



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

Empanelment of URJA MITRA

Bureau of Energy Efficiency (BEE) seeks applications from experienced certified energy auditors (CEA) to play key role as „**Urja Mitra**’ at selected MSME cluster to provide technical support and advisory services to the MSME enterprises.

The empanelment shall be for a period of one year which is extendable for a maximum period of two years subject to satisfactory performance based on Key Performance Indicator (KPIs) of the individual and future requirement of the project.

The details of empanelment criteria, Educational Qualification, Age and Experience etc., can be downloaded from the website of Bureau of Energy Efficiency www.beeindia.gov.in

The interested applicants fulfilling the eligibility criteria may forward their curriculum vitae along with 2 passport size photographs and self-attested copies of certificates/mark sheets, giving complete details of their qualifications and experience with two references, within 30 days of the date of publication of the advertisement in leading newspaper, to **The Secretary, Bureau of Energy Efficiency, 4th floor, Sewa Bhawan, R.K. Puram, Sector-I, New Delhi 110066.**

Secretary, BEE



BUREAU OF ENERGY EFFICIENCY
(A Statutory body under Ministry of Power, Govt. of India)
4th Floor, Sewa Bhawan, R. K. Puram, New Delhi - 110066

Empanelment of Urja Mitra

Bureau of Energy Efficiency (BEE) is a statutory body under the Ministry of Power, Government of India established under the provisions of Energy Conservation Act 2001, to promote efficient use of energy and its conservation.

Applications are invited from experienced certified energy auditors (CEA) for empanelment of as an “**Urja Mitra**” for MSME Clusters indicated at **Annexure-II** on honorarium, initially for a period of one year (01) extendable for a maximum period of two years (02) subject to satisfactory performance on monthly activities indicated at **Annexure-III**.

Urja Mitra in MSME Clusters:

In order to have a continuous presence in the cluster, the empanelment of experienced CEA as “Urja Mitra” will act as a focal member for promoting energy efficiency and renewable energy in the cluster and be the interface between bureau and the stakeholders in the cluster. Experts in energy efficiency and industrial processes and technology. Skilled in industrial sectors and energy conservation, commendable knowledge of current developments in energy transition and industrial transformation.

Urja Mitra, will provide advisory services & industrial diagnostic studies in the cluster. The services include assistance for unlocking energy efficiency and energy saving potentials assessments, introducing energy management systems to the stakeholders, support on technology identifications, technology implementation, and developing technology demand aggregations, compile list of case studies co-ordinate with the bureau and SDA as when required.

About Energy Clinics:

“**Energy Clinics**” illustratively a small base camps to be established temporary at SME clusters by Urja Mitra. The objective of the clinical establishments is to provide industrial diagnostic studies for the SME units in the cluster. These establishments may be placed with-in the office of local association or local industrial bodies (MSME-DIs, TCs etc), where stakeholders may take consultations.

Roles and Responsibilities:

The designate will be empanelled by BEE, who will foresee the implementation of desired project objectives and services to the SMEs in the selected cluster. Following are the broad responsibilities of Urja Mitra,

- Promote energy efficiency and renewable energy in the cluster.
- Co-ordinate with BEE and SDA for any local level activities.
- Outreach all the SMEs in the cluster of the focused sector and establish policy focused relations in the cluster.
- Establish weekly camp at various locations in the cluster for technology/energy efficiency service.
- Visit industries for primary data collections, conducting walk through audits, preparation of pre-detail audit case studies.
- Develop technology and vendor database.
- Collect expression of interests from the SME units for various services (conducting detail energy audits, technology and EE measures implementations, vendor interfacing, Processing for loan facilities)
- Develop comprehensive database of resources, activities in the cluster.
- The designate Urja Mitra will report to SDA in the form of monthly deliverables (format attached)
- Manage all the publishing activities as per directions

Note: All the Urja Mitra should manage their own IT facility. BEE will call for monthly review meeting through virtual mode. The Urja Mitra should also be available on demand for any urgent/immediate matters whenever required.

Age, educational qualification and experience required :-

- a. Minimum age will be 30 years as on 1.1.2023.
- b. Education Qualification –
 - i. B. E/B. Tech or M. Tech
 - ii. BEE Certified Energy Auditor
- c. 5 Years or more experience post certification of CEA.
- d. Sector specific experience will be needed for 1 year.
- e. Conducted at least 5 Detail Energy Audits for Industrial Establishments/SMEs.
- f. Experiences in energy efficiency related project implementation/demonstration will be preferred.

How to apply:

The interested applicants may submit their CV as per the attached Annexure-I 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, within 30 days from the date of Publication of advertisement in leading newspaper, to **The Secretary, Bureau of Energy Efficiency, 4th Floor, Sewa Bhawan, R. K. Puram, Sector-1, New Delhi-110066**

Candidates must mention the sector/cluster which CV is being submitted. However, suitability shall be assessed by the Selection Committee based on the qualification and experience possessed by the candidate in relevant sector 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:

- Applicant 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.
- Date for determining the eligibility criteria in every respect shall be the prescribed closing date for submission. Applicants meeting the eligibility criteria would be shortlisted in order of merit. Selection will be done based on 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 organization.
- Selection will be offered on honorarium basis with no claim for regular employment in BEE.
- Date for the interview on which the shortlisted candidates are required to bring the printout of their application along with other documents at BEE shall be intimated separately.
- Applicants who wish to apply for more than one cluster should apply separately for each cluster.
- BEE reserves the right to cancel the requirement for any cluster in absence of suitable profile.

