



**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.**  
**Tel.No.+91-44-22463982/83/84, Fax No.+91-44-22463980;**  
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Date: 25.10.2022

## Advertisement No.03/2022

**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.

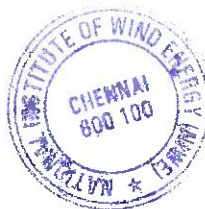
NIWE invites **ONLINE APPLICATIONS** from the Eligible and Interested candidates for the below mentioned positions:

### 1. VAYUMITRA SKILL DEVELOPMENT PROGRAMME (VSDP):

<b>Name of the Post</b>	<b>PROGRAM COORDINATOR – MANAGEMENT</b>
<b>Post Code</b>	VSDP-PCM-01
<b>No. of Posts</b>	1 (One)
<b>Essential Qualification</b>	Bachelor's Degree in any discipline with 7 years of experience or Master's Degree in any discipline with 5 years of experience of which 3 years in handling outreach activities such as Events, Trainings, Seminar, Workshop & Conference and at least one year in Renewable Energy Sector, preferably Wind Energy.  <b>(OR)</b>  Bachelor's Degree in any discipline with Post Graduate Diploma in Management with 3 years of experience in organizing Events, Trainings, Seminar, Workshop & Conference and at least one year in Renewable Energy sector, preferably Wind Energy.
<b>Job Description</b>	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.
<b>Consolidated Remuneration</b>	Rs.40,000/- p.m.
<b>Upper Age Limit</b>	Not Exceeding 40 years



<b>Name of the Post</b>	<b>PROGRAM COORDINATOR – FINANCIAL</b>
<b>Post Code</b>	VSDP-PCF-01
<b>No. of Posts</b>	1 (One)
<b>Essential Qualification</b>	<ul style="list-style-type: none"> <li>• Master's Degree in Commerce or MBA (Finance) with 5 years of experience in Finance /Accounts</li> </ul> <p style="text-align: center;"><b>or</b></p> <ul style="list-style-type: none"> <li>• Bachelor's Degree in Commerce with 7 years of experience in Finance / Accounts</li> <li>• Thorough knowledge in using Tally</li> </ul>
<b>Job Description</b>	<p>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 &amp; Payments, Income &amp; Expenditure, Maintenance of Bank Books &amp; 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 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.</p>
<b>Consolidated Remuneration</b>	Rs.40,000/- p.m.
<b>Upper Age Limit</b>	Not Exceeding 40 years
<b>Name of the Post</b>	<b>PROJECT ASSISTANT – TECHNICAL</b>
<b>Post Code</b>	VSDP-PA&T-01
<b>No. of Posts</b>	1(One)
<b>Essential Qualification</b>	B.E / B.Tech (Electrical, Mechanical, Electronics, Instrumentation streams) with first class or its equivalent grade with 3 years of experience in handling outreach activities such as Events, Trainings, Seminar, Workshop & Conference of which at least one year experience in Renewable Energy Sector, preferably Wind Energy.
<b>Job Description</b>	<p>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 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.</p>
<b>Consolidated Remuneration</b>	Rs.30,000/- p.m.
<b>Upper Age Limit</b>	Not exceeding 35 years



Name of the Post	<b>PROJECT ASSISTANT – GRADE I</b>
Post Code	<b>IWSRA-PAGI-07</b>
No. of Posts	7 (Seven)
Essential Qualification	<b>Essential:</b> Diploma in Electronics or Electrical from any recognized institute with at least First Class (60% marks) in the qualifying diploma and at least two years of experience in the relevant field of their qualification. <b>Desirable:</b> The Candidate must be Physically fit for Climbing the tower (of height 120m / 100m). He/She is expected to perform rigorous travel throughout the country.
Job Description	Assisting Scientists in activities related to installation and commissioning, operation & Maintenance of meteorological masts & Solar Radiation Resource Assessment Stations.
Consolidated Remuneration	Rs.20,000/- p.m.
Upper Age Limit	Not exceeding 27 years
Name of the Post	<b>PROJECT ASSISTANT – GRADE II</b>
Post Code	<b>IWSRA-PAGII-03</b>
No. of Posts	3 (Three)
Essential Qualification	<b>Essential:</b> B.E. in Mechanical or Electrical Engineering from any recognized university/institute with at least first class (60% marks) in the qualifying degree and at least two years of experience in the relevant field of their qualification. <b>Desirable:</b> Familiar with MS office tools, hands-on working experience in the softwares like WAsP, Windographer, Global Mapper.
Job Description	Assisting Scientists in wind data analyzing, preparation of DPRs and technical reports. He/She is expected to perform rigorous travel throughout the country.
Consolidated Remuneration	Rs.25,000/-p.m.
Upper Age Limit	Not exceeding 25 years
Name of the Post	<b>PROJECT ENGINEER GRADE-I</b>
Post Code	<b>NABCB-PEGI-01</b>
No. of Posts	1 (One)
Essential Qualification	First Class Bachelor's Degree in Mechanical / Aeronautical Engineering with a minimum of 2 years of industry experience. <b>Experience (Essential)</b> - Minimum 2 years Professional experience and working knowledge in component FEA analysis using ANSYS software in the wind industry or similar industry experience in FEA and ability to perform the wind turbine components FEA analysis independently.



