

NATIONAL INSTITUTE OF WIND ENERGY

Velachery - Tambaram Main Road, Pallikaranai, Chennai – 600 100 , INDIA

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 Direct Recruitment Basis.

Applications are invited from Indian nationals fulfilling the eligibility criteria as given below:

Sl. No.	Name of the post, Post Code, Pay Band with Grade Pay, Age, Qualification & Experience	No. of vacancy and Reservation
1.	<p>Assistant Director (Technical) ; Post code – ADT(IT) PB 3, Rs.15,600-39100 with GP – 5400 ; 35 years ;</p> <p><u>Qualification:</u></p> <p><u>Essential:</u></p> <p>First Class Bachelor's degree in Engineering / Technology in Electronics and Communication (ECE) / Information Technology / Computer Science from a recognised University/Institution</p> <p><u>Desirable:</u></p> <ul style="list-style-type: none">• Master's Degree in Engineering / Technology in Electronics & Communication / Information Technology / Computer Science.• <i>Knowledge based computer applications, computer network (internet and intranet and cyber security management).</i> <p><u>Experience (Desirable):</u></p> <p>Candidates having experience in Wind Energy Sector Project Management, R&D Consultancy Service, and State Electricity Boards may be preferred.</p>	1 Post (OBC)
2.	<p>Assistant Director (Technical) ; Post code – ADT(S&C) PB 3, Rs.15,600-39100 with GP – 5400 ; 35 years ;</p> <p><u>Qualification:</u></p> <p><u>Essential:</u></p> <p>First Class Bachelor's degree in Engineering/ Technology in Civil, Mechanical, Electrical, Electronics & Communication(ECE), Aeronautics, Production Engineering from a recognised University/Institution</p> <p><u>Desirable:</u></p> <ul style="list-style-type: none">• Master's Degree in Engineering/ Technology in Civil / Mechanical / Electrical / Electronics & Communication / Aeronautics / Production.• <i>Knowledge based computer applications, computer network (internet and intranet and cyber security management).</i> <p><u>Experience (Desirable):</u></p> <p>Candidates having experience in Wind Energy Sector Project Management, R&D Consultancy Service, and State Electricity Boards may be preferred.</p>	1 Post (UR)

3	<p>Junior Engineer ; Post code - JE PB 2, Rs.9,300-34,800 with GP-4200 ; 28 years ;</p> <p><u>Qualification:</u></p> <p><u>Essential:</u></p> <p>Three year Diploma course in Engineering from a recognized institution with at least Second Class.</p> <p><u>Desirable:</u></p> <p><i>Knowledge of Computer based applications preferably in the field of wind energy, IT enabled learning / online course services.</i></p> <p><u>Experience (Essential):</u></p> <p>Not less than two years in R&D/ design/ testing/ erection/ operation/ Maintenance relating to wind energy areas</p>	1 Post (UR)
4	<p>Technician; Post code – TECHN PB 1, Rs. 5200-20200 with GP- 2400 ; 28 years</p> <p><u>Qualification:</u></p> <p><u>Essential:</u></p> <p>Full time certificate course of two-year duration in the trade of Electrical conducted by Industrial Training Institute or any other equivalent certificate course from a recognized institution with at least Second Class.</p> <p><u>Desirable:</u></p> <ol style="list-style-type: none">1. Three year Diploma course in Engineering from a recognized university/ institution.2. Knowledge of Computer based applications, Computerised power system management tools. <p><u>Experience (Essential):</u></p> <p>Not less than two years in design/ drawing/ fabrication/ erection/ operation/ maintenance of electric power generators/ installation and operation of Data Measuring equipment/ to work with window based computer application.</p>	2 Posts [1 (OBC) 1(UR)]
5.	<p>Executive Assistant ; Post code - EA PB 2, Rs.9,300-34,800 with GP-4200 ; 28 years ;</p> <p><u>Qualification:</u></p> <p><u>Essential:</u></p> <p>Bachelor's degree from a recognized University/ Institution. Proficiency in MS Office</p> <p><u>Experience (Essential):</u></p> <p>Not less than three years experience in Accounts/ Finance/Administrative/ Materials Management in a reputed Organization.</p> <p><u>Desirable:</u></p> <p>Knowledge of Typewriting, Stenography and computer based applications</p>	3 Posts [2(UR) 1(SC)]

