

No.13/12/2012-EC  
Government of India  
Ministry of Power  
(EC Division)

Nirman Bhawan, New Delhi  
Dated the 14 /12/2012

**VACANCY CIRCULAR**

Applications are invited in the prescribed proforma for the following posts in the Bureau of Energy Efficiency (BEE) appointed by the Ministry of Power, Government of India as Mission Directorate under the National Mission for Enhanced Energy Efficiency (NMEEE) in the pay scale of PB-4 Rs. 37400-67000 + Grade Pay of Rs. 10,000 to be filled on Deputation or Short Term Contract basis, presently sanctioned for the XIth Plan and are likely to be extended to XIIth Plan period:

- Deputy Director General (Technical) - One
- Deputy Director General (Finance) - One

**(A) For one post of Deputy Director General (Technical)**

(a) Officers of Central or State Government or Union Territories or Public Sector Undertakings, or Universities, or Recognized Research Institutions, or Autonomous or Statutory Organizations:-

- (i) holding analogous posts on regular basis in the parent cadre or Department or Organizations referred to in (a) above; or
- (ii) with three years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of PB 4-Rs. 37400-67000 with grade pay of Rs. 8700 or equivalent, in the parent cadre or Department or Organizations referred to in (a) above; and

(b) Possessing the following educational qualifications and experience:

**Essential -**

- (i) Master's Degree in Physics or Chemistry or Economics or Applied Economics or Business or Finance or Industrial Economics or Energy Planning and Economics from a recognized University; or  
Bachelor' Degree in Engineering from a recognized University;
- (ii) Minimum of sixteen (16) years of experience in research or development or design or industrial or academic activities in Government Departments, Public Sector Undertakings, Universities, or Research Institutions, Autonomous or Statutory Organizations.

**Desirable -**

- (i) Doctorate Degree in Physics or Chemistry or Economics or Applied Economics or Business or Finance or Industrial Economics or Energy Planning and Economics or Engineering from a recognized University.

- (ii) Post Doctorate research work or experience in the field of Energy Management, Energy Efficiency or Energy Conservation.
- (iii) Person having over all perspective of National Energy Issues and Policies of the Government in the field of energy and for promotion of Energy Efficiency and its Conservation in the country.
- (iv) Of the 16 years of experience referred to in (ii) above under the Essential qualifications, two (2) years be at a senior level in energy planning or energy management to enhance cost effective improvements in energy efficiency, energy conservation including administration of energy saving schemes and energy efficient systems in energy intensive large industries under the Energy Conservation Act, 2001.

**(B) For one post of Deputy Director General (Finance)**

**(a) Officers of Central or State Government or Union Territories or Public Sector Undertakings, or Universities, or Recognized Research Institutions, or Autonomous or Statutory Organizations:-**

- (i) holding analogous posts on regular basis in the parent cadre or Department or Organizations referred to in (a) above; or
- (ii) with three years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of PB 4-Rs. 37400-67000 with grade pay of Rs. 8700 or equivalent, in the parent cadre or Department or Organizations referred to in (a) above; and

**(b) Possessing the following educational qualifications and experience:**

**Essential -**

- (i) Master's Degree in Economics or Applied Economics or Business or Finance or Industrial Economics or Energy Planning and Economics from a recognized University; or  
Bachelor' Degree in Engineering and Business from a recognized University;
- (ii) Minimum of sixteen (16) years of experience in financial matters or industrial financing activities in Government Departments or Public Sector Undertakings, or Universities or Financial Institutions or Autonomous or Statutory Organizations.

**Desirable -**

- (i) Doctorate Degree in Economics or Applied Economics or Business or Industrial Economics or Energy Planning and Economics from a recognized University; or
- (ii) Experience in working in Institutions or Organizations handling financial instruments.
- (iii) Person having over all perspective of National Energy Issues and Policies of the Government in the field of energy and for promotion of Energy Efficiency and its Conservation in the country.
- (iv) Of the 16 years of experience referred to in (ii) above under the Essential qualifications, two (2) years at a senior level in Financing of Energy Efficiency or Energy related projects

or Development or Promotion of Financing Mechanism for innovative Financing for Energy Efficiency Projects.

2. The period of deputation/contract including the period of deputation/contract in another 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. The maximum age limit for appointment by deputation (including short term contract) shall not exceed fifty six years as on the closing date of receipt of applications. The selected candidate would be posted in Delhi. They can however be posted anywhere in India.

3. The officers selected for appointment on deputation basis shall be entitled to draw pay/deputation (duty) allowance in accordance with the existing instructions on the subject issued by the Government of India from time to time.

4. The eligible and interested officers may send their applications in the proforma (Annexure - I) through proper channel so as to reach the office of Secretary, Bureau of Energy Efficiency, 4<sup>th</sup> Floor, Sewa Bhawan, R. K. Puram, New Delhi - 110066 within 45 days from the date of issue of this circular or date of publication of advertisement in the Employment News, whichever is later. While forwarding the application, it may please be ensured that the particulars of the candidates are verified and that he/she fulfills the eligibility conditions. The application should be forwarded along with upto date ACR dossier (or photocopies duly attested by Group 'A' Officer), Vigilance clearance and a statement of minor/major penalty imposed upon the applicant during the last ten years. Applications received without any of these documents or not in the prescribed format shall not be considered.

