



Bureau of Energy Efficiency (BEE)
(A Statutory body under Ministry of Power, Govt. of India)
4th Floor, Sewa Bhawan, R. K. Puram, New Delhi - 110066

VACANCY CIRCULAR

Bureau of Energy Efficiency (BEE) is a statutory body under the Ministry of Power, Government of India. It's Mission is to assist in developing policies and strategies with a thrust on self-regulation and market principles, within the overall framework of the Energy Conservation Act, 2001, and with the primary objective of reducing energy intensity of the Indian economy. BEE co-ordinates with designated consumers, designated agencies, and other organizations to recognize identify and utilize the existing resources and infrastructure, in performing the functions assigned to it under the Act. The Energy Conservation Act provides for regulatory standard setting and promotional functions to the organisation.

BEE intends to engage retired Govt Officers of the Central/ State Govt department/ Autonomous Body/ PSU/ Statutory Body for the following positions:

1.	Name of Position	Consultant (Procurement including Coordination)
2.	Number of Positions	01
3.	Method of Recruitment	Retired Deputy Secretaries/ Under Secretaries/ Equivalent (Level 11 & 12) from Central/ State Govt. departments/ Autonomous Bodies/ PSUs/ Statutory Bodies etc.
4.	Age limit	The applicant should not have attained the age of more than 63 years on the closing date of applications and should be in good health for discharging his official duties effectively.
5.	Tenure	Period of engagement will be initially for one year, from the date he/she joins the office, which can be extended or curtailed at the discretion of the Competent Authority.
6.	Remuneration (per month)	The Consultant shall be paid remuneration as per the Government Rules subject to maximum amount of Rs. 80,000/- per month. Mandatory deduction, if any, will

		be made. The remuneration for services rendered in a month shall be payable in subsequent month.
7.	Experience	<ul style="list-style-type: none"> • Experience of working in the area of Procurement and Coordination with Ministries and other Departments of Government or CPSUs. • Experience in e-procurement. • Experience as Deputy Secretary/Under Secretary or equivalent in the Govt of India, State Govt, Attached and Subordinate Offices, PSUs, Autonomous bodies of the Govt of India in the matter related to Procurement including Coordination for a minimum period of 3 years. • Knowledge/experience of E-Office, MS Office Tools (Word/Power Point/Excel etc.)

1.	Name of Position	Consultant (Finance & Accounts)
2.	Number of Positions	02
3.	Method of Recruitment	Retired Deputy Secretaries/ Under Secretaries/ Equivalent (Level 11 & 12) from Central/ State Govt. departments/ Autonomous Bodies/ PSUs/ Statutory Bodies etc.
4.	Age limit	The applicant should not have attained the age of more than 63 years on the closing date of applications and should be in good health for discharging his official duties effectively.
5.	Tenure	Period of engagement will be initially for one year, from the date he/she joins the office, the same can be extended or curtailed at the discretion of the Competent Authority.
6.	Remuneration (per month)	The Consultant shall be paid remuneration as per the Government

		Rules subject to maximum amount of Rs. 80,000/- per month. Mandatory deduction, if any, will be made. The remuneration for services rendered in a month shall be payable in subsequent month.
7.	Knowledge/Experience	<ul style="list-style-type: none"> • Experience in preparation of financial reports, budget, tax, audit matters, etc. • Experience as Deputy Secretary/Under Secretary or equivalent in the Govt of India, State Govt, Attached and Subordinate Offices, PSUs, Autonomous bodies of the Govt of India in the matter related to Finance & Accounts / Budget/ Audit/ PFMS etc. for a minimum period of 3 years. • Knowledge/experience of E-Office, MS Office Tools (Word/Power Point/ Excel etc.)

Submission of the application: The interested applicants may forward their curriculum vitae as per format in Annexure-I along with 2 passport size photographs and copies of experience certificates, PPO and other documents in support of their candidature to "The Secretary, Bureau of Energy Efficiency, 4th Floor, Sewa Bhawan, R.K. Puram, Sector-I, New Delhi 110066".

Last Date for submission of Application is 18.08.2023.

The competent authority in the Bureau reserves the right to relax the eligibility and other criteria in case of exceptionally outstanding candidates.



