

F. No.13/3/2024-EC  
Government of India  
Ministry of Power

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'F' Wing, 2nd Floor, Nirman Bhawan,  
New Delhi, the 01<sup>st</sup> July, 2024

**OFFICE MEMORANDUM**

**Sub: Request for uploading Vacancy Circular for filling up one vacant post of Director General in the Bureau of Energy Efficiency —Reg.**

The undersigned is directed to forward herewith a copy of the Vacancy Circular for filling up one vacant post of Director General in the Bureau of Energy Efficiency for uploading the same on the Ministry of Power and Bureau of Energy Efficiency website.

2. It is requested that the same may please be uploaded on the official website of Ministry of Power and Bureau of Energy Efficiency by today itself.

*Sd/-*  
01.07.2024

(Saket Kumar Sinha)  
Under Secretary to the Government of India  
Tel: 23061623

To

**IT Cell, Ministry of Power**

Copy to:

1. The Technical Director(NIC), Ministry of Power;
2. The Secretary, BEE.

No. 13/3/2024-EC  
Government of India  
Ministry of Power

Date: 01.07.2024

## VACANCY CIRCULAR

**Subject: Filling up one post of Director General in the Bureau of Energy Efficiency (a non-CSS post) in Level- 15 (Rs. 182200-224100) of Pay Matrix on deputation/short term contract basis-reg.**

Bureau of Energy Efficiency (BEE) is a statutory body under the Ministry of Power, Government of India, established under the provisions of Energy Conservation Act, 2001 to promote energy efficiency in the country. The Director-General is its Chief Executive Authority and is responsible for the successful implementation of the objectives of the Bureau of Energy Efficiency.

It is proposed to fill up one post of Director General in the Bureau of Energy Efficiency (a non-CSS post) in Level- 15 (Rs. 182200-224100) of Pay Matrix on deputation/short term contract basis.

### 2. Eligibility Conditions:

#### A. Essential qualifications and experience

(a) Officer must be a Graduate in Engineering or Post -Graduate in Physics or Chemistry or Mathematics or Geology or Geophysics or Energy Studies or Energy Management or Energy Economics; and

(b-1) Should have the experience of at least 25 years of service in the Central Government or the State Government in Group 'A' with at least 3 years experience in the pay scale of Rs. 37,400-67,000 (Grade Pay 10,000), equivalent to level 14 (Rs. 144200-218200) of 7th CPC Pay Matrix, in the parent cadre of service; or

(b-2) Should have the experience of at least 25 years of post-qualification experience in any Public Sector Undertaking or an autonomous body or any statutory body or private firm out of which 5 years should be at a senior level in an organization of repute; and

(c) Officer must have adequate knowledge and experience in dealing with the matters relating to energy production, supply and energy management, standardization and efficient use of energy and its conservation.

#### B. Desirable qualification and experience

Officer possessing a Post-Graduate Engineering or Doctorate degree in Physics or Chemistry or Mathematics or Geology or Geophysics or Energy Studies or Energy

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Management or Energy Economics and having experience in policy formulation or planning in the field of energy management shall be preferred.

3. Where an officer of the Central Government or a State Government is appointed as the Director-General, his appointment, till the date he attains the age of superannuation, shall be deemed to have been made on deputation and after the date of superannuation, till he attains the age of sixty years, his appointment shall be deemed to have been made on short-term contract.

4. Where a person working under a Public Sector Undertaking or autonomous or statutory organization or from any private company or society or institution is appointed as the Director General, his appointment shall be deemed to have been made on short-term contract.

#### **5. List of duties & responsibilities attached to the post of Director General:**

(a) Subject to general superintendence, direction and management of the affairs by the Governing Council, the Director-General shall, as the Chief Executive Authority of the Bureau, discharge the functions and exercise the powers of the Bureau as are specified in accordance with the provisions of the Act and the regulations there under.

(b) The Director-General shall have power to obtain information as may be required by the Bureau under section 52 of the Act.

(c) The Director-General shall, in addition to discharging the functions and exercising the powers of the Bureau, as are specified in these regulations, perform such other duties and exercise powers as may be delegated to him from time to time by the Governing Council of the Bureau as provided under section 51 of the Act.

#### **6. Scale of Pay and Allowances:**

(a) The Director-General shall be entitled to draw a salary in the pay Level- 15 (Rs. 182200-224100) of Pay Matrix of 7th CPC:

Provided that where an officer of the Central or State Government is appointed as Director-General his pay being drawn from the parent Government shall be protected.

(b) The pension and the leave salary contribution in respect of a person appointed from a Public Sector Undertaking or autonomous or statutory organization or from any private company or society or institution shall be paid by the Bureau to the lending Government as per extant rules.

