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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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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 the further research and development works, the Institute invites ONLINE Applications for the following posts purely on **CONTRACT BASIS** with a consolidated remuneration.

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

1. VAYUMITRA SKILL DEVELOPMENT PROGRAMME (VSDP) :

Name of the Post	PROGRAM COORDINATOR – TECHNICAL
Post Code	VSDP-PCT-01
No. of Posts	1 (One)
Essential Qualification	<ul style="list-style-type: none">• M.E (Electrical, Mechanical, Electronics, Instrumentation streams) with first class or its equivalent grade• Post qualification 3 years of experience in respective streams out of which, at least 1 year working experience in any Renewable energy sector preferably Wind Energy <p style="text-align: center;">or</p> <ul style="list-style-type: none">• B.E (Electrical, Mechanical, Electronics, Instrumentation streams) with first class or its equivalent grade• Post qualification 5 years of experience in respective streams out of which, at least 1 year working experience in any Renewable energy sector preferably Wind Energy.
Job Description	The program Coordinator - Technical is responsible for dealing with the technical aspects of the training programme and support the Programme Director, VSDP in all the activities in a time bound manner. The Coordinator will identify needs, design, develop and implement curricula, courses, managing audio/video conferencing facilities and to support the training needs in effective way. The Program Coordinator should have a full understanding of learning principles and the link between Learning/Development and the objectives of the project. He/she should have the ability to multitask and adapt in a fast paced environment. He/she should have the ability to multitask and adapt in a fast paced environment. He/she is expected to perform rigorous travel throughout the country and should have proficiency in English and Hindi will be an added advantage.
Consolidated Remuneration	Rs.40,000/- p.m.
Upper Age Limit	Not Exceeding 40 years



Name of the Post	PROGRAM COORDINATOR – MANAGEMENT
Post Code	VSDP-PCM-01
No. of Posts	1 (One)
Essential Qualification	MBA (HR, Operations) with Post qualification 5 years of experience in organizing Trainings, Seminar, Workshop, Conference & Events of which atleast one year in Renewable energy sector preferably Wind Energy.
Job Description	The project Coordinator – Management is responsible for dealing with the management aspects of the training programme and support the Programme Director, VSDP in all the activities in a time bound manner. He/she is expected to be a strategic thinker with project and time management skills. He/she should have the ability to multitask and adapt in a fast paced environment. To ensure success, the coordinator should understand the operation and decision-making processes with a keen interest in producing targeted and tangible results by creating an effective and efficient work force. They have to be innovative, strong decision – makers and outstanding facilitators of learning and change. He/she should have multitasking ability to manage the training programmes in an efficient way and adapt in a fast paced environment. The coordinator is expected to perform rigorous travel throughout the country and should have proficiency in English and Hindi will be an added advantage.
Consolidated Remuneration	Rs.40,000/- p.m.
Upper Age Limit	Not Exceeding 40 years
Name of the Post	PROGRAM COORDINATOR – FINANCIAL
Post Code	VSDP-PCF-01
No. of Posts	1 (One)
Essential Qualification	<ul style="list-style-type: none"> • Master’s Degree in Commerce or MBA (Finance) with Post qualification 5 years of experience in Finance /Accounts <p style="text-align: center;">or</p> <ul style="list-style-type: none"> • Bachelor’s Degree in Commerce with Post qualification 7 years of experience in Finance / Accounts • Certificate course in Tally
Job Description	Programme Coordinator – Finance is responsible for dealing with the financial and administrative aspects of the training programme and support the Programme Director, VSDP in all the activities in a time bound manner. He/she should have ability to manage the allotted fund and ensure the project is completed within timeline and budgetary restrictions. They typically perform tasks such as procurements related to the programme, collecting, verifying and clearing the bills in accordance with the prevailing rules/norms, preparation of Statement of Accounts, Balance Sheet, Receipt & Payments, Income & Expenditure, Maintenance of Bank Books & Preparation of BRS, Assisting Audit, Monitoring of budget, Coordinating with team members to create and share work plans and timelines and other related activities. He/she should have the ability to multitask and 5942/2022/SDT 11 adapt in a fast paced environment. He/she is expected to perform rigorous travel throughout the country and should have proficiency in English and Hindi will be an added advantage.
Consolidated Remuneration	Rs.40,000/- p.m.
Upper Age Limit	Not Exceeding 40 years



