

# National Institute of Solar Energy

(An Autonomous Institute of Ministry of New and Renewable Energy, Govt. of India)

Gwal Pahari, Gurugram, Haryana-122003

Dated: 01.03.2019

## Recruitment of Scientific / Technical and Administrative 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 Technologies. NISE is located on a 200 acre campus at 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 applications from suitable Indian candidates for appointment on regular basis through direct recruitment for the following posts:

| Sl. No                                   | Name of the post                       | No. of posts | Pay Level | Pay Matrix (in ₹) | Reservation |          |           |          |           |
|--|--|--------------|-----------|-------------------|-------------|----------|-----------|----------|-----------|
|  |  |              |           |                   | SC          | ST       | OBC (NCL) | PwD      | UR        |
| <b>I. Scientific / Technical</b>         |  |              |           |                   |             |          |           |          |           |
| 1.                                       | Deputy Director General <sup>#</sup>   | 1            | 13A       | 131100-216600     | 0           | 0        | 0         | 0        | 1         |
| 2.                                       | Director <sup>#</sup>                  | 2            | 12        | 78800-209200      | 0           | 0        | 0         | 0        | 2         |
| 3.                                       | Deputy Director <sup>#</sup>           | 6            | 11        | 67700-208700      | 0           | 0        | 1         | 0        | 5         |
| 4.                                       | Assistant Director <sup>#</sup>        | 7            | 10        | 56100-177500      | 1           | 0        | 1         | 1 (PH)   | 5         |
| 5.                                       | Executive Officer <sup>©</sup>         | 4            | 8         | 47600-151100      | 0           | 0        | 1         | 0        | 3         |
| 6.                                       | Executive Assistant –I <sup>©</sup>    | 8            | 7         | 44900-142400      | 1           | 0        | 2         | 0        | 5         |
| <b>II. Administrative</b>                |  |              |           |                   |             |          |           |          |           |
| 1.                                       | Director (Administration) <sup>#</sup> | 1            | 12        | 78800-209200      | 0           | 0        | 0         | 0        | 1         |
| <b>III. Administrative Support Staff</b> |  |              |           |                   |             |          |           |          |           |
| 1.                                       | Office Secretary <sup>©</sup>          | 1            | 9         | 53100-167800      | 0           | 0        | 0         | 0        | 1         |
| 2.                                       | Office Secretary-I <sup>©</sup>        | 3            | 8         | 47600-151100      | 0           | 0        | 0         | 1 (PH)   | 3         |
|  | <b>Total</b>                           | <b>33</b>    |           |                   | <b>2</b>    | <b>0</b> | <b>5</b>  | <b>-</b> | <b>26</b> |
|  | # Group 'A' Post<br>©Group 'B' Post    |              |           |                   |             |          |           |          |           |

The educational qualification and experience required for the posts is indicated below:

| Sl. No.                                | Name of the post & age limit.   | Essential and other qualifications required.  |   |
|--|---|---|---|
| <b>I. Scientific / Technical posts</b> |   |   |   |
| 1.                                     | Deputy Director General<br><br>No. of Post- 01<br>Specialization: Solar Thermal Technologies<br><br>Age limit 50 years. | <b>(a) Essential</b><br><br>(i) Doctorate Degree in the relevant subject of Physics / Chemistry/ Renewable Energy/ Energy or Master's Degree in Engineering / Technology in Mechanical / Electrical / Electronics/ Chemical from a recognized University or Institute.<br><br><b>Note:</b> The period spent to acquire degree of essential qualifications from a recognized University or Institute before joining an organization shall not be counted as experience, specified above. | <b>(b) Desirable:</b><br><br>(i) Twelve years' specialized experience of Research 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). Out of 12 years, at least 6 years should be related to development of solar technologies.<br>(ii) Experience of handling National and / or International Programmes, with special reference to a new and renewable sources of energy. The experience should |

