

Job Description:

- i. Provide strategic leadership and direction to the National Green Hydrogen Mission.
- ii. Head and manage the Mission Secretariat in MNRE, fostering a culture of innovation, collaboration, and excellence.
- iii. Develop and implement strategic plans for all Mission activities, including incentive programmes, R&D, pilot projects, establishing regulations & standards, skilling programmes, outreach and awareness, international cooperation.
- iv. Serve as Secretary to the Empowered Group, and support the Empowered Group and Advisory Group in their functions.
- v. Develop and maintain partnerships with key stakeholders, including industry leaders, government agencies, academic institutions, and civil society organizations, to ensure successful implementation.
- vi. Oversee R&D and pilot project efforts related to green hydrogen and ensure they align with the initiative's goals and objectives.
- vii. Develop and maintain strong relationships with government agencies, regulators, and policymakers to facilitate rapid upscaling of the Green Hydrogen ecosystem.
- viii. Develop collaborations with international governments and agencies on Green Hydrogen.
- ix. Represent Government of India at national and international forums, negotiations, conferences, etc.

Pay Scale:

Level 14 of the pay matrix as per 7th CPC.

B. PROGRAMME DIRECTOR – IMPLEMENTATION [No. of Post: 01]

Essential Qualifications:

- i. Graduate/ Post Graduate Degree in Science (Physics) or Engineering - preferably related to Renewables or Hydrogen or electricity.
- ii. A minimum of 10 years of experience in a related field, with a track record of success in developing and managing clean energy programmes.
- iii. Strong leadership and project management skills, with the ability to effectively manage cross-functional teams.
- iv. Excellent communication and interpersonal skills, with the ability to build and maintain relationships with key stakeholders.
- v. Strong analytical and problem-solving skills, with the ability to think creatively and strategically
- vi. Strong IT skills.

Desirable Qualifications:

- i. A Master's degree in a relevant field, such as energy, engineering, business, or policy.
- ii. Experience in one or more of the following: hydrogen production/handling/transportation, project management, policy or regulations.
- iii. Experience of working in National or International organizations, managing programmes in innovative technologies.
- iv. Knowledge of analytical software tools for energy modelling, financial modelling.

Age:

Not more than 45 years as on 01.01.2023.

Job Description:

- i. Undertake strategic planning and monitoring of all activities under the National Green Hydrogen Mission.



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- ii. Lead and manage the Strategic Interventions for Green Hydrogen Transition (SIGHT) programme under the Mission, including techno-commercial analysis, scheme formulation and implementation.
- iii. Serve as coordinator for all activities of the Empowered Group and Advisory Group of the Mission.
- iv. Work with the IT and communications teams for outreach and public awareness activities.
- v. Develop and maintain partnerships with key stakeholders, including industry leaders, government agencies, academic institutions, and civil society organizations, to ensure successful implementation.
- vi. Develop and maintain strong relationships with government agencies, regulators, and policymakers to facilitate rapid upscaling of the Green Hydrogen ecosystem

Pay Scale (as per 7th CPC):

- | | |
|------------|---|
| Level 13A: | For candidate possessing experience of equal to or more than 14 years |
| Level 13: | For candidate possessing experience equal to or more than 12 years and less than 14 years |
| Level 12: | For candidate possessing experience more than or equal to 10 years and less 12 years |

C. PROGRAMME DIRECTOR – TECHNOLOGY [No. of Post: 01]

Essential Qualifications:

- i. Graduate/ Post Graduate Degree in Science (Physics) or Engineering - preferably related to Renewables or Hydrogen or electricity.
- ii. A minimum of 10 years of experience in a related field, with a track record of success in developing and managing clean energy programmes.
- iii. Experience in dealing with hydrogen technologies, including production, storage, transportation, and utilization.
- iv. A proven track record of developing and executing successful technology strategies and achieving technical results.
- v. Strong leadership, project management, and technical skills, with the ability to effectively manage cross-functional teams.
- vi. Excellent communication and interpersonal skills, with the ability to build and maintain relationships with key stakeholders.
- vii. Strong analytical and problem-solving skills, with the ability to think creatively and strategically.
- viii. Strong IT skills.

Desirable Qualifications:

- i. A Master's degree in a relevant field, such as energy, engineering, business, or policy.
- ii. Experience in one or more of the following: hydrogen production/handling/transportation, project management, policy or regulations.
- iii. Experience of working in National or International organizations, managing programmes in innovative technologies.