(c) The Director-General shall be entitled to dearness allowance appropriate to his pay at the rate admissible to a Group 'A' officer of the corresponding status in the Central Government.

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(d) The other terms and conditions of the service of the Director-General for which the provisions have not been made in these rules, including entitlement of leave salary, leave travel concession, travelling allowance, medical facilities, shall be such as are admissible to a Group 'A' officer of the corresponding status in the Central Government.

#### 7. Age limit:

The maximum age limit for appointment to the post of Director General, BEE shall be 58 years as on closing date of receipt of applications.

#### 8. Period of Deputation/ Short Term Contract:

The tenure of deputation/short term contract shall be for a period of five years or till attaining the age of 60 years, whichever is earlier.

9. The application (in duplicate) only in the prescribed proforma (Annexure-I) of the eligible candidates whose services can be spared immediately on selection, together with the certificate from the forwarding Authority (in proforma Annexure-II) available on the website of the Ministry of Power and the Bureau of Energy Efficiency shall be considered. Further a write up in not less than 500 words on "Road Map for Energy Efficiency and Conservation in India over the next 5 years" must be enclosed with the application by every applicant. Applications from officers of the State Governments/Central Governments/Public Sector Undertakings should be forwarded through their cadre controlling authorities along with the following documents:

- (i) Integrity certificate
- (ii) List of major/minor penalties imposed if any, on the official during the last 10 years; (if no penalty has been imposed a 'nil' certificate should be enclosed).
- (iii) Vigilance clearance certificate.
- (iv) Attested photocopies of the ACRs for the last five years (2018-19 to 2022-23) (attested on each page by an officer not below the rank of an Under Secretary to the Govt. of India).

**Applications not in prescribed proforma or not forwarded through proper channel or not with requisite enclosures will be summarily rejected and no communication in this regard shall be entertained at any stage of recruitment.**

10. All applications in the prescribed proforma should be addressed to the Director (Energy Conservation), 2<sup>nd</sup> Floor, 'F' wing, Room No. 201, Energy Conservation Division, Ministry of Power, Nirman Bhawan, New Delhi-110011, superscribing the cover "**Application for the post of Director General, BEE**" so as to reach within 45 days from the date of publication in the Employment News. Proforma for application can be downloaded from website of Ministry of Power- <https://powermin.gov.in/> and website of Bureau of Energy Efficiency- <https://beeindia.gov.in/en>.

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11. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

**Government strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.**

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Under Secretary (EC, ET & EV)  
Ministry of Power

**Copy to:**

1. All Ministries/Departments of Govt. of India (through e-HRMS 2.0);
2. Web Cell, Ministry of Power/BEE with a request to upload the Vacancy circular on the official website of the Ministry/BEE.

**Annexure-I**

**PROFORMA FOR APPLICATION FOR THE POST OF DIRECTOR GENERAL, BUREAU OF ENERGY EFFICIENCY ON DEPUTATION BASIS/SHORT-TERM CONTRACT BASIS.**

**BIO-DATA PROFORMA**

Affix latest  
photograph

1. Name & Address (in Block Letters)	
2. Date of Birth (in Christian Era)	
3. (i) Present Designation	
(ii) Pay Scale	
(iii) Name of organisation where working	
4. (i) Date of initial appointment	
(ii) Date of appointment in the present grade	
(iii) Date of appointment in Level-14 or equivalent pay scale	
(iv) Date of retirement under Central/State Govt. Rules	
5. Educational Qualifications (Copy to be enclosed)	
6. Details of experience in dealing with the matters relating to energy production, supply and energy management, standardization and efficient use of energy and its conservation	
7. Whether Educational & 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)	

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Qualifications/Experience required as mentioned in the advertisement/vacancy circular	Qualifications/Experience possessed by the officer
<b>Essential</b>	
<p>(a) Do you possess 25 years of service in the Central Government or the State Government in Group 'A' with at least 3 years experience in the pay scale of Rs. 37,400-67,000 (Grade Pay 10,000), equivalent to level 14 (Rs. 144200-218200) of 7th CPC Pay Matrix, in the parent cadre of service; or at least 25 years of post-qualification experience in any Public Sector Undertaking or an autonomous body or any statutory body or private firm out of which 5 years should be at a senior level in an organization of repute;</p> <p>(b) Graduate in Engineering or Post - Graduate in Physics or Chemistry or Mathematics or Geology or Geophysics or Energy Studies or Energy Management or Energy Economics;</p> <p>(c) Must have adequate knowledge and experience in dealing with the matters relating to energy production, supply and energy management, standardization and efficient use of energy and its conservation;</p> <p>and</p>	<b>Yes/No/NA</b>
<b>Desirable</b>	
Officer possessing a Post-Graduate Engineering or Doctorate degree in Physics or Chemistry or Mathematics or Geology or Geophysics or Energy Studies or Energy Management or Energy Economics and having experience in policy formulation or planning in the field of energy management shall be preferred.	<b>Yes/No/NA</b>
<b>7.1</b> In the case of Degree & Post Graduate Qualifications Elective/Main Subjects & subsidiary subjects may be indicated by the applicant.	

