

**Terms of Reference
For
Full Time Sector Experts**

S.No	Sector	Posts
1	Buildings	1
2	Aluminium	1
3	Climate Finance	1
	Total	3
Roles and Responsibilities (For SN 1- Buildings)	<ul style="list-style-type: none"> • Assist in Perform, Achieve and Trade for Building Sector • Assist in data collection & its verification • To provide guidance to Project Engineers on concerned sector. • To take responsibility in organization of conferences, workshops etc • To associate in preparation of media related leaflets, brochures, awareness and outreach material etc. • Provide technical assistance and guidance to the ECBC Implementation Team in BEE • Support in conducting training and capacity building workshops on ECBC for professionals • Facilitate development of building design guidelines and tools for the design of energy efficient buildings • Support in developing new building designs incorporating ECBC measures • Facilitate implementation of ECBC in new buildings • Support formulation and approval of the policy for mandatory implementation of ECBC • Support formulation, approval and enforcement of the implementing rules and regulations for ECBC • Coordinate with institutions at central, state and municipal level to ensure proper dissemination of the ECBC norms through ECBC Cells • Support formulating easy-to-implement ECBC compliance procedures for different stakeholders • Support in developing mechanism to validate and verify commercial buildings compliance with the ECBC • Provide technical inputs during piloting of ECBC compliant buildings in different climatic zones • Provide technical inputs for the courses to be conducted for Certified Energy Auditor (Building) • Any other work assigned by competent authority. 	
Qualification (For SN 1- Buildings)	<ul style="list-style-type: none"> • Should have a Bachelor's degree in engineering/architecture with sectoral experience in Energy Management / Operations & Maintenance / technical evaluation of Energy Saving / Compliance with Energy Efficiency codes & standards / Building Energy Simulation software / Green Building Ratings (LEED, IGBC, GRIHA, etc.) • Should have minimum 5 years of experience in the sectors along with experience in energy management, evaluation of techno-economics of energy efficiency measures, energy simulation, compliance with energy codes • BEE Certified Energy Auditor/ Manager, ECBC Master Trainers, CMVP, IGBC/LEED/GRIHA certified professionals will be preferred. • Involvement in PAT related activities will be given preference. • Preference will be given to those having related experience of at least 3 years commensurate with the job profile & roles and responsibilities expected to be handled by the candidate specifically in the areas of building energy efficiency policies. • Should be conversant with existing building energy efficiency technologies. 	
Roles and Responsibilities (For SN 2- Aluminium)	<ul style="list-style-type: none"> • Provide sectoral technical support related to implementation of PAT scheme. • Development of Sector/ Sub-Sector specific Form -1, M&V protocol, manuals, Normalization factors and their amendments if needed. • To coordinate the quarterly meeting of Sectoral Technical Committees 	

