

No. ADMN-11/3/2022-BEE
Government of India
Bureau of Energy Efficiency (Ministry of Power)

4th floor, Sewa Bhawan, R.K.Puram
New Delhi - 110066, the _____September, 2025
CIRCULAR

Subject: Engagement of retired Government servants and other qualified professionals as Legal Consultants in Bureau of Energy Efficiency (Ministry of Power).

The Bureau of Energy Efficiency (Ministry of Power) intends to engage One Consultant (Legal) to assist the Organization in undertaking legal activities concerning BEE.

1.	NAME AND NUMBER OF POSITION	One Consultant (Legal).
2.	ELIGIBILITY	Applications are invited from Indian nationals who are Qualified professionals with a minimum of five (5) years' experience in their domain. They should not be more than 45 years of age as on the last date of receipt of application
3.	QUALIFICATION AND EXPERIENCE	He(or)She should be a LL.M graduate (or) equivalent qualification from a recognized University (or) Institution. Should be having considerable experience of dealing legal matters. He (or) She must have command over English & Hindi languages as well as adequate experience of handling matters related to their domain including framing of Rules & Regulations and their interpretation in legal parlance.
4.	REMUNERATION	For persons with up to 5 years' experience Rs.1,00,000 pm (consolidated). For persons with 8 or more years' experience Rs.1,25,000 pm (consolidated).
5.	RESPONSIBILITIES	1. Drafting of affidavits, applications, Special Leave Petitions, Transfer Petitions in various court cases. 2. Assisting the division in legal matters to ensure effective implementation of applicable laws and frameworks. 3. Assisting in framing/drafting of policies, gazette notifications, and amendment bills. 4. Proactively monitoring legal issues and judicial cases; assisting in briefing the Central Government Standing Counsel, Senior Government Counsel, Assistant Solicitor General, etc. 5. Assisting in filing affidavits/applications and attending court hearings in the Supreme Court and various High Courts across India. 6. Supporting Government Counsels during hearings in the Supreme Court and High Courts. 7. Maintaining case files, tracking court hearings, and ensuring timely and effective legal action. 8. Conducting legal research on prevailing laws and responding to legal queries. 9. Compiling reports on violations under existing laws. 10. Undertaking any other tasks or responsibilities assigned by the division.
6.	TERMS OF APPOINTMENT, AND CONFLICT OF INTEREST	1. The appointment to the vacancy shall be purely adhoc and applicant would not be entitled for regularisation. 2. The term of appointment shall ordinarily be for an initial period not exceeding one year which is extendable by another one year. Further

		extension beyond the initial contractual period will be subject to review of the performance and the policy of BEE. 3. The consultant shall be entitled to leave at the rate of 1.5 days of leave for every completed month of service, to be availed with prior permission. Accumulation of leave beyond a calendar year will not be allowed. 4. In special circumstances, the consultant could be called for services on holidays or beyond normal working hours. 5. He shall perform his obligations with all necessary skills, diligence, efficiency and economy. 6. No medical facility shall be provided to him by the BEE. 7. BEE shall not be responsible for any loss, accident, damages/injury suffered by him whatsoever arising in or out of the execution of his work, including travel. 8. During the terms of service, he(or)she shall not engage in any activity which could be in direct conflict with the interest of the BEE.
7.	CONFIDENTIALITY OF DATA AND DOCUMENTS	He(or)she shall treat all official information as confidential and use the same only for the purpose of the performance of the services. The intellectual property rights (IPR) of the data collected as well as deliverables produced for the BEE shall remain with the BEE. No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of his assignment or during the course of assignment for the BEE without the express written consent of the BEE. The consultant shall be bound to hand over the entire set of records of assignment to the BEE before the expiry of the contract and before the final payment is released by the BEE.
8.	TERMINATION OF CONTRACT	BEE reserves the right to terminate the engagement forthwith in the following conditions; a) The consultant is unable to address the assigned work. b) Quality of the work is not found to the satisfaction of the BEE. c) The consultant fails in timely achievement of the milestones as finally decided by the BEE; and d) The consultant is found lacking in honesty and integrity. e) The BEE reserves the right to termination of engagement, by serving one month's notice on the consultant. The termination shall be effective on the day next to the date of completion of the notice period. f) The consultant will also have the liberty to terminate the engagement by serving one month's notice period and from the day next to the date of completion of the notice period.
9.	RIGHTS OF THE BEE	The BEE reserve the right to cancel the process of engagement, and not go for engagement of consultant at any stage without assigning any reasons for the same.

