



**ऊर्जा दक्षता ब्यूरो**  
(भारत सरकार, विद्युत मंत्रालय)  
**BUREAU OF ENERGY EFFICIENCY**  
(Government of India, Ministry of Power)



File No.: ADMN-11/6/2025-BEE/941-91

19<sup>th</sup> May, 2025.

To

The Secretaries of all Ministries/Departments of the Government of India  
(including Niti Aayog, New Delhi)

**Subject: Filling up of Technical and Non-technical posts in BEE on Deputation basis.**

Sir/Madam,

Bureau of Energy Efficiency (BEE) a statutory body under Ministry of Power, Government of India invites applications for the following **Technical and Non-technical posts** on Deputation basis.

Sl.No.	Name of the post	Level in the Pay matrix (7th CPC)	Mode of recruitment	Number of posts*
1.	Deputy Director General (Finance)	Level -14	By Deputation	01
2.	Joint Director (Technical)	Level -12	By Deputation	04
3.	Deputy Director (Technical)	Level -11	By Deputation	11
4.	Joint Director (Non-Technical)	Level -12	By Deputation	01
5.	Deputy Director (non-technical)	Level -11	By Deputation	01
6.	Assistant Director (HR)	Level-10	By deputation	01
7.	Assistant Director (Finance)	Level-10	By Deputation	01
8.	Assistant Director (Media)	Level-10	By Deputation	01

2. The details regarding Educational Qualifications, Age, Experience, Job Requirements and application format etc., for these posts are available in the website of BEE at [www.beeindia.gov.in](http://www.beeindia.gov.in). The detailed vacancy circular is enclosed for your kind information.

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 prescribed for the post (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 (likely to be published in the issue dated 24-30 May, 2025), 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. *If the pay scales of candidates in the organisation are different from central*

Adm/18035

13/06/2025

स्वहित एवं राष्ट्रहित में ऊर्जा बचाएँ Save Energy for Benefit of self and Nation

चौथा तल, सेवा भवन, आर० के० पुरम, नई दिल्ली-110066, वेबसाइट/Website : [www.beeindia.gov.in](http://www.beeindia.gov.in)

4th Floor, Sewa Bhawan, R.K. Puram, New Delhi-110 066, दूरभाष/Tel. : 91 (11) 26766700, फैक्स/Fax : 91 (11) 20867402



**ऊर्जा दक्षता ब्यूरो**  
(भारत सरकार, विद्युत मंत्रालय)  
**BUREAU OF ENERGY EFFICIENCY**  
(Government of India, Ministry of Power)



government pay scales, then the equal level in the central government may also be indicated. 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 five years. Applications received without any of these documents or not in the prescribed format shall not be considered.

5. Bureau has absolute right to reject application of any or all the applicants or cancel the selection process at any stage due to administrative reasons.

Yours faithfully,

(Milind Deore)  
Secretary

**Copy forwarded for necessary action to:**

1. Secretary (P), Ministry of Personnel & PG, Room No.112, North Block, New Delhi-110001.e-mail: [secy\\_mop@nic.in](mailto:secy_mop@nic.in), with the request to give wide publicity by uploading this in their website.
2. Secretary, Public Enterprises Bhawan, Lodi Road, CGO Complex, Block No.14, New Delhi-110003. e-mail: [secy-dpe@nic.in](mailto:secy-dpe@nic.in) with the request to give wide publicity amongst the CPSEs under their administrative control.
3. The Chairperson, CEA/DVC/BBMB/CERC
4. Director General, NPTI/CPRI
5. C&MDs of NTPC/ NHPC/ PFC/ REC/ THDC/ PGCIL/ POSOCO/ SJVNL/ NEEPCO.
6. Consultant (IT) for posting the same on BEE website.

(Milind Deore)  
Secretary



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

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Vacancy Circular for Deputy Director General (Finance)

Bureau of Energy Efficiency (BEE) invites applications under the National Mission for Enhanced Energy Efficiency (NMEEE) by the Ministry of Power, Government of India, for One (01) post of Deputy Director General (Finance), sanctioned for the Project in Level 14 (Rs.144200-218200) in the Pay Matrix on Deputation or Short-Term Contract basis.