6.	<p>Hindi Translator cum Typist ; Post code – HTT PB 2, Rs.9,300-34,800 with GP-4200 ; 28 years ;</p> <p><u>Qualification:</u></p> <p><u>Essential:</u></p> <p>1. Master’s Degree of a recognised university in Hindi / English with English / Hindi as a main subject at the degree level ; OR Master’s Degree of a recognised university in any subject with Hindi as a medium of instruction and examination with English as a compulsory subject at degree level ; OR Bachelor’s Degree with Hindi and English as main subject or either of the two as medium of examination and the other as a main subject plus recognised Diploma / Certificate course in translation from Hindi to English and vice versa or two years experience of translation work from Hindi to English and vice versa in Central or State Government Offices including GOI undertakings.</p> <p>2) Should have passed 30 wpm in Hindi typewriting and Proficiency in MS Office</p>	1 Post (UR)
7.	<p>Junior Executive Assistant ; Post code - JEA PB 1, Rs. 5200-20200 with GP- 2400 ; 28 years</p> <p><u>Qualification:</u></p> <p><u>Essential:</u></p> <p>1. Passed 10+2 from a recognized Board/ Institution. 2. Passed 80/30 wpm in Shorthand/English typewriting 3. Proficiency in MS Office</p> <p><u>Experience (Desirable):</u></p> <p>1-2 years experience as Steno-Typist in Govt./ Commercial organization of repute.</p>	1 Post (UR)
8	<p>Driver ; Post code – DR PB 1, Rs. 5200-20200 with GP- 1900 ; 28 years</p> <p><u>Qualification:</u></p> <p><u>Essential:</u></p> <p>Matriculation or equivalent having valid License for driving Heavy vehicles.</p> <p><u>Experience (Essential):</u></p> <p>Not less than three years experience as a Staff Car/ Heavy Vehicle driver. Having accident free record and ability to carry out minor repairs to the vehicle</p>	1 Post (UR)

1. Age limit for direct recruitment is relaxable by 5 years for those working in Central / State Government/Public Sector Undertaking/Autonomous Bodies under the Govt. of India and as per the directions of GoI. There will be no upper age limit for employees of NIWE. Candidates already in regular service in Govt. /Quasi Govt./PSU/Autonomous Bodies under the GoI must apply through proper channel. Where the post is reserved for “OBC/SC” relaxation in age will be given as per GOI rules based on the production of OBC /SC certificate as per proforma of the Central Government. Where the posts are “Unreserved (UR)” there shall be no age relaxation for the candidates even though they belong to SC/ST/OBC.