Age:

Not more than 45 years as on 01.01.2023.

Job Description:

- i. Provide technical leadership and direction for the Mission, in line with strategic goals and objectives.
- ii. Develop a robust database of all the global and national technological development and research in a complete hydrogen value chain.
- iii. Maintain strong relations at international levels to form collaborations on Technology, R&D, and skill development among the industry, research centres, and academia.
- iv. Undertake strategic planning for R&D programmes, technology development developments with a clear vision of defining R&D proposals, evaluation techniques, and monitoring implementation.

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- v. Serve as coordinator for all activities of the Mission Empowered Group and Advisory Group.
- vi. Coordinate with Ministries, industries, academia, and communications teams to formulate skill development programs, and boost awareness and social outreach.
- vii. Develop and maintain partnerships with key stakeholders, including industry leaders, government agencies, academic institutions, and civil society organizations, to ensure successful implementation.
- viii. Build a framework for selecting pilot projects on a priority basis and coordinate assessing hydrogen hubs and infrastructure development.

Pay Scale (as per 7th CPC):

- Level 13A: For candidate possessing experience of equal to or more than 14 years
- Level 13: For candidate possessing experience equal to or more than 12 years and less than 14 years
- Level 12: For candidate possessing experience more than or equal to 10 years and less 12 years

D. PROGRAMME DIRECTOR – POLICY [No. of Post: 01]

Essential Qualifications:

- i. Graduate/ Post Graduate Degree in Science (Physics) or Engineering - preferably related to Renewables or Hydrogen or electricity.
- ii. A minimum of 10 years of experience in a related field, with a track record of success in developing and managing clean energy programmes.
- iii. A minimum 5 years of experience in policy analysis and formulation in a national or international organization.
- iv. Strong leadership, policy making, and project management skills, with the ability to effectively manage cross-functional teams.
- v. Excellent communication and interpersonal skills, with the ability to build and maintain relationships with key stakeholders.
- vi. Strong analytical and problem-solving skills, with the ability to think creatively and strategically,
- vii. Strong IT skills.

Desirable Qualifications:

- i. A Master's degree in a relevant field, such as energy, engineering, business, or policy.
- ii. Knowledge of standards and regulatory frameworks for new technologies.
- iii. Experience of international cooperation programmes.
- iv. Understanding of contracts and procurement frameworks.

Age:

Not more than 45 years as on **01.01.2023**.

Job Description:

- i. Lead the development and implementation of regulations, policies, and programs that support the growth of the green hydrogen ecosystem in India.
- ii. Undertake economic analysis, stakeholder consultation, regulatory gap analysis, and monitoring to formulate policy proposals and navigate the approval process.
- iii. Monitor and analyse international, national and state government policies and regulations related to green hydrogen.
- iv. Work closely with government agencies, industry leaders, and other stakeholders to shape regulations, policies, and programs that support the growth of the green hydrogen industry.
- v. Guide the development of Regulations, Codes, and Standards to support the Green Hydrogen projects.

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- vi. Lead and manage the designing of bidding and procurement frameworks, and contract implementation.
- vii. Coordinate with the hydrogen task forces of various countries and engage in dialogue at the international level on technology, trade, regulations, and funding.
- viii. Serve as coordinator for all activities of the Mission Empowered Group and Advisory Group.
- ix. Develop and maintain partnerships with key stakeholders, including industry leaders, government agencies, academic institutions, and civil society organizations, to ensure successful implementation.

Pay Scale (as per 7th CPC):

- | | |
|------------|---|
| Level 13A: | For candidate possessing experience of equal to or more than 14 years |
| Level 13: | For candidate possessing experience equal to or more than 12 years and less than 14 years |
| Level 12: | For candidate possessing experience more than or equal to 10 years and less 12 years |

E. SUBJECT MATTER EXPERT – PLANNING, MONITORING AND PROGRAMMES [No. of Post: 01]

Essential Qualification:

- i. Graduate/ Post Graduate Degree in Science (Physics) or Engineering - preferably related to Renewables or Hydrogen or electricity.
- ii. A minimum of 5 years of experience in a related field, with a track record of success in developing and managing clean energy programmes.
- iii. Excellent communication and interpersonal skills, with the ability to build and maintain relationships with key stakeholders.
- iv. Experience of working in National or International organizations, managing programmes in innovative technologies, Strong analytical and problem-solving skills, with the ability to think creatively and strategically.
- v. Strong IT skills, knowledge of analytical software tools for energy modelling, financial modelling.

