



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

**VACANCY CIRCULAR**

Bureau of Energy Efficiency (BEE) is a statutory body under the Ministry of Power, Government of India. It's Mission is to assist in developing policies and strategies with a thrust on self-regulation and market principles, within the overall framework of the Energy Conservation Act, 2001, and with the primary objective of reducing energy intensity of the Indian economy. BEE co-ordinates with designated consumers, designated agencies, and other organizations to recognize identify and utilize the existing resources and infrastructure, in performing the functions assigned to it under the Act. The Energy Conservation Act provides for regulatory standard setting and promotional functions to the organisation.

BEE is looking for retired Officers of the Government and CPSUs, for engagement on the following 03 positions as consultants on contract basis:

1.	Name of Position	<b>Consultant (Services &amp; Establishment matters)</b>
2.	Number of Positions	01
3.	Method of Recruitment	Retired employee from Govt. or CPSUs
4.	Age limit	The applicant should not have attained the age of more than 63 years on the closing date of applications and should be in good health for discharging his official duties effectively.
5.	Tenure	Period of engagement will be initially for one year, from the date he/she joins the office, the same can be extended or curtailed at the discretion of the Competent Authority.
6.	Remuneration (per month)	The Consultant shall be paid remuneration as per the Government Rules subject to maximum amount of Rs. 80,000/- per month. Mandatory deduction, if any, will be made. The remuneration for services rendered in a month shall be payable in subsequent month.

7.	Knowledge/Experience	<ul style="list-style-type: none"> <li>• Experience of working in Services &amp; Establishment matters in Ministries/Departments of the Government.</li> <li>• Experience of previous working as Deputy Secretary/Director in DoPT or similar organisation for handling Service / Establishment matters for a minimum period of 3 years.</li> <li>• Knowledge/experience of E-Office, MS Office Tools (Word/Power Point/Excel etc.)</li> </ul>
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1.	Name of Position	<b>Consultant [Procurement (including Budget &amp; Finance)]</b>
2.	Number of Positions	01
3.	Method of Recruitment	Retired employee from Govt. or CPSUs
4.	Age limit	The applicant should not have attained the age of more than 63 years on the closing date of applications and should be in good health for discharging his official duties effectively.
5.	Tenure	Period of engagement will be initially for one year, from the date he/she joins the office, which can be extended or curtailed at the discretion of the Competent Authority.
6.	Remuneration (per month)	The Consultant shall be paid remuneration as per the Government Rules subject to maximum amount of Rs. 80,000/- per month. Mandatory deduction, if any, will be made. The remuneration for services rendered in a month shall be payable in subsequent month.
7.	Experience	<ul style="list-style-type: none"> <li>• Experience of working in the</li> </ul>

		<p>Procurement area including Budget &amp; Finance in Ministries/Departments of Government or CPSUs.</p> <ul style="list-style-type: none"> <li>• Experience in e-procurement.</li> <li>• Experience as Deputy Secretary/Under Secretary in the Ministry/Deptt.or equivalent thereof in the CPSUs. in matters related to Procurement including budget &amp; finance for a minimum period of 3 years</li> <li>• Knowledge/experience of E-Office, MS Office Tools (Word/Power Point/Excel etc.)</li> </ul>
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1.	Name of Position	<b>Consultant (Hindi-Rajbhasha)</b>
2.	Number of Positions	01
3.	Method of Recruitment	Retired employee from Govt. or CPSUs
4.	Age limit	The applicant should not have attained the age of more than 63 years on the closing date of applications and should be in good health for discharging his official duties effectively.
5.	Tenure	Period of engagement will be initially for one year, from the date he/she joins the office, the same can be extended or curtailed at the discretion of the Competent Authority.
6.	Remuneration (per month)	The Consultant shall be paid remuneration as per the Government Rules subject to maximum amount of Rs. 80,000/- per month. Mandatory deduction, if any, will be made. The remuneration for services rendered in a month shall be payable in subsequent month.
7.	Knowledge/Experience	<ul style="list-style-type: none"> <li>• Experience in preparation of reports to be sent to various agencies, implementation of official language</li> </ul>

		<p>policies as per Govt of India's instructions, terminological work, translation work from English to Hindi or vice-versa, in Ministries/ Departments of the Government or CPSUs</p> <ul style="list-style-type: none"> <li>• Experience of previous working as Deputy Secretary/ Under Secretary in Ministry/Deptt. or equivalent thereof in CPSUs handling matters of Official Language (Rajbhasha) for a minimum period of 3 years.</li> <li>• Knowledge/experience of E-Office, MS Office Tools (Word/Power Point/ Excel etc.)</li> </ul>
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**Submission of the application:** The interested applicants may forward their curriculum vitae as per format in **Annexure-I** along with 2 passport size photographs and copies of experience certificates, PPO and other documents in support of their candidature to "The Secretary, Bureau of Energy Efficiency, 4<sup>th</sup> Floor, Sewa Bhawan, R.K. Puram, Sector-I, New Delhi 110066".

**Last Date for submission of Application is 21.2.22.**

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

Date:31.1.22

Secretary  
Bureau of Energy Efficiency

**CURRICULUM VITAE PERFORMA**

1.	Name and Address (in Block Letters)	
2.	Date of Birth (in Christian era)	
3.	Email	
4.	Mobile No.	
5.	Residential Address	
6.	Educational Qualifications	
7.	Date of Superannuation/ Retirement	
8.	Age as on closing date (YY/MM)	
9.	PPO No. (Enclose copy)	
10.	Post held at the time of retirement	
11.	Organization currently working, if any	
12.	Organization Superannuated from	
13.	Details of Departmental exam qualified, if any	
14.	Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.	
	<b>Office/Institution</b>	<b>Post held</b>
	<b>From</b>	<b>To</b>
	<b>Scale of Pay and Basic Pay</b>	<b>Nature of duties (in detail)</b>
15.	Knowledge/experience of MS Office Tools (Word/Power Point/Excel etc.)	

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of my retirement. I have read this circular and accept all the terms and conditions for engagement of consultants.

I shall provide the references in respect of my assignments done in last three years as and when required.

Date \_\_\_\_\_

**(Signature of the Candidate)**

Place \_\_\_\_\_