Sl.No	Name of the post	Deputy Director General (Finance)
1.	Number of posts	01
2.	Group	Equivalent to Group 'A' posts in the Central Government, Non-Ministerial, Technical
3.	Pay	Level-14 of Pay Matrix (Rs.144200-218200 of 7 <sup>th</sup> CPC)
4.	Mode of recruitment & eligibility	<b>By deputation including short-term contract:</b> Officers of the Central Government or State Governments or Union territories or Universities or Recognised Research institutes or Public Sector Undertakings or Semi-Government or Autonomous or Statutory organisations possessing prescribed educational qualifications and experience.
5.	Essential educational qualifications and experience	<p>(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: -</p> <p>(i) holding analogous posts on a regular basis in the parent cadre or Department or Organizations referred to in (a) above; or</p> <p>(ii) with three years' service in the grade rendered after appointment thereto on a regular basis in Level-13 (Rs.123100-215900) in the Pay Matrix (Pre-revised 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</p> <p>(b) Possessing the following educational qualifications and experience prescribed as under:</p> <p><b>Essential -</b></p> <p>(i) Master's Degree in Economics or Applied Economics or Business Administration with Finance Specialization or Industrial Economics or Energy Planning and Economics from a recognized University;</p>

	<p>(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.</p> <p><b>Desirable –</b></p> <p>(i) Doctorate Degree in Economics or Applied Economics or Business or Industrial Economics or Energy Planning and Economics from a recognized University; or</p> <p>(ii) Experience in working in Institutions or Organizations handling financial instruments.</p> <p>(iii) Persons having overall 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 will be given preference.</p> <p>(iv) Of the 16 years of experience referred to in (ii) above under the Essential qualifications, two (2) years experience should have been 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.</p> <p><b>Note-1:</b> The period of deputation including the period of deputation in another ex-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 selected candidate will be posted at Delhi. They will, however, be liable to be posted anywhere in India.</p> <p><b>Note-2:</b> 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.</p> <p><b>Note-3:</b> The maximum age limit for appointment by deputation shall not exceed <b>fifty-eight years</b> as on the closing date of receipt of applications and in case of short-term contract shall not exceed <b>fifty years</b>.</p>
6. Place of Posting	Selected candidate would be posted in Delhi.

2. The eligible and interested officers may send their applications in the proforma prescribed for the post (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 fulfils 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.

Secretary



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Bureau of Energy Efficiency  
(A statutory body under Ministry of Power, Govt. of India,)  
4th Floor, Sewa Bhawan, R. K. Puram, New Delhi-110066  
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**Vacancy Circular for Joint Director (Technical)**

Bureau of Energy Efficiency (BEE) is a statutory body under the Ministry of Power, Government of India established under the provisions of the Energy Conservation Act 2001, to promote efficient use of energy and its conservation. Applications are invited from the officers of Central or State Governments or Statutory or Autonomous Bodies under the Central or State Governments, holding the prescribed educational qualifications and experience in the parent cadre for the post of **Joint Director (Technical)** in Bureau of Energy Efficiency **By Deputation**

Sl.No	Name of the post	Joint Director (Technical)
1.	Number of posts	04
2.	Group	Equivalent to Group 'A' posts in the Central Government, Non-Ministerial, Non-Gazetted
3.	Pay	Pay level-12 (Rs.78800-209200) in pay matrix.
4.	Age	The maximum age-limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of applications.
5.	Mode of recruitment & eligibility,	<b><u>By Deputation</u></b> Officers of the Central Government or State Governments or Union territories or Universities or Recognized Research institutes or Public Sector Undertakings or Semi-Government or Autonomous or Statutory organizations.
6.	Essential educational - qualifications and experience	Possessing the essential educational and experience qualifications as prescribed. (A) (i) holding analogous posts on regular basis in the parent cadre or department; or (ii) with five years regular service in pay level-11 (Rs.67700 - 208700) of pay matrix in the parent cadre or Department; and (B) having the following essential educational qualification: - (i) Master degree in Economics or Physics or Mathematics or Chemistry from recognised University; or (ii) Bachelor degree in Engineering from a recognised University; and

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		(iii) possessing Certificate as energy auditor based on the National Examination under the provisions of the Energy Conservation Act, 2001 (52 of 2001); and (C) having ten years of post-qualification experience in dealing with the energy efficiency matters in industry, transport or building.
7.	Period of Deputation	Period of deputation including another ex-cadre post held immediately preceding this appointment in the same or other organisations or Departments of the Central Government shall not exceed four years.
8.	Place of Posting	Selected candidate would be posted in Delhi.