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|----|--|--|--|
|    |  |  | <p>cover innovation/ Research and development / management / assessment / application / extension / Research &amp; 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.</p> <p>(iii) Knowledge about overall perspective of National Energy Problems and policies and ability to direct large integrated Programmes.</p>   |
| 2  | <p>Director</p> <p>No. of Post- 02<br/>Specialisation:<br/>(i) One post for Solar Thermal Technologies concerning cooling, heating, cooking and power generation ; and<br/>(ii) One post for Solar PV Technologies covering solar cells, modules, inverters, batteries, standalone lighting systems, water pumping systems and off grid and grid integrated PV power plants</p> <p><b>Age limit: 45 years.<br/>(as on the closing date of submission of application)</b></p> | <p><b>(a) Essential:</b></p> <p>(i) Master's degree in Physics / Chemistry / Renewable Energy / Energy .or Bachelor's Degree in Engineering or Technology in Mechanical /Electrical / Electronics /Chemical from a recognized University or Institute.</p> <p>(ii) Eight years' specialized experience of Research &amp; Development and Testing in R &amp; D Organizations / Industrial / Academic Institutions and / or Science and Technology Organizations /Public &amp; Private Sector of which 4 years may be related to Science and Technology Programmes, Planning Development and Coordination. The experience shall be of a specific nature relevant to the job requirements of the post.</p> <p><b>Note:</b> The period spent to acquire degree of essential qualifications from a recognized University or Institute before joining an organization shall not be counted as experience, specified above.</p> | <p><b>(b) Desirable:</b></p> <p>(i) Out of eight years', four years' specialized experience of Research &amp; Development and Testing in R &amp; D Organizations / Industrial / Academic Institutions and / or Science and Technology Organizations /Public &amp; Private Sector in the areas of solar technologies and energy storage, including organisation of national and international skill development programmes in the area of solar technologies will be preferred.</p> <p>(ii) Doctorate Degree in the relevant subject of Physics / Chemistry/ Renewable Energy/ Energy or Master's Degree in Engineering / Technology in Mechanical / Electrical / Electronics/Chemical from a recognized University or Institute.</p> <p>(iii) Experience in Coordination, Policy Planning, Project Development in the area of new and renewable sources of energy, including field assignment of original nature related to new and renewable energy at scientific / technical laboratories, institutes, industry, university/associations / private sector.</p> |
| 3. | <p>Deputy Director</p> <p>No. of Post- 06<br/>Specialisation:<br/>(i) One post for testing of Photovoltaic modules, inverter and batteries;<br/>(ii) One post for Solar Photovoltaic water pumping, off-grid power plants and lighting Systems;<br/>(iii) R&amp;D in the field of Material Science/ Solar Cell/Balance of System/ Reliability;<br/>(iv) One post for R&amp;D and testing related to Solar Thermal Technologies for cooling, heating, drying and cooking;</p> | <p><b>(a) Essential:</b></p> <p>(i) Master's degree in Physics / Chemistry / Renewable Energy / Energy or Bachelor's Degree in Engineering or Technology in Mechanical /Electrical / Electronics /Chemical from a recognized University or Institute.</p> <p>(ii) Four years' specialized experience of Research &amp; Development and Testing in R &amp; D Organizations / Industrial / Academic Institutions and / or Science and Technology Organizations / Private Sector. The experience shall be of specific nature relevant to the job requirements of the post.</p> <p><b>Note:</b> The period spent to acquire degree of essential qualifications from a recognized University or Institute before joining an organization shall not be counted as experience, specified above.</p>   | <p><b>(b) Desirable:</b></p> <p>(i) Four years' specialized experience in the areas of solar technologies and energy storage, including organisation of national and international skill development programmes in the area of solar technologies will be preferred.</p> <p>(ii) Doctorate Degree in the relevant subject of Physics / Chemistry/ Renewable Energy/ Energy or Master's Degree in Engineering / Technology in Mechanical / Electrical / Electronics/Chemical from a recognized University or Institute.</p> <p>(iii) Experience may be in Coordination, Policy Planning, and Project Development in the area of new and renewable sources of energy relevant for the Institute.</p>   |

