

**Energy Efficiency Services Limited**  
**A JV of PSUs of Ministry of Power, Govt. of India**



**Creating an Energy Efficient World**

Adv. Ref .No.: EESL/0320/12

29/10/2018

**RECRUITMENT FOR VARIOUS SENIOR LEVEL POSITIONS IN REGULAR SCALE AT EESL**

Energy Efficiency Services Limited (EESL), a Joint Venture of NTPC Limited, PFC, REC and POWERGRID under the Ministry of Power is Creating and Sustaining markets for Energy Efficiency in the country. Towards the end, EESL is running successful energy efficiency schemes like UJALA (Unnat Jyoti by Affordable LED's for all), Street Light National Programme (SLNP), Energy efficient building programme and AgDSM. Various other schemes i.e Solar, MEEP and Smart Meters based on PAN –India distribution of energy efficient commodities are ready to take EESL to newer level of business escalation.

Energy Efficiency Services Limited is looking for bright, committed and energetic professionals with rich experience, at various senior level positions in regular scale as detailed below:

<b>S</b>	<b>Position, and IDA Pay Scale (in Rs.)</b>	<b>Upper Age Limit</b>	<b>Minimum Qualification</b>	<b>Desirable Qualification</b>	<b>Minimum Post-Executive Experience*</b>	<b>Indicative Place of Posting</b>	<b>No.of posts/ Category</b>
1	Chief General Manager-Contracts. (Rs. 120000-280000)	52 years	Bachelor in Engineering/Technology (Full time)	MBA/PG Diploma in Material Management	21 years of relevant post qualification experience in Contracts, Procurement and Material Management	Corporate Office, New Delhi	01(UR)
2	Chief General Manager-(Finance) (Rs.120000-280000)	52 years	CA or ICWA Or Full time MBA in Finance / Two years Post Graduate Diploma in Management with specilization in Finance		21 years of relevant post qualification experience with exposure in Resource Mobalization, ,Strategic Financial Management,Global Financial Markets,Business Policy,Risk Management/, Budgeting, costing, statutory Compliances.	Corporate Office, New Delhi	01(UR)
3	AGM (Contracts) (Rs.120000-280000)	47 years	Bachelor in Engineering/Technology (Full time)	MBA/PG Diploma in Material Management	14 years of relevant post-qualification experience in Contracts, Procurement and Material Management	Corporate Office, New Delhi	01(UR)

\*( experience is excluding teaching experience)

A- Applicants from any Government department/ PSU/Private should possess a minimum of 2 years of relevant experience in the following pay scales or equivalent:

- For CGM position, candidate should have worked in IDA scale of Rs.120000-280000 (Prerevised IDA scale of Rs.51300-73000) or equivalent . Candidates working in private sector should be drawing a minimum CTC of Rs. 30 lakh as on 31/10/2018.
- For AGM position candidate should have worked in IDA scale of Rs.100000-260000 (Prerevised IDA scale of Rs.43200-66000) or equivalent . Candidates working in private sector should be drawing a minimum CTC of Rs. 25 lakh as on 31/10/2018.

#### Employment Status

- For all positions, candidates belongings to State Public Sector Enterprise employees (SPSE) where the annual turnover is Rs 500 crore or more can apply.
- For CGM position, applicants from Central Govt/All India Service should be holding a post of level of Deputy Secretary or equivalent/Immediate below Board level
- Private Sector in company where the annual turnover is \*Rs 500 crore or more.
- (\*The average audited annual turnover of three financial years preceding the calendar year in which the post is advertised shall be considered for applying and should be within the above said approved limits. The proof of the same should be submitted along with the online application)

The recruitment time schedule shall be as under:

### **SCHEDULE OF EVENTS**

Start date for Online Registration of Application	30 /10/2018
Last date for Online Registration and submission of application	19/11/2018

