



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 the technical arm of Ministry of New and Renewable Energy, Govt. of India in the field of Wind Energy. NIWE plays a proactive role in the development of Wind Energy especially in Wind Resources Assessment, Testing/Type Certification of Wind Turbine Generators, Research & Development and Information & Training Services. The Institute proposes to recruit the following posts on **Deputation Basis–failing which by Direct Recruitment**. The place of posting will be at Chennai. *It is noted that the post will be on project mode basis, not a regular one, till approved by Ministry of Finance and the Recruitment Rules(RRs) of NIWE is under revision.*

Applications are invited from Indian Nationals fulfilling the eligible criteria as given below:

I. For Deputation

- 1. Name of the Post: EXECUTIVE ASSISTANT (1 post) ; Post Code – EA**
Pay Level 6 of 7th CPC (Rs.35400 plus usual allowances)
[Pay Band 2 - Rs.9300-34800 with GP of Rs.4200 of 6th CPC].

2. Eligibility Conditions

Persons working under the Central Government or State Governments or Union territory Administrations or Public Sector Undertakings or Central Universities or recognized research institutions or Semi-Government or Autonomous Bodies or Statutory Organizations funded by Government: -

- (a) Holding analogous posts
- (b) 10 years experience in the immediate lower pay band or equivalent.
- (c) Possessing qualification prescribed for Direct Recruitment

Age limit: The maximum age-limit of appointment by deputation **shall not exceed 56 years** as on the closing date of receipt of applications.

3. Regulation of pay and other terms of deputation:

Pay of the selected candidate shall be fixed in the scale of the post in accordance with rules prescribed by the Government of India.



4. Period of Deputation:

Period of deputation shall be initially for a period of one year extendable further based on the need and performance as per the DOPT O.M.F.No.2/6/2018-Estt.(Pay-II) dated 18.05.2018 as amended from time to time. The period of deputation can be curtailed by giving a month's notice on either side.

5. Certificates to be enclosed:

Eligible candidates fulfilling the essential criteria as mentioned above may apply through proper channel in the prescribed proforma (Annexure-I) along with supporting documents in support of their eligibility such as Educational Qualifications and Age Proof together with certificate from the Forwarding Authority (in proforma Annexure-II). Candidates already in regular service in Govt. / Quasi Govt./PSU/Autonomous Bodies under the Government of India must apply through proper channel and the forwarded applications should reach NIWE on or before **22.11.2021**. However, advance copy must be sent to NIWE on or before **05.11.2021**

II. For Direct Recruitment:

| Sl.No. | Name of the Post, Post Code, Level in Pay Matrix, Age, Qualification & Experience | No. of vacancies and Reservation |
|--------|--|----------------------------------|
| 1 | <p>EXECUTIVE ASSISTANT ; Post Code – EA Age: 28 years Pay Level 6 of 7th CPC (Rs.35400 plus usual allowances) [Pay Band 2 - Rs.9300-34800 with GP of Rs.4200 of 6th CPC].</p> <p><u>Qualification:</u></p> <p><u>Essential:</u> Bachelor's Degree from a recognized University / Institution</p> <p><u>Experience:</u></p> <p>Not less than 03 years of experience in Finance & Accounts, Administration, Materials Management in a reputed organization. Proficiency in MS Office</p> <p><u>Desirable:</u></p> <p>Knowledge of typewriting, Stenography and computer based applications</p> | 1 Post (EWS) |



| Sl.No. | Name of the Post, Post Code, Level in Pay Matrix, Age, Qualification & Experience | No. of vacancies and Reservation |
|--------|--|--|
| 2 | <p>JUNIOR EXECUTIVE ASSISTANT ; Post Code – JEA Age: 28 years Pay Level 4 of 7th CPC (Rs.25500 plus usual allowances) [Pay Band 1 - Rs.5200-20200 with GP of Rs.2400 of 6th CPC].</p> <p>Qualification:</p> <p>Essential:</p> <ol style="list-style-type: none"> 1. Passed 10+2 from a recognized Board/Institution 2. Passed 80/30 wpm in Shorthand / English Typewriting 3. Proficiency in MS Office <p>Experience:</p> 1-2 years experience as Steno-Typist in Govt./Commercial Organization of repute | <p>1 Post (OBC)</p> |

