

NATIONAL INSTITUTE OF WIND ENERGY
Chennai 600 100

No: NIWE/Consultants/2015-16

Date: 29.03.2016

National Institute of Wind Energy (NIWE) is a premier Research and Development Organization set up by the Ministry of New and Renewable Energy, at Chennai to serve as a Technical Focal Point in the area of wind energy related issues and is only one of its kind in the entire Country/Asia.

NIWE invites applications for the position of **Consultants & Secretarial Assistant** (Purely temporary) for Off-Shore, Small Wind Hybrid and Industrial Business (OSWH & IB) and Information Training & Customized Service (ITCS) Unit. Applicants should possess the following:

Consultant 1

- A degree in Engineering or equivalent qualification in the discipline of Electrical Engineering for the position of Consultant with vast experience (minimum of 15 years) in the field of Wind Resource Management. The applicant should have experience in handling wind power projects right from the stage of site selection, wind resource assessment, data collection, performance evaluation of wind monitoring stations, O&M, project analysis and project management. Experience in off-shore wind turbine projects will be an added advantage.
- Consolidated salary up to a maximum of Rs.40,000/- per month depending upon the background of the candidate (without any allowances).

Consultant 2

- A degree in Engineering or equivalent qualification in the discipline of Civil Engineering for the position of Consultant with vast experience (minimum of 15 years) in the field of Planning, Execution, Erection and Commissioning of wind turbine projects. The applicant should have experience in handling wind power projects right from the stage of site selection, planning, execution of wind turbines foundations and towers (both Lattice and Tubular). Experience in geo-physical, geo-technical and oceanography seabed

parameters together with offshore sub & super structures will be an added advantage.

- Consolidated salary up to a maximum of Rs.40,000/- per month depending upon the background of the candidate (without any allowances).

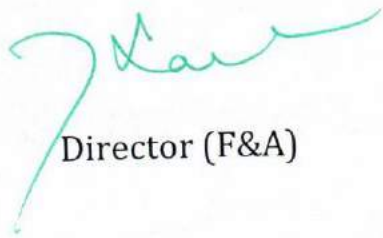
Secretarial Assistant

- A Degree from recognized University. The candidate should have excellent knowledge in shorthand and typing and familiarity with MS Office.
- Retired employees with atleast 10-15 Years experience in a Government /PSU/Universities etc. may apply.
- Consolidated Salary would be in the tune of Rs.18,000 - Rs.20,000/- pm depending upon the background of the candidate (without any allowances).

The General Terms and Conditions are enclosed in **Annexure 'A'**

The candidates will be considered for the position of Consultants at NIWE initially for a period of one year and is likely to continue as per the requirement/norms of the Institute. Persons having the requisite qualification and experience and are below the age of 62 years as on 31.03.2016 may submit their application in the enclosed format **(Annexure 'B')** giving full particulars of their qualification, age, experience to the Director (F&A), National Institute of Wind Energy, Velachery-Tambaram Main Road, Pallikaranai, Chennai - 600100 duly superscribing on the envelope as "**Application for the Post of _____**" on or before **15th April 2016**.

This Institute reserves the right to reject applications that do not fulfill the requisite criteria and the decision of the Institute in this regard shall be final.. The selected candidate shall be initially posted at Chennai but is liable for posting anywhere in India as per the job requirement at any particular location. Persons retired from Government (Central & State)/ Autonomous Institutions/PSUs may also apply. The requirement is purely temporary in nature and shall not in any case extended beyond the age of 65 years.


Director (F&A)

GENERAL TERMS AND CONDITIONS

1. The consultant shall work from 9.00 am to 5.30 pm from Monday to Saturday with half an hour lunch break from 1.00 pm to 1.30 pm. Occasionally they may also be required to attend office and work on holidays and after office hours without any extra remuneration.
2. One day casual leave will be allowed for every completed month of service.
3. For tours undertaken the entitlement would be equivalent to those applicable to employees drawing Grade Pay of Rs.4600/- pm.
4. The Consultant shall maintain absolute confidentiality of the assignment and will not divulge any information to third party/parties except with the previous consent of Director General, NIWE.
5. Payment of Salary will be subject to TDS as per rules.
6. Consultant are entitled to use canteen facilities on payment of applicable charges.
7. Extension and or increase of salary would be based on efficiency and performance being evaluated by a duly constituted committee.
8. Monthly payment would be made before 7th of the following month based on the work report duly certified by the Competent Authority.
9. Contract can be terminated at any time without assigning any reason on either side by giving one month's notice.



Annexure 'B'

NATIONAL INSTITUTE OF WIND ENERGY, CHENNAI-600 100

APPLICATION FOR THE POSITION OF _____

**Affix recent
Passport size
colour
photograph**

1.	Name of candidate			
2.	Father's / Guardian's Name			
3.	Address for Correspondence			
4.	Email ID & Telephone /Cell No.			
5.	Date of Birth and age			
6.	Date of Retirement			
7.	Qualification with % of marks obtained (Mention subject specialization)			
	Subject	Degree /Diploma with Branch	Year of Passing	% of Marks / Class
	Degree / Diploma			
	Post Graduation if any			
	Computer Skill			
	Any other			

8.	Experience <i>in years and months</i> relevant to the requirement mentioned in the advertisement (to be mentioned in reverse chronological order) (attach separate sheet if required)				
	Name and address of the employer	Position Held	Period of service (From_ To_)	Salary drawn	Nature of Duties
9.	Details of Project work done :				
10.	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:
Place:

Signature:
Name :