



**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

**Hiring of TECHNICAL PROFESSIONALS for EDMU Project**

Bureau of Energy Efficiency (BEE) intends to engage Sector Experts / Senior Sector Experts purely on contract basis to provide technical support for Energy Data Management Unit (EDMU) project.

The engagement shall be for a period of one year which is extendable on annual basis subject to satisfactory performance based on KPIs of the individual and requirement of the project.

The interested applicants fulfilling the eligibility criteria may forward their curriculum vitae (CV) in prescribed format latest by 17.08.2023 to the office of Secretary, Bureau of Energy Efficiency (BEE), 4th Floor, Sewa Bhawan, R. K. Puram, Sector-1, New Delhi-110066.

The details of positions, Educational Qualification, Age and professional Experience etc., can be downloaded from the website of Bureau of Energy Efficiency [www.beeindia.gov.in](http://www.beeindia.gov.in)

**Secretary, BEE**

## BUREAU OF ENERGY EFFICIENCY

(Ministry of Power, Government of India)

### Hiring of Sector Experts / Senior Sector Experts for EDMU

Bureau of Energy Efficiency (BEE) is a statutory body under the Ministry of Power, Government of India) established under provisions of the Energy Conservation Act 2001, to promote efficient use of energy and its conservation. It has its office at Delhi. Ministry of Power has designated BEE to act as an Independent Expert Agency for setting up of Energy Data Management Unit (EDMU).

Applications are invited from Indian nationals for engagement of **03 Sector Experts / Senior Sector Experts** for following domain on contract basis initially for a period of one year which is extendable annually subject to satisfactory performance based on KPIs. The monthly remuneration will be as under:

Domain and no. of positions	Positions / Monthly emoluments
Agriculture – 1	Individuals will be engaged as –  <b>Sector Expert (SE)</b> (with 05 years of post-qualification experience) on consolidated pay of Rs. 1 Lakh per month.  <b>OR</b>  <b>Senior Sector Expert (Sr. SE)</b> (with 08 years of post-qualification experience) on consolidated pay of Rs. 1.25 Lakh per month.
Energy Statistician -1	
Oil and Natural Gas – 1	

The domain-wise details of desired qualification, experience, roles and responsibilities etc. are given as under:

#### 1. Sector Expert / Senior Sector Expert - Agriculture

**Essential Qualification:** Bachelor's Degree in Agriculture Engineering, Bachelor's Degree in Agriculture Marketing/ Agriculture Business Management with 60% marks in aggregate or Two years full time Post Graduate Degree / Post Graduate Diploma / MBA in Agriculture Marketing/ Agriculture Business Management, Master's degree in Agriculture with a minimum of 60% marks in aggregate from a recognised University / Institution

**Experience:**

- Experience in agriculture and allied sectors, preferable those at decision making level.
- Must be working in recognized listed companies or industries or Government sector or Autonomous bodies.

**Desirable:**

- Experience in working in rural area development and relevant schemes.
- Experience in data handling related to energy consumption in agriculture sector.

**Roles and Responsibilities:**

Assist BEE in understanding Agriculture energy data demand, Identification of gaps in energy data reporting, reviewing international best practises on energy data reporting, development of methodologies for better energy data management, assist BEE in preparation of Energy Balance of India, any other work assigned by Competent Authority.

**2. Sector Expert/ Senior Sector Expert – Energy Statistics**

**Essential Qualification:** Master's degree in Statistics with Sectoral experience in Energy Management

**Experience:**

- At least three years' experience in an energy industry and/or in a statistical administration. Experience of database management together with a good knowledge word-processing and spread-sheet functions.
- Good knowledge of the sources and methods used for compiling energy statistics
- Proven ability in supervision of a team of statisticians and statistical assistants.

**Desirable:**

- Ability to work as a member of a multi-disciplinary team and to communicate with users at all levels
- Supervise statistical assistants engaged in processing data submissions, resolving data problems, maintaining databases, searching publications for improved data sources, preparing statistics for reports and preparing the publications of the statistics.

**Roles and Responsibilities:**

Assist BEE in understanding sectoral energy data demand, Identification of gaps in energy data reporting, reviewing international best practises on energy data reporting, development of methodologies for better energy data management, assist BEE in preparation of Energy Balance of India, any other work assigned by Competent Authority.

