

**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 (6 <sup>th</sup> CPC)	Pay Level in Pay Matrix (7 <sup>th</sup> 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	Educational Qualification: Graduation  All India Service Officers or Group-A Central Services with minimum 8 years service [Preference will be given for officers having experience of working in the State Govt. and/or having experience of working in Energy Sector.]

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, 1<sup>st</sup> 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	
4.	Educational Qualifications	Qualifications/ Experience required
		Qualifications/ Experience possessed by the officer
		(1) (2) (3)

5. Details of Employment, in chronological order. Enclose separate sheet, if required

Office/ Institution/Organisation	Post Held	From	To	Scale of Pay and Basic pay	Nature of Duties (in detail)

**(Please also enclose details of work experience in not more than 150 words)**

6.	Nature of present employment i.e. Ad-hoc or Temporary or on Contract basis or Permanent	
7.	In case the present employment is held on 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	
8.	Additional information, if any, which you would like 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).	
9.	Remarks Candidates may indicate information with regard to i. Research publications and reports and special projects ii. Awards/Scholarship/Official Appreciation Affiliation with the professional bodies/ Institutions / Societies and iii. any other information.	

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;

<b>Sl. No</b>	<b>Category of Staff/ post</b>	<b>Pay Band &amp; Grade Pay (6<sup>th</sup> CPC)</b>	<b>Pay Level in Pay Matrix (7<sup>th</sup> CPC)</b>	<b>Minimum Pay (in Rs.)</b>	<b>Qualifications required</b>
1.	Additional Private Secretary (Young Professional)  No. of Post - 1	(PB-3)- Rs.15600 -39100 + 6600	Level-11	67700 + DA + HRA	<p><b>Educational Qualification:</b> 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".</p> <p>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 &amp; 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 &amp; schemes etc. The experience of internship/ training will not be considered</p> <p><b>Job description:</b> Young Professional will be required to provide high quality inputs in disciplines like Energy Sector / Economics / Finance / Engineering &amp; 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 &amp; Ministry of New &amp; Renewable Energy. This would require demonstration of proven academic credentials, professional achievements and leadership qualities on the part of the aspirants.</p>

- 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, 1<sup>st</sup> 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 Full (IN BLOCK LETTERS)					
2.	Date of Birth (DD/MM/YYYY)					
3.	e-mail ID					
4.	Residential Address with telephone No.					
5.	Office address with Telephone No.					
6.	Present Pay (Please indicate details)					
7.	Educational Qualification: (from 10 <sup>th</sup> Standard onwards)					
	Exam passed	Name of University/ Institute/Board	Year of Passing	Duration of Course	Subjects	Percentage of Marks (Pl. mention distinction, if any)
8.	Please state clearly whether in the light of entries made below, you met the requisite Essential Educational and other qualifications required for the post are satisfied (if any qualification has been treated as equivalent to the one prescribed in the rule, state the authority for the same).					
<b>Qualification / Experience required</b>			<b>Qualification / Experience possessed by</b>			
<p><b>Educational Qualification:</b> 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".</p> <p>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 &amp; 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 &amp; schemes etc.</p> <p>The experience of internship/ training will not be considered</p>						

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 Office/Instt./Org.	Post Held (Designation)	Period of service		Scale of Pay and Basic Pay/ Pay Band & Grade Pay	Nature of Duties
			From	To		
	<b>Annexure-I</b>					
10.	Details of training undergone:					
11.	Details of proficiency in computer:					
12.	Additional information, if any, which you would like 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.	Remarks Candidates may indicate information with regard to i. Research publications and reports and special projects ii. Awards/Scholarship/Official Appreciation Affiliation with the professional bodies/ Institutions / Societies and iii. any other information.					

14. It is certified that -

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

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.

Place:

Date:

Signature of the candidate\_\_\_\_\_