

**F. No.1 /3/2012-CSHP
Government of India
Ministry of New and Renewable Energy
UNDP /GEF Concentrated Solar Heat Project
(Project Management Unit)
Block –14, CGO Complex, Lodi Road,
New Delhi-110003**

Subject: Recruitment to the post of ‘Technical Officer/Component Manager in the Project Management Unit (PMU) of the UNDP/GEF Concentrated Solar Heat Project on Market Development & Promotion of Solar Concentrator based Process Heat Application in India’

Applications are invited for recruitment to the post of Technical Officer/Component Manager in the Project Management Unit (PMU) of the UNDP/GEF Project on “Market Development & Promotion of Solar Concentrator based Process Heat Application in India’, being implemented by the Ministry of New and Renewable Energy. Brief project description, particulars about academic qualifications, experience and other requirements of the post and Proforma for application are given on the web-site of the Ministry: www.mnre.gov.in .

Applications should reach the National Project Manager (NPM) at the address given on the web-site by **September 10, 2012.**

**National Project Manager
Tel. 011-24362488
e-mail: singhalak@nic.in**

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Subject: Recruitment to the post of Technical Officer/Component Manager in the Project Management Unit (PMU) of the UNDP/GEF Concentrated Solar Heat Project on “Market Development & Promotion of Solar Concentrator based Process Heat Application in India”

United Nations Development Programme/ Global Environment Facility (UNDP/GEF) is supporting a Project on “Market Development & Promotion of Solar Concentrator based Process Heat Application in India” through the Ministry of New and Renewable Energy (MNRE), Government of India. The Project is to be implemented during April, 2012 to March, 2017. The brief description of the project is given below:

The industrial sector is the second largest energy using sector in India after the residential sector. Key energy using industries (such as pharmaceuticals, chemicals, metal treatment, textiles, food and dairy processing) have a significant requirement for low-medium temperature heat (up to 250°C) as steam, hot air, and hot oil. Significant quantities of low-medium temperature process heat are also required in the commercial sector in hotels, hospitals and other institutional buildings for space cooling, cooking and space heating. This low-medium temperature heat is primarily provided by fuel oil, coal, biomass, and electricity for cooling. Low cost natural gas is not widely available for process heat uses in India, as in most other major countries.

India, generally has a very good solar energy potential of around 5-7 kWh/m²/day. A significant part of India’s low medium temperature process heat needs can be met by concentrating solar heat (CSH) technology systems-alongside process integration and suitable heat storage. This would reduce global CO₂ emission, local air pollution, and India’s growing dependence on expensive imported oil.

CSH for process heat applications is at an early development stages-with less than 100 known working examples worldwide. India is leading the world with around 80 CSH applications. Two CSH technologies are now commercially available and proven in India, with annual CSH sales of around 2,000-3,000 m²/year. The majority of Indian CSH installations are for institutional cooking; other existing providing CSH subsidies and some technology support. This GEF project will complement MNRE’s efforts of CSH technology, awareness, capacity,

market and financial barriers. This will increase annual CSH sales to 15,000 m²/year by 2016. The projects Component 1 provides technology application information packages, support for the introduction of three further CSH technologies and standardization of CSH performance measurement; Component 2 provides awareness and capacity building; Component 3 supports 30 demonstration projects (15,000 m²) and 60 replication projects (30,000 m²); while Component 4 addresses financial barriers. Direct emission reductions from the demonstration and replication projects during the 5-year project duration will be 39,200 tCO_{2e}. Over the economic lifetime of 20 years for the project-supported CSH applications, cumulative direct emission reductions will be 315,000 tCO₂.

The project is being executed by the Project Management Unit (PMU) set up at MNRE. National Project Director (NPD) the Head of PMU and National Project Manager (NPM) & Deputy Project Manager (DPM) assists the NPD.

