



National Institute of Solar Energy
(An Autonomous Institute of Ministry of New and Renewable Energy, GOI)
Gwal-Pahari, Gurugram

Dated: 15 .07.2020

WALK-IN-INTERVIEW TO BE HELD ON 30th JULY 2020

Subject: Engagement of manpower purely on contractual basis in Finance & Account division at National Institute of Solar Energy (NISE), Gwal-Pahari, Gurugram.

National Institute of Solar Energy (NISE) is an Autonomous Institute of Ministry of New and Renewable Energy, Government of India to function as an Apex National Centre for research and technology development and related activities in the areas of Solar Energy Technologies in the Country. NISE is located on a 200 acre campus at the Gurugram- Faridabad Road, Gwal-Pahari, and Gurugram. The Institute works on development of Solar Energy Technologies and practices and contributes in advancement of related Science and Engineering.

NISE invites applications from suitable candidates for their engagement as under. The Details about eligibility criteria, job requirement, remuneration etc. are given below.

Sr. No	Post Name and Upper Age Limit	Number of positions	Essential qualifications and Experience	Period of Engagement	Job requirement	Consolidated remuneration (Rupees per month)
1.	Account Officer (Finance/Account) 35 Years *	01 (One)	Bachelor's Degree in commerce from recognized University or equivalent with minimum 60 % of Marks; With professional qualification of CA/ICWA. However, person having the qualification as CA would be preferred. Experience 1. Post Qualification working experience of minimum three (3) years in Commercial Accounting/Fund Management / Finance /Accounts / Budget/Audit in Commercial/Government /PSU/Autonomous bodies/Industry. 2. Should be conversant with Govt. Account functioning, Knowledge of PFMS, Knowledge of Grant Accounting, GST & all Tax related compliance. Good Communication skills. 3. Having Excellent Computer skills like Tally / MS-Office. (Latest version) Note: Experience in Government Organization /National laboratory /Academic institution / industry will be preferred.	One year, Purely on contract basis which can be extended based on requirement of NISE.	1. Preparation and Finalisation of Financial Statement. 2. Financial Management and maintenance of record as per requirement /rules. 3. Preparation of Budget/Proposal/Reports on various subjects related to NISE. 4. Coordinate with all concerned including divisional heads/ Project Manager in NISE for Proper Handling of Budget. 5. Monitoring Proper utilisation of Funds as per plan scheme in accordance with govt. Direction / Guidelines / GFR Rules. 6. Compliance with all statutory requirement like Income Tax/ GST/ TDS. 7. Examination and Processing of proposals for financial concurrence. 8. Coordinate with statutory/ Internal auditor and with banks. 9. Maintenance of Proper Internal Control System and Supervising overall finance and accounts activities. 10. Follow up replies to audit paras, monitoring of expenditure status.	65000/-
2.	Sr. Accountant (Finance/Account) 35 Years*	01 (One)	1. Bachelor's Degree in commerce from recognized University or equivalent	One year, Purely on contract basis which can be extended	1. Day to day book keeping, understanding of maintenance of ledger entries, account entries,	Rs. 50000/-

		<p>with minimum 60 % of Marks;</p> <p>2. Higher education like CA/ICWA Intermediate.</p> <p><u>Experience</u></p> <p>1. Post Qualification working experience of minimum two (2) years in Fund Management / Finance /Accounts / Budget in Government /PSU/Autonomous bodies/Industry.</p> <p>2. Should be conversant with Govt. Account functioning, Knowledge of PFMS, Knowledge of Grant Accounting, GST & all Tax related compliance. Good Communication skills.</p> <p>3. Having Excellent Computer skills like Tally / MS-Office. (Latest version).</p> <p>Note: Experience in Government Organization /national laboratory /Academic institution / industry will be preferred.</p>	<p>based on requirement of NISE.</p>	<p>Bank Reconciliation, Payments etc.</p> <p>2. Preparation and finalisation of Financial statements as per rules and regulations.</p> <p>3. Preparation and Finalisation of GST/TDS data on timely basis and compliance with all statutory requirements.</p> <p>4. Assist in preparation of budget and financial proposals, Utilisation Certificate under various Projects of NISE.</p> <p>5. Assist in Statutory and Internal audit.</p> <p>6. Monitoring Proper utilisation of Funds and expenditure as per plan scheme in accordance with govt. Direction / Guidelines / GFR Rules.</p> <p>7. Supervision of overall Finance and accounts activities.</p> <p>8. Preparation of various MIS Reports.</p> <p>9. Coordinate with banks for various purpose.</p>	
--	--	--	--------------------------------------	--	--

*Age as on 31.07.2020.

