



नीवे NIWE

(ISO 9001:2015)

# राष्ट्रीय पवन ऊर्जा संस्थान

## NATIONAL INSTITUTE OF WIND ENERGY (NIWE)

(An Autonomous R&D Institution under the Ministry of New and Renewable Energy (MNRE), Govt. of India)

Velachery -Tambaram Main Road, Pallikaranai, Chennai-100, Tamilnadu, INDIA

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### ADVERTISEMENT FOR RECRUITMENT

**National Institute of Wind Energy (NIWE)** is an autonomous R&D institution located in Chennai (formerly known as C-WET). The Institute is the technical arm of *Ministry of New and Renewable Energy (MNRE), Government of India* in the field of Wind Energy. It is a knowledge-based institution of high quality and dedication, offer services and seeks to find complete solutions and improvements in the entire spectrum of the wind energy sector.

NIWE invites **ONLINE APPLICATIONS** from the Eligible and Interested candidates for the below mentioned positions:

1. ASSISTANT DIRECTOR (FINANCE & ADMINISTRATION) – 1 Post			
Pay Level 10 of 7th CPC (Rs.56100 plus allowances) [Pay Band 3 - Rs.15600-39100 with GP of Rs.5400 of 6th CPC]			
Mode of Recruitment	Deputation Post Code: AD-DP	Direct Recruitment (UR-1) Post Code: AD-DR-UR	
Eligibility Conditions	Persons working under the Central Government or State Government or Union territory Administrations or Public Sector Undertakings or Central Universities or recognized research institutions or Semi-Government or Autonomous Bodies or Statutory Organizations funded by Government- (a) Holding analogous posts (b) 8 years' experience in the lowest grade pay on the immediate lower pay band or 2 years' experience in any other grade pay on the immediate lower pay band or equivalent. (c) Having adequate background and experience of relating administrative, financial, Personnel, procurement and Project Financing matter and (d) Possessing qualification prescribed for Direct Recruitment	Essential Qualification	Bachelor's degree from a recognized University / Institution.
		Essential Experience	Not less than five years supervisory experience in general management, finance, accounts, budget, personnel administration in Govt. Autonomous Bodies, R&D institution, commercial organization, industry.
		Desirable	Post-graduate degree, such as Master of Business Administration OR Company Secretary OR Cost Accountant OR Chartered Accountant
Upper Age Limit	The maximum age-limit of appointment by deputation shall not exceed 56 years as on the closing date of receipt of applications	Upper Age Limit	35 years (Age relaxation as per Govt. of India norms)

<b>Regulation of Pay and other terms of deputation</b>	Pay of the Selected candidate shall be fixed in the scale of the post in accordance with rules prescribed by the Government of India.	
<b>Period of Deputation</b>	Period of deputation shall be initially for a period of one year extendable further based on the need and performance as per the DoPT O.No.F.No.2/6/2018-Estt.Pay-II) dated 18.05.2018 as amended from time to time.	

## 2. EXECUTIVE ASSISTANT – 2 Posts

Pay Level 6 of 7th CPC (Rs.35400 plus allowances)

[Pay Band 2 - Rs.9300-34800 with GP of Rs.4200 of 6th CPC]