Name of the Post	WEB DESIGNER, DATABASE MANAGEMENT, PORTAL MAINTENANCE
Post Code	VSDP-WD-01
No. of Posts	1 (One)
Essential Qualification	Bachelor's Degree in IT/CS with Post qualification 3 years of experience in Web designing, development, Programming, Coding & DBMS.
Job Description	Web Designer is responsible for creation, updation and maintenance of web portal and knowledge on Database Management System and support the Programme Director, VSDP in all the activities in a time bound manner. He/she is expected to maintain a cohesive design for website/portal. He/she should have ability to write code in one or more programming or scripting languages, such as Java, PHP, .net etc. Responsible for designing, building the interface, and maintenance of website for the project activities. Ensure website function and stability across devices i.e. desktop, mobile, tablet etc. Research, incorporate and contribute to open-source projects. He/she should have learning attitude, stay up-to-date with new trends and advancements in web development. He/she should fix bugs, build and maintain database. He/she must have strong communication skills. He/she is expected to perform rigorous travel throughout the country in supporting the programme and should have proficiency in English and Hindi will be an added advantage.
Consolidated Remuneration	Rs.45,000/- p.m.
Upper Age Limit	Not Exceeding 40 years

Name of the Post	PROJECT ASSISTANT- TECHNICAL
Post Code	VSDP-PA&T-01
No. of Posts	1 (One)
Essential Qualification	B.E (Electrical, Mechanical, Electronics, Instrumentation streams) with first class or its equivalent grade with Post qualification 3 years of experience in Training or Teaching.
Job Description	The Project Assistant - Technical should provide overall support to the technical aspects of the training programme and the Programme Coordinator in all the activities in a time bound manner. He/she has to contribute to the coordination, planning of activities of the assigned task to ensure that the goals and objectives of the project are accomplished within the prescribed time frame and to the highest level of quality. He/she should assist in drafting, planning, scheduling training programmes, preparation of reports. He/she should assist in preparation of training course materials, programme schedule, program operations, managing audio/video conferencing facilities. He/she should have the ability to multitask and adapt in a fast paced environment. He/she is expected to perform rigorous travel throughout the country and should have proficiency in English and Hindi will be an added advantage.
Consolidated Remuneration	Rs.30,000/- p.m.
Upper Age Limit	Not Exceeding 35 years



Name of the Post	PROJECT ASSISTANT-FINANCIAL
Post Code	VSDP-PA&F-01
No. of Posts	1 (One)
Essential Qualification	Bachelor's Degree in any discipline with Post qualification 5 years of experience in General Administration.
Job Description	Project Assistant - Finance is responsible for supporting the financial and administrative aspects of the training programme and support the Programme Director, VSDP in all the activities in a time bound manner. He/she should assist in managing the allotted fund and ensure the project is completed within timeline and budgetary restrictions. He/she should assist in procurements related to the programme, collecting, verifying and clearing the bills in accordance with the prevailing rules/norms, preparation of Statement of Accounts, Balance Sheet, Receipt & Payments, Income & Expenditure, Maintenance of Bank Books & Preparation of BRS, Assisting Audit, monitoring of budget, coordinating with team members to create and share work plans and timelines and other related activities. He/she should have the ability to multitask and adapt in a fast paced 5942/2022/SDT 13 environment. He/she is expected to perform rigorous travel throughout the country and should have proficiency in English and Hindi will be an added advantage.
Consolidated Remuneration	Rs.30,000/- p.m.
Age Limit	Not Exceeding 35 years

2. DST – HYBRIDIZE PROJECT

Name of the Post	SENIOR RESEARCH FELLOW (SRF)
Post Code	DST-SRF-01
No. of Posts	01 (One)
Essential Qualification & Experience	<ul style="list-style-type: none"> ➤ First Class B.E/B.Tech in Mechanical Engineering with 2 yrs. Of Post qualification Research experience and possessing GATE Score (OR) ➤ First Class M.E/M.Tech in Machine Design /CAD/CAE/ Renewable Energy
Desirable	Aero-elastic Modelling / Mechanical testing, Wind Energy System.
Consolidated Stipend	Rs.35,000/- + HRA per month
Age Limit	Not exceeding 32 years The upper age limit is relaxable upto 5 years in case of candidates belonging to Scheduled Castes / Scheduled Tribes / Persons with Disabilities and female applicants whereas 3 years in case of OBC (Non-Creamy Layer candidates)