### **GENERAL INSTRUCTIONS**

1. Only Indian Nationals within prescribed Upper Age limit are eligible to apply.
2. The place of posting as above is only indicative and selected candidates can be posted anywhere in India / abroad depending on exigencies of work.
3. Before applying, the candidate should ensure that he / she fulfills the eligibility criteria and other norms mentioned in this advertisement. Scanned copies of passport sized photograph, signature, and Resume would be required to be uploaded at the time of filling up of online application form.
4. All eligibility qualifications should be from UGC/AICTE recognised Institute/Board
5. Trainee experience period will not be counted as experience unless it is against a permanent vacancy leading to absorption in regular pay scale in a Public sector Undertaking/Government Department.
6. Candidates may also opt for above positions through deputation/ Secondment /Lien from Central Govt./ State Government / Public Sector Undertakings/ Autonomous Bodies. candidate has to clearly mention for deputation/lien/secondment in online application and also fill up the enclosed format at Annexure A. It should be ensured that duly filled format along with one passport size photograph, vigilance clearance should reach EESL office through proper channel by 19<sup>th</sup> November,2018 upto 5 pm to Manager (HR), HR Department, EESL, 5th Floor, Core-3, SCOPE Complex, Lodhi Road, New Delhi-110003. The deputation/lien/secondment will be initially for a period of two years extendable further at the discretion of the Competent Authority.
7. One candidate can apply for one post only.
8. Wherever applicable, relaxation in Upper Age Limit shall be as follows:

Sl No.	Category*	Age relaxation
1	Persons with Disability (More than 40%)	10 Years
2	Ex-servicemen	5 Years over and above category relaxation
3	Domiciled in Jammu & Kashmir between 01.01.1980 and 31.12.1989	5 Years over and above category relaxation

\*candidates are required to submit the documentary evidence in support of their claim. However maximum upper age of the applicants shall not exceed 55 years including all possible relaxation.

candidates belonging to reserved category can apply subject to meeting general standards of eligibility.

- 9- Outstation candidates called for physical interviews would be entitled for reimbursement of actual fare of travel by air (Economy) or rail-2 Tier A/c or by road in accordance to the entitlement as per extant rules of the company at respective grades which will be duly intimated to the candidates called for interview. Fare reimbursement will be subject to the successful completion of Document verification on the day of Interview as per prescribed criteria in advertisement.
- 10- Management reserves the right to cancel / restrict /enlarge / modify / alter the recruitment/ selection process, if need so arises, by issuing a notification in EESL website.
- 11- In case of higher/lower number of application received the shortlisting criteria based on minimum level of experience/qualification may be modified/reduced/increased.
- 12- Number of Vacancies may vary depending upon the requirement. A panel of shortlisted candidates may be maintained for any additional vacancy.
- 13- Candidature is liable to be rejected at any stage of recruitment/ selection process or after joining, if any information provided by the candidate is not found in conformity with the eligibility criteria notified or if EESL comes across any evidence/knowledge that the qualification, experience and any other particulars indicated in application/other forms/formats are not recognized/ false/ misleading and / or amounts to suppression of information/particulars which should have been brought to the notice of EESL.
- 14- All computations of Age, Post Qualification Experience etc., shall be as on last date of submission of online application form. Date of issuance of final mark sheet shall be taken as the date of acquiring qualification.
- 15- Candidates working in Govt. /Semi Govt. Organizations / Public Sector Undertakings and Autonomous bodies should apply online and furnish “No Objection Certificate” at the time of Interview . However, in the event of candidates failing to produce NOC from their parent departments shall have to submit an undertaking at the time of Interview that they will not claim any pay protection in case of their selection.
- 16- Complaints attributable to compatibility of the Client Systems, ignorance of users, non-availability of internet connectivity or any other aspects beyond the direct control of EESL or its systems will not be entertained.
- 17- All the provisions of EESL rules shall be applicable on the advertised positions.
- 17- In case of any query the same may be sent to [recruitment@eesl.co.in](mailto:recruitment@eesl.co.in) with “POST - \_\_\_\_\_ - (sub ) ” in the Subject Line. Candidates are advised to add this e-mail ID to their address book. EESL will not be responsible for bouncing of e-mail / non-delivery of e-mail /