3. Age limit for direct recruitment is relaxable by 5 years for those working in Central Government / State Government / Public Sector Undertakings / Autonomous bodies under the Govt. of India and as per the directions of GoI. All relaxations in age shall run concurrently. There will be no upper age limit for employees of NIWE.
4. Candidates already in regular service in Govt. / Quasi Govt./PSU/Autonomous Bodies under the Government of India must apply through proper channel and the forwarded applications should reach NIWE on or before **22.11.2021**. However, advance copy must be sent to NIWE on or before **05.11.2021**.
5. In case of candidates residing in the far flung areas like North-Eastern States, A&N Islands and Lakshadweep, the last date for receipt of application is **22.11.2021**.
6. The selection process for the post under Sl.Nos.1 & 2 shall include screening and Aptitude Test and/or Descriptive Test and/or Skill Test.
7. In case of large number of applications received, screening of applications will be carried out based on percentage of marks obtained in the examination mandated as essential qualification for the respective posts so as to restrict the number of candidates (to a reasonable number) to be called for Aptitude Test and/or Descriptive Test for the post of Executive Assistant (EA) and Aptitude Test and/or Skill Test for the post of Junior Executive Assistant(JEA).



8. Mere possession of minimum prescribed qualifications and experience will not entail a candidate for being called for test. The Institute reserves the right to call for test only such candidates who in its opinion are found suitable based on a criteria evolved by a screening committee at its discretion. The list of such shortlisted candidates will be notified on our official website.
9. NIWE strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
10. Eligible candidates fulfilling the essential criteria as mentioned above may apply in the prescribed proforma (Annexure-A for the post of Executive Assistant(EA) and Annexure-B for the post of Junior Executive Assistant (JEA) along with supporting documents in support of their eligibility criteria such as
- (i) Educational Qualification
 - (ii) Age Proof
 - (iii) Community Certificate, if applicable (***EWS, OBC as the case may be***)
 - (iv) Certificate for proof of experience
 - (v) Other documents, as applicable, relevant to the post applied may be forwarded to

**The Division Head (Finance & Administration)-
Additional Charge
National Institute of Wind Energy
Velachery-Tambaram Main Road,
Pallikaranai, Chennai – 600 100**

Superscribing on the top of the envelope "Application for the post of _____)"

11. The Crucial date for determining the age limit shall be the closing date for the receipt of application i.e. **05.11.2021**.
12. Candidates already in regular service in Govt. / Quasi Govt./PSU/Autonomous Bodies under the Government of India must apply through proper channel and the forwarded applications should reach NIWE on or before **22.11.2021**. However, advance copy must be sent to NIWE on or before **05.11.2021**. In case of candidates residing in the far flung areas like North-Eastern States, A&N Islands and Lakshadweep, the last date for receipt of application is **22.11.2021**.
13. The post(s) carries other allowances as per rules of Central Government. NIWE employees are covered by NPS and other benefits such as Medical Reimbursement, Children Education Allowance, Leave Travel Concession, Leave Encashment, Gratuity, etc. as per rules. Selected candidates are likely to be posted anywhere in India.



- 14.** Applications with the following deficiencies shall be rejected without any notice to the candidates and no correspondence on such rejections will be entertained:-
- (i) Non-affixing of photograph;
 - (ii) Unsigned application
 - (iii) Advance copies not followed by the Original, through proper channel
 - (iv) Non enclosure of proof of certificates for Essential Qualification, Experience and Age.
 - (v) Non submission of EWS and OBC Certificates in the prescribed format of Central Government, wherever essential.
- 15.** Applications of those persons who do not possess the essential qualification, age bar and experience on the last date of receipt of application will be summarily rejected.
- 16.** Candidates are advised to send the applications well before the closing date so that it reaches the office of NIWE by the closing date. Applications received after due date shall not be entertained. NIWE shall not take into account any postal delay. Candidates should specifically note that the applications received after the closing date for any reason whatsoever will not be entertained by NIWE.
- 17.** Any further information connected with this advertisement shall be hosted in NIWE's website <http://niwe.res.in> **only** and therefore the candidates who have applied are requested to browse NIWE website regularly. Only those candidates who are screened for interview will be informed by email/post.
- 18.** No correspondence will be entertained from candidates with regard to non-receipt of postal communications or not called / not selected for different stages of selection process/appointment.
- 19.** The format of Application is given in annexure. Those who wish to apply for more than one post should submit separate applications for each post along with requisite enclosures.
- 20.** Application once made will not be withdrawn on any account not can it be held in reserved for any other recruitment of selection process.
- 21.** Suppression or wilful misrepresentation of facts or furnishing wrong information in the application will result in rejection of candidature leading to termination from service if selected and appointed. Canvassing in any form will be a disqualification.

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