Secretary

Bureau of Energy Efficiency

Date:18.07.2023

CURRICULUM VITAE PERFORMA

1.	Name and Address (in Block Letters)	
2.	Date of Birth (in Christian era)	
3.	Email	
4.	Mobile No.	
5.	Residential Address	
6.	Educational Qualifications	
7.	Date of Superannuation/ Retirement	
8.	Age as on closing date (YY/MM)	
9.	PPO No. (Enclose copy)	
10.	Post held at the time of retirement	
11.	Organization currently working, if any	
12.	Organization Superannuated from	
13.	Details of Departmental exam qualified, if any	
14.	Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.	
	Office/Institution	Post held
	From	To
	Scale of Pay and Basic Pay	Nature of duties (in detail)
15.	Knowledge/experience of MS Office Tools (Word/Power Point/Excel etc.)	

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of my retirement. I have read this circular and accept all the terms and conditions for engagement of consultants.

I shall provide the references in respect of my assignments done in last three years as and when required.

Date _____

(Signature of the Candidate)

Place _____



Bureau of Energy Efficiency (BEE)
(A Statutory body under Ministry of Power, Govt. of India)
4th Floor, Sewa Bhawan, R. K. Puram, New Delhi - 110066

CIRCULAR

Subject: Vacancy Circular for engagement of retired Government servant as Consultant in Bureau of Energy Efficiency.

Bureau of Energy Efficiency (BEE) is a statutory body under the Ministry of Power, Government of India. Its Mission is to assist in developing policies and strategies with a thrust on self-regulation and market principles, within the overall framework of the Energy Conservation Act, 2001, and with the primary objective of reducing energy intensity of the Indian economy. BEE co-ordinates with designated consumers, designated agencies and other organizations to recognize identify and utilize the existing resources and infrastructure, in performing the functions assigned to it under the Act. The Energy Conservation Act provides for regulatory standard setting and promotional functions to the organization.

BEE invites application from retired Principle Private Secretary / Private Secretary in Ministries/Departments of Government of India / Autonomous Body/ PSU/ Statutory Body for engagement as consultant. The details of engagement are as under:

1.	Designation	Consultant / Principle Private Secretary
2.	Period of Engagement	Period of engagement will be initially for a period of one year, from the date he/she joins the BEE office, which can be extended on the recommendations of Controlling Officer and requirement of the project
3.	No. of Personnel required	01
4.	Place of Posting	Delhi
5.	Remuneration per month	As per the prevailing rules of Govt. of India subject to maximum of Rs. 1 Lakh. Outstation Travel: As per Govt. norms and entitlement.
6.	Age Limit	Not beyond 63 years on the closing date of applications and should be in good health for discharging his official duties.
7.	Education Qualification	Graduate. Retired PPS/PS with overall 10 years of experience in Ministries/Departments of Government of India / Autonomous Body/ PSU/ Statutory Body.

9.	Desirability	Candidate must be computer savvy and had experience of handling e-office.
10.	Scope of work	<ul style="list-style-type: none"> • Collection of information and files. • Compilation of data in given form. • Opening of files. • Maintenance of current files. • Sending of routine reminders and acknowledgments. • Taking dictation and typing of essential/ confidential /secret documents including other typing work as considered necessary in administrative interest. • Screening of Telephone calls and the visitors in a tactful manner. • Fixing up of appointments, and if necessary, cancelling them. • Keeping an accurate list of engagements, meetings etc. and reminding the officer sufficiently in advance of keeping them up. • Maintaining in proper order the papers required to be retained by the officer. • Keeping a note of the movement of files passed by the officer and other officers, if necessary. • Destroying the stenographic record of the confidential letters/ documents after they have been typed and issued. • Carrying out the corrections to the officer's reference books. • To assist the officer in the manner desired by him.
11.	Closing date for submission of applications	Application in prescribed format as Annexure-B along with 2 passport size photographs and self-attested copies of educational qualification, experience certificates, PPO and related documents may be submitted by 18.08.2023.
12.	Application to be forwarded to	Secretary, Bureau of Energy Efficiency, 4th Floor, Sewa Bhawan, R.K. Puram, Sector-I, New Delhi 110066".
13.	Selection Method	Candidates meeting the eligibility criteria would be shortlisted and called for interaction

Other General Information:

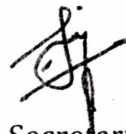
The competent authority in the Bureau reserves the right to relax the eligibility and other criteria in case of exceptionally outstanding candidates.

Candidature is liable to be rejected at any stage of the recruitment process if any information provided by the candidate is found to be false and incorrect.

The selected candidate will be offered engagement purely on contract basis. The selected candidate will not have any right to seek regularization in the Bureau.

The number of positions is tentative and may vary depending upon the requirement of BEE.