2. Interested applicants may forward their applications in the prescribed proforma as in Annexure-I, through proper channel, along with two passport size photographs within 45 days of publication of this advertisement in the Employment News to Secretary, Bureau of Energy Efficiency, Ministry of Power, Govt. of India, 4th Floor, Sewa Bhawan, R. K. Puram, New Delhi – 110066. The applications should be accompanied by complete ACRs of last 5 years, Vigilance Clearance and major/minor penalty statement of last ten years.

Secretary

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Bureau of Energy Efficiency  
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4th Floor, Sewa Bhawan, R. K. Puram, New Delhi-110066  
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**Vacancy Circular of Deputy Director (Technical)**

Bureau of Energy Efficiency (BEE) is a statutory body under the Ministry of Power, Government of India established under the provisions of the Energy Conservation Act 2001, to promote efficient use of energy and its conservation. Applications are invited from the officers of Central or State Governments or Statutory or Autonomous Bodies under the Central or State Governments, holding the prescribed educational qualifications and experience in the parent cadre for the post of **Deputy Director (Technical)** in Bureau of Energy Efficiency by Deputation.

Sl.No	Name of the post	Deputy Director (Technical).
1.	Number of posts	11
2.	Group	Equivalent to Group 'A' posts in the Central Government, Non-Ministerial, Non-Gazetted
3.	Pay	Pay level-11 (Rs.67700 - 208700) of pay matrix.
4.	Age	The maximum age-limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of applications.
5.	Mode of recruitment	By Deputation Officers of the Central Government or State Governments or Union territories or Universities or Recognised Research institutes or Public Sector Undertakings or Semi-Government or Autonomous or Statutory organisation.
6.	Essential educational qualifications and experience	Possessing the essential educational and experience qualifications as prescribed. (A) (i) holding analogous posts on regular basis in the parent cadre or department; or (ii) with five years regular service in pay level-10 (Rs.56100 - 177500) of pay matrix in the parent cadre or Department; and (B) having the following essential educational qualification: - (i) Master degree in Physics or Chemistry or Mathematics or Economics From a recognized University; or (ii) Bachelor degree in Engineering from a recognized University; and (iii) possessing Certificate as energy manager or energy auditor based on the National Examination under the provisions of the Energy Conservation Act, 2001 (52 of 2001); and



		(C) having five years of post-qualification experience in dealing with the energy efficiency matters in industry, transport or building.
7.	Period of Deputation	Period of deputation including another ex-cadre post held immediately preceding this appointment in the same or other organisations or Departments of the Central Government shall not exceed four years.
8.	Place of Posting	Selected candidate would be posted in Delhi.

2. Interested applicants may forward their applications in the prescribed proforma as in Annexure-I, through proper channel, along with two passport size photographs within 45 days of publication of this advertisement in the Employment News to Secretary, Bureau of Energy Efficiency, Ministry of Power, Govt. of India, 4th Floor, Sewa Bhawan, R. K. Puram, New Delhi – 110066. The applications should be accompanied by complete ACRs of last 5 years, Vigilance Clearance and major/minor penalty statement of last ten years.

Secretary

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Bureau of Energy Efficiency  
(A statutory body under Ministry of Power, Govt. of India.)  
4th Floor, Sewa Bhawan, R. K. Puram, New Delhi-110066  
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**Vacancy Circular for Joint Director (Non-Technical)**

Bureau of Energy Efficiency (BEE) is a statutory body under the Ministry of Power, Government of India established under the provisions of the Energy Conservation Act 2001, to promote efficient use of energy and its conservation. Applications are invited from the officers of Central or State Governments or Statutory or Autonomous Bodies under the Central or State Governments, holding the prescribed educational qualifications and experience in the parent cadre for the post of **Joint Director (Non-Technical)** in Bureau of Energy Efficiency By Deputation.

