



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 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-imbursement 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:

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.

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

CURRICULUMVITAEPERFORMA

1.	NameandAddress(inBlockLetters)					
2.	DateofBirth(inChristianera)					
3.	Email					
4.	MobileNo.					
5.	Residential Address					
6.	Educational Qualifications					
7.	DateofSuperannuation/ Retirement (If/any)					
8.	Ageasonclosingdate (YY/MM)					
9.	PPONo.(Enclosecopy)					
10.	Postheldatthetimeofretirement					
11.	Organizationcurrentlyworking,ifany					
12.	OrganizationSuperannuatedfrom					
13.	Details of Departmental examqualified,ifany					
14.	DetailsofEmployment,inchronologicalorder.Encloseaseparatesheetdulyauthenticatedbyyoursignature,ifthespacebelowisinsufficient.					
Office/Institution		Postheld	From	To	Scale of Pay and BasicPay	Natureofduties (indetail)

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 _____