2. The crucial date for determining the age limit shall be the closing date for receipt of applications i.e. 04.05.2016.
 3. Mere possession of minimum prescribed qualifications and experience will not entail a candidate for being called for aptitude/skill test. The Institute reserves the right to call for aptitude/skill 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 candidates will be notified on our official website.
 4. The selection process for the posts under Sl. No. 1 & 2 shall include screening, Aptitude/Skill Test and Interview. Personal interview will be limited to such candidates declared successful and based on relative ranking obtained in the aptitude/skill test conducted. For the post of Hindi Translator cum Typist under Sl. No. 6, the selection process will include screening, Aptitude/skill Test and written test on translation from Hindi to English and Vice versa. For other posts the selection process shall include screening, Aptitude Test and Skill Test wherever applicable.
 5. 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 next stage of selection process viz., General Aptitude Test / Personal Interview as the case may be.
 6. On production of valid proof, Physically Handicapped (40 % disability) and SC/ST candidates are exempt from payment of Recruitment Fee. Women are also exempt from Recruitment Fee. NIWE strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
 7. Applications accompanied by
 - (i) a non-refundable Recruitment Fee of Rs.250/- by Demand Draft (wherever applicable) drawn on any nationalised bank favouring '**National Institute of Wind Energy**' payable at Chennai; **AND**
 - (ii) copies of self attested certificates and testimonials in support of qualifications right from Matriculation, certificate courses etc., and experience.
- must reach the **Director (F&A), National Institute of Wind Energy, Velachery-Tambaram Main Road, Pallikaranai, Chennai – 600 100 on or before 04.05.2016** in an envelope superscribed "***Application for the post of _____ with Post code.***" In the 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 **18.05.2016**.
8. The post carries other allowances as per rules of Central Government. NIWE employees are covered by EPF 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.
 9. Candidates called for Test/Interview will be paid return sleeper class train fare by the shortest route on production of train/bus tickets. Candidates hailing from contiguous districts are not eligible for reimbursement of train/bus fare.
 10. 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) Non-remittance of Recruitment Fee OR non-submission of valid proof for SC/ST/PH in lieu thereof by male candidates;
 - (iv) Payment of Recruitment Fee by means other than a Demand Draft;
 - (v) Advance copies when not followed by the original through proper channel on or before 18.05.2016.
 - (vi) Application not being in the format prescribed by NIWE
 - (vii) Non enclosure of proof of certificates for Essential Qualification, Experience and Age.
 - (viii) Non submission of SC/OBC certificate in the prescribed proforma of the Central Government, wherever essential
11. Applications of those persons who do not possess the essential qualification and experience on the last date of receipt of application will be summarily rejected.
 12. 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.
 13. Any further information regarding the process of recruitment will be hosted only in the NIWE's official website.
 14. 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.
 15. 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 recruitment fee and requisite enclosures.
 16. 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.

Director (F&A)

NATIONAL INSTITUTE OF WIND ENERGY, CHENNAI-600 100

APPLICATION FOR THE POST OF _____
Post Code _____

**Affix recent
Passport size
colour
photograph**

(Note: Those who wish to apply for more than one post should submit separate application along with recruitment fee and requisite enclosures)

1.	Name of candidate			
2.	Father's / Guardian's Name			
3.	Address for Correspondence			
4.	Email ID			
5.	Telephone/Cell No.			
6.	Date of Birth and age			
7.	Whether SC/ST/OBC/General			
8.	Qualification with % of marks obtained (Mention subject specialization)			
	Subject	Degree/Diploma with Branch	Year of Passing	% of Marks / Class
	Matriculation			
	Higher Secondary			
	Degree / Diploma /ITI			
	Post Graduation if any			
	Typing (English)	Lower/Higher		
	Typing (Hindi)	Lower/Higher		
	Short-hand (English)	Lower/Higher		
	Computer Skill			
	Any other			
	Any other			

9.	Experience <i>in years and months</i> relevant to the requirement mentioned in the advertisement (to be mentioned in reverse chronological order)	
	Name and address of the employer	Designation / Period of service and salary drawn
		Nature of Duties
10	Details of project work done during Diploma / Degree/PG	
11.	Details of Demand Draft	Demand Draft No. : Date : Bank : Amount :
12.	Time required to join duty, if any	

I hereby declare that the information furnished above are true and correct to the best of my knowledge and belief. I understand that wrong information or suppression of facts can lead to termination from service in the event of selection and appointment.

Date:

Signature:

Place:

Name :

For use of Forwarding Organisation

Forwarded to Director (F&A), NIWE, Chennai. The particulars given by the candidate have been verified and found correct. This department/organization has no objection to Shri/Ms. _____ applying for the post of " _____ " in NIWE.

Date:

Name & Signature of forwarding Authority with Official Seal

Place: