

ENERGY EFFICIENCY SERVICES LIMITED

(A JV of NTPC, POWERGRID, PFC and REC)

05th & 06th Floor, Scope Complex, Core – 3, NFL Building, Opp; CBI Building, Lodhi Road, New Delhi – 110003 Phone: 011- 45801260



Creating an Energy Efficient World

Adv. Ref No. : EESL/0320/30

Date: 06/10/2022

Recruitment of various Consultant posts in Public Relations in EESL on Contractual Basis

Energy Efficiency Services Limited (A JV of NTPC, POWERGRID, PFC and REC) is looking for qualified and experienced professional to be engaged on purely contractual basis for 01 year only in the Public Relations Department. The details for the positions are as below:

The details regarding the positions are mentioned below:

| Name of the post | No. of vacancies | Age Limit as on 31 October 2022 | Educational qualification | Post Qualification Executive Experience | Consolidated Remuneration | Place of posting |
|-------------------------------|-------------------------|--|--|---|----------------------------------|-------------------------|
| Sector Expert PR (Consultant) | Contractual Position/3 | 37 years | Full time Graduate with postgraduate Degree/Diploma in Journalism/ Public Relation/MASS Communication(AICTE/Govt approved) | 04 years of relevant work experience mainly having hand on skills of Designing, Event Tools & Requisite resources like – Adobe Creative Suit, Content Development and Validation for Various Plans for running and launching of Programmes, Vendor Management, Media Management, Newsletters Blogs, Website Monitoring, Leadership and Stakeholder's [Ministries] Communication | Rs. 70,000/-pm | Corporate Office |

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|--------------------------------------|------------------------|----------|--|--|-------------------|------------------|
| Senior Sector Expert PR (Consultant) | Contractual Position/1 | 47 years | Full time Graduate with postgraduate Degree/Diploma in Journalism/ Public Relation/MASS Communication(AICTE/Govt approved) | 10 years of experience in Advertising and Media Management Experience i.e. Print, Electronic and Outdoor. Skilled in Creative Suit [Photoshop, Ai, Corel Draw, i-Movie & Music Composition Tools etc.] for regular development of Creatives and Digital Content. Experience in Developing/Creating Marketing Collaterals, Presentation and Business Proposals. Experience of Managing Advertising & Creative Team and Designing Marketing Campaigns. | Rs. 1,00,000/- pm | Corporate Office |
|--------------------------------------|------------------------|----------|--|--|-------------------|------------------|

INDICATIVE SCHEDULE OF EVENTS

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|---|----------------------------------|
| Start date for Online Registration of Applications | 12th October 2022 from 1200 Hrs |
| Last date for Online Registration and submission of application | Upto 31st October 2022, 2345 Hrs |
| Computation of age, qualification and experience | 31st October 2022 |

IMPORTANT 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.
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 recognized Institute/Board.
5. Teaching and/or Trainee experience period will not be counted as experience. However Training period (i.e Management/Engineer) 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.

6. Interviews may be conducted through the virtual mode.
7. Meeting mere eligibility does not ensure call for interview. Management reserves the right to cancel / restrict /enlarge / modify / alter the recruitment/ selection process, if need so arises, by issuing a notification on EESL website.
8. In case of higher/lower number of application received the shortlisting criteria based on minimum level of experience/qualification may be modified/reduced/increased.
9. Number of Vacancies may vary depending upon the requirement. A panel of shortlisted candidates may be maintained for any additional vacancy.
10. 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.
11. Incomplete applications are liable to be rejected at the scrutiny stage only.
12. All computations of Age, Post Qualification Experience etc., shall be as on 31 October 2022. Date of issuance of final mark sheet shall be taken as the date of acquiring qualification.
13. 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.
14. 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.
15. All the provisions of EESL rules shall be applicable on the advertised positions.
16. In case of any query the same may be sent to 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 / delivery of e-mail to junk or spam folder. Contact No. 011-42519515 (during working days between 10:30 AM to 4:30PM).

PROCEDURE FOR APPLYING

1. All Applications to made online through the link provided in the ‘Human Resources – Career Opportunity” 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.

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 career section of EESL website, i.e. 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 only.