



# National Institute of Solar Energy

(An Autonomous Institute of Ministry of New and Renewable Energy, Govt. of India)  
Gwal-Pahari, Gurugram

Advt. No: A-1801/1/2021-IT-Part(2)

Date: 23.02.2026

**Subject: Advertisement for One (01) Post of Executive Secretary (DG, Office), purely on short-term contract basis in National Institute of Solar Energy, Gurugram, Haryana.**

Sl. No.	Name / Division/ Number/ Qualifications/ Experience/ Age	Period of Engagement	Job Requirement	Consolidated Remuneration
1.	<p><b>Executive Secretary (DG Office)</b></p> <p>(i) No. of Position: <b>01</b></p> <p><b>Essential Qualification:</b> Bachelor's degree from a recognized university or equivalent with at least 50% of marks.</p> <p><b>Desirable Qualification:</b> MBA.</p> <p><b>Experience:</b> Minimum of Two (02) years of experience in an administrative or secretarial role.</p> <p><b>Upper Age Limit</b> – 35 years as on the last date of receipt of application.</p>	<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 Executive 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><b>Skill Required:</b></p> <ul style="list-style-type: none"><li>• Excellent organizational and time-management skills.</li><li>• Excellent written and verbal communication skills.</li><li>• Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).</li><li>• Ability to work independently and as part of a team.</li><li>• High level of discretion and confidentiality.</li><li>• Proactive and able to anticipate needs.</li></ul>	<p>Consolidated fixed amount of Rs. 50,000/- per month for first year, Rs. 53,000/- for second year, Rs. 56,000/- for third year for candidates opted for three-year engagement.</p> <p>Consolidated remuneration will be inclusive of all applicable taxes. No allowances such as Dearness allowance, house rent allowance, residential telephone, etc. is admissible.</p>

## **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. 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. 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.
16. 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.
17. Other terms and conditions will be as stipulated in the engagement offer as and when issued.
18. The number of positions may vary depending upon the institute's requirement.

### **How to Apply:**

1. **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 and experience. The requisite filled application form with attested photocopies of documents in support of educational qualifications, age and experience should be submitted via email in a single PDF latest by **15 days** from the date of publication the advertisement in NISE website **[www.nise.res.in](http://www.nise.res.in)** to the following email ID: **[recruitment.nise@nise.res.in](mailto: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](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)**.
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/-  
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 .....**

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

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			

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

(Signature of Candidate)

Date: .....

Place: .....