## PROCEDURE FOR APPLYING

1. All Applications to made online through the link provided under the ‘ HR section’ of the EESL website i.e. <http://www.eeslindia.org/>. **Candidates are required to upload recent passport sized photograph (not more than 3 months old), scanned signature and resume. No hard copies are required to be sent to EESL prior to Interview,except in case of deputation/Secondment/Lien. Candidates desirous of applying on deputation/Secondment/Lien basis may follow the procedure given under Point 6 of General Instruction.**
2. Based on the online applications scrutiny shall be done and candidates shall be shortlisted for Interview on merits. Mere fulfilment of the eligibility criteria will not confer any right upon the candidate to appear for Interview or selection. Management reserves the right to shortlist/select the candidates based on relevant experience, qualification, achievements, etc.
3. All information regarding this recruitment process would be made available in the HR section of EESL website, i.e. [www.eeslindia.org](http://www.eeslindia.org), only. Applicants are advised to check the web site periodically for important updates. Once registered for EESL, all correspondences shall be made through their registered e-mail ID and/ or candidate login. Hence, candidates are requested to corresspond with EESL through one email-id

**FORMAT OF APPLICATION**

**(For candidates opting for deputation/Secondment/Lien from Central Govt/State Government/Public Sector Undertaking/Autonomous Bodies,etc along with online application format.**

1. Advertisement dated : .....
2. Post applied for : .....
3. Name in full (Block Letters) : .....
4. Father's/ Spouse Name : .....
5. (a) DOB: (dd/mm/yyyy) : .....
- (b) Age on closing date : .....
- 6- Category** : .....

7. Educational / Technical Qualifications: (In chronological order from matriculation onwards).

S.No	Name of Course/ Exams passed	University/ Institution/ Board	Duration of the Course	Year of Passing	Main subjects taken /Subject of specialisation	Div./ Class & % of Marks

(Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)

8. Employment Record: (Details in chronological order, starting with the first job to current employment status).

S.No	Name & Address of Employer	Post/ Designation Please specify whether the post was held on adhoc/ regular/ permanent basis	Period		Total period of each employment in years, months & days for the said post/ designation	Scale of Pay & grade	Nature of duties
			From	To			

(Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)

9. Total Experience in Years .....

10. Total Experience in years as per eligibility criteria of EESL .....

11. Computer skills : .....

12. (i) Address for correspondence: (in BLOCK LETTERS):

.....  
.....  
.....

Pin Code : .....

(ii) Office Address (in BLOCK LETTERS)

.....  
.....

Pin Code : .....

(ii) Telephone No:

(a)Office No. : .....

(b) Residence No: .....

(iii) Mobile No. : .....

(iv) E-mail ID .....

13. Permanent Address: (In BLOCK LETTERS) :

..... Pin Code.  
.....

Telephone Number: .....

14. Any other information you may wish to add (like list of publications, Membership of earned societies, awards and recognition, etc. (in brief)) :

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.....

15. Vigilance Status: Please indicate if : (please tick) Yes/ No

(a) Are you currently under suspension: ..... Yes/ No

(b) A charge sheet and the disciplinary proceeding against you Yes/ No

(c) Prosecution for a criminal charge is pending against you Yes/ No

16. Details of Enclosures:

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17. DECLARATION:-

I Mr./ Mrs./ Ms. .... certify that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed/ distorted. If at any time I am found to have concealed/ distorted any material information, my appointment shall be liable to be summarily terminated without notice/ compensation.

Place:

Date:

Signature of the candidate

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**CERTIFICATE (TO BE FORWARDED BY THE HEAD OF ORGANIZATION )**

(Applicable for candidates already working in Central Govt./State Govt./Public Sector Undertakings/Autonomous Institutions)

- i. Certified that the particulars have been verified and found to be correct.
- ii. It is also certified that no disciplinary/vigilance proceedings are either pending or contemplated against the officer integrity of the officer is also certified.
- iii. The application of Mr..Mrs./ Ms.....is recommended. In case of his/her selection, the Department / organization will relieve him/ her.

Place:

Date :

Signature of  
the Head of the Organization / Office  
with Office Seal