

## Detailed Advt for Website

No. A-1802/1/2025-Admin

Date: 07.08.2025

**Subject: Engagement of Two (02) Project Coordinators under the "Innovative Projects" Component of PM-Surya Ghar: Muft Bijli Yojana, purely on contract basis at National Institute of Solar Energy, 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. 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 eligible Indian nationals for the following contractual positions. Engagement shall be initially for a period of one (01) year which can be extend upto another one (01) year depending upon the performance and functional requirement of the institute. Details of the posts, age limits, qualification and experience, eligibility criteria, job description, remuneration etc. are given as under:

Sl. No.	Post	No. of Posts	Age Limit	Monthly Remunerati on (₹)	Essential, Desirable Qualification	Experience
1.	Project Coordinator	02	Up to 35 years	₹50,000	<ul style="list-style-type: none"><li>• B.E./ B.Tech in Renewable Energy, or a related discipline.</li><li>• Proficiency in MS Office tools, technical report writing, and professional communication.</li></ul> <b>OR</b>	A minimum of 02 years of post-qualification experience in technical documentation, research coordination, or project management
					<ul style="list-style-type: none"><li>• M.E./ M.Tech in Renewable Energy, or a related discipline.</li><li>• Proficiency in MS Office tools, technical report writing, and professional communication.</li></ul>	-Nil-

### **3. Job Description: -**

- Manage proposal tracking, documentation, and database updates.
- Coordinate communication with applicants, experts, and committees.
- Draft meeting notes, progress reports, compliance checklists.
- Support post-award project monitoring, audit trails, and data collation.

### **Terms & Conditions:**

1. Period of Engagement: The engagement shall be initially for a period of one (01) year which can be extend upto another one (01) year depending upon the performance and functional requirement of the institute. The position is purely on temporary basis and shall not bestow any claim or right for seeking regular employment in the National Institute of Solar Energy.

2. Selection Procedure: The engagement will be purely on short term contract basis. Selections will be based on interview of the candidates screened in by the screening committee constituted in response to this advertisement, on the basis of relevant experience and qualification of applicants.

3. Scope of Duties: During the period of such engagement, the candidates would be required to perform any work as specified in the job Description given above along with any other duties assigned to them by the Heads of the divisions/laboratories of NISE.

4. 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. Accumulation of leave beyond a calendar year may not be allowed.

5. TA/DA: TA/DA will not be paid to candidates for attending interview.

6. 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

7. 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.

8. 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.

9. 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.

10. Medical Facilities: As per institute norms.

11. 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.

12. 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.

13. Application fees: No fees are required to be paid by the applicant.

14. Announcements: All further announcements / details pertaining to this process will only be published provided on NISE websites [www.nise.res.in](http://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](http://www.nise.res.in) for details and updates. In case of any queries please write to [recruitment.nise@nise.res.in](mailto:recruitment.nise@nise.res.in) .

15. Candidates called for interview are to carry all the original testimonials and one set of self-attested photocopy of supporting documents in support of educational qualifications, age and experience at the time of interview along with the filled application form.

16. 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.

17. 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.

18. 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.

19. An intimation regarding Interview will be sent to the shortlisted candidates via email separately.

20. 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.

21. Work Location: NISE Campus, Gurugram, Haryana.

How to apply: Interested candidates must submit the application in the prescribed format (available below) via email to [recruitment.nise@nise.res.in](mailto:recruitment.nise@nise.res.in) with subject line: Application for Project Coordinator PM Surya Ghar Innovative Projects. The application should include a signed form(Annexure-1), CV, and supporting documents in support of educational qualifications, age and experience in a single PDF. Application shall be submitted via email in a single PDF within 21 days from the date of publication of the advertisement on Website.

Sd/-

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

**ANNEXURE-I**

**Application Form for engagement for the posts of PROJECT COORDINATOR under the “INNOVATOVE PROJECTS” Component under PM-SURYA GHAR: MUFT BIJLI YOJNA, purely on contract basis at National Institute of Solar Energy, Gurugram, Haryana-122003**

Photograph  
(Paste only /Do  
not Staple)

(To be typed/filled in BLOCK LETTERS)

1.	Post Applied For :	.....
2.	Name in Full (Surname first) :	.....
3.	Father's / Spouse's Name :	.....
4.	Date of Birth (DD/MM/YY) :	.....
5.	Age as on last date of application :	Years ..... Months ..... Days .....
6.	Nationality :	.....
7.	Category : (Gen/OBC/SC/ST/EWS/PH, Ex-Serviceman, etc.)	.....
8.	<b>Educational Qualifications</b> : Undergraduate Onwards (Attach self-attested copies)	

Sl. No.	Exam Passed	Year	Board/ University	Specialization	Division/ Marks (%)

**9. Relevant Work Experience:** (Attach self-attested certificates)

Sl. No.	Organization	Position	Duration (From-To)	Nature of Work	Salary Drawn (₹)

**10. Software Skills / Tools:**

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**11. Languages Known:**

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**12. Communication Address:**

.....  
.....

PIN Code: .....

Phone No. (Mobile): .....

Email: .....

**13. Communication Address:**

.....  
.....

PIN Code: .....

Phone No. (Mobile): .....

**14. References (non-relatives):**

Name	Designation	Email	Phone	Relation

**15. Declaration:**

I certify that the information provided above is true and correct to the best of my knowledge and belief. I understand that any misrepresentation may lead to disqualification or termination if appointed. I hereby undertake that I shall abide all the terms and conditions laid down in the advertisement.

(Signature of Candidate)

Date: .....

Place: .....