<b>Job Description</b>	<b>Responsibilities:</b> <ul style="list-style-type: none"> <li>• Machinery components design in the strength and fatigue calculation (cast/forge/weld) with FEA using the analysis software ANSYS.</li> <li>• Review of design documentation (specifications, drawings, calculation reports etc.) of machinery components submitted by wind turbine manufacturers.</li> <li>• Preparation of Technical reports based on the independent calculations performed, review of documentation and field visits carried out.</li> <li>• Contributing to the works related to maintenance of divisions Accreditation and QMS and related works.</li> <li>• Any other Jobs assigned from time to time.</li> </ul>
<b>Consolidated Remuneration</b>	Rs.25,000-30,000/- p.m Higher start for exceptionally meritorious candidates can be considered based on the recommendation of the Selection Committee.
<b>Upper Age Limit</b>	Not exceeding 28 years
<b>Name of the Post</b>	<b>PROJECT ENGINEER GRADE-I</b>
<b>Post Code</b>	<b>NACCB-PEGI-02</b>
<b>No. of Posts</b>	1 (One)
<b>Essential Qualification</b>	First Class Bachelor's Degree in Electrical Engineering with minimum of 2 years of industry experience. <b>Experience (Essential):</b> Minimum 2 years Professional experience and working knowledge in the area of Wind Turbine Generators, Control system, drives etc. and having basic domain knowledge of wind turbine system level in terms of technical or manufacturing processes.
<b>Job Description</b>	<b>Responsibilities:</b> <ul style="list-style-type: none"> <li>• Review of design documentation (specifications, drawings, calculation reports etc.) of Electrical components submitted by wind turbine manufacturers.</li> <li>• To carry out inspection of components like Generator, Transformer, Converter, etc.</li> <li>• Preparation of Technical reports based on the independent review performed and field visits carried out.</li> <li>• Contributing to the works related to maintenance of divisions Accreditation and QMS and related works.</li> <li>• Any other Jobs assigned from time to time.</li> </ul>
<b>Consolidated Remuneration</b>	Rs.25,000-30,000/- p.m Higher start for exceptionally meritorious candidates can be considered based on the recommendation of the Selection Committee.
<b>Upper Age Limit</b>	Not exceeding 28 years



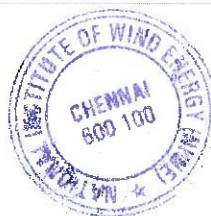


<b>Name of the Post</b>	<b>PROJECT ENGINEER GRADE-I</b>
<b>Post Code</b>	<b>NABCB-PEGI-03</b>
<b>No. of Posts</b>	<b>1 (One)</b>
<b>Essential Qualification</b>	First Class Bachelor's Degree in Mechanical / Aeronautical Engineering with minimum of 2 years of industry experience. <b>Experience (Essential):</b> Minimum 2 years Professional experience in carrying out the component manufacturing inspection at plant or working experience in Quality assurance at manufacturing plant or working experience in Wind Turbine Inspection and the ability to prepare inspection reports independently.
<b>Job Description</b>	<b>Responsibilities:</b> <ul style="list-style-type: none"> <li>• Review of customer documentation (specifications, drawings, calculation reports etc.)</li> <li>• Carry out inspection of wind turbine components such as Hub &amp; Nacelle, tower and rotor blades, etc., and preparing inspection reports.</li> <li>• Preparation of Technical reports based on the manufacturing inspection performed.</li> <li>• Contributing to the works related to maintenance of division Accreditation and QMS and related works.</li> <li>• Any other Jobs assigned from time to time.</li> </ul>
<b>Consolidated Remuneration</b>	Rs.25,000-30,000/- p.m Higher start for exceptionally meritorious candidates can be considered based on the recommendation of the Selection Committee.
<b>Upper Age Limit</b>	Not exceeding 28 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/blurred/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	27.10.2022
Last date for Submission of Online Application Form	11.11.2022
Link for online application	<a href="https://niwe.res.in/careers.php">https://niwe.res.in/careers.php</a>

**NO HARD COPY OF APPLICATION NEEDS TO BE FORWARDED.**



**Division Head  
(Finance & Administration)**