



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

Date: 02.07.2022

Recruitment of Administrative Officer 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 post on Direct Recruitment basis:

Sl. No	Name of the post	No. of post	Category	Pay Level as per 7 th CPC
1.	Administrative Officer	1	Unreserved	11

1. Administrative Officer

Educational and other qualifications required for direct recruits of Administrative Officer

(a) Essential:

- (i) At least first class Bachelor's degree from a recognized university with professional qualifications of MBA.
- (ii) Experience: At least 5 years in General Management, Finance, Accounts, Budget, Personnel, Administration in Government / Autonomous Bodies / R&D Institutions/ Universities in PB-2, 9300-34800+GP 5400 or Corporate Sector.
- (iii) Operational computer knowledge.

(b) Desirable:

- i. LLB.

(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 instructions or 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 post will be through written examination and /or interview.
3. 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 a criteria to decide the number of candidates to be called for interview.
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. 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).
 - d. Incomplete applications will be out-rightly rejected and no correspondence for that will be entertained.
 - e. 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