



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

canvassing in any manner on the part of the candidates shall lead to his / her disqualification. In case, it is detected at any point of time in future, even after appointment, that the candidate was not eligible, appointment of the candidate shall be liable to termination forthwith as per this clause. In case of any ambiguity in the Recruitment Rules in general and eligibility in particular for any post, the decision of the President, NISE shall be final.

- f. The appointment of a candidate shall be subject to verification of character and antecedents by the competent authority. Until the verification of character and antecedents reports are received, the appointment shall be treated as provisional. In case the report/s with regard to his/her conduct, character, and antecedents is found to be unsatisfactory, the appointment shall be cancelled / withdrawn forthwith.
- g. The selected candidate shall be governed by the New Pension Scheme of the Govt. of India, as the case may be.
- h. No interim enquiry about the recruitment process will be entertained. All the relevant information related to recruitment will be available on NISE website or will be sent on email id as provided by the applicant. No other mode of communication will be entertained by the Institute.
- i. The crucial date for determining the age limit, qualifications and/or experience shall be the closing date for receipt of applications.
- j. The period of experience in a discipline/area of work, if need be, shall be counted after the date of acquiring the minimum essential qualifications prescribed for the post.
- k. Canvassing in any form on behalf of any candidate shall be treated as a disqualification which shall lead to the cancellation of candidature.
- l. Court of Jurisdiction for any dispute will be Punjab & Haryana High Court, Chandigarh.
- m. 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.
- n. The decision of the Competent Authority, NISE in all matters relating to eligibility, acceptance or rejection of applications, mode of selection and conduct of examination will be final and binding on the applicants.
- o. Candidates who are currently working on regular positions in any Government, Autonomous Institutes, PSUs, etc. to submit NOC from present employer along with the online application failing which their application will not be considered.

How to apply

All applications should be submitted online only with clear scanned copy of the required documents within the prescribed time limit. For those who are working in government organization (Central government / state government / PSUs / Autonomous bodies) a No Objection Certificate, Vigilance clearance & Integrity Certificate will be required to be furnished at the time of Interview, failing which such candidate shall not be allowed to appear for Interview.

1. All applicants of General/OBC/EWS category will have to pay application fee of Rs. 1000/- and Women, SC/ST, Ex-serviceman & PwD category candidates are exempted to pay application fee. (A link for payment of application fee will be available in the online form).
2. Application, without fee payment receipt will also be rejected.
3. NISE reserves the right not to fill up all or any of the vacancies or to cancel the recruitment process for any post at any stage or withdraw the circular at any time without assigning any reasons.
4. The closing date for receipt of online applications i.e. last date of submitting on-line applications is **28th July, 2022**.

Sd/-
Director (Administration)
National Institute of Solar Energy
Gwal-Pahari, Gurugram-Faridabad Road,
Gurugram – 122003 (Haryana)