Desirable Qualification:

- i. Experience in one or more of the following: hydrogen production/handling/ transportation, project management, policy or regulations.
- ii. Knowledge of analytical software tools for energy modelling, financial modelling.

Age:

Not more than 35 years as on 01.01.2023.

Job Description:

- i. Develop a strategic planning and monitoring framework to track and ensure the development of the National Green Hydrogen Mission.
- ii. Active coordination with relevant stakeholders and maintaining a bidirectional flow of inputs and feedback to ensure the development of the National Green Hydrogen Mission.
- iii. Coordinate with the media and communications teams to plan for outreach and public awareness activities.
- iv. Coordinate activities of the Empowered Group and Advisory Group of the Mission.
- v. Engage with government agencies, regulators, and policymakers to progress and maintain strong relationships to facilitate rapid upscaling of the Green Hydrogen ecosystem.
- vi. Lead and develop the scheme design for the SIGHT (strategic interventions for green hydrogen Mission) programme under the Mission. This will include consultation with relevant stakeholders for their feedback and input.
- vii. Draw implementation plan to define the rollout of incentives, Qualification for qualifying for the incentives.



Pay Scale (as per 7th CPC):

- Level 11: For candidate possessing experience of equal to or more than 8 years
Level 10: For candidate possessing experience equal to or more than 5 years and less than 8 years

F.

G. **SUBJECT MATTER EXPERT – TECHNOLOGY, R&D & SKILLING** [No. of Post: 01]

Essential Qualification:

- Graduate/ Post Graduate Degree in Science (Physics) or Engineering - preferably related to Renewables or Hydrogen or electricity.
- A minimum of 5 years of experience in a related field, with a track record of success in developing and managing clean energy programmes.
- Experience in one or more of the following domains: hydrogen production/handling/ transportation, project management, policy or regulations.
- Excellent communication and interpersonal skills, with the ability to build and maintain relationships with key stakeholders.
- Strong analytical and problem-solving skills, with the ability to think creatively and strategically.
- Strong IT skills, knowledge of using scientific databases.

Desirable Qualification:

- A Master's degree in a relevant field, such as energy, engineering , or science.
- Experience in implementing research and development projects
- Publications in reputable science and technology journals
- Experience of working in National or International organizations, managing programmes in innovative technologies.

Age:

Not more than 35 years as on **01.01.2023**.

Job Description:

- Keep up-to-date information on the latest developments related to the technology trends & improvements and maintain the database of global and national technological development and research mapping a complete hydrogen value chain.
- Collaborate with the stakeholders, technical experts, like-minded organizations, academia and training institutes.
- Analyse and follow up with the feedbacks given by the key stakeholders, including industry leaders, government agencies, academic institutions, and civil society organizations, to ensure successful implementation.
- Develop guidelines and supporting tools for the roadmap for R&D proposals, evaluation techniques, monitoring mechanisms, skill development programmes.
- Coordinate with Ministries, industries, academia, and communications teams to formulate skill development programs, and boost awareness and social outreach.
- Formulating the call for proposals for the R&D projects & skill development programmes
- Coordinating the appraisal and award of the R&D projects.

Pay Scale (as per 7th CPC):

- Level 11: For candidate possessing experience of equal to or more than 8 years
Level 10: For candidate possessing experience equal to or more than 5 years and less than 8 years

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-2002, -2003, -2004, -2005, -2006, -2007, -2008, -2009, -2010, -2011, -2012, -2013, -2014, -2015, -2016, -2017, -2018, -2019, -2020, -2021, -2022, -2023, -2024, -2025, -2026, -2027, -2028, -2029, -2030, -2031, -2032, -2033, -2034, -2035, -2036, -2037, -2038, -2039, -2040, -2041, -2042, -2043, -2044, -204

G. **SUBJECT MATTER EXPERT – PILOTS, HUBS & INFRA** [No. of Post: 01]

Essential Qualification:

- i. Graduate/ Post Graduate Degree in Science (Physics) or Engineering - preferably related to Renewables or Hydrogen or electricity.
- ii. A minimum of 5 years of experience in a related field, with a track record of success in developing and managing clean energy programmes.
- iii. Excellent communication and interpersonal skills, with the ability to build and maintain relationships with key stakeholders.
- iv. Experience of working in National or International organizations, managing programmes in innovative technologies.
- v. Strong analytical and problem-solving skills, with the ability to think creatively and strategically.
- vi. Strong IT skills, knowledge of analytical software tools for energy modelling, financial modelling.