|    |   |   |   |
|----|---|---|---|
|    | <p>(v) One post for R&amp;D related to Solar Thermal power generation; and<br/>(vi) One post for Coordination, planning of training/capacity building in the field of solar technologies</p> <p><b>Age limit: 40 years.<br/>(as on the closing date of submission of application)</b></p> |   |   |
| 4. | <p>Assistant Director</p> <p><b>Age limit: 35 years.<br/>(as on the closing date of submission of application)</b></p>  | <p><b>(a) Essential:</b></p> <p>Master's degree in Physics / Chemistry / Renewable Energy / Energy or Bachelor's Degree in Engineering or Technology in Mechanical / Electrical / Electronics/Chemical from a recognized University or Institute.</p> <p><b>Note:</b> The period spent to acquire essential qualifications before joining an organization shall not be counted as field experience.</p>                   | <p><b>(b) Desirable:</b></p> <p>(i) Doctorate Degree in the relevant subject of Physics / Chemistry/ Renewable Energy/ Energy or Master's Degree in Engineering / Technology in Mechanical / Electrical / Electronics/Chemical from a recognized University or Institute.</p> <p>(ii) Specialized experience of Research &amp; Development and Testing in R &amp; D Organizations / Industrial / Academic Institutions and / or Science and Technology Organizations / Private Sector in the areas of solar technologies and energy storage, including organisation of national and international skill development programmes in the area of solar technologies will be preferred.</p> |
| 5. | <p>Executive Officer</p> <p><b>Age limit: 35 years<br/>(as on the closing date of submission of application)</b></p>  | <p><b>Essential:</b></p> <p>(i) Bachelor's Degree in Science (PCM) or Bachelor's Degree in Engineering / Technology in Mechanical / Electrical / Electronics from a recognized University</p> <p>(ii) Basic Operational computer knowledge.</p> <p>(iii) Minimum 2 (two) years' experience in Govt. / PSU / Autonomous Bodies / academic institution in the relevant areas in PB-2, 9300-34800+GP 4600 or equivalent.</p> | <p><b>Desirable:</b></p> <p>Experience in the field of manufacturing, development and testing of solar energy / renewable energy / energy will be preferred</p>   |
| 6. | <p>Executive Assistant –I</p> <p><b>Age limit: 35 years<br/>(as on the closing date of submission of application)</b></p>   | <p><b>Essential:</b></p> <p>(i) Diploma in Engineering (Mechanical / Electrical / Electronics) or Bachelor's Degree in Science (PCM) or Bachelor's Degree in Engineering or Technology in Mechanical / Electrical / Electronics from a recognized University/Board/Institution.</p> <p>(ii) Basic Operational computer knowledge</p>  | <p><b>Desirable:</b></p> <p>Previous experience in the field of manufacturing, development and testing of solar energy / renewable energy / energy will be preferred.</p>   |

