### Subject: Filling of the post of Private Secretary/OSD in the office of Shri Raj Kumar Singh Hon'ble Minister of Power & NRE.

Applications are invited for the post of Private Secretary/OSD in the personal staff of Shri Raj Kumar Singh, Hon'ble Minister of Power & NRE, Govt of India, New Delhi, as detailed below.

S. No.	Category of Staff/post	Pay Band & Grade Pay (6th CPC)	Pay Level in Pay Matrix (7th CPC)	Minimum Pay (in Rs.)	Qualifications required
1.	Private Secretary/ OSD to the Minister in Ministry of New & Renewable Energy No. of Post - 1	(PB-4)- Rs.37400- 67000 + 8700; or (PB-3)- Rs.15600- 39100 + 7600	Level-13 (for Group-A officers with 14 years' service)  Level-12 (for Group-A officers with 9 years' service)	121800 + DA + HRA 78800 + DA + HRA	Graduation  All India Service Officers or Group-A

- 2) The Terms and conditions of the contract shall be as under:
  - a. The upper age limit for the engagement of personal staff of the Hon'ble Minister is 40 years.
  - b. Period of appointment is co-terminus with the period of Hon'ble Minister or till further orders, whichever is earlier.
- 3) Interested candidates may apply by 15-08-2021 along with bio-data which may be addressed to Shri Praveen Kumar, Under Secretary, Office of the Minister of Power, Room No. 101, 1st Floor, Shram Shakti Bhawan New Delhi-110001.

# APPLICATION FOR THE POST OF PRIVATE SECRETARY/OSD IN THE O/O HON'BLE MINISTER OF POWER & NRE

Recent Passport size photograph

**CURRICULAM VITAE PROFORMA** 

1.	Name (in BLOCK letters)							
2.	Service to which belong							
3.	Date of Birth							
	Educational Qualifications				_	Qualifications/ Epossessed by the offi		xperience eer
		(1) (2) (3)						
5. l	Details of Employment, in c	hronol	ogical orde	r.Encl	ose se	parate sheet,	if red	quired
	ice/ Post titution/OrganisationHeld		From	То		Scale of Pay and Basic pay	Du	ture of ties detail)
(F	Please also enclose details	of wor	rk experie	nce in	not r	nore than 15	O wo	ords)
6.	Nature of present employr						<u>-                                    </u>	]
	Temporary or on Contract	basis o	or Perman	ent				
<ol> <li>8.</li> </ol>	deputation/contract basis, please state –  a. the date of initial appointment  b. period of appointment on deputation/Contract  c. name of the parent office/organization to which  you belong							
	to mention in support of y (This among other things with regard to (i) additional (ii) professional training and above prescribed in the Circular/Advertisement) (Insheet, if the space is insufficient)	may pro al acade nd (iii) v ne Vaca Note: E	ovide infor emic quali: work exper ancy anclose a se	mation fication rience (	n ns over			
9.	Remarks Candidates may indicate i i. Research publications projects ii. Awards/Scholarship/C Affiliation with the prof Institutions / Societies iii. any other information.	and rep Official A	ports and s Appreciation	special				

Signature of the candidate Address: Telephone/Mobile No: Fax

#### Subject: Filling of post of Young Professional in the rank of Additional Private Secretary in the office of Shri Raj Kumar Singh Hon'ble Minister of Power & NRE

Applications are invited for the post of Young Professional in the rank of Additional Private Secretary in the personal staff of Shri Raj Kumar Singh, Hon'ble Minister of Power & NRE, Govt of India, New Delhi, as detailed below;