Desirable Qualification:

- i. Experience in one or more of the following: hydrogen production/handling/ transportation, project management, policy, or regulations.
- ii. Knowledge of analytical software tools for energy modelling, financial modelling,
- iii. Experience of managing clean energy or hydrogen projects.

Age:

Not more than 35 years as on **01.01.2023**.

Job Description:

- i. Inviting proposals for the development of the pilot projects, hubs, bunkers at ports & other infrastructure projects involving hydrogen and its derivatives.
- ii. Coordinating the selection of the pilot projects with multiple stakeholders, Ministries, states, organizations.
- iii. Developing the guidelines and Qualification for the selection and evaluation of the project proposals.
- iv. Evaluating the proposals according to the guidelines.
- v. Assessing the hydrogen hubs and infrastructure development.
- vi. Effective management of the Mission logistics including timing, monitoring, implementation etc.
- vii. Consultation with the academia, like minded organizations, technical experts, industry stakeholders.


Pay Scale (as per 7th CPC):

- Level 11: For candidate possessing experience of equal to or more than 8 years
Level 10: For candidate possessing experience equal to or more than 5 years and less than 8 years

H. **SUBJECT MATTER EXPERT – STANDARDS & REGULATIONS** [No. of Post: 01]

Essential Qualification:

- i. Graduate/ Post Graduate Degree in Science (Physics) or Engineering - preferably related to Renewables or Hydrogen or electricity.
- ii. A minimum of 5 years of experience in a related field, with a track record of success in developing and managing clean energy programmes.



- iii. Experience in one or more of the following domains: hydrogen production/handling/ transportation, project management, policy or regulations.
- iv. Knowledge of standards and regulations formulation process at national and international levels, Excellent communication, and interpersonal skills, with the ability to build and maintain relationships with key stakeholders.
- v. Strong analytical and problem-solving skills, with the ability to think creatively and strategically.
- vi. Strong IT skills, knowledge of using scientific databases.

Desirable Qualification:

- i. A Master's degree in a relevant field, such as energy, engineering , or science.
- ii. Publications in reputable science and technology journals.
- iii. Experience of working in National or International organizations, managing standards and regulations programmes.

Age:

Not more than 35 years as on 01.01.2023.

Job Description:

- i. Coordinating the development of the standards and regulations which entails the overall hydrogen value chain
- ii. Drafting the bidding guidelines and procurement frameworks for green hydrogen and its derivatives
- iii. Designing the policy interventions to meet the objectives of the hydrogen Mission
- iv. Engaging with the industry players, government stakeholders, government bodies to bridge the gap between international and national standards & regulations
- v. Providing technical and commercial inputs on contract implementation
- vi. Managing the database of the standards.

Pay Scale (as per 7th CPC):

- Level 11: For candidate possessing experience of equal to or more than 8 years
- Level 10: For candidate possessing experience equal to or more than 5 years and less than 8 years

I. SUBJECT MATTER EXPERT – INTERNATIONAL RELATIONS [No. of Post: 01]

Essential Qualification:

- i. Graduate/ Post Graduate Degree in Science (Physics) or Engineering - preferably related to Renewables or Hydrogen or electricity.
- ii. A minimum of 5 years of experience in a related field, with a track record of success in developing and managing international cooperation programmes.
- iii. Excellent communication and interpersonal skills, with the ability to build and maintain relationships with key stakeholders.
- iv. Strong analytical and problem-solving skills, with the ability to think creatively and strategically
- v. Strong IT skills.

Desirable Qualification: -

- i. A Master's degree in a relevant field, such as energy, engineering(not in Civil Engineering) , economics, policy, or international development

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अरुणव सेनगुप्ता / ARUNAVA SENGUPTA
अवर सचिव / Under Secretary
नवीन और नवीकरणीय ऊर्जा मंत्रालय
Ministry of New and Renewable Energy
भारत सरकार / Govt. of India
नई दिल्ली-110003 / New Delhi-110003

- ii. Experience of working in National or International organizations, managing cooperation programmes in innovative technologies.

