



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

**Creating an Energy Efficient World**

Advt Ref No. : EESL/0320/24

Date: 20/04/2021

**Recruitment Notice**

**SUB- Appointment of Director (Finance) for Energy Efficiency Services Limited.**

Applications are invited from eligible executives for appointment to the post of Director (Finance) for Energy Efficiency Services Limited to be posted at the Corporate Office of EESL presently in New Delhi. The Job description is as under: -

1.	<b>Name and Address of the Corporate Office of the Company</b>	Energy Efficiency Services Limited (EESL), 5th & 6th Floor, Core-3, SCOPE Complex, Lodhi Road, New Delhi-110003
2.	<b>Name of the Post</b>	Director (Finance)
3.	<b>Job Responsibilities</b>	1- Director (Finance) is a member of Board of Directors. 2- He /She is overall in charge of Finance of the EESL group of companies and is responsible for evolving and formulating policies relating to finance and accounts as well as implementation thereof. He/she will also coordinate closely with the CFOs of JVs/Subsidiaries of EESL Group for smooth coordination.
4.	<b>Qualification</b>	Minimum Qualification: -  The applicant should be a Cost Accountant/Chartered Accountant/Full time MBA (Finance)/Full time PGDM (Finance) or equivalent with good academic record
5.	<b>Pay and Allowance</b>	Rs. 150000-300000 (IDA Scale) DA, HRA/Lease, Perks @35% of Basic Pay, Medical, EPF, Superannuation Fund contribution @ 9% of Basic plus DA, etc. applicable.

6.	<b>Experience and Eligibility</b>	<p>A: I- Applicants should possess in total 24 years of post-qualification experience in Finance Management, Accounting, Budgetary Control, International Finance, Working Capital Managements, Resource Mobilization etc. in a large organization of repute.</p> <p>II-The applicant must, on the date of application, as well as on the date of interview, be employed in a regular capacity – and not in a contractual/ad-hoc capacity – in one of the followings: -</p> <ol style="list-style-type: none"> <li>1. Central Public Sector Enterprise (CPSE)</li> <li>2. Central Government including the Armed Forces of the Union and All India Services;</li> <li>3. State Public Sector Enterprise/State Government</li> <li>4. Private Sector</li> </ol> <p>B- (a) Applicants from CPSEs should be in the following or a higher pay scale at minimum rank/level of (E8) or above for two years:</p> <ol style="list-style-type: none"> <li>(i) Rs. 7250-8250 (IDA) Pre 01/01/1992</li> <li>(ii) Rs. 9500-11500 (IDA) Post 01/01/1992</li> <li>(iii) Rs. 20500-26500 (IDA) Post 01/01/1997</li> <li>(iv) Rs. 51300-73000 (IDA) Post 01/01/2007</li> <li>(v) Rs. 120000-280000 (IDA) Post 01.01.2017</li> <li>(vi) Rs. 18400-22400 (CDA) Pre-revised post 01.01.1996</li> <li>(vii) Rs. 37400-67000 + GP 10000 (CDA) post 01.01.2006</li> <li>(viii) Rs. 144200-218200 (Level 14) CDA post 01.01.2016</li> </ol> <p>(b)</p> <ol style="list-style-type: none"> <li>(i) Applicants from Central Govt. / All India Services holding a post of the level of Joint Secretary in Govt. of India or carrying equivalent scale.</li> <li>(ii) Applicants from the Armed forces of the Union holding a post of the level of Brigadier in the Army or equivalent rank in Navy/Air Force.</li> <li>(iii) Applicants from State Public Sector Enterprise (SPSE)/State Government should be at Board level or immediately below the Board level position.</li> <li>(iv) Applicants from Private Sector should be at Board level position or immediately below the Board level position</li> </ol>
7.	<b>Maximum Age Limit</b>	3 years of residual service as on the date of vacancy w.r.t the date of superannuation i.e 60 years
8.	<b>Duration of Appointment</b>	The selected Executive will be appointed initially for a period of five years or till the date of superannuation whichever is earlier.
9.	<b>Deputation/ Secondment</b>	If the rules of the Promoter Companies/Government/PSUs permit, the selected candidates can opt to be on deputation and will apply through proper channel however Candidates from EESL promoter companies can also opt for secondment.

10.	<b>Selection Process</b>	Through interview, to be conducted by a Selection Committee.
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**The recruitment time schedule shall be as under:**

**INDICATIVE SCHEDULE OF EVENTS**

Start date for Online Registration of Application	21/04/2021
Last date for Online Registration and submission of applications	20/05/2021

## **Other General Terms and Conditions:**

- a) Only Indian Nationals within prescribed Upper Age limit are eligible to apply.
- b) Although the position is based at Corporate Office, Delhi, however the selected candidates can be posted anywhere in India/abroad depending on exigency of work.
- c) Before applying, the candidates should ensure that they fulfill the eligibility criteria and other norms mentioned in this advertisement.
- d) All eligibility qualifications should be recognized in India and from a recognized Institution or University.
- e) Teaching and/ or Trainee experience period will not be counted as experience. However, training period in a Public Sector Undertaking on regular pay scale resulting in absorption in E2/E1 in respective grades may be considered for reckoning Post Qualification Executive Experience
- f) An applicant has to give an undertaking as a part of the application that he/she will join the post, if selected within a period of 3 months from the date of receipt of offer letter. If an applicant does not give such an undertaking, the application would be rejected.
- g) EESL reserves the right to cancel / restrict /enlarge / modify / alter the recruitment/selection criteria / process, if need so arises. The selection and appointment of Director (Finance) shall be in accordance with the terms of JV Agreement of EESL and as approved by Board of Directors from time to time.
- h) EESL reserves the right to shortlist candidates for interview. Applicants should note that mere fulfillment of minimum eligibility criteria may not ensure consideration for short listing for interview. EESL will not entertain any correspondence on this subject and decisions of EESL will be final in all matters.
- i) Candidature is liable to be rejected at any stage of recruitment/ selection process or after joining, if any information provided by the applicant 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.
- j) All computations of Age, Post Qualification Experience etc., shall be as on last date of submission of application. Date of issuance of final mark sheet shall be taken as the date of acquiring qualification.
- k) In case of any query the same may be sent to [recruitment@eesl.co.in](mailto:recruitment@eesl.co.in). 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 / delivery of e-mail to junk or spam folders. Contact No. 011-45801260/ 9205008748. For further details and progress please visit careers page of 'www.eeslindia.org'.

