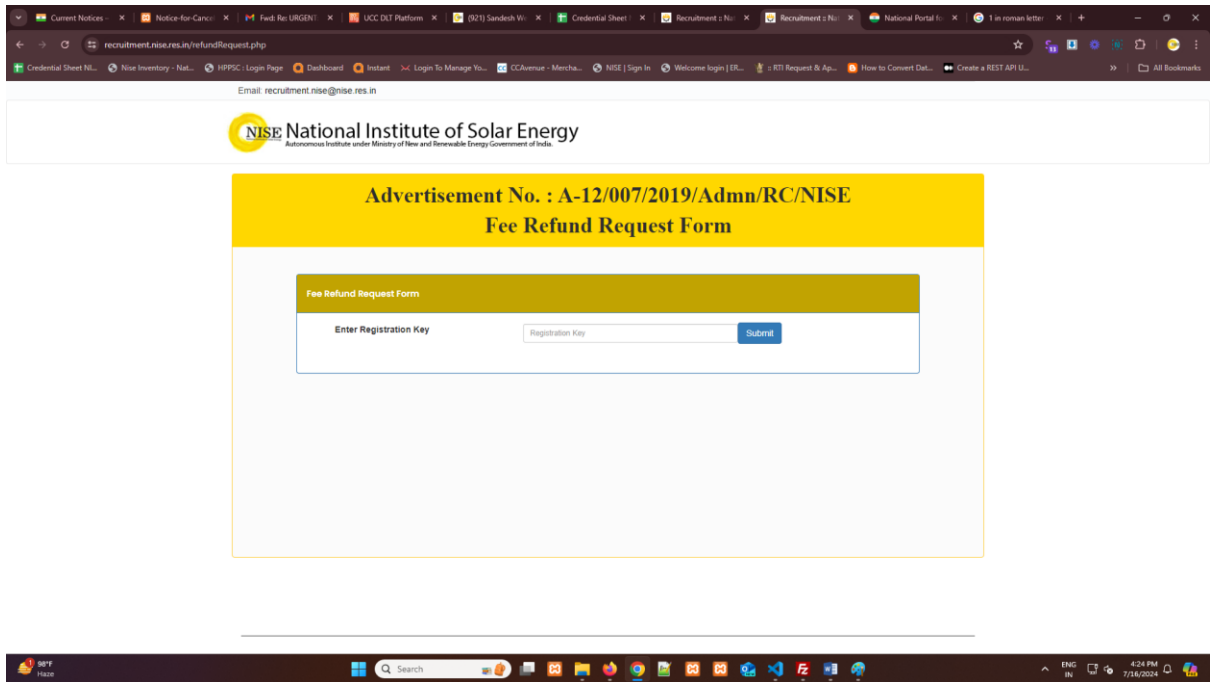
(Rahul Kumar)

Administrative Officer  
राहुल कुमार/RAHUL KUMAR  
प्रशासनिक अधिकारी/Administrative Officer  
राष्ट्रीय सौर ऊर्जा संस्थान, गुरुग्राम हरियाणा  
National Institute of Solar Energy  
Gurugram Haryana - 122003