The hiring process may be cancelled at any stage at the discretion of BEE without giving any reason thereof.



Secretary

Date: 18.07.2023

Bureau of Energy Efficiency

CURRICULUM VITAE PERFORMA

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5.	Residential Address					
6.	Educational Qualifications					
7.	Date of Superannuation/ Retirement (If/any)					
8.	Age as on closing date (YY/MM)					
9.	PPO No. (Enclose copy)					
10.	Post held at the time of retirement					
11.	Organization currently working, if any					
12.	Organization Superannuated from					
13.	Details of Departmental exam qualified, if any					
14.	Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.					
	Office/Institution	Post held	From	To	Scale of Pay and Basic Pay	Nature of duties (in detail)

15.	Knowledge/experience of MS Office Tools (Word/Power Point/Excel etc.)				

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of my retirement. I have read this circular and accept all the terms and conditions for engagement of consultants.

I shall provide the references in respect of my assignments done in last three years as and when required.

Date _____

(Signature of the Candidate)

Place _____



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(A Statutory body under Ministry of Power, Govt. of India)
4th Floor, Sewa Bhawan, R. K. Puram, New Delhi - 110066

CIRCULAR

Subject: Vacancy Circular for engagement of retired Government servant as Consultant in SDAs of Bureau of Energy Efficiency.

Bureau of Energy Efficiency (BEE) is a statutory body under the Ministry of Power, Government of India. Its Mission is to assist in developing policies and strategies with a thrust on self-regulation and market principles, within the overall framework of the Energy Conservation Act, 2001, and with the primary objective of reducing energy intensity of the Indian economy. BEE co-ordinates with designated consumers, designated agencies and other organizations to recognize identify and utilize the existing resources and infrastructure, in performing the functions assigned to it under the Act. The Energy Conservation Act provides for regulatory standard setting and promotional functions to the organization.

BEE intends to engage retired Govt Officers of the Central/ State Govt department/ Autonomous Body/ PSU/ Statutory Body not below the level of Mid / Sr. Level Management or equivalent in private company fulfilling the following eligibility criteria on contract basis:

1.	Designation	Consultant / Media Advisor
2.	Period of Engagement	Period of engagement will be initially for a period of two year, from the date he/she joins the BEE office, which can be extended on the recommendations of Controlling Officer and requirement of the project
3.	No. of Personnel required	06
4.	Place of Posting	As per Annexure A
5.	Remuneration per month	As per the prevailing rules of Govt. of India subject to maximum of Rs. 1.25 Lakhs. Local Travel: Re-imbusement of amount of maximum Rs. 10,000/- per month. Outstation Travel: As per Govt. norms and entitlement.
6.	Age Limit	Not beyond 63 years on the closing date of applications and should be in good health for discharging his official duties.
7.	Education Qualification	Must be a Graduate / Post Graduate.

		Minimum 15 years of experience in Energy / Power sector, out of which, minimum 5 years of experience in State Nodal Agency (SNA) / State Designated Agency (SDA) / Authorities preferably for Energy Efficiency.
8.	Eligibility	Retired Govt. Officers of the Central/ State Govt department/ Autonomous Body/ PSU/ Statutory Body who had worked at Mid / Sr. Level Management.
9.	Desirability	Having experience in handling media /awareness / outreach activities.
10.	Scope of work	<ul style="list-style-type: none"> • Develop effective communication strategy involving print / electronic/ social media • Initiate measures for creating awareness on EE/EC programs and bring in sustainable behavioral change • Devise measurable and sustainable goals involving all the key depts. and general public • Compiling and communicating the sector wise EE/EC best practices to concerned stakeholders • Assisting SDAs in communicating success stories • Obtaining feedback from State govts for implementing communication strategy from time to time • Co-ordinate with SDAs for conducting State / National / international level workshops to involve stakeholders in EE/EC • Should work as Mentor for all the Regional SDAs, for all Media / Awareness related activities • Regional Advisors will be Nodal Officer for the activities under LiFE Mission in the respective regions. • Undertake any other works by assigned by BEE
11.	Closing date for submission of applications	Application in prescribed format as Annexure-B along with 2 passport size photographs and self-attested copies of educational qualification, experience certificates, PPO and related documents may be submitted by 18.08.2023.
12.	Application to be forwarded to	Secretary, Bureau of Energy Efficiency, 4th Floor, Sewa Bhawan, R.K. Puram, Sector-I, New Delhi 110066".
13.	Selection Method	Candidates meeting the eligibility criteria would be shortlisted and called for interaction

Other General Information:

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Candidature is liable to be rejected at any stage of the recruitment process if any information provided by the candidate is found to be false and incorrect.

