

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



Creating an Energy Efficient World

Adv. Ref No. : EESL/0320/10

Date- 30/08/2017

**RECRUITMENT FOR VARIOUS LEVEL POSITIONS AT EESL**

In order to develop a viable ESCO industry, Ministry of Power has set up Energy Efficiency Services Limited (EESL), a Joint Venture of NTPC Limited, PFC, REC and POWERGRID to facilitate implementation of energy efficiency projects. Within very few years of its inception EESL has made rapid strides in the area of Demand Side Management. Besides, being a leader in the arena, the company is now becoming a household name through its energy efficiency initiatives. The company is entering into a new phase of growth through diversification of its activities.

In order to add impetus on its growth path, Energy Efficiency Services Limited is looking for bright, committed, self-driven and enthusiastic young professionals at various positions as detailed below:

**REGULAR POSITIONS**

**NO. Of VACANCIES - 16**

Sl	Position, Grade and Monthly package (in Rs.)	Upper Age Limit as on 1 <sup>st</sup> October, 2017	Minimum Qualification	Post-Qualification Executive Experience	Place of Posting	No.of Posts/ Category
1	Deputy Manager (Technical)(E3) in Regular pay scale of Rs.(29100-54500)	37 years	Full Time Regular Bachelor's Degree in Engineering/Tech.  Desirable: MBA (Marketing/Finance) /certificate of Energy Auditor/Energy Manager from the BEE.	Four years of post qualification experience out of which at least 2 years in areas of Power Sector/Energy Efficiency/Solar Energy/Electrical Appliances	As per the project requirements anywhere in India	2- UR 2-OBC

2	Deputy Manager (Finance)(E3) in Regular pay scale of Rs.(29100-54500)	37 years	CA/ICWA Desirable: MBA (Finance)	Four years of post qualification experience	Ranchi(Jharkh and) Lucknow (UP) Corporate Office	2-UR 1-OBC 1-SC
3	Assistant Manager (E2) CS Division in the Regular pay scale of Rs.(24900-50500)	37 years	Associate Member of Indian Institute of Company Secretaries of India (ACS)	Two years post qualification experience	Corporate Office, Noida-	1(UR)
4	Officer (E1) CS Division in the Regular pay scale of Rs.(20600-46500)	30 years	Associate Member of Indian Institute of Company Secretaries of India(ACS)	One year post qualification experience	Corporate Office, Noida-	1 (UR)
5	Asstt. Officer Gr.II (Finance)(S1) in the Regular pay scale of Rs.(16000-35500)	30 years	M.Com	One year post qualification experience	Gujarat Rajasthan Andhra Pradesh	3 (UR)
6	Asstt. Officer Gr.II (HR)(S1) in the Regular pay scale of Rs.(16000-35500)	30 years	Two years full time, post graduate Degree/Equivalent course in HR/MBA with specialization in HR/ Personnel Management/Industrial Management/Psychology	One year post qualification experience	Gujarat, Andhra Pradesh & Mumbai	3 (UR)

### FIXED TENURE POSITIONS : FOR 4.5 YEARS

NO. Of VACANCIES - 122

Sl	Position, Grade and Monthly package (in Rs.)	Upper Age Limit as on 1 <sup>st</sup> October, 2017	Minimum Qualification	Post-Qualification Executive Experience	Place of Posting	No.of Posts/ Category
1	Assistant Manager (International Business)(E2) on fixed tenure basis for 4.5 years (Rs.60,000 p.m)	37 years	Graduate with Masters in International /Global Business	Two years of post qualification experience	Corporate Office, Noida-	2 (UR)