- l) All information regarding this recruitment process would be made available in the career 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 correspond with EESL through one email-id.
- m) Candidates working in Govt. /Semi Govt. Organizations / Public Sector Undertakings and Autonomous bodies should produce “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 transfer benefit in case of their selection.
- n) Incomplete applications are liable to be rejected.
- o) The applicants willing for deputation/secondment should fill the online application form and also submit their applications in following manner through proper channel as per format at Annexure-A:
- (a) Government Officers, including those of the Armed Forces of the Union and All India Services: through Cadre Controlling authority;
  - (b) Functional Directors in CPSE: through the concerned Administrative Ministry;
  - (c) Below Board level in CPSE: through the concerned CPSE;
  - (d) Functional Directors in State PSE: through the concerned Administrative Secretary and Cadre Controlling Authority, if any, of the State Government;
  - (e) Below board level in state PSE: through concerned PSE
- p) Applicants from Private Sector must submit the following documents along with the application form at the time of Interview.
- (a) Evidence of working at Board level;
  - (b) Self-attested copies of documents in support of age and qualifications;
  - (c) Relevant Jobs handled in the past with details.
- q) The applicants willing for deputation/secondment should fill the application online and also submit their applications through proper channel. However, they can send an advance copy for information to EESL prior to the last date of receipt of applications. The forwarded application through proper channel should be received at EESL office before Interview. Applications are to be addressed to: -

AGM (HR)  
Energy Efficiency Services Limited (EESL),  
5th & 6th Floor, Core-3, SCOPE Complex,  
Lodhi Road, New Delhi-110003

r) **PROCEDURE FOR APPLYING: -**

All Applications to made online through the link provided in the 'careers' page of the EESL website under HR section 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 applications on deputation. Shortlisted candidates shall be asked to submit required documents before Interview.

**HR department  
Energy Efficiency Services Limited**

APPLICATION FORMAT

1. Name of the post applied for: \_\_\_\_\_
- (a) Name (as per official records) \_\_\_\_\_
- (b) Designation of the Applicant (in full) \_\_\_\_\_
- (c) Organization Name and Address \_\_\_\_\_
2. Address for communication: \_\_\_\_\_
3. Telephone No: Office \_\_\_\_\_ Residence \_\_\_\_\_ FAX  
No. \_\_\_\_\_ Mobile No. \_\_\_\_\_ E-Mail  
ID \_\_\_\_\_
4. Date of Birth \_\_\_\_\_ Age as on 20.05.2021 \_\_\_\_\_
5. Eligibility criteria: -

Educational/professional Qualifications (along with the name of Institutions)	
Current Pay Scale, Designation and Grade	
Length of service in eligible pay scale	

6. Positions held during entire career (please attach a separate sheet if required) :-

Sl. No.	Designation, and place of posting	Organization	From	To	Pay scale
1					
2					
3					
4					
5					

6 (a). Details of experience relevant for the advertised post and job description, out of 6 above:

Sl. No.	Designation, and place of posting	Organization	From	To	Pay scale	Nature of experience
1						
2						
3						
4						

Note:

You may attach a write up, if you wish, not exceeding two pages, in support of your candidature. Full form of all abbreviations used while making entries in the application form should be suitably explained i.e in footnotes or a separate attachment.

7 (a) Do you hold lien in any other organization other than where currently working? (Yes/No)

\_\_\_\_\_

If yes:

i) Name of the organization in which the lien is held:- \_\_\_\_\_

ii) Date from which the lien is held: - \_\_\_\_\_

(b) Are you on deputation? (Yes/No) \_\_\_\_\_

If yes, date from which you have been on deputation: - \_\_\_\_\_

8 (a) whether any punishment awarded to the applicant during the last 10 years. (Yes/No)

\_\_\_\_\_

If yes, the details thereof: - \_\_\_\_\_

(b) Whether any action or inquiry is going on against him as far as his knowledge goes.

If yes, the details thereof: - \_\_\_\_\_



**CERTIFICATE**

I certify that the details furnished by me in Cols. 1 to 8 are true to the best of my knowledge and belief.

*(Signature of the Applicant)*

**UNDERTAKING**

I hereby undertake to join the post, if selected within a period of 3 months from the date of receipt of offer letter. I understand that if I convey my unwillingness to join after the interview is held, but before the appointment is processed, or after issue of offer of appointment, I may be debarred for being considered for a Board level post in EESL in Future.

*Date:*

*(Signature of the Applicant)*

**Enclosures**

1. Updated Resume
2. Copies of all relevant certificates/mark sheets of qualifications mentioned above
3. Copies of Proof in support of Experience mentioned above
4. ACR/PMS Rating of last 5 years

**(To be filled by the Department concerned)**

It is certified that the particulars furnished above have been scrutinized and found to be correct as per official records. Application is, hereby, forwarded.

Signature & Designation of  
the Competent Forwarding  
Authority with Telephone no. &  
Office Seal.