

F.No.21/01/2021-CS.I (Coord.)
Ministry of Personnel, Public Grievances & Pension
Department of Personnel & Training
(CS.I Division)

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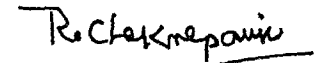
2nd Floor, A Wing,
Lok Nayak Bhavan
Khan Market, New Delhi.
Dated 04th February, 2022.

OFFICE MEMORANDUM

Subject:– Hiring of Retired officers from Govt. or CPSUs as consultants in the Bureau of Energy Efficiency on contract basis.

The undersigned is directed to circulate the letter no. ADMN-11/3/2022-BEE/5503 dated 31.01.2022 (along with enclosures) received from Ministry of Ministry of Power regarding hiring of Retired officers from Govt. or CPSUs as consultants in the Bureau of Energy Efficiency on contract basis. **The last date of receipt of application is 21.02.2022.**

2. In case of any further clarification, applicants are requested to contact the concerned Ministry/Department which has advertised the circular.



(R.Chakrapani)

Under Secretary to the Govt. of India

Tel.No.24629412

To :

All Ministries/ Departments (through DOPT's website)



ऊर्जा दक्षता ब्यूरो

(भारत सरकार, विद्युत मंत्रालय)

BUREAU OF ENERGY EFFICIENCY

(Government of India, Ministry of Power)



सं. ADMN-11/3/2022-BEE / 5503

31 जनवरी, 2022

सेवा में,

उप सचिव (सीएस-1)
कार्मिक और प्रशिक्षण विभाग,
कार्मिक मंत्रालय, पी.जी. और पेंशन,
नॉर्थ ब्लॉक, नई दिल्ली-110001

विषय: ऊर्जा दक्षता ब्यूरो में सरकार या सीपीएसयू से सेवानिवृत्त अधिकारियों की अनुबंध के आधार पर परामर्शदाता के रूप में नियुक्ति करना।


महोदय / महोदया,

ऊर्जा दक्षता ब्यूरो (बीईई) में अनुबंध के आधार पर परामर्शदाता के रूप में निम्नलिखित 03 पदों पर नियुक्ति के लिए सरकार और सीपीएसयू के सेवानिवृत्त अधिकारियों से आवेदन आमंत्रित किए जाते हैं :

- सेवा और स्थापना मामले
- अधिप्राप्ति (बजट और वित्त सहित)
- राजभाषा (हिंदी)

2. उपर्युक्त पदों के संबंध में विस्तृत रिक्ति परिपत्र संलग्न है। अनुरोध है कि उक्त परिपत्र को व्यापक प्रसार के लिए अपनी वेबसाइट पर अपलोड करने की कृपा करें। आवेदन प्राप्त करने का अंतिम तिथि 21.02.2022 है।

भवदीय,


(आर.के. राय)
सचिव

संलग्नक: यथोपरि



ऊर्जा दक्षता ब्यूरो

(भारत सरकार, विद्युत मंत्रालय)

BUREAU OF ENERGY EFFICIENCY

(Government of India, Ministry of Power)

No. ADMN-11/3/2022-BEE /5503



January 31, 2022

To,

The Deputy Secretary (CS-I)
Department of Personnel and Training
Ministry of Personnel, P.G. and Pensions
North Block,
New Delhi 110001

Subject: Hiring of Retired officers from Govt. or CPSUs as Consultants in the Bureau of Energy Efficiency on contract basis.

Sir/Madam,

Applications are invited from retired Officers of the Govt. and CPSUs, for engagement on the following 03 positions as Consultants on contract basis in the Bureau of Energy Efficiency (BEE):

- i. Service & Establishment matter
- ii. Procurement (including Budget & Finance)
- iii. Rajbhasha (Hindi)

2. The detailed vacancy circular regarding the above mentioned positions is enclosed. It is requested to upload the said circular on your websites for wider circulation. The last day of receiving application is 21.02.2022

Yours faithfully,


(R. K. Rai)
Secretary

Encl: As above



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 05 positions as consultants on contract basis:

1.	Name of Position	Consultant (Services & Establishment matters)
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"> • 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.)
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1.	Name of Position	Consultant [Procurement (including Budget & Finance)]
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"> • Experience of working in the

		<p>Procurement area including Budget & Finance in Ministries/Departments of Government or CPSUs.</p> <ul style="list-style-type: none"> • Experience in e-procurement. • Experience as Deputy Secretary/Under Secretary in the Ministry/Deptt.or equivalent thereof in the CPSUs. in matters related to Procurement including budget & finance for a minimum period of 3 years • Knowledge/experience of E-Office, MS Office Tools (Word/Power Point/ Excel etc.)
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1.	Name of Position	Consultant (Hindi-Rajbhasha)
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"> • Experience in preparation of reports to be sent to various agencies, implementation of official language

		<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"> • Experience of previous working as Deputy Secretary/ Under Secretary in Ministry/Depttt. or equivalent thereof in CPSUs handling matters of Official Language (Rajbhasha) for a minimum period of 3 years. • Knowledge/experience of E-Office, MS Office Tools (Word/Power Point/ Excel etc.)
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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, 4th 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.					
	Office/Institution	Post held	From	To	Scale of Pay and Basic Pay	Nature of duties (in detail)
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 _____