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:

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| 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 | * 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.
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| 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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| 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 (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)** |
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| 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**