



NATIONAL INSTITUTE OF WIND ENERGY
(Under the Ministry of New and Renewable Energy)
Government of India
Velachery - Tambaram Main Road
Pallikaranai, Chennai - 600 100

Advertisement No.01/2021

INVITES APPLICATIONS FOR

Post Name : Security Officer (On Contract)

No. of Vacancy : 01 (One)

Consolidated Remuneration: Rs.30,000/- per month

Essential Skill:

- ❖ Bachelor's Degree from a recognized University / Institute with 10 years' experience in supervisory position in Army / Central Paramilitary Forces in Govt. Organization / retired Police Personnel in the grade of Inspector / Sub Inspector Grade from State Govt. / Educational / Private Organization.

Desirable

- ❖ Preference will be given to those persons who have served in the Army / Central Paramilitary Forces or such services and possessing a valid Arms Licence / retired Police Personnel in the grade of Inspector / Sub Inspector Grade 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 Manager from a University / Institute / Reputed Organization.
- ❖ Knowledge of Computer Operations.

Other Criteria

- ❖ The integrity of the applicant should not have been doubtful during past employment/service.
- ❖ No punishment/penalty should have been inflicted on the applicant during his past employment/service.

Age: Not exceeding 63 years.



Job Profile, Role & Responsibilities:

- ❖ 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 Assistant 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.

Terms of Appointment

Appointment will be on **contractual basis** initially for a period of **ONE YEAR**, extendable based on the review of performance on year-to-year basis. Their engagement will be upto 65 years or upper age limit as fixed as per rules by the Govt. of India from time to time.

How to Apply

Interested candidates who are meeting the above mentioned eligibility criteria as on **11.03.2021** may please bring 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.**

Walk-in-Interview Schedule

Date : 11/03/2021 (Thursday)
Venue : Seminar Hall, NIWE
Reporting Time : 08.45 a.m. (Sharp) – Reporting later than 10.00 a.m. will not be considered for interview

Document Verification : 09.00 a.m.



General Conditions

1. All applicants must fulfil the essential requirements of the post and other conditions stipulated in the advertisement **as on 11/03/2021**. They are advised to ensure their eligibility before attending Walk-in-Interview.
2. The prescribed educational qualification and experience are the minimum.
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 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.
5. 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 terms and conditions of the offer of appointment.
6. For any updates please visit the Institute website (<http://niwe.res.in>) regularly. Interim inquires relating to any matter will not be entertained.
7. No TA/DA will be paid to attend the selection process.
8. No separate call letter will be sent for Walk-in-Interview.
- 9. Candidates reporting later than 10.00 a.m. will not be considered for interview.**
10. Canvassing in any form will lead to disqualification for the post.

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