



नीवे NIWE

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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.

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Advertisement No.01/2024

National Institute of Wind Energy (NIWE) is an autonomous R&D institution located in Chennai (formerly known as C-WET). The Institute is the technical arm of *Ministry of New and Renewable Energy (MNRE), Government of India* in the field of Wind Energy. It is a knowledge-based institution of high quality and dedication, offer services and seeks to find complete solutions for the kinds of difficulties and improvements in the entire spectrum of the wind energy sector.

In order to carry out administrative activities, the Institute invites Applications for the following posts under various schemes/ projects purely on **CONTRACT BASIS** with a consolidated remuneration as detailed below:

NIWE invites **APPLICATIONS** from the Eligible and Interested candidates for the below mentioned positions:

Name of the Post	ADMINISTRATIVE EXECUTIVE
Post Code	F&A – ADMIN-01
No. of Post	1 No.
Essential Qualification	Bachelor's Degree in any discipline Desirable: Master's Degree in any discipline.
Experience	Minimum 10 years of experience in handling General Administration related activities in Central Government/State Govt./Central Autonomous bodies/PSUs/any other reputed companies.
Responsibilities	<ul style="list-style-type: none">➤ Processing of Establishments/Administration/ Vigilance matters, etc.➤ Examination of policy issues, Bills, etc.➤ Recruitment & Promotion related activities➤ Knowledge of Administrative Rules, RTI, Reservation Roster and other Establishment matters.➤ Excellent communication skills.➤ Experience in handling legal proceedings related to General Admin.➤ Working experience in computerized environment.➤ All other works assigned from time to time
Consolidated Remuneration	For retired Government/PSU/ABS- servants Remuneration will be regulated as per DoPT and MoF vide OM F.NO.3-25/2020-E.IIIA dated 09/12/2020. Other than retired Government Employee consolidated remuneration shall be Rs. 50,000/- per month with increase in remuneration of 3% per annum on extension subject to requirement.
Age Limit	Not exceeding 62 years.



Name of the Post	ACCOUNTS EXECUTIVE
Post Code	F&A – ACCOUNTS-02
No. of Post	1 No.
Essential Qualification & Experience	<p>Master's Degree in Commerce with 7 years' experience in Accounts (or) Bachelor's Degree in Commerce with 10 years of experience in Accounts with Tally & Office (or) CA Inter passed</p>
Responsibilities	<ul style="list-style-type: none"> ➤ Preparation of Statement of Accounts, Balance Sheet (Receipt & Payments, Income & Expenditure, Balance Sheet, Invoice, Filing of TDS Returns, GST Returns, IT Returns, etc.) ➤ Maintenance of Bank Books & Preparation of BRS and other related activities ➤ Entering data in Tally ➤ Assisting Internal/Statutory/CAG Audits ➤ All other works assigned from time to time
Consolidated Remuneration	<p>For retired Government/PSU/ABS- servants Remuneration will be regulated as per DoPT and MoF vide OM F.NO.3-25/2020-E.IIIA dated 09/12/2020.</p> <p>Other than retired Government Employee, consolidated remuneration shall be Rs.50,000/- per month with increase in remuneration of 3% per annum on extension subject to requirement.</p>
Age Limit	Not exceeding 62 years

Name of the Post	PURCHASE EXECUTIVE
Post Code	F&A–PURCHASE-03
No. of Post	1 No.
Essential Qualification	<p>Bachelor's Degree in any discipline Desirable:</p> <ul style="list-style-type: none"> ➤ Master's Degree in any discipline (or) ➤ Diploma/PG Diploma in Materials Management /Public Procurement
Experience	15 years' work experience in Purchase & Stores in Government / PSUs/Autonomous Bodies/any other reputed companies.
Responsibilities	<ul style="list-style-type: none"> ➤ Experience in Import/Export activities ➤ Knowledge of e-tendering, Government e-Market Place (GeM), etc. ➤ Experience in Stores accounting and Inventory Management ➤ Excellent Communication and Negotiation Skills ➤ Proficiency to work in Computerized Environment ➤ The Executive should have the ability to manage the Purchase section independently and distribution of work among other staff ➤ Conducting of various meetings and drafting of minutes ➤ All other works assigned from time to time
Consolidated Remuneration	<p>For retired Government/PSU/ABS- servants Remuneration will be regulated as per DoPT and MoF vide OM F.NO.3-25/2020-E.IIIA dated 09/12/2020.</p> <p>Other than retired Government Employee, consolidated remuneration shall be Rs.50,000/- per month with increase in remuneration of 3% per annum on extension subject to requirement.</p>
Age Limit	Not exceeding 62 years