The selected candidate will be offered engagement purely on contract basis. The selected candidate will not have any right to seek regularization in the Bureau.

The number of positions is tentative and may vary depending upon the requirement of BEE.

The hiring process may be cancelled at any stage at the discretion of BEE without giving any reason thereof.

Date: 18.07.2023



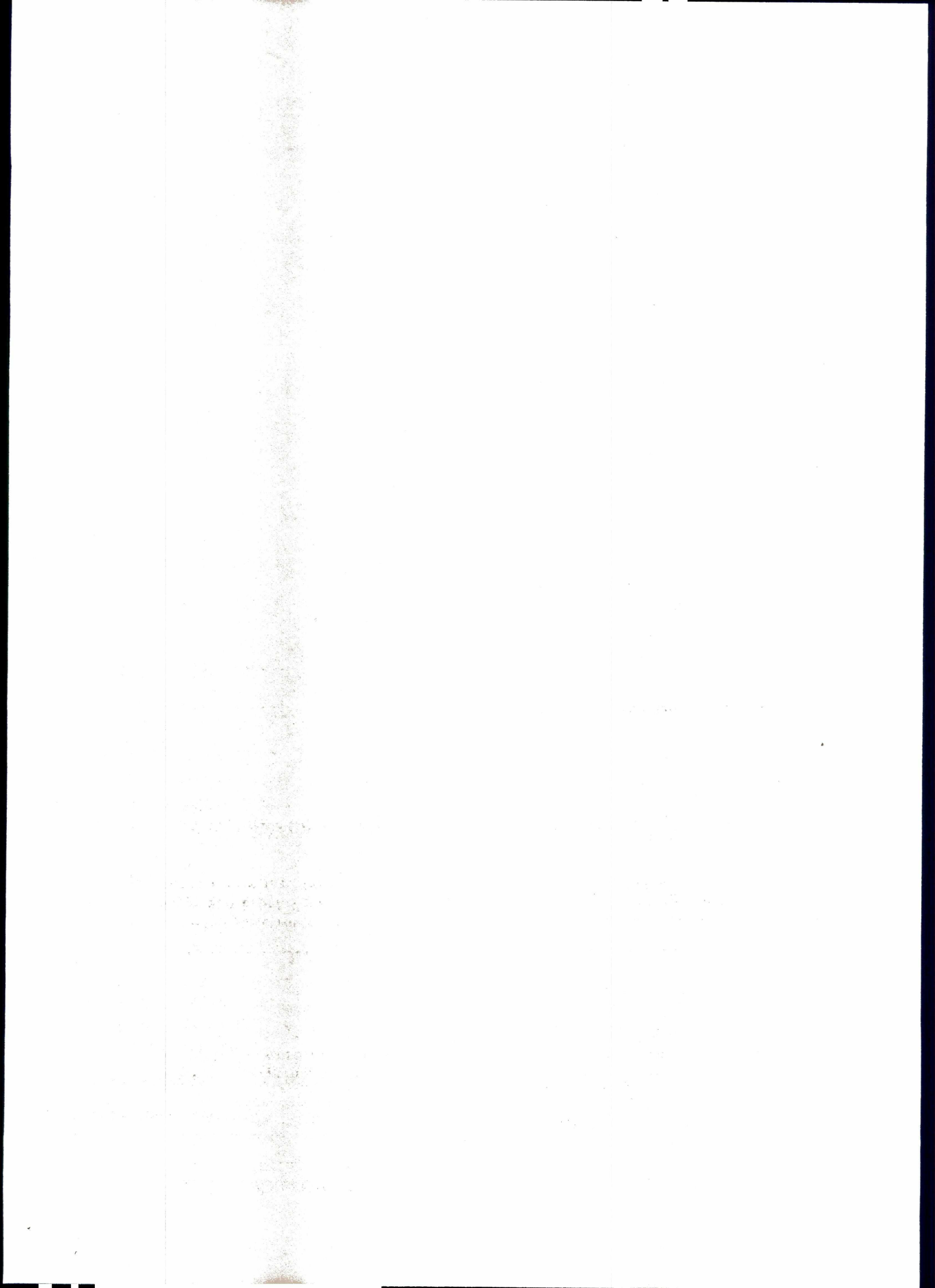
Secretary

Bureau of Energy Efficiency

Region wise place of posting of Consultant / Media Advisors		
Region	Stationed at	Regional SDAs
North	Delhi / Lucknow	Uttar Pradesh, Rajasthan, Haryana, Punjab, Uttarakhand, Jammu & Kashmir, Himachal Pradesh, Delhi, Ladakh and Chandigarh
West	Pune / Ahmedabad	Maharashtra, Gujarat, Goa, Madhya Pradesh, Chhattisgarh, Dadra & Nagar Haveli and Daman & Diu
South	Bengaluru / Hyderabad	Karnataka, Telangana, Andhra Pradesh, Kerala, Tamil Nadu, Puducherry, Andaman & Nicobar Islands, and Lakshadweep
East	Kolkata / Bhubaneswar	West Bengal, Bihar, Jharkhand, and Odisha
North- East	Guwahati	Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim, and Tripura
South- West	Delhi	BEE office

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8.	Age as on closing date (YY/MM)				
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10.	Post held at the time of retirement				
11.	Organization currently working, if any				
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13.	Details of Departmental exam qualified, if any				
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15.	Knowledge/experience of MS Office Tools (Word/Power Point/Excel etc.)				

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BEE invites application from retired Government officers not below the level of Joint Secretary / Director in Ministries/Departments of Government of India / Autonomous Body/ PSU/ Statutory Body for engagement as consultant. The details of engagement are as under:

1.	Designation	Consultant / Assistant Legislative Counsel
2.	Period of Engagement	Period of engagement will be initially for a period of one year, from the date he/she joins the BEE office, which can be extended on the recommendations of Controlling Officer and requirement of the project.
3.	No. of Personnel required	01
4.	Place of Posting	Delhi
5.	Remuneration per month	As per the prevailing rules of Govt. of India subject to maximum of Rs. 1.25 Lakh. Outstation Travel: As per Govt. norms and entitlement.
6.	Age Limit	Not beyond 63 years on the closing date of applications and should be in good health for discharging his official duties.
7.	Education Qualification	Bachelor's degree in Law from a recognized University. Master's in Law will be given preference.