8.	BEE Certified EA Regd No and Year of passing.							
9.	Nature of present employment i.e. Ad-hoc or temporary or Quasi-Permanent or Permanent							
10.	<p>Additional details about present employment Please state whether working under: (indicate the name of your employer against the relevant column)</p> <p>(a) Central Government (b) State Government (d) Autonomous organization (e) Government undertaking (f) Universities (c) Others</p>							
11.	Total emoluments per month now drawn							
12.	<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> <p>(i) Additional academic qualification (ii) Professional training and (iii) Work experience over and above prescribed in the vacancy circular/ advertisement)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>							

13.	Remarks (The candidate may indicate information with regard to I. Research publications and reports and special projects II. Awards/scholarship/ official appreciation III. Affiliation with the professional bodies/ institutions/ societies and IV. Any other information (Note: Enclose a separate sheet if the space is insufficient)	
-----	---	--

* Strike whichever is not applicable

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 Candidate

Name of Candidate:

Address:

Email ID:

Ph No/Mob No:

Reference

1.

2.

ANNEXURE-II**List of clusters**

Sr. No.	Sector	Cluster
1	Ceramics	Himmatnagar & Naroda
2	Ceramics	Khurja
3	Ceramics and paper	Morbi
4	Ceramics	Thangarh
5	Chemical	Ankleshwar
6	Chemical and Pharma	Ahemdabad
7	Chemical	Thane
8	Chemicals & Dyes	Ahmednagar
9	Chemicals & Dyes and Paper	Vapi
10	Chemicals & Dyes	Sarigram
11	Foundry	Ahemdabad/Naroda
12	Foundry & Forging	Batala, Jalandhar, Ludhiana
13	Foundry	Belgaum
14	Foundry	Coimbatore
15	Foundry	Kolhapur
16	Foundry	Rajkot
17	Forging/Alumunium	Chennai
18	Forging/Alumunium	Delhi-NCR
19	Foundry & Forging	Pune
20	Glass & Refractory	Chirkunda
21	Glass & Refractory	East & West Godavari
22	Glass & Refractory	Firozabad
23	Glass & Refractory	Wankaner
24	Paper	Muzaffarnagar
25	Paper	Kashipur
26	Hand tool/Forging	Nagaur

Sr. No.	Sector	Cluster
27	Pharma	Baddi
28	Pharma	Kolhar
29	Pharma	Margao
30	Pharma	Medak
31	Steel Re-Rolling Mills	Bhavnagar (Gujarat)
32	Steel Re-Rolling Mills	Jalna
33	Steel Re-Rolling Mills	Mandi Govindgarh
34	Textile	Pali
35	Textiles	Solapur
36	Textiles	Surat
37	Textiles	Panipat
38		
39	Textiles	Bhiwandi
40	Textiles	Jetpur
41	Textiles	Ludhiana
42	Rice Milling	Ganjam
43	Rice Milling	Vellore
44	Rice Milling	Warangal
45	Rice Milling	Karnal
48	Rice Milling	Chittur
46	Cold Storage	Delhi NCR
47	Cold Storage	Gujarat
48	Cold Storage	UP
49	Brass	Jamnagar
50	Dairy/Fishery/Cold Storage	Thiruvananthapuram
51	Mix (Dairy/Tea)	Sikkim

Scope of deliverable

The Urja Mitra needs to strictly adhere the directions of BEE and SDA. Following are monthly activities which each of the UM needs to pursue and submit timely deliverables, which will be used to assess the performance of the designate.

SI/n	Activities	Submission
1	No of Units approached/discussed	Registry of contact details, Brief about the unit including energy and production profile, minutes of discussion.
2	No of walk-through Audits conducted	Brief Audit report
3	No of technologies and Vendors discussed	Registry of contact, Technology, specification and vendor details
4	Assisted in Detail Energy Audit	Detail Energy Audit Report
5	No of Case studies Developed	Case Study (2-3 Page) each
6	No of Project identified	Draft Project Proposal
7	No of Projects implemented	Implementation Report
8	Monthly Report to BEE /SDA	Consolidating the monthly activities
9	Others <ul style="list-style-type: none"> • No of Events organized. /Assisted • No of Camps established • Participated in Discussion forums 	

* The tentative submissions will be confirmed after due-diligence.

Limitation of activities and payment term

Sr. No	Monthly Activities (As per approved format)	Min (Per month)	Max (Per month)	Fees	Min	Max
1	Consultation with SMEs/ Month	5	10	Rs.1000/-	Rs.5000/-	Rs.10000/-
2	Walk through Audit	4	7	Rs.5000/-	Rs.20000/-	Rs.35000/-
3	Detail Energy Audits	1	3	Rs.15000/-	Rs.15000/-	Rs.45000/-
4	Case Studies	2	5	Rs.3000/-	Rs.6000/-	Rs.15000/-
5	Development of Project Case	1	2	Rs.10000/-	Rs.10000/-	Rs.20000/-
6	Project Implementation support to Units (Per unit/month)	1	2	Rs.10000/-	Rs.10000/-	Rs.20000/-

Note: The continuation of services will be based on performance of 3 successive months in lieu to the performance matrix. If evaluation committee identifies the performance is below average, the contract will be liable to be terminated and call for Urja Mitra in the cluster.