

No. A-12034/2/2021-Admin
National Institute of Solar Energy

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

Dated: 05.03.2022

Recruitment of Scientific/Technical & Support Staff posts in National Institute of Solar Energy

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National Institute of Solar Energy (NISE) is an Autonomous Institute of Ministry of New and Renewable Energy, Government of India to function as an apex national centre for Research and Technology Development in the areas of Solar Energy. NISE is located on a 200 Acre campus on the Gurugram- Faridabad Road, Gwal-Pahari, Gurugram (Haryana). The R & D activities of NISE are carried out in coordination with other research organizations and industry.

NISE invites online applications for recruitment of the following categories of posts on Direct Recruitment basis:

Sl. No	Name of the post	No. of posts	Pay Level as per 7 th CPC	Reservation		
				OBC (NCL)	EWS	UR
I. Scientific / Technical						
1.	Deputy Director General	2	13A	0	0	2
2.	Director	1	12	0	0	1
3.	Deputy Director	1	11	1	0	0
4.	Executive Officer	4	8	1	0	3
5.	Executive Assistant –I	2	7	0	1	1
II. Administrative						
6.	Deputy Director	1	11	0	0	1
III. Administrative Support Staff						
7.	Office Secretary-I	1	8	0	0	1*
	Total	12		2	1	10

*This post of Office Secretary-I is reserved for Differently abled candidates {Persons with Disability (PwD)} as per the following details:-

S.No.	Designation	Functional Requirement	Suitable Category of Benchmark Disability	Nature of Work Performed	Working Condition / Remarks
1.	Office Secretary – I	S, ST, W, RW, SE, H, C	a) B, LV b) HH c) OA, OL, BL, OAL, CP, LC, Dw, AAV (d) ASD (M) SLD, MI (e) MD involving (a) to (d) above.	All office work including typing, short hand, note taking, maintaining files & documents.	Mobility and hand activities should be adequate. Incumbent should be considered with appropriate software, aids & appliance support as per needs.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication,

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BL=Both Legs, OAL=One Arm and One Leg, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild), SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

The Educational qualification and experience required for each post as per Recruitment Rules 2015 of NISE, Gurugram is indicated below-

1. Deputy Director General (Technical)

Educational and other qualifications required for direct recruits of Deputy Director General (Scientist ‘F’)

(a) Essential

(i) Doctorate Degree in the relevant subject of Physics/ Chemistry/ Renewable Energy/ Energy / Environmental Science or Master’s Degree in Engineering / Technology in the discipline /subject to the job requirements.

(ii) Twelve years’ specialized experience of Research and Development in R & D organizations/Development/Design/Construction in Industrial/Academic /Government Institutions/Organizations/Private Sector organizations (the experience shall be of a special nature relevant to the job requirement of the post).

(b) Desirable:

(i) Experience of handling National and/or International Programmes, with special reference to a new and renewable sources of energy. The experience should cover innovation/Research and development/management/assessment/application/extension / Research & Development including field assignment of original nature in the field of new and renewable energy at scientific/technical laboratories, institutes, industry, university / associations / Private Sector.

(ii) Knowledge about overall perspective of National Energy Problems and policies and ability to direct large integrated Programmes.

Note: The period spent to acquire essential qualifications including doctorate degree before joining an organization shall not be counted as field experience.

(c) **Age limit:** The upper age limit for direct recruitment to this position will be 50 Years (Relaxable for Government servants up to five years in accordance with the orders issued by the Central Government from time to time.)

2. Director (Technical)

Educational and other qualifications required for Director (Scientist 'D')

(a) Essential:

(i) Master's degree in Physics/ Chemistry/ Renewable Energy/ Energy / Environmental Science or Bachelor's Degree in Engineering or Technology in Mechanical / Electrical/ Electronics from a recognized University or Institute

(ii) Eight years' specialized experience of Research and Development in R & D organizations/Industrial/Academic Institutions and /or Science and Technology Organizations / Private Sector out of which 4 years may be in Science and Technology Programmes, Planning Development and Coordination. The experience shall be of a specific nature relevant to the job requirements of the post.

(b) Desirable:

(i) Doctorate Degree in the relevant subject of physics / Chemistry / Renewable energy / Energy/ Environmental Science or Master's Degree in Engineering / Technology in the discipline / subject to the job requirements.

(ii) Experience in Coordination, Policy Planning, and Project Development in the area of new and renewable sources of energy including field assignment of original nature in the field of new and renewable energy at scientific/technical laboratories, institutes, industry, university/associations / private sector.

Note: The period spent to acquire essential qualifications including doctorate degree before joining an organization shall not be counted as field experience.

(c) Age limit: The upper age limit for direct recruitment to this position will be **45 Years** (Relaxable for Government servants up to five years in accordance with the orders issued by the Central Government from time to time.)