Age:

Not more than 35 years as on **01.01.2023**.

Job Description:

- i. Provide policy advisory on the international trade and regulations
- ii. Engaging with the multiple stakeholders, industry leaders, academia, Ministries for the dialogue on technology and standards
- iii. Coordinating & approaching for the funding through MFIs, various financial institutions etc.
- iv. Documenting the various financial proposals and evaluating to meet the objectives of the Mission.
- v. Servicing task forces, drafting the MoU, bilateral agreements etc. with various countries for the establishment of hydrogen value chain.
- vi. Assisting the communication strategy for Ministries to develop a dialogue with international stakeholders.
- vii. Coordinating the meeting, conferences, seminars with international stakeholders.

Pay Scale (as per 7th CPC):

Level 11:	For candidate possessing experience of equal to or more than 8 years
Level 10:	For candidate possessing experience equal to or more than 5 years and less than 8 years

II. IMPORTANT POINTS

- a. The Government reserves its right to place deserving appointees at an appropriate level
- b. All appointees are to be deemed as public servants for the purpose of the CCS (Conduct) Rules and such other statutes as notified by the government from time to time.
- c. **TENURE:** The period of contract/ deputation would be 03 (three) years, extendable to a maximum of 07 (seven) years, and not extending beyond 31.03.2030, depending upon performance and requirement.
- d. The employment contract to be terminated by either side with a minimum notice period of three (03) months.
- e. All the above posts are in Group 'A'. Appointment of Candidate from Private Sector will be on contract basis as per terms of contract to be signed between the selected candidate and the Government of India.
- f. **HEADQUARTERS:** New Delhi

III. INSTRUCTIONS AND ADDITIONAL INFORMATION TO CANDIDATES

- a. **CITIZENSHIP:** A Candidate must be an Indian National.
- b. **MINIMUM ESSENTIAL QUALIFICATIONS:** All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for various posts. No enquiry asking for advice as to eligibility will be entertained.

NOTE-I: The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for interview.

A. Sen Gupta

NOTE-II: In the event of number of applications being large, the Ministry of New and Renewable Energy will adopt short listing criteria to restrict the Number of candidates to be called for interview to a reasonable Number by any or more of the following methods:

- i. On the basis of Desirable Qualification (DQ) or any one or all of the DQs if more than one DQ is prescribed.
- ii. On the basis of higher educational qualifications than the minimum prescribed in the advertisement.
- iii. On the basis of higher experience in the relevant field than the minimum prescribed in the advertisement.

THE CANDIDATE SHOULD, THEREFORE, MENTION ALL HIS/HER QUALIFICATIONS AND EXPERIENCE IN THE RELEVANT FIELD OVER AND ABOVE THE MINIMUM QUALIFICATIONS.

IV. HOW TO APPLY:

- i. Candidates must apply by e-mail only.
- ii. Candidates must enclose the documents/certificates in support of in each of the claims made by them in the application like, Date of Birth, Educational Qualification, Experience, Desirable Qualification(s) etc. or any other information, separately against each claim. The candidates applying though email may ensure that the file size does not exceed 30 MB and is legible when a printout taken. For that purpose, the applicant may scan the documents/certificates in 200 dpi grey scale.
- iii. The following documents are to be enclosed:
 - a. **Copy of Matriculation/10th Standard or equivalent certificate** indicating date of birth, or mark sheet of Matriculation/10th Standard or equivalent issued by Central/State Board indicating Date of Birth in support of claim of age. Where date of birth is not available in certificate/mark sheets, issued by concerned Educational Boards, School leaving certificate indicating Date of Birth (in case of Tamil Nadu & Kerala).
 - b. **Copy of Degree/Diploma certificate** as proof of educational qualification claimed. In the absence of Degree/Diploma certificate, provisional certificate along with mark sheets pertaining to all the academic years.
 - c. **Order/ letter in respect of equivalent Educational Qualifications claimed**, indicating the Authority (with number and date) under which it has been so treated, in respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement.
 - d. For experience, **up-to-date and full Experience Certificate**, unambiguously indicating the nature of duties, dates and duration of experience, level/position, responsibilities etc. issued by the employer. In case, the submitted documents do not convincingly support the claim made, the application is liable to be rejected.

