

Bureau of Energy Efficiency
(A statutory body under Ministry of Power, Govt. of India,)
4th Floor, Sewa Bhawan, R. K. Puram, New Delhi-110066

Vacancy Circular for Assistant Director (HR)

Bureau of Energy Efficiency (BEE) is a statutory body under the Ministry of Power, Government of India established under the provisions of the Energy Conservation Act 2001, to promote efficient use of energy and its conservation. Applications are invited from eligible persons holding the prescribed educational and other qualifications for the post of **Assistant Director (HR)** in Bureau of Energy Efficiency **By Deputation**

Sl.No	Name of the post	Assistant Director (HR)
1.	Number of posts	01
2.	Group	Equivalent to Group 'A' posts in the Central Government, Ministerial, Non-Gazetted
3.	Pay	Level-10 of Pay Matrix (₹56,100 - ₹1,77,500 of 7 th CPC)
4.	Age	The maximum age limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of applications.
5.	Mode of recruitment	By Deputation: Officers of the Central Government or State Governments or Union territories or Universities or Recognised Research Institutes or Public Sector Undertakings or Semi-Government or Autonomous or Statutory organisations.
6.	Essential educational qualifications and experience	Possessing the essential educational and experience qualifications as prescribed. (a) (i) holding analogous posts on regular basis in the parent cadre or Department; or (ii) with four years regular service in pay level-8 (Rs.47600-151100) of pay matrix in the parent cadre or Department; or (iii) with five years regular service in pay level-7 (Rs.44900-142400) of pay matrix in the parent cadre or Department; and (b) having the following educational qualification and experience: - (i) Bachelor's degree from a recognised university; or (ii) Master of Business Administration (with specialisation in Human Resources) from a recognised University/institution; and (c) Possessing minimum three years' experience in handling general administration and establishment related works.

7.	Period of Deputation	Period of deputation including another ex-cadre post held immediately preceding this appointment in the same or other organisations or Departments of the Central Government shall not exceed three years.
8.	Place of Posting	Selected candidate would be posted in Delhi.

2. Interested applicants may forward their applications in the prescribed proforma as in Annexure-I, through proper channel, along with two passport size photographs within 45 days of publication of this advertisement in the Employment News to Secretary, Bureau of Energy Efficiency, Ministry of Power, Govt. of India, 4th Floor, Sewa Bhawan, R. K. Puram, New Delhi – 110066. The applications should be accompanied by complete ACRs of last 5 years, Vigilance Clearance and major/minor penalty statement of last ten years.

Secretary

ANNEXURE -I

CURRICULUM VITAE PERFORMA FOR THE POST OF _____ ON DEPUTATION

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.	(i) 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). (ii) Indicate & enclose the certificate number and year in case of energy auditor/manager certificate.	Qualifications/Experience required	Qualifications/Experience possessed by the officer			
		<u>Essential:</u> (1) (2) (3) <u>Desired:</u> (1) (2)				
6.	Please state clearly whether in the light of entries made by you above, you meet the requirement of the post					
7.	(i) Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient. (ii) In "nature of duties" column for the technical posts requiring post qualification experience please indicate specially the area of your experience in industry/building/transport with focussing on energy/energy efficiency. Provide supporting documents.					
	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.	In case the present employment is held on deputation/contract basis, please state: - i. The date of initial appointment ii. Period of appointment on deputation/contract iii. Name of the parent office/organization to which you belong	
10.	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 Organization (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	

16.	Remarks (The candidates may indicate information with regard to (i) Research publications and reports and special projects (ii) wards/ 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)	

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. _____

Email _____

Countersigned

(Employer with Seal)