<b>Mode of Recruitment</b>	<b>Deputation Post Code: EA-DP</b>	<b>Direct Recruitment (UR-1 &amp; EWS-1) Post Code: EA-DR-UR Post Code: EA-DR-EWS</b>	
<b>Eligibility Conditions</b>	Persons working under the Central Government or State Government or Union territory Administrations or Public Sector Undertakings or Central Universities or recognized research institutions or Semi-Government or Autonomous Bodies or Statutory Organizations funded by Government- (a) Holding analogous posts (b) 10 years' experience in the immediate lower pay band or equivalent. (c) Possessing qualification prescribed for Direct Recruitment	<b>Essential Qualification</b>	Bachelor's Degree from a recognized University / Institution. Proficiency in MS Office.
		<b>Essential Experience</b>	Not less than 03 years of experience in Finance & Accounts, Administration, Materials Management in a reputed organization.
		<b>Desirable</b>	Knowledge of typewriting, Stenography and computer based applications.
<b>Upper Age Limit</b>	The maximum age-limit of appointment by deputation shall not exceed 56 years as on the closing date of receipt of applications	<b>Upper Age Limit</b>	28 Years (Age relaxation as per Govt. of India norms)
<b>Regulation of Pay and other terms of deputation</b>	Pay of the Selected candidate shall be fixed in the scale of the post in accordance with rules prescribed by the Government of India.		
<b>Period of Deputation</b>	Period of deputation shall be initially for a period of one year extendable further based on the need and performance as per the DoPT O.No.F.No.2/6/2018-Estt.Pay-II) dated 18.05.2018 as amended from time to time.		

<b>3. JUNIOR ENGINEER (01 Post - EWS)</b> Pay Level 6 of 7th CPC (Rs.35400 plus allowances) [Pay Band 2 - Rs.9300-34800 with GP of Rs.4200 of 6th CPC]	
<b>Mode of Recruitment</b>	Direct Recruitment <b>Post Code: JE-DR-EWS</b>
<b>Essential Qualification</b>	Three year Diploma course in Mechanical Engineering from a recognized Institution with at least Second Class.
<b>Essential Experience</b>	Not less than two years of experience in R&D/Design/Testing/Erection/Operation/Maintenance relating to <b>Wind Energy areas.</b>
<b>Desirable</b>	Knowledge of computer based applications preferably in the field of Wind Energy.
<b>Upper Age Limit</b>	28 Years (Age relaxation as per Govt. of India norms)

<b>4. JUNIOR ENGINEER (01 Post – UR)</b> Pay Level 6 of 7th CPC (Rs.35400 plus allowances) [Pay Band 2 - Rs.9300-34800 with GP of Rs.4200 of 6th CPC]	
<b>Mode of Recruitment</b>	Direct Recruitment <b>Post Code: JE-DR-UR</b>
<b>Essential Qualification</b>	Three year Diploma course in Computer Engineering / Computer Science / Computer Technology from a recognized Institution with at least Second Class.
<b>Essential Experience</b>	Not less than two years of experience in R&D/Design/Testing/Erection/Operation/Maintenance relating to <b>Wind Energy areas.</b>
<b>Desirable</b>	Knowledge of computer based applications preferably in the field of Wind Energy.
<b>Upper Age Limit</b>	28 Years (Age relaxation as per Govt. of India norms)

<b>5. JUNIOR EXECUTIVE ASSISTANT - (01 Post-OBC)</b> Pay Level 4 of 7 <sup>th</sup> CPC (Rs.25500 plus allowances) [Pay Band 1 - Rs.5200-20200 with GP of Rs.2400 of 6 <sup>th</sup> CPC]	
<b>Mode of Recruitment</b>	Direct Recruitment <b>Post Code: JEA-DR-OBC</b>
<b>Essential Qualification</b>	<ul style="list-style-type: none"> <li>➤ Passed 10+2 from a recognized Board/Institution</li> <li>➤ Passed 80 wpm - Shorthand in English</li> <li>➤ Passed 30 wpm - Typewriting in English</li> <li>➤ Proficiency in MS Office</li> </ul>
<b>Desirable</b>	1-2 years' experience as Steno-Typist in Govt./Commercial Organization of repute
<b>Upper Age Limit</b>	28 Years (Age relaxation as per Govt. of India norms)

**\*\*It is also noted that the posts will be on project mode basis, not a regular one, till approved by Ministry of Finance and the Recruitment Rules (RRs) of NIWE is under revision.**

