



ऊर्जा दक्षता ब्यूरो
(भारत सरकार, विद्युत मंत्रालय)
BUREAU OF ENERGY EFFICIENCY
(Government of India, Ministry of Power)



No.02/26/Rectt.Acctt./Admn-2020

Date: October 16 , 2023

To

The Secretaries of all Ministries/Departments of the Government of India
(including Niti Aayog, New Delhi).

Subject: Filling up of 01 (one) post of Accountant in BEE on Deputation basis-reg.

Sir,

The Bureau of Energy Efficiency (BEE) has been designated as Mission Directorate under the National Mission for Enhanced Energy Efficiency (NMEEE) by the Ministry of Power, Government of India. For effective implementation of the Schemes, BEE invites applications for 01 (one) post of Accountant on Deputation basis in Level-06 (Rs.35400-112400) of Pay Matrix carrying pay and allowances as per Central Government Rules.

2. The post has the following job description:

- To help build stronger financial and accounting systems to ensure high level of accountability and transparency.
- Budgeting and release of funds;
- To assist in preparation of annual budgets and monitoring actual expenditure against budget ;
- To assist in review of annual budget submitted by program managers and then periodically monitor the expenditure against program budget;
- To assist the Finance & Accounts Officer in monitoring the timely release of funds.
- To maintain books of accounts and financial documentation for BEE and its various program divisions e.g. Petty Cash Book; Bank book; Journal; Asset registers; Staff Advances register; Allowances – Staff registers; contract register, and any other subsidiary records that may be required to be maintained;
- Prepare cheques and release payments after seeking appropriate approval;
- To reconcile on a monthly/annual basis various accounts/statements maintained in BEE with regular bank statements;
- Ensure timely preparation and submission of financial reports/returns as and when required;
- To facilitate statutory audit and CAG and other government audit work;
- To undertake any other duties as may be required from time to time."

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स्वहित एवं राष्ट्रहित में ऊर्जा बचाएँ Save Energy for Benefit of self and Nation

3. The eligibility criteria for the post of Accountant are as under:

(a) Officers of the Central Government or State Government or Union Territories or Universities or Government Research Institutes or Public Sector Undertakings:-

- (i) holding analogous post on regular basis in the parent cadre; or
- (ii) having ten years' regular service in the post in the Level-4 (Rs.25500-81100) of Pay Matrix (pre-revised Pay Band-1, Rs.5200-20200 with grade pay of Rs.2400); and

(b) Possessing the following educational qualifications and experience:

Essential:

- (i) Bachelor degree from a recognized University;
- (ii) Computer literate and proficient in Microsoft Office; and
- (iii) Having five years' experience in cash and accounts or budget work in Government Departments or in Academic Institutions or Industrial organizations.

Desirable:-

- (i) Should have knowledge of Central Government accounting procedure such as procedural details for budget, drawing and disbursement, receipt and payment, statutory recoveries, funds, their accounting and financial control, preparation and finalization of annual accounts; and
- (ii) Having sound knowledge of commercial accounts.

Note:- Qualifications are relaxable at the discretion of the Central Government in the case of candidate otherwise well qualified.

4. The maximum age limit for appointment by deputation shall not exceed Fifty Six years as on the closing date of receipt of applications.

5. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization or Department of the Central Government shall ordinarily not exceed five years. The selected candidate would be posted in Delhi. They can however be posted anywhere in India.

6. The period of deputation normally shall not exceed five years and on the satisfactory completion of not less than three years, the officer shall be eligible to be considered for absorption in the Bureau.
7. The officers selected for appointment on deputation basis shall be entitled to draw pay/deputation (duty) allowance in accordance with the existing instructions on the subject issued by the Government of India from time to time.
8. The eligible and interested officers may send their applications in the proforma (**Annexure – II**) through proper channel so as to reach the office of the Secretary, Bureau of Energy Efficiency, 4th Floor, Sewa Bhawan, R. K. Puram, New Delhi - 110066 **within 45 days** from the date of publication of advertisement in the Employment News i.e. 28-11-2023.
9. While forwarding the application, the controlling authority may please ensure that the particulars of the candidates are verified and that he/she fulfills the eligibility conditions. The application should be forwarded along with photocopies of APARs for the last five years duly attested by Group 'A' Officer and Vigilance clearance. Applications received without any of these documents or not in the prescribed format shall not be considered.
10. Bureau has absolute right to reject application of any / all applicants or cancel the selection process at any stage due to administrative reasons.

Yours faithfully,



(Milind B. Deore)
Secretary

Tel: 011-26766704

Copy along with annexure also forwarded for necessary action to:

1. The Chairperson, CEA/ DVC/ BBMC/ CERC.
2. Director General, NPTI/CPRI
3. C&MDs of NTPC/ NHPC/ PFC/ REC/ THDC/ PGCIL/ POSOCO/ SJVNL/ NEEPCO.
4. Under Secretary (EC), Ministry of Power, New Delhi - for getting the same posted on MoP's website.
5. Consultant (IT), BEE for posting the same on BEE website.



(Milind B. Deore)
Secretary

Tel: 011-26766704

APPLICATION FOR THE POST OF ACCOUNTANT ON DEPUTATION BASIS

1.	Name and Address (in Block Letters)		
2.	Date of Birth (in Christian era)		
3.	Date of retirement under Central/State Government Rules		
4.	Educational Qualifications		
5.	Whether Educational and other qualifications required for the post are satisfied. (if any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	Qualifications/Experience required Essential: (i) Bachelor degree from a recognized University (ii) Computer literate and proficient in Microsoft Office, and (iii) having five years' experience in cash and accounts or budget work in Government Departments or in Academic Institutions or Industrial organizations. Note:- Qualifications are relaxable at the discretion of the Central Government in the case of candidate otherwise well qualified. Desirable (i) Should have knowledge of Central Government accounting procedure such as procedural details for budget, drawing and disbursement, receipt and payment, statutory recoveries, funds, their accounting and financial control, preparation and finalization of annual accounts; and (ii) Having sound knowledge of commercial accounts	Qualifications/Experience possessed by the officer

6.	Please state clearly whether in the light of entries made by you above, you meet the requirement of the post					
7.	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)	
8.	Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent					
9.	<p>In case the present employment is held on deputation/contract basis, please state:-</p> <p>i. The date of initial appointment</p> <p>ii. Period of appointment on deputation/contract</p> <p>iii. Name of the parent office/ organization to which you belong</p>					
10.	<p>Additional details about present employment</p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>(a) Central Government</p> <p>(b) State Government</p> <p>(c) Autonomous Organization</p>					

	(d) Government Undertaking (e) Universities (f) Others	
11.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade	
12.	Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale	
13.	Total emoluments per month now drawn	
14.	Additional information, if any, which you would like to mentioned in support of your suitability for the post (This among other things may provide information with regard to (i) additional academic qualifications, (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/ Advertisement) (Note: Enclose a separate sheet, if the space is insufficient)	
15.	Whether belongs to SC/ST/OBC	

I have carefully gone through the vacancy circular / advertisement and hereby undertake that the particulars given above are true to the best of my knowledge and nothing has been concealed. I further understand that in case any of the information given by me is found to be false later, my candidature shall be liable to be rejected.

Date _____

Signature of the candidate

Address _____

Tel. No. _____

E-mail: _____

Countersigned

(Employer with Seal)