	<p>including preparation of background papers and progress reports.</p> <ul style="list-style-type: none"> • Coordinating with the stakeholder/designated consumers in organizing conferences, workshops etc. • Preparation of a step by step procedure for adjudication. • Formulation/amendment of Rules and Regulations and EC Act. • Legal Compliance as regards RTI query/ litigation etc. • Assessment for awarding ESCerts/ penalty check verification • Training needs fulfillment of Accredited Energy Auditors/ Energy Managers of the DCs on normalization, Form -1 and M&V protocol. • Review of Baseline audit reports for revision of Baseline SEC and Target SEC of notified DCs, if needed. • Technical evaluation of Mandatory Energy Audit Reports • To provide guidance to Project Engineers and assist Part-time sector expert on concerned sector. • Preparation of contents for media related leaflets, brochures, awareness and outreach material etc. • Any other work assigned by competent authority.
Qualification (For SN 2- Aluminium)	<ul style="list-style-type: none"> • Should have an engineering degree with sectoral experience in Energy Management/ Operations & Maintenance/ technical evaluation of Energy Saving. • Should have minimum 5 years of experience in the notified sectors along with experience in energy management, plant process and evaluation of techno-economics of energy efficiency measures. • BEE Certified Energy Auditor/ Manager will be preferred. • Involvement in PAT related activities will be added advantage. • Preference will be given to those having held suitable position in plant level not less than that of Asst./ Deputy Manager of PSU or from equivalent position in private sector. • Should be conversant with existing industrial energy efficiency technologies.
Roles and Responsibilities (For SN 3- Climate Finance)	<ul style="list-style-type: none"> • Support for development of policies and programmes for sourcing climate finance • Support for development of budget coding systems to source climate finance for energy efficiency/ climate change activities. • Coordination with International Development / Financial Institutions such as IFC/ World Bank/ ADB / GCF etc. for leveraging Climate Finance. • Provide policy and programmatic advisory related to climate finance to support document development, data mining/ analysis related to climate finance. • Study of international fiscal/ monetary policies and international experience on climate financial projects.
Qualification (For SN 3- Climate Finance)	<ul style="list-style-type: none"> • Bachelors in Engineering /Economics / Finance / Business • Post Graduate in Business Administration/ Finance or M.Sc. OR M.A. in Economics with Finance as a subject. Climate Change/ Sustainability/ Environment/ Energy Efficiency knowledge will be given preference. • Over 5 years experience preferably in climate finance related sourcing of international finance for energy efficiency. • Experience in sourcing international climate finance from bilateral/ multi-lateral agencies for Govt. agencies such as World Bank/ ADB/GCF/UNDP etc. will be preferred. • Experience in financial reporting and budget forecasting related to climate change will be preferred.
Work Place	<ul style="list-style-type: none"> • The Full timesector experts are likely to be located at Delhi.
Contract	<ul style="list-style-type: none"> • The engagement will be on contract basis initially for a period of one year and extendable based on performance.
Emoluments	<ul style="list-style-type: none"> • The Full time sector expert will be paid INR. 80,000 per month consolidated.
Other Terms and Conditions	
	<p>General Information and Instructions :</p> <ul style="list-style-type: none"> • Only Indian nationals are eligible to apply. • Last date for receiving Applications would be _____ • Maximum age limit should be up to 40 years.

	<ul style="list-style-type: none">• Before applying, the candidate should ensure that they fulfill the eligibility criteria and other norms mentioned in this advertisement.• Candidature is liable to be rejected at any stage of the recruitment process if any information provided by the candidate is found to be incorrect. In case any statement is found to be false or any discrepancy is noted in the particulars furnished by the candidate after his / her service is liable to be terminated without any notice.• Incomplete applications are liable to be rejected.• Candidate meeting the eligibility criteria would be shortlisted in order of merit. Selection will be done on the basis of Interview of the shortlisted candidates.• The full time sector experts should possess own laptop, data card and any other storage device for discharging duties.
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How to apply

The interested applicants may forward their application filled with the attached annexure along with 2 passport size photographs and attested copies of certificates/mark sheets, giving complete details of their qualifications and experience with two references, within 21 days of the date of publication of the advertisement in Employment News, to **The Secretary, Bureau of Energy Efficiency, 4thFloor, Sewa Bhawan, R.K. Puram, Sector-I, New Delhi 110066**. Candidates from Government Departments/PSUs/ Autonomous bodies etc. should send their application through proper channel. The Bureau reserves the right to relax the eligibility and other criteria in case of exceptionally outstanding candidates.

ANNEXURE

CURRICULUM VITAE PERFORMA FOR THE POSITION OF SECTOR EXPERT(Full Time) IN BEE

Sector Applied for:

1.	Name and Address (in Block Letters)					
2.	Date of Birth (in Christian era)					
3.	Educational and other qualifications required for the post.	(1)				
		(2)				
		(3)				
4.	Please state clearly whether in the light of entries made by you above, you meet the requirement of the post					
5.	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)
6.	Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent					
7.	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	
8.	Total emoluments per month now drawn	
9..	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)	
10.	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 _____

Reference :

1)

2)