

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 Deputy Director General (Finance)

Bureau of Energy Efficiency (BEE) invites applications under the National Mission for Enhanced Energy Efficiency (NMEEE) by the Ministry of Power, Government of India, for One (01) post of Deputy Director General (Finance), sanctioned for the Project in Level 14 (Rs.144200-218200) in the Pay Matrix **on Deputation or Short-Term Contract basis**.

Sl.No	Name of the post	Deputy Director General (Finance)
1.	Number of posts	01
2.	Group	Equivalent to Group 'A' posts in the Central Government, Non-Ministerial, Technical
3.	Pay	Level-14 of Pay Matrix (Rs.144200-218200 of 7 th CPC)
4.	Mode of recruitment & eligibility	<u>By deputation including short-term contract:</u> 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 possessing prescribed educational qualifications and experience.
5.	Essential educational qualifications and experience	<p>(a) Officers of Central or State Government or Union Territories or Public Sector Undertakings or Universities or Recognized Research Institutions or Autonomous or Statutory Organizations: -</p> <p>(i) holding analogous posts on a regular basis in the parent cadre or Department or Organizations referred to in (a) above; or</p> <p>(ii) with three years' service in the grade rendered after appointment thereto on a regular basis in Level-13 (Rs.123100-215900) in the Pay Matrix (Pre-revised PB-4 Rs.37400-67000 with grade pay of Rs.8700) or equivalent in the parent cadre or Department or Organizations referred to in (a) above; and</p> <p>(b) Possessing the following educational qualifications and experience prescribed as under:</p> <p>Essential -</p> <p>(i) Master's Degree in Economics or Applied Economics or Business Administration with Finance Specialization or Industrial Economics or Energy Planning and Economics from a recognized University;</p>

		<p>(ii) Minimum of sixteen (16) years of experience in financial matters or industrial financing activities in Government Departments or Public Sector Undertakings or Universities or Financial Institutions or Autonomous or Statutory Organizations.</p> <p>Desirable –</p> <p>(i) Doctorate Degree in Economics or Applied Economics or Business or Industrial Economics or Energy Planning and Economics from a recognized University; or</p> <p>(ii) Experience in working in Institutions or Organizations handling financial instruments.</p> <p>(iii) Persons having overall perspective of National Energy Issues and Policies of the Government in the field of energy and for promotion of Energy Efficiency and its Conservation in the country will be given preference.</p> <p>(iv) Of the 16 years of experience referred to in (ii) above under the Essential qualifications, two (2) years experience should have been at a senior level in Financing of Energy Efficiency or Energy related projects or Development or Promotion of Financing Mechanism for innovative Financing for Energy Efficiency Projects.</p> <p>Note-1: 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 will be posted at Delhi. They will, however, be liable to be posted anywhere in India.</p> <p>Note-2: 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.</p> <p>Note-3: The maximum age limit for appointment by deputation shall not exceed fifty-eight years as on the closing date of receipt of applications and in case of short-term contract shall not exceed fifty years.</p>
6.	Place of Posting	Selected candidate would be posted in Delhi.

2. The eligible and interested officers may send their applications in the proforma prescribed for the post (Annexure – I) through proper channel so as to reach the Office of Secretary, Bureau of Energy Efficiency, 4th Floor, Sewa Bhawan, R. K. Puram, New Delhi - 110066 within 45 days from the date of issue of this circular or date of publication of advertisement in the Employment News, whichever is later. While forwarding the application, it may please be ensured that the particulars of the candidates are verified and that he/she fulfils the eligibility conditions. The application should be forwarded along with upto date ACR dossier (or photocopies duly attested by Group 'A' Officer), Vigilance clearance and a statement of minor/major penalty imposed upon the applicant during the last ten years. Applications received without any of these documents or not in the prescribed format shall not be considered.

Secretary

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)	
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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)