3. Deputy Director (Technical)

Educational and other qualifications required for direct recruits of Deputy Director (Scientist 'C')

(a) Essential:

(i) Master's degree in Physics/ Chemistry/ Renewable Energy/ Energy / Environmental Science or Bachelor's Degree in Engineering or Technology in Mechanical / Electrical/ Electronics from a recognized University or Institute.

(ii) Four years' specialized experience of Research and Development in R&D organizations / Industrial / Academic Institutions and / or Science and Technology Organizations / Private Sector. The experience shall be of a specific nature relevant to the job requirements of the post.

(b) Desirable:

(i) Doctorate Degree in the relevant subject of physics / Chemistry / Renewable energy / Energy/ Environmental Science or Master's Degree in Engineering / Technology in the discipline / subject to the job requirements.

(ii) Experience may be in Coordination, Policy Planning, and Project Development in the area of new and renewable sources of energy

Note: The period spent to acquire essential qualifications including doctorate degree before joining an organization shall not be counted as field experience.

(c) **Age limit:** The upper age limit for direct recruitment to this position will be 40 Years (Relaxable for Government servants up to five years in accordance with the orders issued by the Central Government from time to time.)

4. **Executive Officer**

Educational and other qualifications required for direct recruits of Executive Officer

(a) Essential:

(i) Bachelor's Degree in Science or Engineering equivalent from a recognized University.

(ii) Basic Operational computer knowledge.

(iii) Minimum 2 (two) years' experience in Govt. / PSU / Autonomous Bodies in the relevant areas in PB-2, 9300-34800+GP 4600.

(b) **Age limit:** The upper age limit for direct recruitment to this position will be 35 Years (Relaxable for Government servants up to five years in accordance with the orders issued by the Central Government from time to time.).

5. **Executive Assistant-I**

Educational and other qualifications required for direct recruits of Executive Assistant-I

(a) Essential:

- (i) Diploma in Engineering or Bachelor's Degree in Science or Engineering from a recognized University/ Board / Institution.
- (ii) Basic Operational computer knowledge.

(b) Age limit: The upper age limit for direct recruitment to this position will be 35 Years (Relaxable for Government servants up to five years in accordance with the orders issued by the Central Government from time to time.).

6. Deputy Director (Administration)

Educational and other qualifications required for direct recruits of Deputy Director (Administration)

(a) Essential:

- (i) At least first class Bachelor's degree from a recognized university with professional qualifications of SAS / MBA /CA.
- (ii) Experience: At least 3 years in General Management, Finance, Accounts, Budget, Personnel, Administration in Autonomous Bodies / R&D Institutions/ Universities in PB-2, 9300-34800+GP 5400 or in Corporate Sector.
- (iii) Operational computer knowledge of currently used software and packages for office.

(b) Desirable:

- i. MBA / Diploma in Management / CA / ICWA.

(c) Age limit: The upper age limit for direct recruitment to this position will be 40 Years (Relaxable for Government servants up to five years in accordance with the orders issued by the Central Government from time to time).

7. Office Secretary-I

Educational and other qualifications required for direct recruits of Office Secretary-I

(a) Essential:

- (i) Bachelor's degree in any discipline from a recognized university.

- (ii) Skill Test norms Dictation 10 mts. @120 wpm Transcription: 50 mts. (English) 65 mts. (Hindi) on computer.
- (iii) Operational computer knowledge of currently used software and packages for office.

(b) Age limit: The upper age limit for direct recruitment to this position will be 35 Years (Relaxable for Government servants up to five years in accordance with the orders issued by the Central Government from time to time).

SELECTION PROCESS

1. **Screening and selection process** - The screening and selection process shall be as prescribed by RRs of NISE.
2. The selection to the said posts will be through **Written Examination and/or Interview**. In addition to the above, skill test will also be conducted for the post of Office Secretary-I.
3. Mere fulfillment 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 a criteria to decide the number of candidates to be called for interview for each post.
4. **General terms and conditions:**
 - a. The applicant must be a Citizen of India.
 - b. The number of posts advertised may change, as decided by the competent authority of NISE.
 - c. The candidate belonging to the reserved categories i.e. OBC-NCL, EWS shall enclose self-attested copies of the caste certificate and/or medical certificate (pertaining to the determination of degrees of disability in case of PwD candidates) from the competent authority in the format prescribed by the Government of India as per **Annexure-I** (for OBC-NCL), **Annexure-II** (For EWS) & **Annexure-III** (For PwD) (subject to verification at a later date), failing which the application shall be rejected.
 - d. Relaxation in age to SC / ST / OBCs / EWSs / PwD candidates is applicable as per GOI Rules.
 - e. OBC candidate must ensure that they possess the latest Non-Creamy Layer (NCL) certificate issued by the Competent Authority for Government of India posts and in terms of Department of Personnel and Training's Office Memorandum No. 36033/2/2018-Estt (Res) dated 8.6.2018. A certificate containing any variation in the caste name will not be accepted.
 - f. OBC claim of a candidate will be determined in relation to the State (or part of the State) to which his/her father originally belongs to.