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8. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post

8.1 Note: Forwarding Authority (Lending Departments) are to provide their specific comments/views confirming the relevant Essential Qualification/Work Experience possessed by the applicant (as indicated in the Bio-Data) with reference to the post applied.

9. 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 on regular basis	From	To	*Pay Band & Grade Pay/Pay Scale of the post held on regular basis	Nature of duties (in detail) highlighting experience required for the post applied for

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\*Important: Pay band & Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band & Grade Pay/Pay Scale of the post held on regular basis to be mentioned.

Details of ACP/MACP with present Pay Band & Grade Pay where such benefits have been drawn by the applicant, may be indicated as below:-

Office/ Institution	Pay, Pay Band & Grade Pay drawn under ACP/MACP scheme	From	To

<p><b>10.</b> Nature of present employment i.e Ad-hoc or Temporary or Quasi-Permanent or Permanent</p>	
<p><b>11.</b> In case the present employment is held on deputation/contract basis, please state:-</p>	

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a) Date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/organization to which the applicant belongs	d) Name of the post & Pay of the post held in substantive capacity in the parent organisation

**11.1** Note: In case of officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance & Integrity Certificate.

**11.2** Note: Information under Column 9(c) to (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization.

<p><b>12.</b> If any post held on Deputation in the past by the applicant, date of return from the last deputation &amp; other details.</p>	
<p><b>13.</b> Additional details about present employment:-</p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <ul style="list-style-type: none"> <li>(a) Central Govt.</li> <li>(b) State Govt.</li> <li>(c) Union Territories</li> <li>(d) Public Sector Undertaking</li> <li>(e) Universities</li> <li>(f) Recognized research institutions</li> <li>(g) Autonomous organizations</li> <li>(h) Statutory organizations</li> <li>(i) Semi-government organizations</li> <li>(j) Others</li> </ul>	

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14. Please state that whether you are working in the same department		
15. 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		
16. Total emoluments per month now drawn		
Basic pay in the PB	Grade Pay	Total Emoluments
17. In case the applicant belongs to an organization which is not following the Central Govt. pay-scales, the latest salary slip issued by the organization showing the following details may be enclosed:		
Basic Pay with Scale of Pay & rate of increment	Dearness pay/interim relief/other allowances etc. (with break-up details)	Total Emoluments
<p><b>18.A Additional information</b>, if any, which you would like to mention 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)</p> <p>(Enclose a separate sheet if the space is insufficient)</p>		
<p><b>18.B Achievements</b></p> <p>The candidates are requested to indicate information with regard to:-</p> <p>(i) Research publications &amp; reports and special projects</p> <p>(ii)Awards/scholarships/official appreciation</p> <p>(iii)Affiliation with the professional bodies/institutions/societies and;</p> <p>(iv)Patents registered in own name or achieved for the</p>		

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organization	
(v)Any research/innovative measure involving official recognition	
(vi)Any other information	
<b>19.</b> Please state whether you are applying for deputation (ISTC), Candidates of non-government organizations are eligible only for short-term contract.	
#The option of 'STC' are available only if the vacancy circular specially mentioned recruitment by "STC".	
<b>20.</b> Whether belongs to SC/ST	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the curriculum vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

**(Signature of the candidate)**

Address: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

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**Annexure-II**

**(Certificate to be furnished by the Employer/Head of Office/Forwarding Authority)**

Certified that the particulars furnished by \_\_\_\_\_ are correct and he/she possesses educational qualifications and experience mentioned in the vacancy circular.

2. Also certified that:-

- i. There is no vigilance or disciplinary case pending/contemplated against Shri/Smt.....
- ii. His/Her integrity is certified.
- iii. The photocopies of the APARs for the last 5 years (for the year from 2018-19 to 2022-23) duly attested by an officer of the rank of Under Secretary to the Govt. of India or above, are enclosed.
- iv. \*No major/minor penalty has been imposed on him/her during the last 10 years.
- v. \*A list of major/minor penalties imposed on him/her during the last 10 years is enclosed.\*
- vi. This office has no objection in relieving the official in case of his/her appointment to the post.

Signature :

Name & Designation :

Telephone No. :

Fax No. :

Office Seal :

**Place:**

**Dated:**

**List of enclosure:**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

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