



## BUREAU OF ENERGY EFFICIENCY

(Ministry of Power, Government of India)  
4<sup>th</sup> Floor, Sewa Bhawan, R.K. Puram, Sector-1, New Delhi-66  
Website: [www.beeindia.gov.in](http://www.beeindia.gov.in), Phone : 011- 26766700

### Applications for the posts of Accountant

BEE invites applications from Indian Nationals for filling up 03 posts of Accountant in Pay Level-6 (Rs.35400-112400) of Pay Matrix carrying pay and allowances as per Central Govt. Rules as under:-

Name of Post and No.	Mode of Recruitment
<b>Accountant - 03 Posts –</b> (02- Unreserved and 01 - SC)	<b>(i) 02 Posts -</b> (01-UR and 01-SC) by Direct Recruitment <b>(ii) 01 Post</b> by Deputation

The interested applicants may submit their applications complete in all respects along with two recent passport size photographs and self-attested copies of certificates in support of age and educational qualifications to the Secretary, Bureau of Energy Efficiency, 4th floor, Sewa Bhawan, R.K. Puram, Sector-I, New Delhi-110066 through speed post within 45 days of the date of publication of the advertisement in the Employment News i.e. 28-11-2023. The candidates already working in Government Departments / PSUs / Autonomous bodies etc. should send their applications through proper channel.

Separate application forms have been devised for Direct Recruitment and Deputation. The candidates who wish to apply for the post are advised to use the format as prescribed for the relevant mode of recruitment i.e. DR / Deputation as the case may be. The applications received in the format other than the format prescribed will be liable to be rejected. The envelope containing the application should be clearly superscribed with the words "Application for the post of Accountant (DR / Deputation)" as the case may be.

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

**Secretary**

**Details of the post of Accountant**

The Bureau of Energy Efficiency (BEE) is a statutory body under the Ministry of Power, Government of India established under the Energy Conservation Act 2001 to promote efficient use of energy and its conservation. Applications are invited from Indian Nationals for filling up three (03) posts of Accountant in Level-06 of Pay Matrix (Rs.35400 – 112400) in BEE as under:-

Name of Post and No.	Mode of Recruitment
<b>Accountant - 03 Posts –</b> (02- Unreserved and 01 - SC)	<b>02 Posts -</b> (01-UR and 01-SC) by Direct Recruitment and <b>01 Post</b> by Deputation

*The number of vacancies is tentative and may vary depending on requirement.*

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.

1.	Name of post	<b>Accountant</b>
2.	No. of Posts and Reservation	<b>Total posts - 03 (three)</b> <b>(i) 02 posts -</b> (01-UR and 01-SC) by Direct Recruitment  <b>(ii) 01 post</b> by Deputation

3.	Classification	Equivalent to Group 'B' in the Central Government.  Non-Gazetted
4.	Level in Pay Matrix	Level - 6 (Rs.35400 – 112400) (Pre-revised Rs.9300 – 34800+Grade Pay of Rs. 4200)
5.	Age limit for direct recruits	Up to 30 years (Relax able for Government servants including departmental candidates up to five years in accordance with the instructions / orders issued by Central Government).  Note – The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of the State of Jammu & Kashmir, Lahaul and Spiti District and Pangi Sub-division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep.
6.	Educational and other qualifications required for direct recruits	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>(i) Bachelor degree from a recognized University</li> <li>(ii) Computer literate and proficient in Microsoft Office, and</li> <li>(iii) having five years' experience in cash and accounts or budget work in Government Departments or in Academic Institutions or Industrial organizations.</li> </ul> <p>Note:- Qualifications are relaxable at the discretion of the Central Government in the case of candidate otherwise well qualified.</p> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>(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</li> <li>(ii) Having sound knowledge of commercial accounts.</li> </ul>

7.	Period of probation	Two years for direct recruits.
8.	Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of vacancies to be filled by various methods.	02 posts - (01-UR and 01-SC) by Direct Recruitment  01 post by Deputation
9.	In case of recruitment by deputation, grades from which deputation is to be made	<p>Deputation:-</p> <p>(a) Officers of Central Government or State Government or Union Territories or Universities or Government research institutes or Public Sector Undertakings:-</p> <p>(i) holding analogous post on regular basis in the parent cadre; or</p> <p>(ii) having 10 years regular service in the post in Level-4 (Rs.25500 – 81100) of Pay Matrix (pre-revised Pay Band-1 Rs.5200-20200 with grade pay of Rs.2400); and</p> <p>(b) having experience prescribed for direct recruits under column (7).</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.</p> <p>Note 2 - The maximum age limit for appointment by deputation shall not exceed fifty six years as on the closing date of receipt of applications.</p> <p>Note 3 - The period of deputation normally shall not exceed five years and on the satisfactory completion not less than three years, the officer shall be eligible to be considered for absorption in the Bureau.</p>

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**ANNEXURE – II**

Paste current  
passport size  
photograph

**APPLICATION FOR THE POST OF ACCOUNTANT ON DIRECT RECRUITMENT BASIS**

1	Name (in Block Letters)	
2	Father's / Husband's Name (in Block Letters)	
3	Gender (Male / Female)	
4	Date of Birth	
5	Age as on closing date of application	
6	Category (General EWS/SC/ST/OBC)	
7	Permanent Address	
8	Correspondence Address	
9	Contact Details	Contact No. :- Email ID :-
10	Educational Qualification	

11	Are you already in Govt. service ?. If so, please give details of employment and also state whether NOC from present employer is enclosed				
<b>Details of Employment in chronological order</b>					
Organization/ Institution	Post held	Whether Regular / Contractual	From	To	Scale of Pay and Basic Pay

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 \_\_\_\_\_

Place \_\_\_\_\_

**Signature of the candidate**

**Countersigned**

\_\_\_\_\_  
\_\_\_\_\_

**(Employer with Seal)**