3. ADMINSTRATIVE POST

Name of the Post	PURCHASE EXECUTIVE
Post Code	F&A-PE-01
No. of Post	1 No.
Essential Qualification	Bachelor's Degree in any discipline with 15 years of experience in Stores & Purchase
Desirable	➤ Master's Degree in any discipline. or ➤ Diploma/PG Diploma in Public Procurement / Materials Management
Experience & Responsibilities	➤ 15 years' work experience in Purchase & Stores in Government / PSUs/Autonomous Bodies. ➤ 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 ➤ Any other works assigned from to time
Consolidated Remuneration	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/-.
Age Limit	Not exceeding 62 years

Duration: The engagement of Contractual 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 based on the performance and continuation of the project/scheme.

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).
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 including written test and/or interview will be purely provisional and the final selection is subject to fulfilling the eligibility conditions as specified in the advertisement. Candidates who have appeared in the qualifying degree/diploma examination etc. and whose results have not been declared and not in possession of degree/provisional certificate are not eligible. Candidate have to produce at least provisional certificate in support of their educational qualification.
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, Community, 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/blurrd/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 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 Test and/or Interview. Further only post qualification experience will be taken into the consideration for fulfilling essential experience criteria.
12. In case a particular University / Institution does not have any criteria of first class or equivalence, 60% will be taken as equivalent to first class. In case of non-availability of conversion formula, CGPA/CPI of 6.75 (on 10-point scale) will be taken as equivalent to 60% as per AICTE guidelines. For any other point scale of CGPA/CPI, the equivalence may vary proportionally.
13. 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.
14. 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.
15. 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.
16. The Institute reserves the right to:
 - (a) Withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect.
 - (i) Fill or not to fill up some or all the posts advertised for any reasons whatsoever
 - (ii) Increase/decrease the number of posts as per NIWE requirement at the time of appointment.
 - (iii) Add/Modify/Delete by issue of suitable corrigendum to the terms and conditions given in this notification of recruitment.
17. 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.
18. Age is relaxable in case of SC / ST / OBC / Ex-servicemen / PwD candidates as per Government of India norms subject to production of valid certificate.
19. The candidates willing to avail OBC(NCL) benefit should upload the valid OBC(NCL) certificate as on the date of application.
20. The SC/ST candidates are required to upload their community certificate in prescribed format.
21. The persons with disability (PwD) shall be required to upload the Disability/Medical Certificate in the prescribed form issued by the competent medical authorities for the purpose of availing age relaxation as per Government of India norms.



22. Candidates who indicates their community as SC/ST/OBC/EWS, as the case may be, in their application form but do not enclose/upload the valid community certificate in the prescribed format, will not be considered. The age relaxation (as prescribed by the authorities from time to time) permissible beyond the upper age limit specified in respect of specified category is as under:

S.no.	Category	Age relaxation permissible beyond the upper age limit
1	SC/ST	5 years
2	OBC (NCL)	3 years
3	PwD (UR)	10 years
4	PwD + OBC (NCL)	13 years
5	PwD + SC/ST	15 years
6	Ex-Servicemen	For Ex-serviceman up to the extent of service rendered in defence forces (Army, Navy & Air Force) plus 3 years.

23. No TA/DA shall be provided for attending Test and/or interview.
24. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Competent Authority in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of test and/or Interview will be final and no query or correspondence will be entertained in this connection from any individual.
25. A Candidate's admission to the Test and/or 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.
26. NIWE Chennai strives to have a workforce which reflects gender balance and hence, the eligible female applicants are encouraged to apply.
27. Incomplete applications or 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.
28. 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 written test / Skill test and/or 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.
29. 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.
30. The List of Shortlisted candidates will be displayed in the Institute website. No separate Individual intimation will be sent. Besides, all information regarding Selection Test and/or Skill test and / or Interview schedule etc. 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.



31. 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.
32. **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.
33. Canvassing in any form will be treated as a disqualification for the post.
34. Applicants should not have been convicted by any court of case.
35. The Institute reserves the right not to fill up the posts, cancel the advertisement in whole or in part without assigning any reason and the decision in this regard by the Competent authority of NIWE shall be final.
36. 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.
37. 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.
38. ***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 Test and or 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	13.04.2022
Last date for Submission of Online Application Form	29.04.2022
Link for online application	https://niwe.res.in/careers.php

NO HARD COPY OF APPLICATION NEEDS TO BE FORWARDED.



**Division Head
(Finance & Administration)**