Sl	Position, Grade and Monthly package (in Rs.)	Upper Age Limit as on 1 <sup>st</sup> October, 2017	Minimum Qualification	Post-Qualification Experience	Place of Posting	No.of Posts/ Category
2	Asstt. Engineer Gr.III (Technical)(S0) on fixed tenure basis for 4.5 years (Rs.28,000 p.m)	27 years	Diploma in Engineering/ Technology (full time)  (Engineering Degree will also be allowed)	Nil	Kolkata(WB) Guwahati (Assam) Agartala (Tripura) Bhubaneswar (Odisha) Ranchi (Jharkhand) Patna (Bihar) Trivandrum (Kerala) Mumbai (Maharashtra) Hyderabad/ Vijayawada (Andhra Pradesh) Jaipur (Rajasthan) Dehradun(Uttar khand) Chandigarh(Pun jab) Bangalore (Karnataka) Jammu/Srinagar (J & K) Uttar Pradesh	UR-52 OBC-35 SC-19 ST-9 (PwD*-3)
3	Asstt. Engineer Gr.II (Contracts)(S1) on fixed tenure basis for 4.5 years (Rs.29,000 p.m)	30 years	Diploma in Engineering/ Technology (full time)  Desirable:  Diploma in Material Management	One year post qualification experience	Ranchi (Jharkhand) Mumbai (Maharashtra) Hyderabad (AP) Lucknow (Uttar Pradesh) Corporate Office	UR- 3 OBC-2

\*One position each to be reserved for Blindness or Low Vision, Hearing impairment and Locomotor disability

The recruitment time schedule shall be as under:

### INDICATIVE SCHEDULE OF EVENTS

Start date for Online Registration of Applications	10 <sup>th</sup> September,2017
<b>Last date for Online Registration and submission of application</b>	<b>25<sup>th</sup> September,2017</b>
Downloading of Admit Card for Written Exam (Tentative)	1 <sup>st</sup> October,2017 onwards
Written Exam (Tentative)	15 <sup>th</sup> October,2017

### GENERAL INSTRUCTIONS

1. Only Indian Nationals within prescribed Upper Age limit are eligible to apply.
2. The following process would be adopted for selection of candidates:-
  - i. Online written examination to be conducted in multiple centers in major cities across the country followed by GD, wherever applicable, and Interview. **(Date of Written examination and examination pattern, admit card details and test centres would be shared separately on EESL website). No GD/Interview shall be conducted for S0 and S1 grades and will selected based on the merit in written exam.**
  - ii. Notwithstanding the above minimum Qualifying Marks are as follows:

Sl No.	Grade	Maximum Marks	Minimum Qualifying Marks for UR candidates
1	E3	120	55
2	E2	120	50
3	E1	120	50
4	S1	120	45
5	S0	120	45

Minimum qualifying marks for reserved categories shall be 5% lower than the UR category and 10% for PwD candidates. Group Discussion shall be conducted in the ratio 1:15, wherever applicable, (for one position fifteen candidates will be called for GD) and the candidates shall be shortlisted for the final interview in the ratio of 1:5.

iii. Based on the performance/marks in the written exam the candidates shall be shortlisted for GD in the following manner :

Weightage for Marks in Written Exam (80%)	Weightage for total experience (10%)	Weightage for PSU Experience: (10%)
Explanation : assuming the maximum marks is 100		
Max: Upto 80 marks	<ul style="list-style-type: none"> <li>• More than or equal to 200% of Prescribed experience : 10 marks</li> <li>• More than or Equal to 175% of Prescribed experience : 8 marks</li> <li>• More than or Equal to 150% of Prescribed experience : 7 marks</li> <li>• More than or Equal to 125% of Prescribed experience : 6 marks</li> <li>• Total Executive Experience equal to Min. Prescribed Experience: 5 Marks</li> </ul>	<ul style="list-style-type: none"> <li>• If PSU experience is more than or equal to prescribed work experience : 10 marks</li> <li>• If PSU experience is more than or equal to 75% of prescribed work experience : 8 marks</li> <li>• If PSU experience is more than or equal to 50% of prescribed work experience : 5 marks</li> <li>• If PSU experience is more than or equal to 25% of prescribed work experience : 3 marks</li> </ul>

Wherein Post Qualification Experience required is Nil, therein the final selection shall be done on the basis of merit in the written examination .

iv. The following weightage would be assigned for Written Examination, GD & Interview for the purpose of final selection of candidates :-

Parameter for Final Selection	Weightage (Percentage)
Written examination	70
Group Discussion	15
Interview	15
Total	100

After the Final Interview, a panel of candidates on merit would be prepared and the appointment(s) shall be offered to the candidates in the order of merit.

