



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

ENGAGEMENT OF CONSULTANTS ON CONTRACT BASIS

Bureau of Energy Efficiency (BEE) intends to engage 04* Consultants on contract basis initially for a period of one year extendable subject to satisfactory performance of the individual and future requirement of BEE.

Interested applicants may download the details of Educational Qualification, Age, Experience, Remuneration etc., from the website of BEE- beeindia.gov.in. The interested applicants fulfilling the eligibility criteria may forward their curriculum vitae (CV) in prescribed format within 45 days of publication of advertisement in Employment News to the office of Secretary, Bureau of Energy Efficiency (BEE), 4th Floor, Sewa Bhawan, R.K. Puram, Sector-1, New Delhi-110066.

*Actual numbers may vary at the time of selection as per actual requirements.

Secretary, BEE



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

Subject: Vacancy Circular for engagement of retired Government servant as Consultants in Bureau of Energy Efficiency.

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 for engagement on the following 04 positions as Consultants on contract basis:

1.	Name of Position	Consultant (Finance & Accounts)
2.	Number of Positions	01
3.	Eligibility	Retired Director/Deputy Secretaries/ Equivalent (Level 12 & 13) from Central/ State Govt. departments/ Autonomous Bodies/ PSUs/ Statutory Bodies etc.
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/her 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.	Place of Posting	Delhi
7.	Remuneration (per month)	The Consultant shall be paid remuneration as per guidelines laid down in Department of Expenditure's O.M No. 325/2020-E.IIIA dated 09th December, 2020. Mandatory deduction, if any, will be made. The remuneration for services rendered in a month shall be payable in subsequent month.
8.	Knowledge/Experience	<ul style="list-style-type: none">• Experience in preparation of financial reports, budget, tax, audit matters, etc.• Experience as Deputy Secretary/Under Secretary or equivalent in the Govt of India, State Govt, Attached and Subordinate Offices, PSUs, Autonomous bodies of the

		<p>Govt of India in the matter related to Finance & Accounts / Budget/ Audit/ PFMS etc. for a minimum period of 3 years.</p> <ul style="list-style-type: none"> • Knowledge/experience of E-Office, MS Office Tools (Word/Power Point/ Excel etc.)
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1.	Name of Position	Consultant (Services& Establishment matters)
2.	Number of Positions	01
3.	Eligibility	Retired Director/Deputy Secretaries/ Equivalent (Level 12 & 13) from Central/ State Govt. departments/ Autonomous Bodies/ PSUs/ Statutory Bodies etc.
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.	Place of Posting	Delhi
7.	Remuneration (per month)	The Consultant shall be paid remuneration as per guidelines laid down in Department of Expenditure's O.M No. 325/2020-E.IIIA dated 09th December, 2020. Mandatory deduction, if any, will be made. The remuneration for services rendered in a month shall be payable in subsequent month.
8.	Knowledge/Experience	<ul style="list-style-type: none"> • Experience of working in Services & Establishment matters in Ministries/Departments of the Government. • 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. • Knowledge/experience of E-Office, MS Office Tools (Word/Power Point/ Excel etc.)

1.	Name of Position	Consultant (Legal)
2.	Number of Positions	01
3.	Method of Recruitment	Retired Director/Deputy Secretaries/ Equivalent (Level 12 & 13) from Central/ State Govt. departments/ Autonomous Bodies/ PSUs/ Statutory Bodies etc.
4.	Age Limit	Not beyond 63 years as on the closing date of applications and should be in good health for discharging his official duties.