Sl.No	Name of the post	Joint Director (Non-Technical)
1.	Number of posts	01
2.	Group	Equivalent to Group 'A' posts in the Central Government, Ministerial, Non-Gazetted
3.	Pay	Pay level-12 (Rs.78800-209200) in pay matrix.
4.	Age	The maximum age-limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of applications.
5.	Mode of recruitment	<b><u>By Deputation</u></b> Officers of the Central Government or State Governments or Union territories or Universities or Recognised Research institutes or Public Sector Undertakings or Semi-Government or Autonomous or Statutory organisations.
6.	Essential educational qualifications and experience	Possessing the essential educational and experience qualifications as prescribed. (a) (i) holding analogous posts on regular basis in the parent cadre or Department; or (ii) with five years regular service in pay level-11 (Rs.67700 - 208700) of pay matrix in the parent cadre or Department; and (b) having the following essential educational qualification: - (i) Bachelor's degree from a recognised university; or (ii) Master of Business Administration (with specialisation in Finance/Human Resources) from a recognised University/institution; and (c) having ten years of post-qualification experience in handling establishment or administration or Accounts or Vigilance related issues. <b><u>Note-1:</u></b> The Departmental Deputy Director (Non-Technical) in pay level-11 (Rs. 67700 - 208700) of pay matrix with five years

		<p>of regular service in the grade and having successfully completed Cash and Accounts Training, training in administrative vigilance and other establishment matters shall also be considered along with outsiders and in case he is selected for appointment to the post, the same shall be deemed to have been filled by promotion.</p> <p><b>Note-2:</b> The Departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation and similarly, officers appointed on deputation shall not be eligible for consideration for appointment by promotion.</p>
7.	Period of Deputation	Period of deputation including another ex-cadre post held immediately preceding this appointment in the same or other organisations or Departments of the Central Government shall not exceed four years.
8.	Place of Posting	Selected candidate would be posted in Delhi.

2. Interested applicants may forward their applications in the prescribed proforma as in Annexure-I, through proper channel, along with two passport size photographs within 45 days of publication of this advertisement in the Employment News to Secretary, Bureau of Energy Efficiency, Ministry of Power, Govt. of India, 4th Floor, Sewa Bhawan, R. K. Puram, New Delhi – 110066. The applications should be accompanied by complete ACRs of last 5 years, Vigilance Clearance and major/minor penalty statement of last ten years.

Secretary

Bureau of Energy Efficiency  
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**Vacancy Circular for Deputy Director (Non-Technical)**

Bureau of Energy Efficiency (BEE) is a statutory body under the Ministry of Power, Government of India established under the provisions of the Energy Conservation Act 2001, to promote efficient use of energy and its conservation. Applications are invited from the officers of Central or State Governments or Statutory or Autonomous Bodies under the Central or State Governments, holding the prescribed educational qualifications and experience in the parent cadre for the post of **Deputy Director (Non-Technical)** in Bureau of Energy Efficiency **By Deputation.**

Sl.No	Name of the post	Deputy Director (Non-technical)
1.	Number of posts	01
2.	Group	Equivalent to Group 'A' posts in the Central Government, Ministerial, Non-Gazetted
3.	Pay	Pay level-11 (Rs.67700 -208700) in pay matrix.
4.	Age	The maximum age-limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of applications.
5.	Mode of recruitment	<b>By Deputation</b> Officers of the Central Government or State Governments or Union territories or Universities or Recognised Research institutes or Public Sector Undertakings or Semi-Government or Autonomous or Statutory organisations.
6.	Essential educational qualifications and experience	Possessing the essential educational and experience qualifications as prescribed. (a) (i) holding analogous posts on regular basis in the parent cadre or Department; or (ii) with five years regular service in pay level-10 (Rs.56100-177500) of pay matrix in the parent cadre or Department; and (b) having the following essential educational qualification: - (i) Bachelor's degree from a recognised university; or (ii) Master of Business Administration (with specialisation in Finance / Human Resources) from a recognised University/ institution; and (c) having five years of post-qualification experience in handling establishment or administration or Accounts or Vigilance related issues.

7.	Period of Deputation	Period of deputation including another ex-cadre post held immediately preceding this appointment in the same or other organisations or Departments of the Central Government shall not exceed four years.
8.	Place of Posting	Selected candidate would be posted in Delhi.

