



नीवे NIWE  
ISO 9001:2015

**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.**  
**Tel.No.+91-44-22463982/83/84, Fax No.+91-44-22463980;**  
**Email: admin.niwe@nic.in**

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## Advertisement No.09/2021

**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 **ONLINE** Applications for the following posts under various schemes/ projects purely on **CONTRACT BASIS** with a consolidated remuneration.

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

<b>Name of the Post</b>	<b>PROJECT COORDINATOR</b>
<b>Post Code</b>	<b>SDT-PC-01</b>
<b>No. of Posts</b>	1 No.
<b>Essential Qualification</b>	MBA in HR / Operation / Finance or any Post Graduation from a recognized University
<b>Experience</b>	<ul style="list-style-type: none"><li>➤ The candidates should possess minimum 10 years experience in reputed R&amp;D institutes, commercial organizations / industries in handling project/preparation of project proposals with budgetary estimates of which minimum 3 years' experience in the field of conducting training (National/International) programmes, good knowledge in drafting official notes and maintaining accounts of all the training courses/projects, Publication of in-house journal and should have experience in outreach activities.</li><li>➤ Any other works assigned from to time</li></ul>
<b>Desirable</b>	<ul style="list-style-type: none"><li>➤ Should possess good knowledge in effective report writing and communication skills and knowledge in computer and familiarity in MS-office.</li><li>➤ Knowledge in Hindi is an added advantage.</li></ul>
<b>Consolidated Remuneration</b>	Rs.35000-40000 p.m.
<b>Age Limit</b>	Not Exceeding 50 years



<b>Name of the Post</b>	<b>ADMINISTRATIVE EXECUTIVE</b>
<b>Post Code</b>	<b>F&amp;A – ADMIN-01</b>
<b>No. of Post</b>	1 No.
<b>Essential Qualification</b>	Bachelor's Degree in any discipline with 10 years of experience in General Administration Desirable: Master's Degree in any discipline.
<b>Experience &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>➤ Minimum 10 years of experience in handling General Administration related activities in State/Central Autonomous bodies/PSUs.</li> <li>➤ Processing of Establishments/Administration/ Vigilance matters, etc.</li> <li>➤ Examination of policy issues, Bills, etc.</li> <li>➤ Recruitment &amp; Promotion related activities</li> <li>➤ Knowledge of Administrative Rules, RTI, Reservation Roster and other Establishment matters.</li> <li>➤ Excellent communication skills.</li> <li>➤ Experience in handling legal proceedings related to General Admin.</li> <li>➤ Working experience in computerized environment.</li> <li>➤ Any other works assigned from to time</li> </ul>
<b>Consolidated Remuneration</b>	For Retired Government Employees, a fixed monthly amount shall be paid / arrived at by deducting the basic pension from the pay drawn at the time of retirement subject to ceiling limit of Rs.50,000/-. For others viz. Private Establishments, etc. a remuneration range shall be fixed between Rs.40,000/- to Rs.50,000/- per month based on the Performance and Experience.
<b>Age Limit</b>	Not exceeding 62 years.
<b>Name of the Post</b>	<b>ACCOUNTS EXECUTIVE</b>
<b>Post Code</b>	<b>F&amp;A – ACCOUNTS-01</b>
<b>No. of Post</b>	1 No.
<b>Essential Qualification</b>	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
<b>Experience &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>➤ Preparation of Statement of Accounts, Balance Sheet (Receipt &amp; Payments, Income &amp; Expenditure, Balance Sheet, Invoice, Filing of TDS Returns, GST Returns, IT Returns, etc.)</li> <li>➤ Maintenance of Bank Books &amp; Preparation of BRS and other related activities</li> <li>➤ Entering data in Tally</li> <li>➤ Assisting Internal/Statutory/CAG Audits</li> <li>➤ Any other works assigned from to time</li> </ul>
<b>Consolidated Remuneration</b>	For Retired Government Employees, a fixed monthly amount shall be paid / arrived at by deducting the basic pension from the pay drawn at the time of retirement subject to ceiling limit of Rs.50,000/-. For others viz. Private Establishments, etc. a remuneration range shall be fixed between Rs.40,000/- to Rs.50,000/- per month based on the Performance and Experience.
<b>Age Limit</b>	Not exceeding 62 years