It is proposed to appoint a Technical Officer/Component Manager in the Project Management Unit to assist and provide support in the implementation of the project. Duties and responsibilities of the Technical Officer would include:

- The day-to-day planning, implementation and monitoring of project activities
- Assist the NPD and NPC (if any) in strategic management and overarching implementation of the project and achievement of its goals
- Prepare projects reports (quarterly and annual), FACE, annual work plans and budgets; facilitate audit, and any other necessary documentation required by UNDP, MNRE and the PSC and recommendations to the Project Steering Committee
- Support timely progress of activities and project implementation as per the ProDoc or agreed changes to ProDoc
- Support to elaboration of monitoring & evaluation reports (midterm, terminal etc.) to MNRE and UNDP/GEF
- Prepare and approve Terms of Reference for consultants and subcontracts and for equipment procurement
- Manage disbursement of funds, maintenance of accounts as per requirements of UNDP, and provide inputs to internal and external audits
- Liaise with counterparts and main stakeholders to ensure their roles are appropriately integrated into the project as envisaged
- Monitor the work of the agencies involved in managing specific components and outputs.
- Organize awareness and dissemination activities and development and replication projects as per Project Document

Educational Qualification:

Minimum – BE/B.Tech in Engineering preferably in Mechanical or Environmental Engineering / M.Sc in Physics

Desirable – ME/M.Tech in Engineering / Ph.D in Physics

Experience:

Minimum five years in the field of renewable energy, preferably in the area of solar thermal energy

Age:

Not exceeding 35 years, as on 01.04.2012

Knowledge and skills:

- Technical knowledge of solar thermal technologies with specific reference to solar concentrator area
- Good knowledge of the status, barriers and challenges of the solar energy sector
- Good analytical, problem solving and drafting skills
- Good managerial and organizational skills
- Computer literate and able to communicate through e-mail
- Good working knowledge of English
- Familiarity and prior experience with UNDP and GEF projects would be an additional asset

Duty station : New Delhi

Duration of contract : Two year (extendable on yearly based till end of project based on performance)

Consolidated salary package: Rs. 60,000/- to Rs. 80,000/- depending on educational qualification and experience

Applications should be sent as per the Proforma enclosing attested copies of certificates about educational qualification and experience alongwith passport size photograph, to reach the National Project Manager by **September 10, 2012**, at the following address:

**National Project Manager
Project Management Unit
UNDP/GEF - Concentrated Solar Heat Project
Ministry of New and Renewable Energy
Block -14, CGO Complex,
Lodi Road, New Delhi-110003
Telephone: 011- 24362488 / 24363638
e-mail: singhalak@nic.in**

- Note:**
1. This would be a purely temporary appointment on contractual basis in the PMU of the UNDP/GEF Project and should not in any way be considered as appointment to a post in Govt. of India
 2. No travel support will be provided to outstation candidates invited for interview

Application Format
(Use Block Letter only)

Application for the post of 'Technical Officer/Component Manager in the Project Management Unit(PMU) of the UNDP/GEF Concentrated Solar Heat Project on Market Development & Promotion of Solar Concentrator based Process Heat Application in India'

Photo

1. Name in full :
2. Address for correspondence:
3. Permanent Address :
4. Date of Birth : Date _____ Month _____ Year _____
5. Age as on closing date :
6. Sex (Write M/F) :
7. Contact No. & Email id :
8. Educational Qualifications:

Name of the Degree	Subject(s)/Branch	University/Institute	Year of passing	Class/CGPA	Total Marks

9. Experience :

Name of the Organization	Designation	Salary drawn	Duration		Regular/Contract	Reason for leaving
			From MM,YYYY	To MM,YYYY		

10. Special qualifications, if any:

11. References (Two Nos.) :

12. Any other remark :

Declaration:

I affirm that the information given in this application is true and correct to the best of my knowledge and belief .I further undertake that if at any stage it is discovered that an attempt has been made by me, willfully to conceal or misrepresent the facts, my candidature /appointment shall be summarily rejected or terminated without any notice.

Date: _____ Signature:_____

Place: _____ Name: _____

NOTE : (i) Please paste your passport size photograph on right hand top corner;
(ii) Please attach copies of documents in support of educational qualification and experience.