Similarly, applicants who have claimed relevant experience but the Experience Certificate attached in support of that is not for the entire duration claimed or do not support the claim made, it would be rejected. Only the time period of relevant experience for which Experience Certificate has been submitted would be considered.

Appointment letters, office orders, transfer orders, resignation letters, pay certificates, service certificates, posting orders, affidavits and the certificates attested by the candidates themselves or self-employment certificates are normally not considered as proof of experience. However, if the candidate is unable to submit experience certificate in the given format, any document unambiguously indicating the

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अवर सचिव / Under Secretary
नवीन और नवीकरणीय ऊर्जा मंत्रालय
Ministry of New and Renewable Energy
भारत सरकार / Govt. of India
नई दिल्ली-110003 / New Delhi-110003

experience, nature of duties and the period claimed may be submitted and it would be considered on merit. Further, if the candidate is not able to submit experience certificate indicating nature of duties of previous employer, they may get it counter signed/attested by their current employer.

Candidates will be short-listed for Interview on the basis of the information provided by them in their application form. They must ensure that such information is true.

- e. **Person with Benchmark Disabilities (PwBD) certificate** in a the prescribed format (link <https://www.upsc.gov.in/recruitment/recruitment-performas>) issued by the competent authority by Persons with Benchmark Disabilities eligible for appointment to the post on the basis of prescribed standards of Medical Fitness.
- f. Documentary support for any other claim(s) made.

Note: If any document/ certificate furnished is in a language other than Hindi or English, a transcript of the same duly attested by a Gazetted officer or notary is to be uploaded.

- iv. **IMPORTANT :** CANDIDATES ARE ADVISED TO FILL THEIR CORRECT AND ACTIVE E-MAIL ADDRESSES IN THE APPLICATION AS ALL CORRESPONDENCE WILL BE MADE BY THE MINISTRY **THROUGH E-MAIL ONLY**. INTERVIEW SCHEDULE AND REQUIREMENTS WITH REGARD TO COPIES OF CERTIFICATES TO BE SUBMITTED IN RESPECT OF CLAIMS MADE IN THE APPLICATION WILL BE E-MAILED IN DUE COURSE TO THE CANDIDATES AND WILL ALSO BE POSTED ON THE WEBSITE OF THE MINISTRY.
- v. Candidates who wish to apply for more than one post should apply separately for each post.
- vi. Candidates will be required to bring along with them the printouts of their applications and the documents mentioned in para 7 below if called for interview.
- vii. The applicants are advised to submit only single Application for each post; however, if somehow, if he/she submits multiple Applications for one post, then only the Application received last shall be entertained by the Ministry.
- ix. Applications received after the closing date or received incomplete in any respect are liable to be summarily rejected. No representation against such rejection will be entertained.
- x. **FOR APPLICATIONS THROUGH EMAIL:** Completed applications in all respects including photocopies of relevant documents/certificates should be sent by E-mail at **recruitment-mnre@gov.in**.
- xi. The candidates are advised to submit the Application well in advance without waiting for the closing date.

“WARNING”:

CANDIDATES WILL BE SHORT-LISTED FOR INTERVIEW ONLY ON THE BASIS OF THE INFORMATION PROVIDED BY THEM IN THEIR APPLICATION DOCUMENT CANDIDATES MUST ENSURE THAT SUCH INFORMATION IS TRUE. IF AT ANY SUBSEQUENT STAGE OR AT THE TIME OF INTERVIEW ANY INFORMATION GIVEN BY THEM OR ANY CLAIM MADE BY THEM IN THEIR APPLICATIONS IS FOUND TO BE FALSE, THEIR CANDIDATURE WILL BE LIABLE TO BE REJECTD AND THEY MAY ALSO BE DEBARRED EITHER PERMANENTLY OR FOR A SPECIFIED PERIOD BY THE MINISTRY FROM ANY EXAMINATION OR SELECTION HELD BY THEM / OTHER CENTRAL GOVERNMENT DEPARTMENTS/MINISTRIES.

A. Sengupta

V. DOCUMENTS/ CERTIFICATES TO BE PRODUCED AT THE TIME OF INTERVIEW.

The application and the following Original Documents/ Certificates along with self-attested copies and other items specified in the Summon Letter for interview are to be produced at the time of interview.