| <b>II. Administrative Support Staff</b>  |  |  |  |
|--|--|--|--|
| 1.                                       | Director<br>(Administration)<br><br><b>Age limit : 45 years<br/>as on the closing date<br/>of submission of<br/>application)</b> | <b>Essential:</b><br>(i) Master's degree from recognized University.<br>(ii) Operational computer knowledge of currently used software and packages of Office.<br>(iii) Five years' experience in Govt./PSU/Autonomous Bodies in the relevant areas in PB-3, 15600-39100+GP 6600 or equivalent in corporate sector.  | <b>Desirable:</b><br><br>(i) MBA/Diploma in Management / CA / ICWA / SAS or equivalent.<br><b>(ii)</b> Experience related to handling administrative matter in the Govt./Autonomous bodies in the lower grade would be preferred.  |
| <b>III. Administrative Support Staff</b> |  |  |  |
| 1.                                       | Office Secretary<br><br><b>Age limit: 35 years.<br/>(as on the closing date<br/>of submission of<br/>application)</b>            | <b>Essential:</b><br>(i) At least good second class Bachelor's degree in any discipline from a recognized university.<br>(ii) Excellent Operational computer knowledge of currently used software and packages for office.<br>(iii) Skill Test norms Dictation 10 minutes. @ 120 w.p.m. Transcription: 50 minutes. (English) 65 minutes. (Hindi) on Computer. Computer English Typing 50 wpm | <b>Desirable</b><br><br>(i) Previous experience in the Central/State Govt. Department, autonomous organizations / academic institutions/industry.<br><br>(ii) Familiarity of working in autonomous organisations under Ministries/Departments of the Central Government    |
| 2.                                       | Office Secretary-I<br><br><b>Age limit: 35 years.<br/>(as on the closing date<br/>of submission of<br/>application)</b>          | <b>Essential:</b><br>(i) Bachelor's degree in any discipline from a recognized university.<br>(ii) Skill Test norms Dictation 10 mts. @ 120 w.p.m. Transcription: 50 mts. (English) 65 mts. (Hindi) on Computer.<br>(iii) Operational computer knowledge of currently used software's and packages for office.   | <b>Desirable</b><br><br>(i) Previous experience in the Central/State Govt. Department, autonomous organizations / academic institutions/ industry.<br><br>(ii) Familiarity of working in autonomous organisations under Ministries/ Departments of the Central Government. |

**Note:** Age of the candidates is relaxable for (a) Government Servants up to 5 years; (b) belonging to SC/ST category five years; (c) belonging to OBC 3 years and (d) persons with disabilities shall be relaxable by 10 years (15 years for SCs/STs and 13 years for OBCs) in case of direct recruitment to Group 'A' & 'B' posts subject to the condition that maximum age of the applicant on the crucial date shall not exceed 56 years, in accordance with the instructions issued by the Central Government from time to time. The crucial date of determining the age shall be the closing date of receipt of online applications from candidates in India, i.e. 15<sup>th</sup> April 2019.

### **SELECTION PROCESS FOR APPOINTMENT**

The modalities of selection / screening of candidates will be through **examination and interview** or **through Interview** as per rules in force subject to the number of applications received.

In case of examination, there will be one examination center each in Northern, Western, Southern and Eastern part of the country. The city of examination will be intimated later.

The online/offline examination / test shall be conducted in single session (Bilingual – Hindi & English) - Total marks – 200 (0.25 negative marks for wrong answer) and of duration not exceeding 180 minutes, for the topics/in the manner detailed below: –

A. For SCIENTIFIC/TECHNICAL Positions (bilingual - Hindi and English) objective -  
(With major emphasis on Solar Energy) - 200 Marks

Part – I: General: 50 marks (0.25 negative marking for wrong answers)

- (i) General Knowledge
- (ii) Reasoning
- (iii) Quantitative Aptitude
- (iv) English language proficiency

Part – II Technical 150 marks (0.25 negative marking for wrong answers)

- i. National and Global Scenario of Energy
- ii. Development of Renewable Energy in India and abroad
- iii. Fundamentals of Solar Energy.
  - Solar resource and potential
  - Solar Energy (Solar Thermal & Photovoltaic),
  - Solar Cell Technologies, including material science
  - Off Grid – Solar PV applications for lighting, water pumping etc
  - Solar thermal applications for heating, cooling and process heat
  - Solar PV and Concentrating Solar Power plants
  - Integration of solar power plants with grid including Power Electronics, Power Systems, Transformer, Distribution, grid connectivity, etc.
- iv. Fundamentals of Energy Technologies (including relevant principles of heat transfer, combustion, fluid mechanics, power systems, materials, etc.),
- v. Energy Storage Technologies, including hydrogen and fuel cells