5. The duties of Deputy Director General (Technical/ Finance) in the Bureau of Energy Efficiency are as per Annexure - II.



(P. T. Bhutia)

Deputy Secretary to Govt. of India  
Tel: 23063497

To,

1. All Ministries/Departments of Government of India.
2. All State Government / Union Territories.
3. All Public Sector Undertakings/Autonomous or Statutory Organizations/Recognized Research Institutions/Universities.
4. NIC, DOP&T, with a request for posting on the website of the DOP&T.
5. Secretary, BEE, with a request for posting on the website of the BEE.



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CURRICULUM VITAE PERFORMA

1.	Name and Address (in Block Letters)					
2.	Date of Birth (in Christian era)					
3.	Date of retirement under Central/State Government Rules					
4.	Educational Qualifications					
5.	Whether Educational and other qualifications required for the post are satisfied. (if any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	Qualifications/Experience required			Qualifications/Experience possessed by the officer	
		<u>Essential:</u> (1) (2) (3)  <u>Desired:</u> (1) (2)				
6.	Please state clearly whether in the light of entries made by you above, you meet the requirement of the post					
7.	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)
8.	Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent					

9.	<p>In case the present employment is held on deputation/contract basis, please state:-</p> <p>i. The date of initial appointment</p> <p>ii. Period of appointment on deputation/contract</p> <p>iii. Name of the parent office/organization to which you belong</p>	
10.	<p>Additional details about present employment</p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>(a) Central Government  (b) State Government  (c) Autonomous Organization  (d) Government Undertaking  (e) Universities  (f) Others</p>	
11.	<p>Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade</p>	
12.	<p>Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale</p>	
13.	<p>Total emoluments per month now drawn</p>	
14.	<p>Additional information, if any, which you would like to mentioned in support of your suitability for the post</p> <p>(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)</p>	

15.	Please state whether you are applying for deputation (ISTC)/ Absorption/Re-employment basis. (Officers under Central/State Government are only eligible for "Absorption". Candidates of Non-Government Organizations are eligible only of short Term Contract)	
16.	Whether belongs to SC/ST	
17.	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 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Countersigned

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

(Employer with Seal)

**JOB REQUIREMENT**

To implement Perform, Achieve and Trade (PAT), a market based mechanism launched in energy intensive large industries and facilities notified as Designed Consumers under the Energy Conservation Act, 2001 to make improvements in energy efficiency more cost effective by certification of energy savings that could be traded. The PAT mechanism is designed to facilitate the Designated Consumers (DCs) not only to achieve their legal obligations under the Act but also to provide them with necessary market based incentives to overachieve the norms and standards proposed to be prescribed for them.

**Deputy Director General (Technical)**

Development of specific energy Consumption norms and standards for DCs with involvement of sector specific associations and R&D institutions; Analysis of Annual Energy Consumption Report; Methodology for setting up Specific Energy Consumption (SEC) Norms for DCs; Preparation of baselines in DCs with verification of SEC Norms; Expansion of DCs by including other sectors; issuance process for Energy Savings Certificates (ES Certs) to eligible DCs and promotion of its trading; their compliance and reconciliation process, their accounting and depository protocols to be evolved; Promotion of professional relationships with stakeholders; Creation of data base in the Mission Directorate; Verification and Validation of DCs SEC data; Keeping track of indigenous and international energy saving / energy efficient systems and technologies pertaining to DCs; Promotion of national and international best practices, case studies, success stories etc. amongst DCs through website; Coordination with Ministries / Departments dealing with various sectors, State Governments, State Designated Agencies (SDAs), Manufactures Associations relevant to the DCs etc.

**Deputy Director General (Finance)**

Leveraging international financing instruments for promoting energy efficiency; Promotion of the Programme of Activities of Clean Development Mechanism (CDM) in various sectors-Agriculture, Municipalities, Equipments Buildings etc. ; Identification of CDM potential in Energy Efficiency Projects; Implementation of National CDM road map; Promoting market for Energy Service Companies to overcome the barriers for financing energy efficiency projects; Expansion and Strengthening of Energy Efficiency Financing Platform: Promoting ESCOs Markets, Lending for ESCO projects; Capacity building and awareness of Financial Institutions, Banks and their manpower on Performance Contracting issues; Standardization of performance contracts' documents; Aggregation of energy efficiency projects as a result of BEE's schemes; experience sharing and dissemination of national and international best practices in the field of energy efficiency financing : overall supervision of the Partial Risk Guarantee Fund (PRGF) and Venture Capital Fund for Energy Efficiency (VCFEE); Development of policy instruments, incentives, fiscal measures to promote energy efficiency; Promotion of DSM Programme in Domestic/Residential/Agricultural/Water Pumping and Street Lighting sectors in association with Electric Utilities/SDAs/Distribution Companies (DISCOMs). Setting up of DSM Cells in Electric Utilities/Distribution Companies/Capacity Building to undertake load research studies, develop and implement DSM projects in utilities / DISCOMs covering larger consumers of electricity etc.