

NATIONAL INSTITUTE OF WIND ENERGY

Velachery - Tambaram Main Road, Pallikaranai, Chennai - 600 100, INDIA
Advertisement No. 01/2018

National Institute of Wind Energy (NIWE) is an Autonomous Body under the 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 Resource Assessment, Testing/Type Certification of Wind Turbine Generators, Research & Development and Information & Training Services. The Institute proposes to recruit the following posts on Direct Recruitment Basis.

Applications are invited from Indian nationals fulfilling the eligibility criteria as given below:

Sl. No.	Name of the Post, Post Code, Level in Pay Matrix Age, Qualification & Experience	No. of vacancies and Reservation
1.	<p>Executive Assistant ; Post code - EA, Age: 28 years Level 6 of 7th CPC (Rs.35400 + usual allowances) [PB2 - Rs.9300-34800 + GP Rs.4200) as per 6th CPC]</p> <p>Qualification:</p> <p>Essential:</p> <p>Bachelor's degree from a recognized University/ Institution. Not less than three years experience in Accounts/ Finance/Administration/ Materials Management in a reputed Organization. Proficiency in MS Office</p> <p>Desirable:</p> <p><i>Knowledge of Typewriting, Stenography and computer based applications</i></p>	2 Posts (1 OBC) (1 UR)
2.	<p>Junior Engineer ; Post code - JE, Age: 28 years Level 6 of 7th CPC (Rs.35400 + usual allowances) [PB2 - Rs.9300-34800 + GP Rs.4200) as per 6th CPC]</p> <p>Essential Qualification & Experience :</p> <ul style="list-style-type: none">• Three year Diploma course in Mechanical/ Electrical/Civil Engineering from a recognized institution with at least Second Class.• Not less than two years in R&D/ design/ testing/ erection/ operation/ Maintenance relating to wind energy areas <p>Desirable:</p> <p><i>Knowledge of Computer based applications preferably in the field of Wind Energy.</i></p>	1 Post (OBC)



Handwritten red signature or mark.



General Terms & Conditions:

1. Age limit for direct recruitment is relaxable by 5 years for those working in Central / State Government/Public Sector Undertaking/Autonomous Bodies under the Govt. of India and as per the directions of GoI. There will be no upper age limit for employees of NIWE. Candidates already in regular service in Govt. /Quasi Govt./PSU/Autonomous Bodies under the GoI must apply through proper channel and the forwarded applications should reach NIWE on or before **25.03.2018**. However advance copy must be sent to NIWE on or before **10.03.2018**.
2. For the posts which are "Unreserved (UR)" there is no age relaxation for the candidates even though they belong to SC/ST/OBC.
3. The crucial date for determining the age limit shall be the closing date for the receipt of application i.e., **10.03.2018**.
4. Mere possession of minimum prescribed qualifications and experience will not entail a candidate for being called for aptitude test. The Institute reserves the right to call for aptitude test only such candidates who in its opinion are found suitable based on a criteria evolved by a screening committee at its discretion. The list of such candidates will be notified on our official website.
5. The selection process for the posts under Sl. Nos. 1 & 2 shall include screening and Aptitude Test.
6. In case of large number of applications received, screening of applications will be carried out based on percentage of marks obtained in the examination mandated as essential qualification for the respective posts so as to restrict the number of candidates (to a reasonable number) to be called Aptitude Test.
7. On production of valid proof, Physically Challenged (40 % disability) and SC/ST candidates are exempt from payment of Recruitment Process Fee. Women are also exempt from Recruitment Process Fee. NIWE strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
8. Applications accompanied by
 - i. a non-refundable Recruitment Process Fee of Rs. 250/- by Demand Draft (wherever applicable) drawn on any nationalised bank favouring '**National Institute of Wind Energy**' payable at Chennai; **and**
 - ii. Copies of self attested certificates and testimonials in support of qualifications right from Matriculation, certificate courses and experience etc., must reach the Deputy Director General (F&A), National Institute of Wind Energy, Velachery - Tambaram Main Road, Pallikaranai, Chennai - 600 100 on or before **10.03.2018** in an envelope superscribed " Application for the post of _____ " with post code. In case of candidates residing in the far flung areas like North-Eastern States, A&N Islands and Lakshadweep the last date for receipt of application is **25.03.2018**.
9. The post carries other allowances as per rules of Central Government. NIWE employees are covered by EPF and other benefits such as Medical Reimbursement, Children Education Allowance, Leave Travel Concession, Leave Encashment, Gratuity, etc. as per rules. Selected candidates are likely to be posted anywhere in India.



10. Candidates called for aptitude test will be paid return sleeper class train fare by the shortest route on production of train/bus tickets. Candidates hailing from contiguous districts are not eligible for reimbursement of train/bus fare.
11. Applications with the following deficiencies shall be rejected without any notice to the candidates and no correspondence on such rejections of will be entertained:-
 - (i) Non-affixing of photograph;
 - (ii) Unsigned application;
 - (iii) Non-remittance of Recruitment process Fee or non-submission of valid proof for SC/ST/PH in lieu thereof by male candidates;
 - (iv) Payment of Recruitment Fee by means other than a Demand Draft;
 - (v) Advance copies when not followed by the original through proper channel on or before **25.03.18**.
 - (vi) Non enclosure of proof of certificates for Essential Qualification, Experience and Age.
 - (vii) Non submission of OBC certificate in the prescribed proforma of the Central Government, wherever essential
12. Applications from employees working in Government Departments, Public Sector Organizations and Government funded research agencies will be considered only if the hard copy of the application forwarded through proper channel with a clear certificate that the applicant will be relieved within one month of receipt of the appointment order. However advance copy of the application may be submitted before the closing date.
13. Applications of those persons who do not possess the essential qualification, age bar and experience on the last date of receipt of application will be summarily rejected.
14. Candidates are advised to send the applications well before the closing date so that it reaches the Office of NIWE by the closing date. Applications received after due date shall not be entertained. NIWE shall not take into account any postal delay. Candidates should specifically note that the applications received after the closing date for any reason whatsoever will not be entertained by NIWE.
15. **Any further information regarding the process of recruitment will be hosted only in the NIWE's official website.**
16. No correspondence will be entertained from candidates with regard to non-receipt of postal communications or not called / not selected for different stages of selection process/appointment.
17. Those who wish to apply for more than one post should submit separate applications for each post along with recruitment fee and requisite enclosures.
18. Application once made will not be withdrawn and fees once paid will not be refunded on any account nor can it be held in reserve for any other recruitment or selection process.
19. Suppression or wilful misrepresentation of facts or furnishing wrong information in the application will result in rejection of candidature leading to termination from service if selected and appointed. Canvassing in any form will be a disqualification.



Deputy Director General (F&A)