- a. Matriculation/10th Standard or equivalent certificate indicating date of birth, or mark sheet of Matriculation/10th Standard or equivalent issued by Central/State Board indicating Date of Birth in support of their claim of age. Where date of birth is not available in certificate/mark sheets, issued by concerned Educational Boards, School leaving certificate indicating Date of Birth will be considered (in case of Tamil Nadu & Kerala).
- b. Degree/Diploma certificate along with marksheets pertaining to all the academic years as proof of educational qualification claimed. In the absence of Degree/Diploma certificate, provisional certificate along with mark sheets pertaining to all the academic years will be accepted.
- c. Order/ letter in respect of equivalent Educational Qualifications claimed, indicating the Authority (with number and date) under which it has been so treated, in respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement.
- d. Original Documents in support of the experience claimed.
- e. Person with Benchmark Disabilities (PwBD) certificate in the prescribed format (reference link: <https://www.upsc.gov.in/recruitment/recruitment-performas>) issued by the competent authority by Persons with Benchmark Disabilities eligible for appointment to the post on the basis of prescribed standards of Medical Fitness.
- f. **A candidate who claims change in name after matriculation on marriage or remarriage or divorce etc. the following documents shall be submitted:**
- g. **In case of marriage of women** - Photocopy of Husband's passport showing names of spouses or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from husband and wife along with a joint photograph duly sworn before the Oath Commissioner;
- h. **In case of re-marriage of women** - Divorce Deed/Death certificate as the case may be in respect of first spouse; and photocopy of present husband's passport showing names of spouse or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from the husband and wife along with joint photograph duly sworn before the Oath Commissioner.
- i. **In case of divorce of women** - Certified copy of Divorce Decree and Deed Poll/Affidavit duly sworn before the Oath Commissioner.
- j. **In other circumstances for change of name for both male and female** – Deed Poll/Affidavit duly sworn before the Oath Commissioner and paper cuttings of two leading daily newspaper in original (One daily newspaper should be of the area of applicants permanent and present address or nearby area) and Gazette Notification.
- k. Documentary support for any other claim(s) made.

NOTE I: Date of birth mentioned in Application is final. No subsequent request for change of date of birth will be considered or granted.

NOTE II: The period of experience rendered by a candidate on part time basis, daily wages, visiting/ guest faculty will not be counted while calculating the valid experience for short listing the candidates for interview.

NOTE III: If any document/ certificate furnished is in a language other than Hindi or English, a transcript of the same duly attested by a Gazetted officer or notary is to be submitted.

VI. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:

Candidates are warned that they should not furnish any particulars that are false or suppress any material information in filling up the application form. Candidates are also warned that they should in no case correct or alter or otherwise tamper with any entry in a document or its attested/certified copy submitted by them nor should they submit a tampered/fabricated

A. Janta

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Ministry of New and Renewable Energy
नई दिल्ली-110003 / New Delhi-110003

document. If there is any inaccuracy or any discrepancy between two or more such documents or their attested/certified copies, an explanation regarding this discrepancy should be submitted.

A candidate who is or has been declared by the Selection Committee constituted for this purpose, to be guilty of:

- a. obtaining support of his/her candidature by any means, or
- b. impersonating, or
- c. procuring impersonation by any person , or
- d. submitting fabricated documents or documents which have been tampered with, or
- e. making statements which are incorrect or false or suppressing material information, or
- f. resorting to any other irregular or improper means in connection with his/her candidature for the selection, or
- g. using unfair means during the process , or
- h. bringing mobile phone/Communication device in the /Interview room without authorization
- i. attempting to commit or, as the case may be, abetting all or any of the acts specified in the foregoing clauses may, in addition to rendering himself/herself liable to criminal prosecution, be liable:
 - i. to be disqualified by the Selection Committee from selection for which he/she is a candidate, and/or
 - ii. to be debarred either permanently or for a specified period by the Ministry from any examination or selection held by them and
 - iii. if he/she is already in service under Government to disciplinary action under the appropriate rules.