		Should have experience in regulatory matters related to Power & Energy sector. Preference will be given to individuals having experience with SERC on regulatory affairs.
8.	Eligibility	Retired Govt. Officers of the Central/ State Govt department/ Autonomous Body/ PSU/ Statutory Body who had worked as Joint Secretary / Director in Level 14 / Level 13 or above.
9.	Desirability	Experience in legal matters related to Energy policy, tariffs, regulations etc. will be given preference.
10.	Scope of work	<p>Handle regulatory / legislative matters related to DISCOM particularly with SERCs, CERCs, APTEL, Ministry of Law.</p> <p>Support in framing regulations on subjects under the jurisdiction of BEE as mandated under EC Act, 2001.</p> <p>Data Analysis and simulation on various issues such as data related to power system operations, Deviation settlement mechanism etc.</p> <p>Regulatory impact Assessment on current regulations and proposed regulations.</p> <p>Collation of Financial and Technical data pertaining to DISCOMs.</p> <p>Draft legislations / Explanatory Memorandum related to energy and power sector.</p> <p>Deal with all kinds of petitions related to DISCOM.</p>
11.	Closing date for submission of applications	Application in prescribed format as Annexure-B along with 2 passport size photographs and self-attested copies of educational qualification, experience certificates, PPO and related documents may be submitted by 18.08.2023.
12.	Application to be forwarded to	Secretary, Bureau of Energy Efficiency, 4th Floor, Sewa Bhawan, R.K. Puram, Sector-I, New Delhi 110066".
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Secretary

Bureau of Energy Efficiency

Date: 18.07.2023

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5.	Residential Address					
6.	Educational Qualifications					
7.	Date of Superannuation/ Retirement (If/any)					
8.	Age as on closing date (YY/MM)					
9.	PPO No. (Enclose copy)					
10.	Post held at the time of retirement					
11.	Organization currently working, if any					
12.	Organization Superannuated from					
13.	Details of Departmental exam qualified, if any					
14.	Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.					
	Office/Institution	Post held	From	To	Scale of Pay and Basic Pay	Nature of duties (in detail)

15.	Knowledge/experience of MS Office Tools (Word/Power Point/Excel etc.)				

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of my retirement. I have read this circular and accept all the terms and conditions for engagement of consultants.

I shall provide the references in respect of my assignments done in last three years as and when required.

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(Signature of the Candidate)

Place _____