Name of the Post	<b>PURCHASE EXECUTIVE</b>
Post Code	<b>F&amp;A – PURCHASE-01</b>
No. of Post	1 No.
Essential Qualification	Master's Degree in any discipline
Experience & Responsibilities	<ul style="list-style-type: none"> <li>➤ 10 years work experience in Administration/Accounts/Purchase in Government / PSUs/Autonomous Bodies of which minimum 3-5 years of experience exclusively in Purchase and Stores</li> <li>➤ Experience in Import/Export activities</li> <li>➤ Knowledge of e-tendering, Government e-Market Place(GeM), etc.</li> <li>➤ Experience in Stores accounting and Inventory Management</li> <li>➤ Excellent Communication and Negotiation Skills</li> <li>➤ Proficiency to work in Computerized Environment</li> <li>➤ The Executive should have the ability to manage the Purchase section independently and distribution of work among other staff</li> <li>➤ Conducting of various meetings and drafting of minutes</li> <li>➤ Any other works assigned from to time</li> </ul>
Desirable	Diploma/PG Diploma in Materials Management
Consolidated Remuneration	<p>For Retired Government Employees, a fixed monthly amount shall be paid / arrived at by deducting the basic pension from the pay drawn at the time of retirement subject to ceiling limit of Rs.50,000/-.</p> <p>For others viz. Private Establishments, etc. a remuneration range shall be fixed between Rs.40,000/- to Rs.50,000/- per month based on the Performance and Experience.</p>
Age Limit	Not exceeding 62 years

**Duration:** The engagement of the above positions is time bound and purely temporary on contract basis. The duration of the engagement would be initially for a period of One Year and extendable for a further period at the discretion of the Competent Authority of NIWE subject to functional requirement, performance appraisal, etc.

**Note:** The age ceiling for continuation of contract shall be 65 years as on the date of renewal of contract on year-to-year basis and shall depend on the quality of services rendered subject to satisfaction and recommendation of the Divisional Head/Controlling Officer.

### **INSTRUCTIONS TO THE CANDIDATES**

1. The Candidate must be a citizen of India.
2. Applicants are required to submit the **on-line application ONLY (available in the Institute website <https://niwe.res.in/careers.php> and follow the instructions given thereon)** and the candidates applying for more than one post are required to submit the application for each post separately. Enclosures, if any, in support of application are to be uploaded as separate documents (pdf) along with the application form.
3. Application once submitted cannot be altered/ resubmitted, under any circumstances. Further, the request with respect to making changes in any data/particulars submitted by the candidate in the Online Application will not be entertained, once the application is submitted successfully. Therefore, please keep all data/details ready before you start filling up the online application.