2. Interested applicants may forward their applications in the prescribed proforma as in Annexure-I, through proper channel, along with two passport size photographs within 45 days of publication of this advertisement in the Employment News to Secretary, Bureau of Energy Efficiency, Ministry of Power, Govt. of India, 4th Floor, Sewa Bhawan, R. K. Puram, New Delhi – 110066. The applications should be accompanied by complete ACRs of last 5 years, Vigilance Clearance and major/minor penalty statement of last ten years.

Secretary

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

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**Vacancy Circular for Assistant Director (HR)**

Bureau of Energy Efficiency (BEE) is a statutory body under the Ministry of Power, Government of India established under the provisions of the Energy Conservation Act 2001, to promote efficient use of energy and its conservation. Applications are invited from eligible persons holding the prescribed educational and other qualifications for the post of **Assistant Director (HR)** in Bureau of Energy Efficiency **By Deputation**

Sl.No	Name of the post	Assistant Director (HR)
1.	Number of posts	01
2.	Group	Equivalent to Group 'A' posts in the Central Government, Ministerial, Non-Gazetted
3.	Pay	Level-10 of Pay Matrix (₹56,100 - ₹1,77,500 of 7 <sup>th</sup> CPC)
4.	Age	The maximum age limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of applications.
5.	Mode of recruitment	<b><u>By Deputation:</u></b> Officers of the Central Government or State Governments or Union territories or Universities or Recognised Research Institutes or Public Sector Undertakings or Semi-Government or Autonomous or Statutory organisations.
6.	Essential educational qualifications and experience	Possessing the essential educational and experience qualifications as prescribed. (a) (i) holding analogous posts on regular basis in the parent cadre or Department; or (ii) with four years regular service in pay level-8 (Rs.47600-151100) of pay matrix in the parent cadre or Department; or (iii) with five years regular service in pay level-7 (Rs.44900-142400) of pay matrix in the parent cadre or Department; and (b) having the following educational qualification and experience: - (i) Bachelor's degree from a recognised university; or (ii) Master of Business Administration (with specialisation in Human Resources) from a recognised University/institution; and (c) Possessing minimum three years' experience in handling general administration and establishment related works.



7.	Period of Deputation	Period of deputation including another ex-cadre post held immediately preceding this appointment in the same or other organisations or Departments of the Central Government shall not exceed three years.
8.	Place of Posting	Selected candidate would be posted in Delhi.

2. Interested applicants may forward their applications in the prescribed proforma as in Annexure-I, through proper channel, along with two passport size photographs within 45 days of publication of this advertisement in the Employment News to Secretary, Bureau of Energy Efficiency, Ministry of Power, Govt. of India, 4th Floor, Sewa Bhawan, R. K. Puram, New Delhi – 110066. The applications should be accompanied by complete ACRs of last 5 years, Vigilance Clearance and major/minor penalty statement of last ten years.

Secretary

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

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**Vacancy Circular for Assistant Director (Finance)**

Bureau of Energy Efficiency (BEE) is a statutory body under the Ministry of Power, Government of India established under the provisions of the Energy Conservation Act 2001, to promote efficient use of energy and its conservation. Applications are invited from eligible persons holding the prescribed educational and other qualifications for the post of **Assistant Director (Finance)** in Bureau of Energy Efficiency **by Deputation.**

Sl.No	Name of the post	Assistant Director (Finance)
1.	Number of posts	01
2.	Group	Equivalent to Group 'A' posts in the Central Government, Ministerial, Non-Gazetted
3.	Pay	Level-10 of Pay Matrix (₹56,100 - ₹1,77,500 of 7 <sup>th</sup> CPC)
4.	Age	The maximum age-limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of applications.
5.	Mode of recruitment	<b>By Deputation</b> Officers of the Central Government or State Governments or Union territories or Universities or Recognised Research institutes or Public Sector Undertakings or Semi-Government or Autonomous or Statutory organisations.
6.	Essential educational qualifications and experience	Possessing prescribed educational qualifications and experience. (a) (i) holding analogous posts on regular basis in the parent cadre or Department; or (ii) with four years regular service in pay level-8 (Rs.47600-151100) of pay matrix in the parent cadre or Department; or (iii) with five years' regular service in pay level-7 (Rs.44900-142400) of pay matrix in the parent cadre or Department; and  (b) having the following educational qualification and experience: - (i) Bachelor's degree from a recognised university; or (ii) Master of Business Administration (with specialisation in Finance) from a recognised University/institution; and (c) Possessing minimum three years' experience in handling finance, accounts and budget related works.