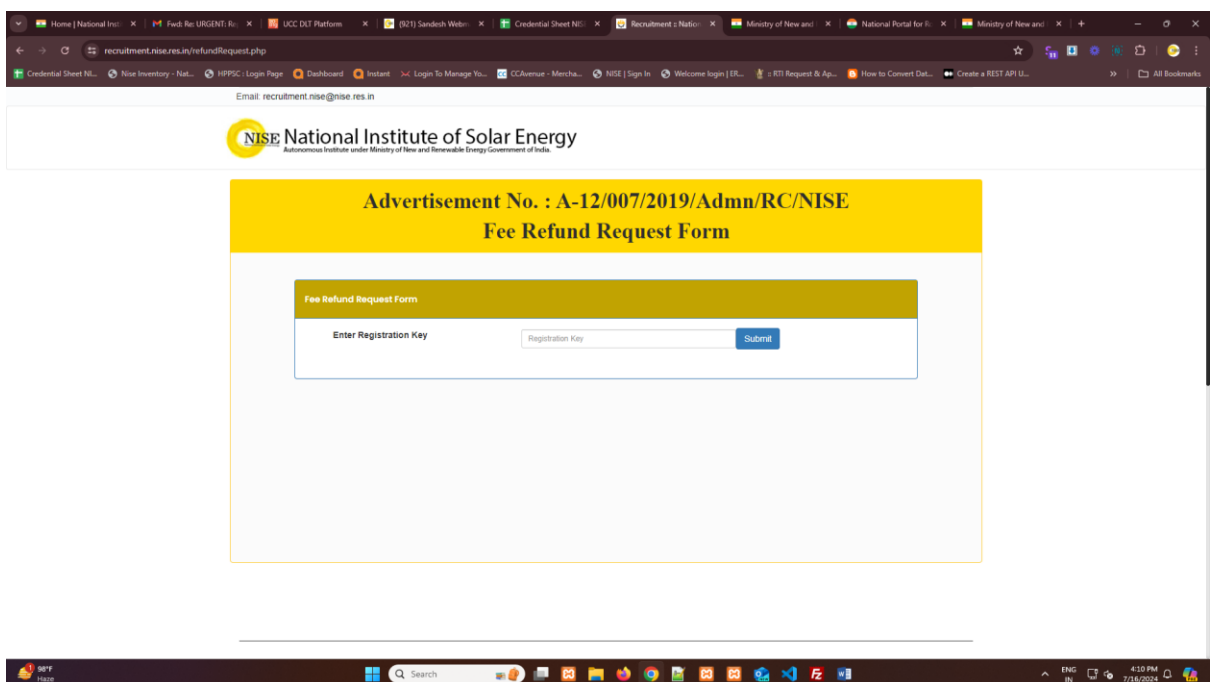
# Standard Operating Procedure

- Open Recruitment Refund Link -: <https://recruitment.nise.res.in/refundRequest.php>



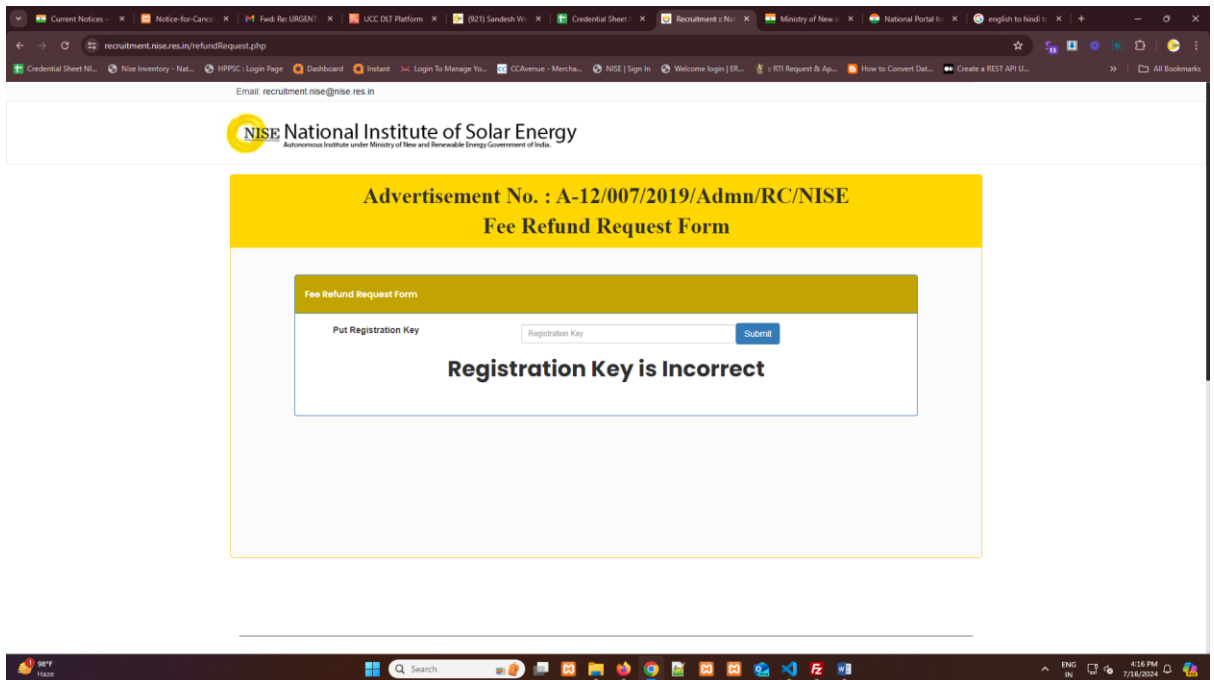
The screenshot shows a web browser window displaying the NISE Recruitment Refund Request Form. The browser's address bar shows the URL [recruitment.nise.res.in/refundRequest.php](https://recruitment.nise.res.in/refundRequest.php). The page header includes the NISE logo and the text "National Institute of Solar Energy, Autonomous Institute under Ministry of New and Renewable Energy Government of India". The main content area features a yellow banner with the text "Advertisement No. : A-12/007/2019/Admn/RC/NISE" and "Fee Refund Request Form". Below the banner is a form titled "Fee Refund Request Form" with a sub-header "Enter Registration Key". The form contains a text input field labeled "Registration Key" and a blue "Submit" button. The browser's taskbar at the bottom shows the time as 4:24 PM on 7/16/2024.