4. The applicants are requested to go through all the instructions carefully and ensure that they fulfill all eligibility conditions. Their admission to all stages of the recruitment interview will be purely provisional and the final selection is subject to fulfilling the eligibility conditions as specified in the advertisement.
5. Request for change of e-mail address during the process of recruitment will not be entertained under any circumstances. The Institute will not be responsible for any loss of e-mail, loss of any communication due to wrong address or email provided by the candidates.
6. The positions are purely on Contract basis and the contract engagement will not confer any right on the candidate for regularization in NIWE.
7. Candidates should carefully fill up and upload all the required documents in the online portal in support of their age proof, educational qualification, Experience etc., as no correspondence regarding the change of details will be entertained later. If any of their claims is found to be incorrect at any stage, it will lead to rejection of their candidature.
8. Mere submission of their CV/Resume/Bio Data without supporting Document will be summarily rejected.
9. Candidates who have uploaded invisible/blurd/not clear document in support of their age, educational qualification, experience will not be considered for shortlisting. Hence, the candidates are advised to check their pdf file before uploading into the online application portal.
10. The crucial date for determining the age limit, experience and all related matter shall be the closing date of application.
11. The prescribed essential qualifications / experience indicated are bare minimum and mere possession of the same will not entitle the candidate to be called for Interview, further only post qualification experience will be taken into the consideration for fulfilling essential experience criteria.
12. Other than the consolidated remuneration as shown against each post the candidates selected will not be entitled to any other benefits or concessions are admissible.
13. The Institute shall verify the antecedents and documents submitted by applicants at any time, at the time of appointment or during the tenure of contract. In case, it is found that the Applicants have submitted fake documents or the Applicants have undesirable clandestine antecedents/background and have suppressed the material information, his/her appointment shall be liable to be terminated.
14. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issuance of appointment letter, the Institute reserves the right to modify/withdraw/cancel any communication made to the Applicants.
15. In case of any corrigendum/addendum pertaining to this advertisement, the same shall be published on the Institute's website only. Accordingly, all applicants are advised to regularly visit the Institute's website.
16. No TA/DA shall be provided for attending interview.
17. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Competent Authority of NIWE in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of Interview will be final and no query or correspondence will be entertained in this connection from any individual.
18. A Candidate's admission to the interview and subsequent process is strictly provisional. The mere fact that the call letter has been issued to the candidate does not imply that his/her candidature has been finally cleared by the NIWE. The NIWE would be free to reject any application, at any stage of the process, cancel the candidature of the candidate in case it is detected at any stage that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect / false information / Certificate /documents or has suppressed any material fact(s). If any of these shortcoming(s) is/are detected after appointment in the NIWE, their appointment is liable to be terminated.
19. NIWE Chennai strives to have a workforce which reflects gender balance and hence, the eligible female applicants are encouraged to apply.
20. Incomplete online application without relevant enclosures will be out rightly rejected and the candidates are required to upload the necessary documents in support of their candidature along with the submission of online application. The candidates may note that in this regard no Interim correspondence will be entertained and replied to.



21. The institute will shortlist the candidates based on shortlisting criteria adopted by the screening committee. The Institute reserves the right to restrict the number of candidates for Interview to a reasonable limit on the basis of qualifications and experience higher than the minimum prescribed in the advertisement and other academic achievements etc.
22. The decision of the committee involved in the shortlisting process shall be final. No interim correspondence / enquiry will be entertained from the candidate in connection with shortlisting process.
23. The List of Shortlisted candidates will be displayed in the Institute website. No separate Individual intimation will be sent. Besides, all information regarding Interview schedule will also be provided through the Institute website only. The Institute will not be responsible in any manner if a candidate fails to visit / access the website in time. The candidates are requested to regularly visit the Institute website i.e., <https://niwe.res.in/careers.php> for updated information regarding the recruitment.
24. If any document/Certificate furnished in a language other than Hindi/English, a transcript of the same duly attested by a gazette officer is to be uploaded along with that certificate.
25. Action against applicants found guilty of misconduct: Applicants are warned not to furnish any particulars that are false or suppress any material information while filling in the application form. Applicants are also warned that they should in no case attempt to alter or otherwise tamper with any entry in a document or the attested certified copy submitted by them nor should they submit a tampered/fabricated document. Without prejudice to criminal action, wherever necessary, their candidature will be summarily cancelled / debarred at any stage of the recruitment.
26. Canvassing in any form will be treated as a disqualification for the post.
27. Applicants should not have been convicted by any court of case.
28. 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.
29. The Institute reserves the right to extend the closing date for receipt of applications and also reserves the right to postpone/cancel the recruitment exercise for any/all the posts at any stage.
30. The Institute will not be responsible for any delay due to applicant not being able to submit his/her online application within the last date on account of system error or any other reasons.
31. ***In view of the current situation arising out of COVID-19 pandemic, any new guidelines issued from Govt. of India will be strictly adhered to and as such the date of Interview might get cancelled/delayed/extended in line with the govt. guidelines. Hence the interested candidates are advised to keep checking NIWE's website regularly.***

Starting Date for Submission of Online Application form	<b>12.11.2021</b>
Last date for Submission of Online Application Form	<b>26.11.2021</b>
Link for online application	<a href="https://niwe.res.in/careers.php">https://niwe.res.in/careers.php</a>

**NO HARD COPY OF APPLICATION NEEDS TO BE FORWARDED.**

**Division Head (Finance & Administration)**  
- **Additional Charge**