7.	Period of deputation	Period of deputation including another ex-cadre post held immediately preceding this appointment in the same or other organisations or departments of the Central Government shall not exceed three years.
8.	Place of Posting	Selected candidate would be posted in Delhi.

2. Interested applicants may forward their applications in the prescribed proforma in Annexure-I, through proper channel, along with two passport size photographs within 45 days of publication of this advertisement in the Employment News to Secretary, Bureau of Energy Efficiency, Ministry of Power, Govt. of India, 4th Floor, Sewa Bhawan, R. K. Puram, New Delhi – 110066. The applications should be accompanied by complete ACRs of last 5 years, Vigilance Clearance and major/minor penalty statement of last ten years.

Secretary

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(A statutory body under Ministry of Power, Govt. of India,)  
4th Floor, Sewa Bhawan, R. K. Puram, New Delhi-110066

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**Vacancy Circular for Assistant Director (Media)**

Bureau of Energy Efficiency (BEE) is a statutory body under the Ministry of Power, Government of India established under the provisions of the Energy Conservation Act 2001, to promote efficient use of energy and its conservation. Applications are invited from eligible persons holding the prescribed educational and other qualifications for the post of **Assistant Director (Media)** in Bureau of Energy Efficiency **By Deputation**

Sl.No	Name of the post	Assistant Director (Media).
1.	Number of posts	01
2.	Group	Equivalent to Group 'A' posts in the Central Government, Non-Ministerial, Non-Gazetted
3.	Pay	Level-10 of Pay Matrix (₹56,100 - ₹1,77,500 of 7 <sup>th</sup> CPC)
4.	Age	The maximum age limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of applications.
5.	Mode of recruitment	<b><u>By Deputation</u></b> Officers of the Central Government or State Governments or Union territories or Universities or Recognised Research institutes or Public Sector Undertakings or Semi-Government or Autonomous or Statutory organisations.
6.	Essential educational qualifications and experience	Possessing the essential educational and experience qualifications as prescribed. (a) (i) holding analogous posts on regular basis in the parent cadre; Or (ii) having two years regular service in the pay level- 9 (Rs.53100 - 167800) of pay matrix on regular basis in the parent cadre; or (iii) having three years regular service in the pay level- 8 (Rs. 47600 - 151100) of pay matrix on regular basis in the parent cadre; and (b) having Degree or Post Graduate Diploma in Mass Communication or equivalent; and (c) Five years of experience in handling Public Relations or Media in a reputed organisation.
7.	Period of Deputation	Period of deputation including another ex-cadre post held immediately preceding this appointment in the same or other

		organisations or Departments of the Central Government shall not exceed four years.
8.	Place of Posting	Selected candidate would be posted in Delhi.

2. Interested applicants may forward their applications in the prescribed proforma as in Annexure-I, through proper channel, along with two passport size photographs within 45 days of publication of this advertisement in the Employment News to Secretary, Bureau of Energy Efficiency, Ministry of Power, Govt. of India, 4th Floor, Sewa Bhawan, R. K. Puram, New Delhi – 110066. The applications should be accompanied by complete ACRs of last 5 years, Vigilance Clearance and major/minor penalty statement of last ten years.

Secretary



ANNEXURE -I

CURRICULUM VITAE PERFORMA FOR THE POST OF \_\_\_\_\_ ON DEPUTATION

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.	(i) 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).  (ii) Indicate & enclose the certificate number and year in case of energy auditor/manager certificate.	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.	(i) Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient. (ii) In "nature of duties" column for the technical posts requiring post qualification experience please indicate specially the area of your experience in industry/building/transport with focusing on energy/energy efficiency. Provide supporting documents.					
	Office/Institution	Post held	From	To	Scale of Pay and Basic Pay	Nature of duties (in detail)



16.	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)	
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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 \_\_\_\_\_

Countersigned

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

(Employer with Seal)