For example, for the post of Deputy Manager (E3), there is one vacancy, so top 15 candidates scoring highest marks in online based written examination would be called for Group Discussion. Similarly, for AM (E2), there are two vacancies, so out of candidates who applied for this post and appeared in written examination, 30 top candidates who secure highest marks would be called for Group Discussion.

(In case by cut-off marks, the number of candidates exceed 15 nos., the no. of candidates would accordingly go up)

- v. An application/examination fee of Rs 500/- (Rs. Five Hundred Only) for OBC (Non Creamy layer candidates only) candidates and Rs.1000/- (Rs.One Thousand Only) for all other categories is payable through NEFT in the EESL account through the payment gateway provided at the EESL website as per Exam Fee Policy given in Annexure A'below, which shall form part and parcel of this advertisement. Candidates belonging to Scheduled Castes (SC), Scheduled Tribes (ST) and Physically Handicapped (PH) are exempted from payment of application/ exam fee.
- vi. Candidates from reserved category applying against UR position will not have any relaxation in minimum qualifying marks.
3. All minimum essential qualification(s) must be from UGC recognized Indian Universities/ UGC recognized Indian Deemed Universities or AICTE approved courses from Autonomous Indian Institutions/concerned statutory council (wherever applicable). Diploma in Engineering qualifications (wherver applicable) should be recognized by respective State Board of Technical Education. In case of position for Assistant Manager(International Business), foreign degrees (Masters) recognized in the respective countries will also be considered
4. The place of posting given above are indicative and selected candidates can be posted anywhere in India / abroad depending on exigencies of work.
5. 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 should be kept ready beforehand as these documents would be required to be uploaded at the time of filling up of online application form.
6. Teaching and/ or Trainee experience period will not be counted as experience. However, training period (i.e.Management/Engineer/Supervisor Trainee period) in a Public Sector Undertaking on regular pay scale resulting in absorption in E1/E2/S1 grades may be considered for reckoning Post Qualification Executive Experience.
7. Preference may be given to the candidates having experience in Public Sector Undertakings.
8. Upper age limit for candidates applying for internal EESL candidates may be relaxed upto 55 Years for UR candidates, but in no case beyond the age of 57 years. Other suitable relaxations may also be considered for Internal candidates and Apprentices permissible under rules. In case of S0 Grades, the employees may upgraded to the position of Asst Officer Grade II after 1 year of satisfactory services or as per the extant rules applicable. All the provisions of EESL Recruitment Rules shall be applicable on the above advertised positions.
9. One candidate can apply for one post only.
10. Wherever applicable, relaxation in Upper Age Limit shall be as follows:

<b>Sl No.</b>	<b>Category</b>	<b>Age relaxation</b>
1	ST	5 Years
2	SC	3 Years
3	OBC	2 Years
4	Persons with Disability (More than 40%)	10 Years
5	Ex-servicemen	5 Years over and above category relaxation
6	Domiciled in Jammu & Kashmir between 01.01.1980 and 31.12.1989	5 Years over and above category relaxation

Where posts are not reserved for any category, candidates belonging to reserved category can apply subject to meeting general standards of eligibility, as applicable in case of UR candidates.

11. If any certificate etc. is issued in a language other than Hindi/English, candidates are advised to submit a certified translation of the same in either Hindi or English language along with the soft copy of the application and also at the time of Interview, if called for.
  12. Venue of the Written Exam shall be intimated to candidates after scrutiny of Online Applications. Outstation candidates called for physical interviews, if shortlisted after the Written Exam, would be entitled for reimbursement of actual fare of travel 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. The dates mentioned above are tentative and are subject to change.
  13. 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. . EESL also reserves the right to fill or not to fill all or any of the above positions
  14. Number of Vacancies may vary depending upon the requirement. A panel of shortlisted candidates may be maintained for six months.
  15. 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.
  16. All computations of Age, Post Qualification Experience etc., shall be as on 1<sup>st</sup> October, 2017. Date of issuance of final mark sheet shall be taken as the date of acquiring qualification.
  17. Candidates working in Govt. /Semi Govt. Organizations / Public Sector Undertakings and Autonomus bodies should apply online and furninsh “No Objection Certificate” at the time of GD and/or 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 GD and/or Interview that they will not claim any transfer benefit in case of their selection.
  18. Management reserves the right to offer a lower position to any candidate.
  19. 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.
  20. 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 / delivery of e-mail to junk or spam folder. Contact No. 0120-4908000/9205008748 (**between 11 AM to 4 Pm on working days**)
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## PROCEDURE FOR APPLYING

