

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 is looking for retired Officers of the Government and CPSUs, for engagement on the following 03 positions as consultants on contract basis:

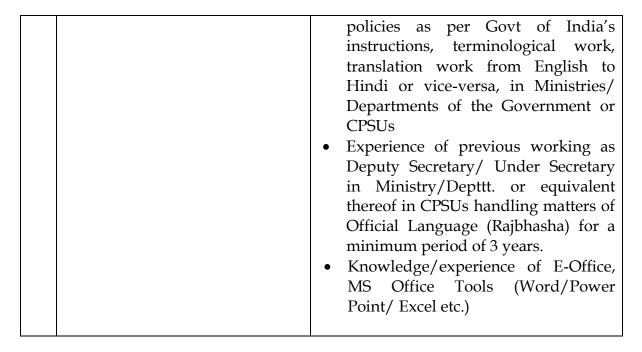
1.	Name of Position	Consultant (Services& Establishment matters)
2.	Number of Positions	01
3.	Method of Recruitment	Retired employee from Govt. or CPSUs
4.	Age limit	The applicant should not have attained the age of more than 63 years on the closing date of applications and should be in good health for 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	 Experience of working in Services & Establishment matters in Ministries/Departments of the Government. Experience of previous working as Deputy Secretary/Director in DoPT or similar organisation for handling Service / Establishment matters 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 [Procurement (including Budget & Finance)]
2.	Number of Positions	01
3.	Method of Recruitment	Retired employee from Govt. or CPSUs
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	• Experience of working in the

		Procurement area including Budget & Finance in Ministries/Departments of
		. 1
		Government or CPSUs.
	•	Experience in e-procurement.
	•	Experience as Deputy
		Secretary/Under Secretary in the
		Ministry/Deptt.or equivalent thereof
		in the CPSUs. in matters related to
		Procurement including budget &
		finance 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 (Hindi-Rajbhasha)
2.	Number of Positions	01
3.	Method of Recruitment	Retired employee from Govt. or CPSUs
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	Experience in preparation of reports to be sent to various agencies, implementation of official language



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 21.2.22.

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:31.1.22

CURRICULUM VITAE PERFORMA

1.	Name and Address (in Block Letters)						
2.	Date of Birth (in Christian era)						
3.	Email						
4.	Mobile No.						
5.	Residential Addr	ess					
6.	Educational Qua	lifications					
7.	Date of Superant Retirement	nuation/					
8.	Age as on closing (YY/MM)	g date					
9.	PPO No. (Enclose	e 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 Emplo your signature, if					a separate sheet du	ly authenticated by
Offi	ice/Institution	Post held	Fron	ı	То	Scale of Pay and Basic Pay	Nature of duties (in detail)
15	Vacadada (aya		MC				
15.	Knowledge/expe Office Tools (Wo Excel etc.)		MS pint/				

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 refere	ences	in	respect	of my	assignments	done	in	last	three	years	as	and
when required.														

Date	(Signature of the Candidate)
Place	