	Minister of Power & NRE, Govt of India, New Delhi, as detailed below;						
S1. No	Category of Staff/ post	Pay Band & Grade Pay (6 <sup>th</sup> CPC)	Pay Level in Pay Matrix (7 <sup>th</sup> CPC)	Minimum Pay (in Rs.)	Qualifications required		
1.	Additional Private Secretary (Young Professional)  No. of Post - 1	(PB-3)- Rs.15600 -39100 + 6600	Level-11	67700 + DA + HRA	Educational Qualification:  Master's Degree or BE/ B.Tech or 2 years PG Diploma in Management or LLB or CA or ICWA "or possessing any Professional Degree earned after a study of 4 years or more acquired after 10+2".  Minimum 02 year experience in Energy Sector relevant to the job		
					description. The broad work experience will be based on the functional areas assigned to office of Minister of Power & NRE. Preference will be given to persons with work experience in the Public Policy, data analytics domain supported by published work / policy papers / appraisal / monitoring of projects & schemes etc.		
					The experience of internship/ training will not be considered  Job description: Young Professional will be required to provide high quality inputs in disciplines like Energy Sector / Economics / Finance / Engineering & Technology / Infrastructure / Environment / Data Analysis / Project Management / Start up / Innovation / monitoring and evaluation which includes design, econometric with data analytics to provide insight and drive evidence based policies and program designs, etc. related to Ministry of Power & Ministry of New & Renewable		
					Energy. This would require demonstration of proven academic credentials, professional achievements and leadership qualities on the part of the aspirants.		

- 2) The Terms and conditions of the contract shall be as under:
  - a. The upper age limit for the engagement of personal staff of the Hon'ble Minister is 35 years.
  - b. Period of appointment is co-terminus with the period of Hon'ble Minister or till further orders, whichever is earlier.
- 3) Interested candidates may apply by 15-08-2021 along with bio-data which may be addressed to Shri Praveen Kumar, Under Secretary, Office of the Minister of Power, Room No. 101, 1st Floor, Shram Shakti Bhawan New Delhi-110001.

## APPLICATION FOR THE POST OF YOUNG PROFESSIONAL IN THE RANK OF ADDITIONAL PRIVATE SECRETARY IN THE O/O HON'BLE MINISTER OF POWER & NRE

Copy of passport size photograph to be passed here

1.	Name in F	ull (IN BLOCK LETTE	ERS)			
2.	Date of Bi	rth (DD/MM/YYYY)				
3.	e-mail ID	, , , ,				
4.	Residentia	al Address with teleph	none No.			
5.		ress with Telephone				
6.		ay (Please indicate de				
7.		al Qualification: (from		ndard onw	vards)	
-	Exam	Name of	Year of	Duration	Subjects	Percentage of
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						any)
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9.	Details of employment in chronological order (if needed, enclose a separate sheet duly						
	authenticated by your signature in the format given below):						
	Name of	Post Held	Period			of Pay	Nature of Duties
	Office/Instt.	(Designation)	service		and Bas	sic Pay/	
	/Org.				Pay Band &		
					Grade P	ay	
			From	То			
	_						
	Annexure-I						
10.	Details of trai	ining undergon	e:				
11.	Details of proficiency in computer:						
12.	Additional info	ormation, if an	y, whic	h you w	ould like		
	to mention in	support of your	r suitab	ility for t	he post.		
	to mention in support of your suitability for the post. (This among other things may provide information						
	with regard to						
	i. additional academic qualifications						
	ii. professional training and						
	iii. work experience over and above prescribed in						
	the Vacancy Circular/Advertisement)						
	(Note: Enclose a separate sheet, if the space is						
	insufficient).						
13.	,						
	Candidates may indicate information with regard						
	i. Research publications and reports and special				pecial		
	projects						
	ii. Awards/S	cholarship/Off	icial Ap <sub>l</sub>	preciatio	n		
	Affiliation	with the profes	sional l	oodies/			
	Institution	ns / Societies a	nd				
	iii. any other information.						

#### 14. It is certified that -

- No Criminal case is pending against me
- I am not convicted by any court at any time in my life. b.
- I have no financial liabilities / any other obligations pending with the present c. employer
- I have no conflict of interest or pecuniary interest that you could derive by working in this assignment with the Government of India. d.

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I have carefully gone through the vacancy circular / advertisement it is certified
that the information furnished above is correct and true to the best of my knowledge
and my belief. I understand that in the event of my information being found false or
incorrect at any stage, my candidature/ appointment shall be liable to cancellation /
termination without notice or any compensation in lieu thereof. In the event of my
selection I shall abide by the terms and conditions of services attached to the post.
Dlacas
Place:
Date:
Signature of the candidate