VII. OTHER INFORMATION/INSTRUCTIONS:

- a) All candidates whether in Government service or in Government owned industrial or other similar organizations or in private employment should submit their applications by e-mail to the Ministry. Persons already in Regular Government service, whether in permanent or temporary capacity should send their applications through proper channel (parent office) along with the prescribed certificate (Annexure-I) duly signed by the Competent Authority and with concurrence of the present/ parent office for immediate relieving in case of selection and with authenticated copy of APARs for last five years. Advance copy of the application will not be entertained.
- b) The date for determining the eligibility of all candidates in every respect shall be 01.01.2023.
- c) If a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement, then the candidate is required to produce order/letter in this regard, indicating the Authority (with number and date) under which it has been so treated otherwise the Application is liable to be rejected.
- d) Candidates must, if required, attend a personal interview at New Delhi. The Ministry will not defray the traveling or other expenses of candidates summoned for interview.
- e) The Summoning of candidates for interview conveys no assurance whatsoever that they will be selected. Appointment orders to selected candidates will be issued by the Ministry.
- f) Candidates must be in sound health. They must, if selected be prepared to undergo such medical examination and satisfy such medical authority as Government may require.
- g) Candidates will be informed of the final result in due course through MNRE. Any interim enquiries about the result are therefore, unnecessary and will not be attended to. The Ministry do not enter into correspondence with the candidates about reasons for their non-selection for interview/appointment.
- h) Canvassing in any form will disqualify a candidate.



(Arunava Sengupta)

Under Secretary to the Govt. of India

Annexure I

अरुणव सेनगुप्ता / ARUNAVA SENGUPTA
अवर सचिव / Under Secretary
नवीन और नवीकरणीय ऊर्जा मंत्रालय
Ministry of New and Renewable Energy
भारत सरकार / Govt. of India
नई दिल्ली-110003 / New Delhi-110003

APPLICATION FORMAT FOR THE POST OF _____

PARTICULARS OF THE APPLICANT

PASTE LATEST
PHOTOGRAPH
(DULY SELF-
ATTESTED)

1.	Name (in block letters)	
2.	Father's name	
3.	Date of Birth (DD/MM/YYYY)	
4.	Age as on 01.01.2023	
5.	Gender (Male/ Female/ Other)	
6.	Contact Details i. Permanent address: ii. Correspondence address: iii. Contact no.(s): iv. Email:	
7.	Whether belongs to SC/ST/OBC (if Yes, state the category)	
8.	Name and address of the organization/institutions where employed/working at present	
9.	Designation/Post held and nature of employment/business/profession	
10.	Pay in the Pay Band with Grade Pay / Level as on date (for government employees only)	

12.	Name of the parent organisation, in case posted at different office/ organization (application should be sent through Parent organization (for government employees only))	
13.	Post with designation, held on regular basis in parent organisation, with pay, pay band and Grade Pay (for government employees only)	
14.	Date from which the said post held on regular basis in Parent Organisation (for government employees only)	

15. Educational Qualifications

S. No.	Examination passed	Subject (s)	Name of the Board/ University/ Institute	Year of passing	Marks/ %age	Division/	CGPA
					Marks	Div.	CGPA (%age)

16. Work Experience (Details should be specific to the experience requirements detailed in the advertisement)

S. No.	Name of the organization office	Post held	Scale of pay	Period		Nature of scientific/technical work/ performed	Reason for leaving Assignment	Permanent or temporary
				From	To			

17. Area of Specialisation _____

(The candidate may attach Synopsis of relevant experience, qualifications, expertise, major projects and programmes implemented, if any (not more than 2 pages)).

18. Special qualifications/ or additional details if any _____

I, do hereby declare that all the information given by me in the application form and its enclosures are true and complete to the best of my knowledge and belief and if any information given by me is found false at

any time in future, it will render me ineligible for the post applied for. I also undertake that I shall abide by all the terms and conditions laid down in the advertisement/ Government rules/ directions in force and as issued from time to time.

Place:

Dtd:-

Note:

(Signature of the candidate)

1. Please paste your recent passport size photograph on right hand top corner.
2. Please attach copies of documents in support of your educational qualification and experience/ proof of date of birth and category (SC/ST/OBC).
3. For applicants who are government servants (whether central or state government), The application should come through proper channel (parent office) along with the prescribed certificate (Annexure-I) duly signed by the Competent Authority and with concurrence of the present/ parent office for immediate relieving in case of selection with authenticated copy of APARs for last five years. Advance copy of the application will not be entertained.
4. Incomplete applications or applications not in accordance with the format/particulars or received after due date will not be entertained and any communication in this regard will not be entertained.