- g. No change in the community status already indicated by a candidate in his/her application form for this exercise will ordinarily be allowed. Further, OBC candidates must submit a declaration in the format enclosed at **Annexure-IV** (for undertaking), in addition to the certificate issued by the Competent Authority at the time of interview, in case called.
- h. Only, Scheduled Caste & Scheduled Tribe candidates with prescribed academic qualifications etc. for the above posts, when called/screened in for interview from outstations, will be paid to and fro sleeper class rail fare for the shortest route admissible under Central Government rules for self only by the shortest route. In case any station is not connected by rail, ordinary bus fare shall be paid by the shortest route on production of ticket. The above-mentioned concessions shall not be admissible to those SC/ST/PwD candidates who are already in Central/ State Government Service/ or holding any other employment under PSUs / Local Governments/Panchayats. No TA/DA will be paid for attending the written test /Online Examination (to any category candidate) & Interview (For UR/OBC/EWS candidates).
- i. Incomplete applications will be out-rightly rejected and no correspondence for that will be entertained.
- j. It shall be the responsibility of the candidate to assess his/her own eligibility for the post for which he/she is applying in accordance with the prescribed qualifications, experience and submit the application duly filled-in, along with the desired information and documents as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or canvassing in any manner on the part of the candidates shall lead to his / her disqualification. In case, it is detected at any point of time in future, even after appointment, that the candidate was not eligible, appointment of the candidate shall be liable to termination forthwith as per this clause. In case of any ambiguity in the Recruitment Rules in general and eligibility in particular for any post, the decision of the President, NISE shall be final.
- k. The appointment of a candidate shall be subject to verification of character and antecedents by the competent authority. Until the verification of character and antecedents reports are received, the appointment shall be treated as provisional. In case the report/s with regard to his/her conduct, character, and antecedents is found to be unsatisfactory, the appointment shall be cancelled / withdrawn forthwith.
- l. The selected candidate shall be governed by the New Pension Scheme of the Govt. of India, as the case may be.
- m. No interim enquiry about the recruitment process will be entertained. All the relevant information related to recruitment will be available on NISE website or will be sent on email id as provided by the applicant. No other mode of communication will be entertained by the Institute.
- n. The crucial date for determining the age limit, qualifications and/or experience shall be the closing date for receipt of applications.
- o. The period of experience in a discipline/area of work, if need be, shall be counted after the date of acquiring the minimum essential qualifications prescribed for the post.

- p. Canvassing in any form on behalf of any candidate shall be treated as a disqualification which shall lead to the cancellation of candidature.
- q. Court of Jurisdiction for any dispute will be Punjab & Haryana High Court, Chandigarh.
- r. The admission at all the stages of selection process will be purely provisional subject to satisfying the prescribed eligibility conditions. Mere issue of interview call letter to the candidate will not imply that his/her candidature has been finally cleared by NISE. NISE takes up verification of eligibility conditions with reference to original documents only after the candidate has been shortlisted for interview.
- s. The decision of the Competent Authority, NISE in all matters relating to eligibility, acceptance or rejection of applications, mode of selection and conduct of examination will be final and binding on the applicants.
- t. The entire selection process is subject to the outcome of the court cases in Hon'ble High Court of Punjab & Haryana, Chandigarh.

How to apply

All applications should be submitted online only with clear scanned copy of the required documents within the prescribed time limit. For those who are working in government organization (Central government / state government / PSUs / Autonomous bodies) a No Objection Certificate, Vigilance clearance & Integrity Certificate will be required to be furnished at the time of Interview, failing which such candidate shall not be allowed to appear for Interview.

1. All applicants of General/OBC/EWS category will have to pay application fee of Rs. 1000/- and Women, SC/ST, Ex-serviceman & PwD category candidates are exempted to pay application fee. (A link for payment of application fee will be available in the online form).
2. A separate application (s) have to be filled, if a person is applying for more than one post and the examination fee will have to be paid for each post separately. Single application for multiple posts will be rejected. Application, without fee payment receipt will also be rejected.
3. NISE reserves the right not to fill up all or any of the vacancies or to cancel the recruitment process for any post at any stage or withdraw the circular at any time without assigning any reasons.
4. The Online Application will be available at URL: <https://www.career.nise.res.in>
5. The closing date for receipt of applications i.e. last date of submitting on-line applications is 20th April, 2022.

Sd/-
Administrative Officer
National Institute of Solar Energy
Gwal-Pahari, Gurugram-Faridabad Road,
Gurugram – 122003 (Haryana)