## GENERAL INSTRUCTIONS

1. The Candidate must be a citizen of India.
2. Applicants are required to submit the **on-line application (available in the Institute website <https://niwe.res.in/careers.php> and follow the instructions given thereon)** and the candidates applying for more than one post are required to submit the application for each post separately. All Necessary Enclosures must be uploaded in the online application portal in support of your claim made.
3. The applicants are requested to go through all the instructions carefully and ensure that they fulfill all eligibility conditions. Their admission to all stages of recruitment including written test/skill test and/or interview will be purely provisional and the final selection is subject to fulfilling the eligibility conditions. Candidates who have appeared in the qualifying degree/diploma examination etc. and whose results have not been declared and not in possession of degree/provisional certificate are not eligible.
4. Candidates should carefully fill up and upload all the required details in the online application form including date of birth, educational qualification, details of valid Community certificate, Certificate for Persons with Disabilities, Ex-serviceman, Experience and the details etc., as no correspondence regarding the change of details will be entertained later. If any of their claims is found to be incorrect at any stage, it will lead to rejection of their candidature.
5. Request for change of e-mail address during the process of recruitment will not be entertained under any circumstances. The Institute will not be responsible for any loss of e-mail, loss of any communication due to wrong address or email provided by the candidates.
6. Mere submission of their CV/Resume/Bio Data without supporting Document will be summarily rejected.
7. Candidates who have uploaded invisible/blurred/not clear document in support of their age, educational qualification, experience will not be considered for shortlisting. Hence, the candidates are advised to check their pdf file before uploading into the online application portal.
8. The crucial date for determining the age limit, experience and all related matter shall be the closing date of online application.
9. The prescribed essential qualifications / experience indicated are bare minimum and mere possession of the same will not entitle the candidate to be called for written test/skill test and/or interview.
10. Age is relaxable as per Government of India norms. Candidates who indicates their communal category in their application form but do not enclose/upload the valid community certificate in the prescribed format will not be considered against the post reserved. There will be no upper age limit for employees of NIWE.
11. NIWE strives to have a workforce which reflects gender balance and hence, the eligible female applicants are encouraged to apply.
12. The Institute reserves the right to relax any of the qualifications / experience in exceptional cases of meritorious candidates.
13. The Institute shall verify the antecedents and documents submitted by applicants at any time. In case, it is found that the Applicants have submitted fake documents or the Applicants have undesirable clandestine antecedents/background and have suppressed the material information, his/her appointment shall be liable to be terminated.
14. **In case of any corrigendum/addendum pertaining to this advertisement, the same shall be published on the Institute's website only. Accordingly, all applicants are advised to regularly visit the Institute's website.**

15. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Competent Authority of NIWE in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of written test/skill test and/or interview will be final and no correspondence will be entertained.
16. A Candidate's admission to the written test/skill test and/or interview and subsequent process is strictly provisional. The mere fact that the call letter has been issued to the candidate does not imply that his/her candidature has been finally cleared by the NIWE. The NIWE would be free to reject any application, at any stage of the process, cancel the candidature of the candidate in case it is detected at any stage that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect / false information / Certificate / documents or has suppressed any material fact(s). If any of these shortcoming(s) is/are detected after appointment in the NIWE, their appointment is liable to be terminated.
- 17. The candidates are required to upload the necessary documents in support of their candidature along with the submission of online application. Incomplete applications or application without relevant enclosures will be summarily rejected. The candidates may note that in this regard no Interim correspondence will be entertained and replied to.**
18. No T.A/D.A will be paid to the candidates called for written test/skill test and/or interview.
19. The institute will shortlist the candidates based on shortlisting criteria adopted by the screening committee. The Institute reserves the right to restrict the number of candidates for written test/skill test and/or interview to a reasonable limit on the basis of qualifications and experience higher than the minimum prescribed in the advertisement and other academic achievements etc.
20. The decision of the committee involved in the shortlisting process shall be final. No interim correspondence / enquiry will be entertained from the candidate in connection with shortlisting process.
- 21. The Details of Shortlisted candidates will be displayed in the Institute website. No separate Individual intimation will be sent.** The Institute will not be responsible in any manner if a candidate fails to visit / access the website in time. The candidates are requested to regularly visit the Institute website i.e., <https://niwe.res.in/careers.php> for updated information regarding the recruitment.
22. All appointment shall be done with approval of the Director General of the Institute on the recommendations of duly constituted Selection Committee(s). The decision of the Appointing Authority shall be final.
23. The candidates willing to avail relaxation under OBC(NCL)/EWS/PwD/Ex-serviceman should upload the valid certificate as per GOI format.
24. Ex-servicemen who have already secured employment in civil side under Central/State Govt./Autonomous bodies/Banks etc. in Group 'C' posts on regular basis after availing of the benefits of reservation given to Ex-Servicemen for their re-employment are not eligible for claiming benefits of reservation under Ex-Servicemen category. However, they are eligible for age relaxation.
25. Persons serving in Central/State/UT Govt./ Autonomous Body/PSU should upload "NO OBJECTION CERTIFICATE" (NOC) along with their application.
- 26. Mode of Selection:**
- a) Post No. 1: The shortlisted candidates are required to appear for the interview before the selection panel.
  - b) Post No. 2 to 5: The shortlisted candidates will be required to appear for written test/skill test.
  - c) The syllabus and the detailed scheme for the written test/skill test will be uploaded in the institute website.

