



**Dated: 08<sup>th</sup> November, 2017**

Subject: Engagement of Accountants (2) purely on short-term contract basis 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 and related activities in the areas of Solar Energy Technologies in the Country. NISE is located on a 200 acre campus at the Gurgaon- Faridabad Road, Gwalpahari, Gurgaon. The Institute works on development of Solar Energy Technologies and practices and contributes in advancement of related Science and Engineering. The R & D activities of NISE are carried out in coordination with other research organizations and industry.

NISE is also the implementing agency for the Suryamitra Skill Development Programme on PAN India basis. The training Institutes are approved and sanctioned by NISE based on the recommendations from the State Nodal Agencies. For effective implementation of the programme, NISE and attending other activities in the Institute invites applications from suitable candidates for their engagement against the above positions as per details given below:

Number, Name / Category & Qualifications/ Experience required	Period of Engagement	Consolidated remuneration
<p>2 (Two) Accountant</p> <p><b>(A) Essential qualifications / Experience</b></p> <p>(i) Bachelor's Degree in Commerce from a recognised University or equivalent.</p> <p>(ii) Working experience of minimum of three (3) to five (5) years in Fund Management, Finance, Accounts, Budget and Audit in Autonomous Bodies, Research and Development Institutions / Universities / Industries / Government / Public Sector Undertakings / reputed Corporate Sector, fully acquainted with in execution and evaluation of financial projects / working of autonomous bodies procedural and legal requirements including Government guidelines / directions (like GFR / SRs). Should be conversant with Government functioning.</p> <p>(iii) Having efficiency in computer skills, like excel and other operating systems.</p> <p><b>(B) Desirable:</b></p> <p><b>(i)</b> Inter CA or Inter CWA</p> <p><b>(ii)</b> Being conversant with Government functioning</p> <p><b>(iii)</b> Having knowledge of automated accounting system, including tally</p> <p><b>(iv)</b> Knowledge of GST &amp; other Tax related issues would be preferred.</p>	<p>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 institution.</p> <p>The upper age limit would be <b>40</b> years on the last date for receipt of applications which can be relaxed in case of suitable candidate.</p>	<p>Rs. 30,000/- per month.</p>

**Duration / other terms and 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. Further NISE reserves the right to consider and provide higher consolidated remuneration / other incentives in case of candidates with higher or exceptional qualification and experience.
3. 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.
4. 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.
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. 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.
7. Other terms and conditions will be as stipulated in the engagement offer as and when issued.

**How to apply.**

Interested candidates may send their CVs in the prescribed format as per Annexure-I with attested photocopies of documents in support of educational qualifications, age and experience etc. in a sealed cover super scribed “**Application for the position of \_\_\_\_\_ in NISE**” to the following address. Applications from the eligible candidates should reach within **21 days** from the date of uploading the advertisement on the website of the Institute.

Director General  
National Institute of Solar Energy,  
Gurgaon – Faridabad Road, Gwalpahari,  
Gurgaon- 122003  
Haryana

**Sd/-**  
**(Dr. Chandan Banerjee)**  
**Deputy Director General**  
**National Institute of Solar Energy**  
**Gwal Pahari,**  
**Gurgaon –Faridabad Road,**  
**Post Box No. 2, Sector-45,**  
**Gurgaon, Haryana -122003,**  
**Tel: 0124-2853051**