- Enter Registration Key that have provided you when you have registered on Portal.  
For Example -: TESTRQ221644394373

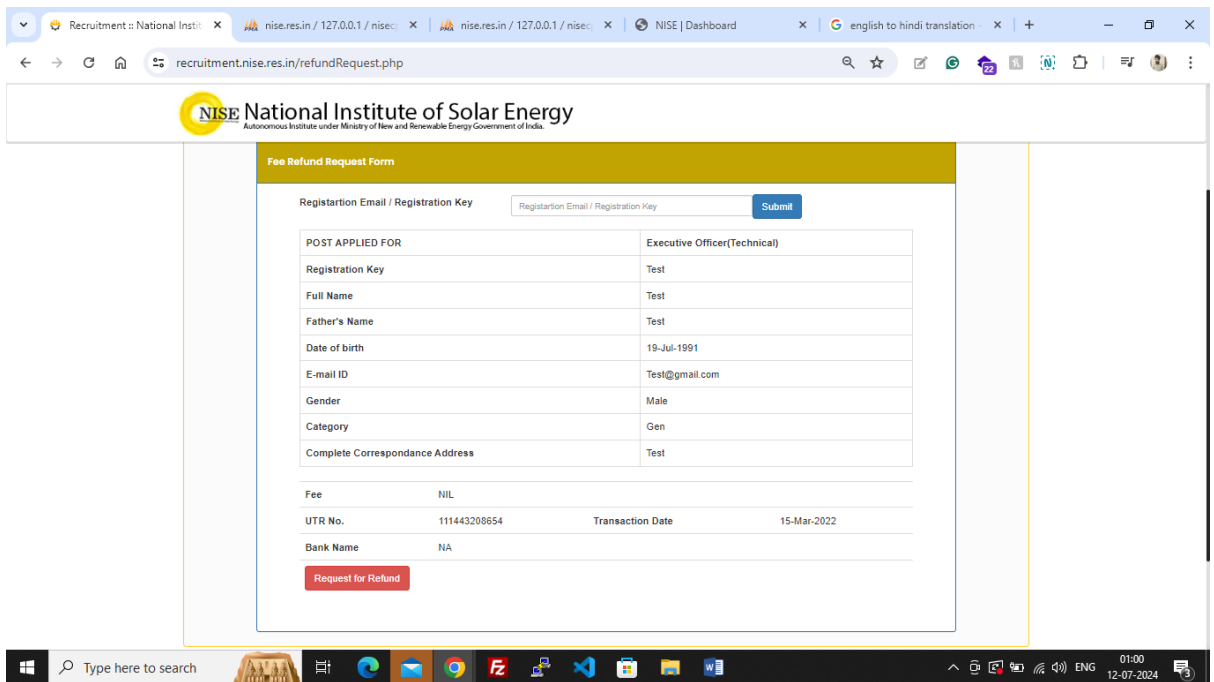


This screenshot is identical to the one above, showing the NISE Recruitment Refund Request Form. The form is ready for the user to enter their registration key. The browser's taskbar at the bottom shows the time as 4:10 PM on 7/16/2024.

- If you will Enter Wrong Registration key that is not match with Cancelled Posts (Executive Assistant-I, Executive Officer and Officer Secretary-I), Your Form will not go further.



- Enter Correct Registration Key which is Eligible for Cancelled Posts (Executive Assistant-I, Executive Officer and Officer Secretary-I). If both condition will match, then your application go further.



- Then Check Your Detail and click on the Request for Refund button, which is given below on left side.

The screenshot displays a web browser window with the URL `recruitment.nise.res.in/refundRequest.php`. A modal titled "Bank Details" is open, featuring the following fields and options:

- Bank Name:
- Account Number:
- IFSC Code:
- I agree With the bank detail that I have filled

Buttons for "Close" and "Submit" are located at the bottom right of the modal. The background page shows a "Request for Refund" button and a "Fee" section with a checkbox for "I agree With Terms".

- This Modal will show where you have to add your Bank Name, Account Number, IFSC Code to raise a Refund Request. Checkbox is mandatory to check for self-declaration. If you don't check the checkbox your detail will not accepted.

### **USER Verification**

- After Submission of Online Refund Request, a verification code will be send to the registered Mail Id. This online verification is made for further procedure.