

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

No: NIWE/Project Associate/2017-18

Date: 14.06.2017

National Institute of Wind Energy (NIWE) is a premier Research and Development Organization set up by the Ministry of New and Renewable Energy, at Chennai to serve as a Technical Focal Point in the area of wind energy related issues and is only one of its kind in the entire Country/Asia.

NIWE invites applications for one post of **Project Associate** (Administration/ Accounts / Stores & Purchase) on contract basis. The requirement is purely temporary in nature.

Applicants should possess the following:

Qualification: Undergraduate/Postgraduate Degree in any Discipline from recognized University.

Experience : Should have worked in Finance & Accounts/ Administration/ Stores & Purchase for atleast 10 to 15 years in Government (Central /State)/Autonomous/PSUs. The candidate should have held Group A post for a period of atleast 5 years before retirement / on the date of retirement. Working knowledge of Computerised System of Accounting is a must. The candidate should be well versed in Central Government rules and regulations, FR&SR, GFR, General Administration, Stores & Purchase.

Age : Not exceeding 61 years as on 31.08.2017

Salary : Rs.30,000 – Rs.35,000/- pm

The General Terms and Conditions are enclosed in **Annexure 'A'**

The candidates will be considered for the position of **Project Associate** at NIWE initially for a period of one year and is likely to continue as per the requirement/norms of the Institute. Persons having the requisite qualification and experience and are not more than 61 years as on 31.08.2017 may submit their application in the enclosed format (**Annexure 'B'**) giving full particulars of their qualification, age, experience (along with proof) to the Deputy Director General(F&A), National Institute of Wind Energy, Velachery-Tambaram Main Road, Pallikaranai, Chennai – 600100 duly superscribing on the envelope as **"Application for the Post of Project Associate"** on or before **05<sup>th</sup> July 2017**.

This Institute reserves the right to reject applications that do not fulfill the requisite criteria and the decision of the Institute in this regard shall be final. The selected candidate shall be initially posted at Chennai but is liable for posting anywhere in India as per the job requirement at any particular location. Persons who have retired or retiring on or before 31.08.2017 may also apply.



Deputy Director General (F&A)

**GENERAL TERMS AND CONDITIONS**

1. The Project Associate shall work from 9.00 am to 5.30 pm from Monday to Friday with half an hour lunch break from 1.00 pm to 1.30 pm. However, occasionally required to attend office and work on holidays and after office hours without any extra remuneration.
2. One day casual leave will be allowed for every completed month of service.
3. For tours undertaken the entitlement would be equivalent to those applicable to employees drawing Grade Pay of Rs.4800/- pm (pre-revised pay scale).
4. The Project Associate shall maintain absolute confidentiality of the assignment and will not divulge any information to third party/parties except with the previous consent of Director General, NIWE.
5. Payment of Salary will be subject to TDS as per rules.
6. The Project Associates are entitled to use canteen facilities on payment of applicable charges.
7. Extension of contract and or increase of salary would be based on efficiency and performance being evaluated by a duly constituted committee.
8. Monthly payment would be made before 7<sup>th</sup> of the following month based on the work report duly certified by the Competent Authority.
9. Contract can be terminated at any time without assigning any reason by giving one month's notice on either side.



Deputy Director General (F&A)

**Annexure 'B'**

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

**APPLICATION FOR THE POSITION OF Project Associate**

**Affix recent  
Passport size  
colour  
photograph**

1.	Name of candidate			
2.	Father's / Guardian's Name			
3.	Address for Correspondence			
4.	Email ID & Telephone /Cell No.			
5.	Date of Birth and age			
6.	Date of Retirement			
7.	Qualification with % of marks obtained (Mention subject specialization)			
	<b>Subject</b>	<b>Degree /Diploma with Branch</b>	<b>Year of Passing</b>	<b>% of Marks / Class</b>
	Degree / Diploma			
	Post Graduation if any			
	Computer Skill			
	Any other			

8.	Experience <i>in years and months</i> relevant to the requirement mentioned in the advertisement (to be mentioned in reverse chronological order) (attach separate sheet if required)			
<b>Name and address of the employer</b>	<b>Position Held</b>	<b>Period of service (From ___ To ___)</b>	<b>Salary drawn</b>	<b>Nature of Duties</b>
10.	Time required to join duty, if any :			

I hereby declare that the information furnished above are true and correct to the best of my knowledge and belief. I understand that wrong information or suppression of facts can lead to termination from service in the event of selection and appointment.

Date:  
Place:

Signature:  
Name :