B. For administrative posts i.e. Office Secretary and Office Secretary-I

CBT/Test (Bilingual – Hindi and English except for English language)

Total Marks: 200 Duration not exceeding 180 minutes

1. English & Hindi Language proficiency & Comprehension
2. General Intelligence & Reasoning
3. General Awareness
4. Quantitative Aptitude

Conduct of Shorthand test (at mutually agreed centre(s) for which Centres and linked facilities i.e. computer and other amenities/ necessities shall be provided by the agency) after declaration of result and finalization of merit on the basis of CBT/Test for 3(three) posts of Office Secretary-I for first 60 candidates (merit based)

Dictation: 10 Minutes Speed 120 WPM (Hindi / English)

Transcription on computer English: 50 minutes Hindi: 65 minutes

C. The type of questions in both the sections shall be Objective Type, having four options to choose from.

#### **Other terms and conditions:**

1. The applicants must fulfill the essential requirements of the post applied for and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying. No enquiry asking for advice as to eligibility will be entertained.

2. The candidates may clearly indicate in the applications if they belong to **SC/ST/OBC** category and upload a copy of the necessary certificate in support of the same.

3. The reservation for the Benchmark Disabilities will be governed by the OM no. 36035/02/2017-Estt (Res) dated 15<sup>th</sup> January 2018 by Department of Personnel & Training (DoPT) and other related instructions of the Government issued from time to time.
4. Certificate of Disability: A person who wants to avail the benefit of reservation will have to submit a certificate of disability issued by a Competent Authority. Such certificate in the event of selection of such person for any post, will be subject to such verification/re-verification as may be decided by the Competent Authority.
5. Candidates seeking reservation as SC/ST/OBC, will have to submit caste certificate at the time of interview. The certificate should clearly indicate candidates' caste, the Act/Order under which the caste is recognized as SC/ST/OBC and the village/Town the candidate is ordinarily resident of, ONLY in the prescribed proforma meant for appointment of posts under the Autonomous Bodies of the Government of India from the designated authority. If the certificate has been issued in a language other than English/Hindi, the candidate will be required to submit a self-certified translated copy of the same either in English or Hindi.
6. 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.
7. 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. A candidate who has migrated from one state to another state should, therefore, produce an OBC Certificate which should have been issued to him/her based on his/her father's OBC certificate from the state to which he (father) originally belongs to.
8. 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-I, in addition to the certificate issued by the Competent Authority at the time of interview, in case called.
9. Scheduled Caste & Scheduled Tribe candidates with prescribed academic qualifications etc. for the above posts, when called for interview from outstations, will be paid to and fro sleeper class rail fare for the shortest route admissible under Central Government rules. Other candidates will not be eligible for such benefit.
10. Mere fulfillment of Educational Qualification will not entitle the candidate for being called for interview / test. 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 in this regard will be entertained.
11. Screening and selection will be based on the details provided by the candidates; hence it is necessary that the applicants should furnish only accurate, full and correct information. Furnishing of wrong/false information will be disqualification and NISE will NOT be responsible for any consequences of furnishing of such wrong/false information.
12. Candidature of the registered candidate is liable to be rejected at any stage of recruitment process or even after recruitment or joining if any information provided by the candidate is found false or is not found in conformity with eligibility criteria mentioned in the advertisement of NISE.
13. Court of Jurisdiction for any dispute will be Chandigarh.
14. 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.

15. Canvassing in any form or influencing the officials related to selection/recruitment process would result in immediate disqualification of the candidate. In case of any dispute, the decision of the management of NISE will be final and binding on all the candidates.

16. Candidates are also advised not to respond to unscrupulous advertisements appearing in any newspaper. For authenticity of any communication/advertisement in this regard, the candidates may check on NISE website [www.nise.res.in](http://www.nise.res.in).