**3. Sector Expert / Senior Sector Expert – Oil and Natural Gas**

**Essential Qualification:** Bachelor's Degree in Engineering, with 60% marks in aggregate or Two years full time Post Graduate Degree / Post Graduate Diploma / MBA or Master's Degree in Economics or Masters in Data Analytics with a minimum of 60% marks in aggregate from a recognized University / Institution.

**Experience:**

- Experience in petroleum / natural gas / energy and allied sector activities, preferably those at decision making level.

OR

- Experience in consultancy assignments/projects in the Oil & Gas / Energy Sector done with Central/ State Government and PSUs under Central/State Governments.
- Must be working in recognized listed companies or industries or Government sector or Autonomous bodies or Think tanks or Consultancy organisations.

**Desirable:**

- Experience in working in Oil & Gas / Energy data and analysis related assignments.

**Roles and Responsibilities:**

Assist BEE in understanding Oil & Gas data pertaining to its demand and supply, Identification of gaps in energy data reporting, reviewing international best practices on energy data reporting, development of methodologies for better energy data management, assist BEE in preparation of Energy Balance of India, any other work assigned by Competent Authority.

**Age Limit:** Maximum age limit as on 01.01.2023 will be:

**Upto 40 years** in respect of Sector Experts,

**Upto 45 years** in respect of Senior Sector Experts

### **How to apply**

The interested applicants may submit their CV as per the attached **Annexure** along with two passport size photographs and self-attested copies of certificates/mark sheets, giving complete details of their qualifications and experience with two references, latest by 17.08.2023, to **The Secretary, Bureau of Energy Efficiency, 4<sup>th</sup> Floor, Sewa Bhawan, R. K. Puram, Sector-1, New Delhi-110066**

Candidates must mention the sector(s) and position(s) for which CV is being submitted to BEE. However, suitability shall be assessed by the Selection Committee based on the qualification and experience possessed by the candidate in relevant domain at the time of personal interaction.

The Bureau reserves the right to relax the eligibility and other criteria in case of exceptionally outstanding candidates.

### **Other General information & instructions**

Candidature is liable to be rejected at any stage of the recruitment process if any information provided by the candidate is found to be incorrect.

Incomplete applications are liable to be rejected.

Candidate meeting the eligibility criteria would be shortlisted in order of merit. Selection will be done based on written test; if any; followed by personal interaction with the shortlisted candidates.

In case of otherwise suitable candidates the requirements of Age, Qualifications and Experience could be relaxed at the discretion of competent authority to meet the immediate project requirements of the organisation.

Candidate selected will be offered engagement purely on contract basis with no claim for regular employment in BEE.

The hiring may be cancelled at any stage at the discretion of BEE without giving any reason thereof.

**ANNEXURE****CURRICULUM VITAE PERFORMA FOR THE POST OF SECTOR EXPERT / SENIOR  
SECTOR EXPERT FOR \_\_\_\_\_ SECTOR.**

1.	Name and Address (in Block Letters)  Mobile No.					
2.	Date of Birth (in Christian era)					
3.	Educational and other qualifications	(1)				
		(2)				
		(3)				
4.	Please state clearly whether in the light of entries made by you above, you meet the requirement of the post					
5.	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 details)
6.	Nature of present employment i.e. Ad-hoc or temporary or Quasi-Permanent or Permanent					
7.	Additional details about present employment Please state whether working under: (indicate the name of your employer against the relevant column) (a) Central Government (b) State Government (c) Autonomous organisation (d) Government undertaking (e) Universities (f) Others					

8.	Total emoluments per month now drawn	
9.	<p>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</p> <ul style="list-style-type: none"> <li>(i) Additional academic qualification</li> <li>(ii) Professional training and</li> <li>(iii) Work experience over and above prescribed in the vacancy circular/ advertisement)</li> </ul> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>	
10.	<p>Remarks (The candidate may indicate information with regard to</p> <ul style="list-style-type: none"> <li>(i) Research publications and reports and special projects</li> <li>(ii) Wards/ scholarship/ official appreciation</li> <li>(iii) Affiliation with the professional bodies/ institutions/ societies and</li> <li>(iv) Any other information</li> </ul> <p>(Note: Enclose a separate sheet if the space is insufficient)</p>	

I have carefully gone through the vacancy circular/ advertisement, and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Date \_\_\_\_\_

Signature of the candidate

Address \_\_\_\_\_

Ph. No. \_\_\_\_\_

E-mail: \_\_\_\_\_

References:

1)

2)

\*Strike whichever is not applicable