



## 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"> <li>- 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></li> <li>- B.E./ B.Tech. in Computer Engineering, Information Technology or equivalent with 3 (three) year work experience in relevant field in research/ academic/ industry</li> </ul>
	Additional Desired Qualification	:	- Certificate courses in computer and related fields
	Additional Desired Experience	:	<ul style="list-style-type: none"> <li>- Ability to work in a team</li> <li>- Experience in Project Management</li> </ul>
	Skills Required	:	<ul style="list-style-type: none"> <li>- Knowledge of advanced web development modules like MVC, 3 tier architecture, JavaScript, LINQ, .NET frameworks</li> <li>- Knowledge of database, Oracle, MySQL</li> <li>- Knowledge of coding in Visual Studio or equivalent</li> <li>- Strong technical and analytical aptitude</li> <li>- Strong writing and communication skills</li> <li>- Strong documentation and organizational skills</li> <li>- Open to learning and its implementation</li> </ul>
	Job Description	:	<ul style="list-style-type: none"> <li>- Coordinate website designing</li> <li>- Analyse, develop and test web modules as per requirement</li> <li>- Manage web content</li> <li>- Data management</li> <li>- Strategic data analysis</li> <li>- Coordinate development of ERP software</li> <li>- Assist in ERP system users with data conversion</li> <li>- Perform marketing activities (social media, emails etc.)</li> <li>- Develop and manage project documentation</li> <li>- Assist in writing and analysing technical reports</li> <li>- Assist project coordinators with coordination work</li> <li>- Manage/ coordinate projects and specific programmes</li> <li>- Analyse various technical activities</li> <li>- Prepare proposals and contracts</li> <li>- Assist in development activities of the organization</li> </ul>

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"> <li>- M.E./ M.Tech. or equivalent with 1 (one) year of relevant experience, <u>OR</u></li> <li>- M.A./ M.Com. or equivalent with 2 (two) years of relevant experience, <u>OR</u></li> <li>- B.E./ B.Tech. or equivalent with 3 (three) years of relevant experience, <u>OR</u></li> <li>- B.A./ B.Com. or equivalent with 4 (four) years or relevant experience.</li> </ul>
	Additional Desired Qualification	:	- Certificate courses in related area
	Additional Desired Experience	:	<ul style="list-style-type: none"> <li>- Experience in outreach, marketing, business development activities</li> <li>- Experience in handling events</li> <li>- Experience in web development, electronic and print media</li> <li>- Experience and understanding of solar/ renewable/ energy sector</li> <li>- Experience in handling and closing contracts</li> </ul>
	Skills Required	:	<ul style="list-style-type: none"> <li>- Strong written and oral communication</li> <li>- Strong public relations, media handling, event handling skills</li> <li>- Positive can-do attitude with creativity is a must</li> </ul>
	Job Description	:	<ul style="list-style-type: none"> <li>- Undertake various outreach activities including but not limited to print media, electronic media, events, etc.</li> <li>- Assist existing/ ongoing projects and document them from an outreach perspective.</li> <li>- Assist project/ training teams in developing non-technical/ soft material/ content</li> <li>- Represent GERMI at events</li> <li>- Budget abovementioned activities and coordinate with GERMI's administrative team.</li> </ul>

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"> <li>- B.E./ B.Tech. (Branch: Any)</li> <li>- Degree/ diploma in management</li> </ul>
	Additional Desired Qualification	:	<ul style="list-style-type: none"> <li>- Advance technical degrees/ certificates/ courses</li> <li>- Leadership</li> </ul>
	Minimum Experience	:	- 1 (one) year of industry experience in technical field
	Additional Desired Experience	:	<ul style="list-style-type: none"> <li>- Experience in the solar/ overall energy sector</li> <li>- Experience in project management</li> <li>- Leadership experience</li> </ul>
	Skills Required	:	<ul style="list-style-type: none"> <li>- Strong technical and analytical aptitude</li> <li>- Strong writing and communication skills</li> <li>- Strong documentation and organizational skills</li> <li>- Open to learning and immediately putting it in practice</li> </ul>
	Job Description	:	<ul style="list-style-type: none"> <li>- Learn and execute various aspects of solar power projects through first-hand experience in office, and on-site.</li> <li>- Be posted at remote locations to execute solar power projects.</li> <li>- Assist project coordinators with coordination work involving clients, project developers, EPC contractors, suppliers, etc.</li> <li>- Analyse various technical and commercial activities.</li> <li>- Prepare feasibility reports, detailed project reports, bid documents, etc.</li> <li>- Prepare proposals and contracts.</li> <li>- Assist in development activities of the organization.</li> </ul>

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 31<sup>st</sup> January 2017  
Or E-mail to [recruitment@germi.res.in](mailto: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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Raisan, Gandhinagar, Gujarat -382 007 India.  
Phone: 079 2327561, Fax: 079 23275380

Refer [www.germi.org](http://www.germi.org) for further details about GERMI and its activities.