

**NATIONAL INSTITUTE OF WIND ENERGY  
CHENNAI 600 100**

No. NIWE/F&A/Rect.90/2020-21

Date: 27.04.2021

**"Application for the post of Additional Director  
(Finance & Administration) on Deputation Basis"  
(Advertisement No.02/2021)**

**CORRIGENDUM**

***"The last date for receipt of applications is extended till 17.05.2021".***

All other terms and conditions of the notification remains the same.



Director & Division Head(F&A)

**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.**

**Advertisement No:02/2021**

National Institute of Wind Energy (NIWE) is the technical arm of Ministry of New and Renewable Energy, Govt. of India in the field of Wind Energy. NIWE plays a proactive role in the development of Wind Energy especially in Wind Resources Assessment, Testing/Type Certification of Wind Turbine Generators, Research & Development and Information & Training Services. The Institute proposes to recruit one post of **Additional Director (Finance & Administration) on Deputation Basis** in the pay Level 12 of 7<sup>th</sup> CPC – Rs.78800 [Pay Band 3 - Rs.15600-39100 with GP of Rs.7600 of 6<sup>th</sup> CPC]. The place of posting will be at Chennai.

**1. Eligibility Conditions**

Persons working under the Central Government or State Governments 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:-

I. Holding analogous posts

II. 5 years experience in the immediate lower grade pay (Level 11 of 7<sup>th</sup> CPC / Pay Band 3 - Rs.15600-39100 with GP of Rs.6600 of 6<sup>th</sup> CPC) or equivalent.

having adequate background and experience of relating to administrative, financial, personnel procurement and project financing matters and possessing a Master's Degree from a Recognized University / Institution. **Possessing a Post-graduate degree, such as Master of Business Administration OR Company Secretary OR Cost Accountant OR Chartered Accountant would be a desirable qualification.**

**Age limit:** The maximum age-limit of appointment by deputation **shall not exceed 56 years** as on the closing date of receipt of applications.

**2. Regulation of pay and other terms of deputation:**

Pay of the selected candidate shall be fixed in the scale of the post in accordance with rules prescribed by the Government.



### 3. Period of Deputation:

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.M.F.No.2/6/2018-Estt.(Pay-II) dated 18.05.2018 as amended from time to time. Further the period of deputation can be curtailed by giving a month's notice on either side.

Eligible candidates fulfilling the essential criteria as mentioned above may apply through proper channel in the prescribed format(Annexure-I) along with supporting documents in support of their eligibility criteria such as

- (i) Educational Qualifications
- (ii) Age Proof

The forwarding authority may forward the application as per the format enclosed as Annexure II to

**The Assistant Director (F&A),  
National Institute of Wind Energy,  
Velachery-Tambaram Main Road,  
Pallikaranai, Chennai – 600 100**

within 21 days from the date of publication of the Advertisement in the **"Employment News" superscribing on the top of the cover "Application for the post of Additional Director (Finance & Administration)"**

Applications not forwarded through proper channel, and not in the prescribed format as per Annexure I or those received without the requisite certificates and necessary documents will be summarily rejected.

The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

Any further information connected with this advertisement shall be hosted in NIWE's website <http://niwe.res.in> **only** and therefore the candidates who have applied are requested to browse NIWE website regularly. Only those candidates who are screened for interview will be informed by email/post.

**Assistant Director (F&A)  
National Institute of Wind Energy  
Velachery-Tambaram Main Road  
Pallikaranai, Chennai – 600 100**



**Annexure - I****Proforma for application for the Post of Additional Director  
(Finance & Administration) on Deputation basis in NIWE, Chennai****BIO-DATA/CURRICULUM VITAE PROFORMA**

Affix recent  
passport size  
color photograph

1. Name and Address (in Block letters) with telephone/mobile number		
2. Date of Birth (DD/MM/YY):		
3. i) Date of entry into service		
ii) Date of retirement under Central/State Government Rules		
4. Educational Qualification		
5. Whether Educational and other qualifications required for the post are satisfied (if any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same)		
Criteria	Qualifications/Experience required	Qualifications/experience possessed by the Officer (Please indicate the Master's degree completed)
Essential	Master's Degree from a Recognized University / Institution	
Desirable	Post-graduate degree, such as Master of Business Administration OR Company Secretary OR Cost Accountant OR Chartered Accountant	



(i) Please state clearly whether in the light of entries made by you above, you meet the requisite essential qualifications and work experience advertised for the position	
ii) Are you holding analogous posts on a regular basis in the parent cadre or department	
(iii) Are you having 5 years experience in the immediate lower grade pay (Level 11 of 7 <sup>th</sup> CPC / Pay Band 3 - Rs.15600-39100 with GP of Rs.6600 of 6 <sup>th</sup> CPC) or equivalent	
(iv) Are you having adequate background and experience of relating to administrative, financial, personnel procurement and project financing matters	

6. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/ Organisation	Post held on regular basis	Period of Service		Pay Band and Grade Pay/Pay Scale of the post held on regular basis			Nature of appointment whether regular/ad-hoc/ deputation	Nature of duties (in detail) (if required, separate sheet may be enclosed)
		From	To	Pay in PB	G.P as per level 7 <sup>th</sup> CPC *	Basic Pay		

\* for applicants from Public Sector Undertakings (PSUs), the relevant orders for similar pay scale adopted may please be indicated.

7. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.	
8. Total emoluments per month now drawn	Basic Pay: DA HRA TA

I hereby declare that I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed /withheld.

Date \_\_\_\_\_



(Signature of the Candidate)

**Annexure-II**

**Certification by the Employer/Cadre Controlling Authority**

The information/details provided in the above application by the applicant are true and correct as per the facts available on office records. He/She possesses educational qualifications and experience mentioned in the advt. If selected, he/she will be relieved immediately.

**2. Also certified that;**

- I. There are no vigilance or disciplinary case pending/contemplated against Shri/Smt. \_\_\_\_\_
- II. His/Her integrity is certified.
- III. His/Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- IV. No major/minor penalty has been imposed on him/her during the last 5 years Or A list of major/minor penalties imposed on him/her during the last 5 years is enclosed(as the case may be)

**Place :**

**Countersigned**

**Dated:**

**(Employer/Cadre Controlling Authority  
with Seal)**

**Name :**

**Designation:**

**Office Seal :**