27. **Action against applicants found guilty of misconduct:** Applicants are warned not to furnish any particulars that are false or suppress any material information while filling in the application form. Applicants are also warned that they should in no case attempt to alter or otherwise tamper with any entry in a document or the attested certified copy submitted by them nor should they submit a tampered/fabricated document. Without prejudice to criminal action, wherever necessary, their candidature will be summarily cancelled / debarred at any stage of the recruitment.
28. Canvassing in any form will be treated as a disqualification for the post.
29. Applicants should not have been convicted by any court of case.
30. Any dispute with regard to the selection / recruitment process will be subject to Courts/Tribunals having jurisdiction over courts of District of Chennai.
31. The Institute reserves the right not to fill up the posts, cancel the advertisement in whole or in part without assigning any reason and the decision in this regard by the Institute shall be final.
32. The Institute reserves the right to extend the closing date for receipt of applications and also reserves the right to postpone/cancel the recruitment exercise for any/all the posts at any stage.
33. The Institute will not be responsible for any delay due to applicant not being able to submit his/her online application within the last date on account of system error or any other reasons.
34. Certificate in support of experience should be in proper format i.e. it should be on the organization's letter head, bear the date of issue, specific period of work (in DD/MM/YYYY format), name, designation and signature of the Administrative Authority/Owner of the organization along with his/her seal.

<b>Last date of Closing of Online Application</b>	21 days from the date of publication of Advertisement in the Employment News, Govt. of India.
<b>Last date of receipt of hard copy of the application (On deputation post) through proper channel (including Far-flung areas like North-Eastern States, A&amp;N Islands and Lakshadweep, etc.)</b>	21 days from the closing date of online application.

**NOTE 1: FOR DIRECT RECRUITMENT, NO HARD COPY OF THE APPLICATION SHALL BE FORWARDED.**

**NOTE 2: FOR DEPUTATION IN RESPECT OF PERSONS WORKING IN CENTRAL/STATE/UT GOVT/ AUTONOMOUS BODY/PSU, THEIR HARD COPY OF THE APPLICATION SHOULD BE FORWARDED THROUGH PROPER CHANNEL (FROM THEIR PRESENT EMPLOYER) ALONG WITH "CERTIFICATION BY THE EMPLOYER / CADRE CONTROLLING AUTHORITY" AND DULY ATTESTED ACR/APAR FOR THE LAST 5 YEARS.**

One set of application along with all annexures and original documents in respect of Age, Educational Qualification, Experience, Community, etc. are mandatorily to be produced during document verification at the time of written test/skill test and/or interview, as the case may be, failing which the candidate will not be allowed to appear for written test/skill test and/or interview. Their candidature is liable to be rejected.

**Additional Director (Finance & Administration)**