Terms & Conditions:

1. Only Indian national need to apply as per the format given herewith.
2. No TA /DA will be provided for attending the interview /joining the post upon selection.
3. The engagement of the above positions are purely of a temporary nature and can be withdrawn at any time within the approved project duration without assigning any reason. A prior notice of 15 days should be provided by both parties. This shall not bestow any claim or right for seeking regular employment in the national institute of solar energy.
4. Others terms and conditions will be as stipulated in the offer letter to be issued by NISE.
5. Recruitment will be made through INTERVIEW, however, relevant documents/ mark sheet including experience certificate would be verified and screening would be made. The applications will be shortlisted based on the actual job requirements by committee. Mere fulfilment of Educations qualifications will not entitle the candidate for being interviewed. Candidates are advised to ensure their eligibility and relevance to the post they are applying for. Only screened in candidates on date of interview would be allowed to appear for interview. Incomplete application will be out-rightly rejected and no correspondence for that will be entertained.
6. The NISE reserves the right to accept or reject in part or full any or all the responses without assigning any reasons whatsoever. The decision of Director General, NISE would be final regarding any part of the recruitment.
7. **Walk-in-interview will be held on 30th July 2020 from 10:00 am onwards at Surya Bhawan, National Institute of Solar Energy, Gwal Pahari, Faridabad, Faridabad-Gurugram Road, Gurugram-122003, Haryana.** Interested candidates may appear in the Walk-in-interview. They should bring one set of self-attested Certificates for educational qualification and experience along with the originals for verification at the time of interview.

8. **In case Walk-in Interview is not possible by the candidate owing to the current COVID-19 pandemic, the Interview for such shortlisted candidates would be held through video conferencing. Hence the candidates should clearly specify the same in the application form and provide the email id and mobile number which is currently being used by them for sending the link for Interview through video conferencing.**
9. The candidates should submit the application form duly filled and signed along with a copy of self-attested documents relating to educational qualification & essential experience, through email on recruitment.nise@nise.res.in latest by 29th July 2020. The application form can be downloaded from the website of NISE. The Experience specified above for each post shall be essentially the experience acquired after obtaining the basic / essential qualification. The candidates are advised to reach at venue 30 minutes before the schedule time.
10. No TA/DA is admissible for attending the interview or joining the assignment. The engagement shall be initially for a period of one (01) year or till further order, whichever is earlier.
11. The tenure of the contract can be extended depending upon the performance of the candidates or functional requirement of the Institute with the approval of the Competent Authority. There will not be any claim from the candidates for seeking permanent position in the Institute.

Sd/-
Director General
National Institute of Solar Energy
Gwal Pahari, Gurugram-Faridabad Road
Gurugram, Haryana

APPLICATION FORMAT FOR THE POST OF _____ IN NATIONAL INSTITUTE OF SOLAR ENERGY (NISE), GWAL-PAHARI, GURUGRAM, HARYANA.

**Affix recent
passport
size
photograph**

NAME OF THE POST APPLIED FOR : _____

PARTICULARS

1. Name in Block letter : _____

2. Father's Name : _____

3. Date of Birth (DD/MM/YYYY) : _____

4. Nationality : _____

5. Age as on **16.03.2020** : _____ Years _____ Months _____ Days

6. Mailing Address : _____

: _____

Permanent Address : _____

: _____

7. Mobile No. : _____

E- Mail : _____

8. Preferred Interview Mode: Walk-in Video Conferencing

9. Educational qualifications :

Sl. No.	Examination passed	Subject(s)	Name of the Board / University / Institute	Year of passing	Marks / Division / CGPA (%age)		
					Marks	Div.	CGPA %age
1.							
2.							
3.							
4.							
5.							

10. Work Experience

Sl. No.	Name of the Organization / Office	Post held	Scale of Pay	Period		Nature of work / Assignment performed	Reason for leaving	Permanent or Temporary
				From	To			

I hereby undertake that I shall abide all the terms and conditions laid down in the advertisement.

(Signature of candidate)

Date: _____

Place: _____