17. NISE reserves the right to accept or reject in part or in full any or all the responses without assigning any reason whatsoever.

### **Application Processing Fee:**

The applicant is required to pay the application processing fee, depending on her/his category, as per the following for each application submitted. Please follow the instructions for payment of fee while submitting the on-line application.

| <b>S. No.</b> | <b>Category</b>                                 | <b>Fee (Rs.)</b> |
|---------------|---|------------------|
| 1             | General   | 1000/-           |
| 2.            | Other Backward Classes (OBC) – Non Creamy Layer | 500/-            |
| 3.            | SC, ST and Person with Disabilities             | Nil              |

The necessary proccing fee by the applicants will be deposited in the following bank account:

Name of account holder: **National Institute of Solar Energy**

Name of Bank: **State Bank of India**, Shop No. 109-110, Qutub Plaza Shopping Complex, Gurugram – 122002

Bank account no.: **37468468247**

IFSC code: **SBIN0006604**

Branch code: **06604**

Swift code for international fund transfer: **SBININBB657**

**Please retain details like UTR No., transaction/pay slip receipt for uploading during filling up the On-line application form and future reference.**

### **How to apply.**

1. Applications for the posts advertised by the National Institute of Solar Energy can be submitted only through on-line mode using the link [career.nise.res.in](http://career.nise.res.in). For this purpose the interested candidates may visit the website of NISE ([www.nise.res.in](http://www.nise.res.in)).

**The Last Date of Submission of On-line Application is 15<sup>th</sup> April, 2019 till 5.30 PM**

2. Those who are already in the Government Service will have to produce “No Objection Certificate:” from the present employer (as per format given in Annexure-II) at the time of appearing in the interview at NISE.

FORM OF DECLARATION TO BE SUBMITTED BY OBC CANDIDATE AT THE TIME OF INTERVIEW (IN ADDITION TO THE COMMUNITY CERTIFICATE)

I, ----- son/daughter of Shri ----- resident of Village/Town/City ----- district ----- state ----- hereby declare that I belong to the ----- community which is recognized as a backward class by the Department of Personnel and Training Office Memorandum No. 36012/22/93-Estt (SCT) dated 80.09.1993. It is also declared that as on closing date I do not belong to persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the above referred Memorandum dated 8.9.1993, OM No. 36033/3/2004-Estt. (Res) dated 9<sup>th</sup> March, 2004, O.M. No. 36033/3/2004-Estt.(Res) dated 14<sup>th</sup> October, 2008, O.M. No. 36033/1/2013-Estt(Res) dated 27<sup>th</sup> May, 2013 and O.M. No. 36033/2/2018-Estt.(Res) dated 08.06.2018.

Signature of the Candidate -----

Full Name -----

Place -----

Date -----

Note; Declaration/ Undertaking not signed by the Candidate will be rejected.



**CERTIFICATE**

(To be filled in by the Ministry / Department / Authority forwarding the applications) (in case of Government Employees).

1. Certified that

(i) The particulars furnished by the candidate

(Name\_\_\_\_\_

(Designation\_\_\_\_\_

have been checked from available records and found to be correct.

(ii) It has been verified that the candidate fulfills the criteria as per conditions laid down for the post of \_\_\_\_\_.

(iii) No vigilance case is either pending or being contemplated against the candidate and he is clear from vigilance angle.

(iv) Certified that no major / minor penalty is imposed against the candidate for last 10 (ten) years / or from the date of his employment in Government service.

(v) There is nothing in the CR Dossiers of the candidate, which makes him ineligible for consideration for appointment for the post applied for.

(vi) Up-to-date, duly attested copies of CR Dossiers of the preceding five years or from the years he has been employed in Govt. / in the Ministry/ Office, of the candidate are enclosed.

Signature\_\_\_\_\_

Name and Designation\_\_\_\_\_

Office Address

Telephone No.