



Gujarat Energy Research and Management Institute

GERMI would like to recruit personnel (contractual appointment) for the Solar Energy Research Wing as per the below details.

1.	Position	:	Project Officer (National Certification Programme for Rooftop Solar Photovoltaic Installer)
	No. of Positions	:	1 (one)
	Type of Position	:	Contractual
	Remuneration	:	Rs. 30,000/- to Rs. 40,000/- per month
	Minimum Qualification and Experience	:	<ul style="list-style-type: none">- M.E./ M.Tech. in Computer Engineering, Information Technology or equivalent with 1 (one) year work experience in relevant field in research/ academic/ industry <u>OR</u>- B.E./ B.Tech. in Computer Engineering, Information Technology or equivalent with 3 (three) year work experience in relevant field in research/ academic/ industry
	Additional Desired Qualification	:	<ul style="list-style-type: none">- Certificate courses in computer and related fields
	Additional Desired Experience	:	<ul style="list-style-type: none">- Ability to work in a team- Experience in Project Management
	Skills Required	:	<ul style="list-style-type: none">- Knowledge of advanced web development modules like MVC, 3 tier architecture, JavaScript, LINQ, .NET frameworks- Knowledge of database, Oracle, MySQL- Knowledge of coding in Visual Studio or equivalent- Strong technical and analytical aptitude- Strong writing and communication skills- Strong documentation and organizational skills- Open to learning and its implementation
	Job Description	:	<ul style="list-style-type: none">- Coordinate website designing- Analyse, develop and test web modules as per requirement- Manage web content- Data management- Strategic data analysis- Coordinate development of ERP software- Assist in ERP system users with data conversion- Perform marketing activities (social media, emails etc.)- Develop and manage project documentation- Assist in writing and analysing technical reports- Assist project coordinators with coordination work- Manage/ coordinate projects and specific programmes- Analyse various technical activities- Prepare proposals and contracts- Assist in development activities of the organization

2.	Position	:	Project Officer
	No. of Positions	:	1 (one)
	Type of Position	:	Contractual
	Remuneration	:	Rs. 30,000/- to Rs. 40,000/- per month
	Minimum Qualification and Experience	:	<ul style="list-style-type: none"> - M.E./ M.Tech. or equivalent with 1 (one) year of relevant experience, <u>OR</u> - M.A./ M.Com. or equivalent with 2 (two) years of relevant experience, <u>OR</u> - B.E./ B.Tech. or equivalent with 3 (three) years of relevant experience, <u>OR</u> - B.A./ B.Com. or equivalent with 4 (four) years or relevant experience.
	Additional Desired Qualification	:	- Certificate courses in related area
	Additional Desired Experience	:	<ul style="list-style-type: none"> - Experience in outreach, marketing, business development activities - Experience in handling events - Experience in web development, electronic and print media - Experience and understanding of solar/ renewable/ energy sector - Experience in handling and closing contracts
	Skills Required	:	<ul style="list-style-type: none"> - Strong written and oral communication - Strong public relations, media handling, event handling skills - Positive can-do attitude with creativity is a must
	Job Description	:	<ul style="list-style-type: none"> - Undertake various outreach activities including but not limited to print media, electronic media, events, etc. - Assist existing/ ongoing projects and document them from an outreach perspective. - Assist project/ training teams in developing non-technical/ soft material/ content - Represent GERMI at events - Budget abovementioned activities and coordinate with GERMI's administrative team.

3.	Position	:	Jr. Project Officer (PMC)
	No. of Positions	:	1 (one)
	Type of Position	:	Contractual
	Remuneration	:	Rs. 25,000/- to Rs. 30,000/- per month
	Minimum Qualification	:	<ul style="list-style-type: none"> - B.E./ B.Tech. (Branch: Any) - Degree/ diploma in management
	Additional Desired Qualification	:	<ul style="list-style-type: none"> - Advance technical degrees/ certificates/ courses - Leadership
	Minimum Experience	:	- 1 (one) year of industry experience in technical field
	Additional Desired Experience	:	<ul style="list-style-type: none"> - Experience in the solar/ overall energy sector - Experience in project management - Leadership experience
	Skills Required	:	<ul style="list-style-type: none"> - Strong technical and analytical aptitude - Strong writing and communication skills - Strong documentation and organizational skills - Open to learning and immediately putting it in practice
	Job Description	:	<ul style="list-style-type: none"> - Learn and execute various aspects of solar power projects through first-hand experience in office, and on-site. - Be posted at remote locations to execute solar power projects. - Assist project coordinators with coordination work involving clients, project developers, EPC contractors, suppliers, etc. - Analyse various technical and commercial activities. - Prepare feasibility reports, detailed project reports, bid documents, etc. - Prepare proposals and contracts. - Assist in development activities of the organization.

4.	Position	:	Jr. Technical Officer (Civil)
	No. of Positions	:	2 (two)
	Type of Position	:	Contractual
	Remuneration	:	Rs. 25,000/- to Rs. 30,000/- per month
	Minimum Qualification	:	- B.E./ B.Tech. (Civil Engineering)
	Additional Desired Qualification	:	- Knowledge of AutoCAD and other CAD designing software
	Minimum Experience	:	- 1 (one) year of industry experience in a civil engineering job role
	Additional Desired Experience	:	- Experience in project management - Construction-site related experience - Experience in solar/ energy-related sector
	Skills Required	:	- Construction site management - Strong technical and analytical aptitude - Strong writing and communication skills - Strong documentation and organizational skills - Open to learning and immediately putting it in practice
	Job Description	:	- Learn and execute various aspects of solar power projects through first-hand experience in office, and on-site. - Be posted at remote locations to execute solar power projects. - Be a part of the overall site management and reporting chain. - Assist project coordinators with coordination work involving clients, project developers, EPC contractors, suppliers, etc. - Provide inputs in feasibility reports, detailed project reports, bid documents, etc.

The eligible applicant may send the complete application which includes the following list of documents (in the order mentioned):

1. Curriculum vitae as per Proforma-A (<http://www.germi.org/downloads/Proforma-A-cv.pdf>)
2. Photocopy of the educational certificates and relevant documents

Mention clearly in your application the position applied for, as per eligibility.

**Duly filled application proforma can be sent to the following address on or before 31st January 2017
Or E-mail to recruitment@germi.res.in with all suggested documents:**

The Director General
Gujarat Energy Research & Management Institute
Research, Innovation & Incubation Centre
1st Floor, Energy Building
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Refer www.germi.org for further details about GERMI and its activities.