Name of the Post	SECURITY OFFICER
Post Code	F&A – ADMIN-04
No. of Post	1 No.
Essential Qualification	Bachelor's Degree in any discipline from a recognized University / Institute
Experience	<p>Minimum 10 years' experience in supervisory position in Army / Central Paramilitary Forces in Govt. Organization / retired Police Personnel in the grade of Inspector / Sub Inspector from State Govt. / Educational Institution / Private Organization.</p> <p>Desirable:</p> <ul style="list-style-type: none"> ➤ Preference will be given to those persons who have served in the Army / Central Paramilitary Forces or such services and possessing a valid Arms License / retired Police Personnel in the grade of Inspector / Sub Inspector from State Govt. ➤ Training and handling emergency situation like Fire Fighting, Rescue Operations, Floods, Earthquake etc. ➤ Possessing a Diploma Certificate in Security Operations / Fire Safety and Disaster Management from a University / Institute / Reputed Organization. Knowledge of Computer Operations.
Responsibilities	<ul style="list-style-type: none"> ➤ The incumbent will be responsible for managing the Security, Fire Safety, and protocol measures of the Institute. ➤ Monitoring CCTV screen for all movements of men, materials and official documents. Should be a smart observer for any suspicious movement/action of workers. ➤ Liaison with the police authorities for safety and security of activities of NIWE. ➤ The incumbent should be alert to deal with suspicious objects/persons/vehicles/trespassers etc. in the premises and removal of the same appropriately in consultation with competent authorities. ➤ Assisting NIWE Estate Management & Engineering Unit officials in maintaining cleanliness of the premises. ➤ Coordinate conducting the Fire Audit/Security Audit periodically. ➤ The incumbent will report to the Additional Director (Finance & Administration) who is the Officer-in-Charge and submit Weekly/ Periodic report on surveillance activities and other allied services as per requirement. ➤ Assist NIWE authorities for maintaining discipline and decorum among visitors to the Institute.
Consolidated Remuneration	Rs. 40,000/- per month
Age Limit	Not exceeding 62 years.



Duration of Contract:

The engagement of the above positions is time bound and purely on contract basis as detailed below.

For retired Government/ PSU / ABS-servants	<ul style="list-style-type: none">Initial period of engagement shall be 1 year extendable upto maximum of 4 years based on review of performance year on year basis.Maximum age shall be 65 years
Other than retired Government Employee	<ul style="list-style-type: none">Initial period of engagement shall be 1 year extendable upto maximum of 3 years based on review of performance year on year basis.

Note:

The age ceiling for continuation of contract would be 65 years (maximum) including the renewal of contract on yearly basis and shall depend on the quality of services rendered subject to satisfaction and recommendation of the Divisional Head/Controlling Officer.

How to Apply:

Interested candidates who are meeting the above mentioned eligibility criteria as on 15.02.2024 & 16.02.2024 may please bring in applications giving details of their Educational Qualification and job experience in the attached format along with self-attested Xerox copies of all necessary documents and attend Walk-in-Interview as per the undermentioned schedule. Also, the Original Certificates to be produced at the time of interview for verification purpose.

Walk-in-Interview Schedule:

1.	Name of the Posts calling for Walk-in-interview	:	Administrative Executive, Purchase Executive
	Date	:	15.02.2024
	Venue	:	Video Conference Hall, NIWE
	Interview Commences at	:	10.00 a.m.
	Document Verification	:	09.30 a.m
<i>(Latecomers after 10.30 a.m. will not be considered for interview)</i>			

2.	Name of the Posts calling for Walk-in-interview	:	Accounts Executive, Security Officer
	Date	:	16.02.2024
	Venue	:	Video Conference Hall, NIWE
	Interview Commences at	:	10.00 a.m.
	Document Verification	:	09.30 a.m
<i>(Latecomers after 10.30 a.m. will not be considered for interview)</i>			



INSTRUCTIONS TO THE CANDIDATES

1. All applicants must fulfil the essential requirements of the post and other conditions stipulated in the advertisement no.01/2024. They are advised to ensure their eligibility before attending Walk-in-Interview.
2. The prescribed educational qualification and experience mentioned against each posts are statutory.
3. Candidates are advised to mention in their application all the qualifications and experience in the relevant area over and above the minimum prescribed qualification, and ensure that all details are complete, accurate and correct.
4. The crucial date for determining the age limit, experience and all related matter shall be the closing date of application.
5. The decision of the competent authority / DG, NIWE in all matters relating to eligibility, acceptance or rejection of candidature, fixing the eligibility criteria, equivalence of qualifications, mode of selection, conduct of personal interview, will be final and binding on the candidates. Canvassing in any form will lead to disqualification for the post.
6. Selected candidates will have to produce a medical fitness certificate from a Government Hospital and certificate of Character & Antecedents from the concerned authorities prior to joining. They should be prepared to join duty within a specified time limit as per the terms and conditions of the offer of appointment.
7. For any updates, please visit the Institute website (<http://niwe.res.in>) regularly. Interim inquires relating to any matter will not be entertained.
8. No TA/DA will be paid to attend the selection process.
9. No separate call letter will be sent for Walk-in-Interview.
10. The positions are purely on Contract basis and the contract engagement will not confer any right on the candidate for regular employment in NIWE.
11. A Candidate's admission to the interview and subsequent process is strictly provisional.
12. The Institute reserves the right not to fill up the posts, cancel the advertisement in whole or part without assigning any reason and the decision in this regard by the Competent Authority of NIWE shall be final.



**Additional Director
(Finance & Administration)
NIWE, Chennai**