5.	Tenure	Period of engagement will be initially one year from the date he/she joins the BEE which can be extended on the recommendations of Competent Authority and requirement of the project.
6.	Place of Posting	Delhi
7.	Remuneration per month	Remuneration as per guidelines laid down in Department of Expenditure's O.M No. 325/2020-E.IIIA dated 09th December, 2020. Mandatory deduction, if any, will be made. The remuneration for services rendered in a month shall be payable in subsequent month.
8.	Knowledge/Experience	<ul style="list-style-type: none"> i. Having Bachelor's degree in Law from a recognized University. ii. Should have excellent written and oral communication and Interpersonal skills. iii. Should have working Knowledge of Computer applications such as MS Word, MS Excel, MS Power Point etc. iv. Minimum 10 years of experience of working with Ministries/Departments of Government of India / Autonomous Bodies/ PSUs/ Statutory Bodies Government Departments/ PSUs in handling legal matters. v. Preference will be given to individuals having experience in regulatory matters related to Power & Energy sector including State Electricity Regulatory Commission (SERC).
9.	Scope of work	<p>Attend Court hearings and Arbitration, liaise with lawyers/legal agencies and prepare legal briefs. Represent BEE before appropriate regulatory and other authorities in relation to any proceedings initiated by or against BEE.</p> <p>To examine the cases for legal replies /Counter Affidavits and drafting replies to the Court cases on behalf of BEE.</p> <p>To maintain close interaction with the Ministry / Government Counsels etc. in Court cases/legal matters;</p> <p>Render legal opinion on issues coming before the department.</p> <p>Prepare para-wise on all OAs, Writ Petitions, SLPs, PILs, etc.</p>

	<p>Drafting, Negotiating and reviewing various contracts, MOUs.</p> <p>Scrutinize legal papers, documents and affidavits received in BEE and offer comments.</p> <p>Support in framing regulations on subjects under the jurisdiction of BEE as mandated under EC Act, 2001.</p> <p>Provide Litigation services in relation to Sector Specific Laws.</p> <p>Draft legislations / Explanatory Memorandum related to energy and power sector.</p>
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1.	Name of Position	Consultant-Rajbhasha (Hindi)
2.	Number of Positions	01
3.	Eligibility	Retired Director/Deputy Secretaries/ Equivalent (Level 12 & 13) from Central/ State Govt. departments/ Autonomous Bodies/ PSUs/ Statutory Bodies etc.
4.	Age Limit	Not beyond 63 years as on the closing date of applications and should be in good health for discharging his official duties.
5.	Tenure	Period of engagement will be initially one year from the date he/she joins the BEE which can be extended on the recommendations of Competent Authority and requirement of the project.
6.	Place of Posting	Delhi
7.	Remuneration per month	Remuneration as per guidelines laid down in Department of Expenditure's O.M No. 325/2020-E.IIIA dated 09th December, 2020. Mandatory deduction, if any, will be made. The remuneration for services rendered in a month shall be payable in subsequent month.
8.	Knowledge/Experience	<p>Experience in preparation of reports to be sent to various agencies, implementation of official language, 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> <p>Experience of previous working as Deputy Secretary/Under Secretary in Ministry/Department or equivalent thereof in CPSU handling matters of Official Language (Rajbhasha).</p> <p>Knowledge/experience of E-office, MS Office Tools (Word/Power Point/Excel etc.)</p>

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 within 45 days of publication of advertisement in Employment News to “The Secretary, Bureau of Energy Efficiency, 4th Floor, Sewa Bhawan, R.K. Puram, Sector-I, New Delhi 110066”.

Last Date for submission of Application is within 45 days of publication of advertisement in Employment News.

Other General Information:

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

Candidature is liable to be rejected at any stage of the recruitment process if any information provided by the candidate is found to be false and incorrect.

The selected candidate will be offered engagement purely on contract basis. The selected candidate will not have any right to seek regularization in the Bureau.

The number of positions is tentative and may vary depending upon the requirement of BEE.

The hiring process may be cancelled at any stage at the discretion of BEE without giving any reason thereof.

**Secretary
Bureau of Energy Efficiency**

Annexure I

CURRICULUM VITAE PERFORMA

1.	Post Applying For	
2.	Name and Address (in Block Letters)	
3.	Date of Birth (in Christian era)	
4.	Email	
5.	Mobile No.	
6.	Residential Address	
7.	Educational Qualifications	
8.	Date of Superannuation/ Retirement	
9.	Age as on closing date (YY/MM)	
10.	PPO No. (Enclose copy)	
11.	Post held at the time of retirement	
12.	Organization currently working, if any	

13.	Organization Superannuated from					
14.	Details of Departmental exam qualified, if any					
15.	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)
16.	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.

(Signature of the Candidate)

Date _____

Place _____