2. The willing candidates must send their applications in the prescribed proforma along with the supporting documents (self-attested) to the **Secretary, Bureau of Energy Efficiency (Ministry of Power)**, 4th floor, Sewa Bhawan, R.K.Puram New Delhi - 110066, latest by _____. Applications received beyond the closing date will not be entertained.

(Milind Deore)
Secretary

To;

1. All PSUs under the Ministry of Power with the request to give wide publicity.
2. IT in charge, BEE to upload the circular on the website of the BEE.
3. Notice Board of BEE.

Proforma of Application for the post of Legal Consultants in Bureau of Energy Efficiency

1.	Name																			
2.	Father's Name/Mother's Name																			
3.	Gender																			
4.	Date of Birth																			
5.	Age																			
6.	Nationality																			
7.	Current Postal Address with Post Office code & name of Police Station																			
8.	Email ID																			
9.	Contact No. (Tel):..... Mobile.....																			
10.	Permanent Address																			
11.	Educational Qualification (Bachelor degree and above)																			
12.	Please attach separate sheet, if required	<table border="1"><thead><tr><th>S.No.</th><th>Course /Degree Subject</th><th>Name of University</th><th>Year of Passing Division with % marks</th><th>Enclosures of self-attested copies (Yes/No)</th></tr></thead><tbody><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr></tbody></table>				S.No.	Course /Degree Subject	Name of University	Year of Passing Division with % marks	Enclosures of self-attested copies (Yes/No)										
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13.	Work Experience (starting from current to oldest) Please attach separate sheet, if required.	<table border="1"><thead><tr><th>S.No.</th><th>Name of Organization/ Institute</th><th>Period from / To</th><th>Nature of Work (brief description of duties)</th><th>Enclosure of self-attested copies (Yes/No)</th></tr></thead><tbody><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr></tbody></table>				S.No.	Name of Organization/ Institute	Period from / To	Nature of Work (brief description of duties)	Enclosure of self-attested copies (Yes/No)										
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14.	Please provide name and contact details of 2 references	<table border="1"><thead><tr><th>1.</th><th>Full Name of Reference</th><th>Name of Organization</th><th>Contact details (email ID and Phone no.)</th></tr></thead><tbody><tr><td>2.</td><td></td><td></td><td></td></tr></tbody></table>				1.	Full Name of Reference	Name of Organization	Contact details (email ID and Phone no.)	2.										
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15.	Please state briefly the reasons why you think you are an outstanding candidate for this job. (Maximum 1000 characters)	
16.	Declaration	This is to certify that I, S/O / D/O, W/O,, resident of, Dist.-....., State..... have no pending administrative and /or criminal case before any court/authorized body. I, further certify that I have never been found guilty/convicted of any administrative offense and/or crime. I also certify that all the information given by me is true to the best of my knowledge and believe and if selected and appointed I will produce the original of all the documents.

Date:

(Signature)

Place:.....

Name:.....



BUREAU OF ENERGY EFFICIENCY

(A statutory body under Ministry of Power, Govt. of India)

4th Floor, Sewa Bhawan, R. K. Puram, New Delhi-110066

Website: www.beeindia.gov.in, Phone: 011- 26766700

Vacancy Circular FOR THE POSITION OF CONSULTANT (LEGAL)

Applications are invited from Indian Nationals and suitable candidates who are, not more than 45 years of age on date of publication of vacancy advertisement for engagement on contract basis for **One (1) position of Consultant (Legal)** in the Bureau of Energy Efficiency, New Delhi. The appointment to the vacancy shall be purely adhoc and applicant would not be entitled for regularisation.

2. For details regarding Educational Qualifications, Age, Experience, Job Requirements and application format etc., please visit www.beeindia.gov.in.

3. **Candidates who are qualified including those working in reputed legal firms may apply.** The interested candidates must submit their application in the pro-forma on or before the closing date, which will be within 30 days of publication of this advertisement in the Employment News. The applications must be submitted in prescribed format along with self-attested copies of educational qualifications, experience certificates, and a passport-size photograph, to **Secretary, Bureau of Energy Efficiency, 4th Floor, Sewa Bhawan, R.K. Puram, New Delhi - 110066.**

Secretary