

**NATIONAL INSTITUTE OF WIND ENERGY**  
Velachery - Tambaram Main Road, Pallikaranai,  
Chennai - 600 100 , INDIA

**RE-ADVERTISEMENT - 01/17**

National Institute of Wind Energy (NIWE) is functioning under the aegis 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 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, Pay Band with Grade Pay, Age, Qualification & Experience	No. of vacancy and Reservation
1.	<p><b>Hindi Translator cum Typist ; Post code - HTT</b> PB 2, Rs.9,300-34,800 with GP-4200 ; 28 years ;</p> <p><b><u>Qualification: Essential:</u></b></p> <p>1. Master's Degree of a recognised university in Hindi / English with English / Hindi as a main subject at the degree level ; OR Master's Degree of a recognised university in any subject with Hindi as a medium of instruction and examination with English as a compulsory subject at degree level ; OR Bachelor's Degree with Hindi and English as main subject or either of the two as medium of examination and the other as a main subject plus recognised Diploma / Certificate course in translation from Hindi to English and vice versa or two years experience of translation work from Hindi to English and vice versa in Central or State Government Offices including GOI undertakings.</p> <p>2) Should have passed 30 wpm in Hindi typewriting and Proficiency in MS Office</p>	1 Post (UR)
2.	<p><b>Junior Executive Assistant (Steno Typist); Post code - JEA</b> PB 1, Rs. 5200-20200 with GP- 2400 ; 28 years</p> <p><b><u>Qualification:</u></b></p> <p><b><u>Essential:</u></b></p> <p>1. Passed 10+2 from a recognized Board/ Institution. 2. Passed 80/30 wpm in Shorthand/English typewriting 3. Proficiency in MS Office</p> <p><b><u>Experience (Desirable):</u></b></p> <p>1-2 years experience as Steno-Typist in Govt./ Commercial organization of repute.</p>	2 Posts (UR)

**Note: The candidates who have already applied for the above posts in response to earlier advertisement (Employment News 2-8 April, 2016) need not apply again. Their (those) applications will be taken into consideration for screening and shortlisting along with the applications received in response to this advertisement.**



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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 10.03.2017. However advance copy must be sent to NIWE on or before 22.02.2017.
2. Since the posts 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 receipt of applications i.e., 22.02.2017.
4. Mere possession of minimum prescribed qualifications and experience will not entail a candidate for being called for aptitude/skill test. The Institute reserves the right to call for aptitude/skill 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. For the post of Hindi Translator-cum-Typist the selection process shall include screening, Aptitude/skill Test and written test on translation from Hindi to English and Vice versa. For the post of Junior Executive Assistant (Steno-typist) the selection process shall include screening, Aptitude/Skill 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 for next stage of selection process viz., General Aptitude/skill Test as the case may be.
7. On production of valid proof, Physically Handicapped (40 % disability) and SC/ST candidates are exempt from payment of Recruitment Fee. Women are also exempt from Recruitment 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 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 like Shorthand, Typing, MS-Office, and experience.



must reach the **Deputy Director General (F&A), National Institute of Wind Energy, Velachery-Tambaram Main Road, Pallikaranai, Chennai-600 100 on or before 22.02.2017** in an envelope superscribed "Application for the post of \_\_\_\_\_" with Post code. In the 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 **10.03.2017**.

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/skill 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 will be entertained:-
  - (i) Non-affixing of photograph;
  - (ii) Unsigned application;
  - (iii) Non-remittance of Recruitment 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 10.03.2017.
  - (vi) Application not being in the format prescribed by NIWE
  - (vii) Non enclosure of proof of certificates for Essential Qualification, Experience and Age.
12. Applications of those persons who do not possess the essential qualification and experience on the last date of receipt of application will be summarily rejected.
13. 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.
14. Any further information regarding the process of recruitment will be hosted only in the NIWE's official website.
15. 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.



16. The format of Application is given in annexure. Those who wish to apply for more than one post should submit separate applications for each post along with recruitment fee and requisite enclosures.
17. 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.

**Dy. Director General (F&A)**



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

**APPLICATION FOR THE POST OF \_\_\_\_\_**  
**Post Code \_\_\_\_\_**

(Note: Those who wish to apply for more than one post should submit separate application along with recruitment fee and requisite enclosures)

Affix recent  
Passport  
size colour  
photograph

1.	Name of candidate			
2.	Father's / Guardian's Name			
3.	Address for Correspondence			
4.	Email ID			
5.	Telephone/Cell No.			
6.	Date of Birth and age			
7.	Whether SC/ST/OBC/General			
8.	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>
	Matriculation			
	Higher Secondary			
	Degree / Diploma /ITI			
	Post Graduation if any			
	Typing (English)	Lower/Higher		
	Typing (Hindi)	Lower/Higher		
	Short-hand (English)	Lower/Higher		
	Computer Skill			
	Any other			



Any other			
Any other			

9.	Experience <i>in years and months</i> relevant to the requirement mentioned in the advertisement (to be mentioned in reverse chronological order)		
	<b>Name and address of the employer</b>	<b>Designation / Period of service and salary drawn</b>	<b>Nature of Duties</b>
10.	Details of project work done during Diploma / Degree/PG		
11.	Details of Demand Draft	Demand Draft No. : Date : Bank : Amount :	
12.	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:

Signature:

Place:

Name :

**For use of Forwarding Organisation**

Forwarded to Dy. Director General (F&A), NIWE, Chennai. The particulars given by the candidate have been verified and found correct. This department/ organization has no objection to Shri/Ms. \_\_\_\_\_ applying for the post of " \_\_\_\_\_ " in NIWE.

Date:

Place:



Name & Signature of forwarding Authority with Official Seal