- i. All Applications to made online through the link provided in the ‘careers’ page 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.
- ii. Based upon the online applications and after remittance of fees, as applicable, the candidates shall be called for appearing in Written Tests. Candidates have to chose the venue at the time of filling of online application form. No request for change of Venue for written Exam shall be entertained. Candidates shall be required to download the admit card from the website within the scheduled period, as informed. The candidates should carry a printed copy of the admit card and a photo-identity card, in original, issued by a Govt. authority (Aadhaar card, Pan card, Bank Passbook with photo, passport or Govt. issued card), without which they shall not be allowed to appear in the exam.
- iii. Based on the above parameters Candidates shall be shortlisted and called for GD/Interview. They are required to bring original documents i.e. NOC/ Declaration as per Point 15 of General Instructions, proof of DOB, Qualifications proof (i.e. Engineering degree, Final Year Marksheets, etc), Proof of Experience (Certificate from present/previous employer, appointment letters, pay slips), Resume, etc., along with self attested copies of the documents, two passport sized photographs.
- iv. All information regarding this recruitment process would be made available in the career section of EESL website 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 only.

## ACTION AGAINST MISCONDUCT

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1. Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered, fabricated and should not suppress any material information.
  2. At any stage of recruitment, if a candidate is/ has been found guilty of :
    - Using unfair means during the GD and/or interview .
    - Impersonating or procuring impersonation by any person or Misbehaving in the interview venue.
    - Resorting to any irregular means/ Canvassing in connection with his/her candidature during selection process.
    - Obtaining support for his/her candidature by any means:

: His/Her candidature is liable to be withdrawn and shall be treated as disqualified. No further communication shall be entertained with the candidate in this regard. If such instances, go undetected during the current selection process but are detected subsequently, disqualification will take place with retrospective effect.



### **Exam Fee Policy**

#### **Guidelines for Filling the Online Application Form:**

Candidates will be required to register themselves online through our website. After registration, candidates are required to pay the requisite application/examination fee through online mode by using Debit card/Credit Card/Internet Banking.

**Help Desk: In case of any problem in filling up the form, payment of fee/intimation charges or receipt of admission/call letter, queries may be made at telephone no 0120-4908000/ 9205008748 (between 11 AM to 4 Pm on working days) or recruitment@eesl.co.in . Candidates are advised not to forget to mention "Recruitment of E3/E2/E1/S1/Supervisor Trainee in EESL-2017 in the subject e-mail.**

**Prerequisites for applying online: Candidates should have valid e-mail ID which should be kept active till the declaration of results.**

#### **Terms and Conditions:**

- 1- Candidates can only apply online and no other mode of application/examination fee will be accepted.
- 2- Candidates have to use a valid Bank Account to make the payment.
- 3- The Application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- 4- Candidates are required to pay the requisite application/examination fee through online mode by using Debit Card (VISA, MASTER, and MAESTRO), Credit Card (VISA, MASTER, MAESTRO) and Internet Banking.
- 5- After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REGRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE/Transaction failure.
- 6- After successful completion of the payment, the system will be directed back to the Application portal of EESL and an e-receipt will be generated
- 7- Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional ID and Password and repeat the process.
- 8- Candidates are required to take a printout of the e-receipt of online Application Form. Please note that if the same cannot be generated online, transaction may not have been successful.
- 9- Preserve the hardcopy of the system generated and e-Receipt for submission during the time of document verification and pre-recruitment medical test. The hardcopy is not to be sent to EESL office.
- 10- For credit card users: All charges are listed in Indian Rupee.
- 11- To ensure the security of your data, please close the browser window once your transaction is completed.
- 12- EESL does not charge any processing fees or service charges /from the Applicants for online payment. However, Bank Transaction charges for Online Payment of application fee/intimation charges will have to be borne by the candidate.

## **Privacy Policy:**

The privacy policy governs the use of this website.

1. The EESL is committed to protect your privacy and works towards offering you a useful, safe online experience. We do not capture and store any personal information about you when you access this Website.
2. Your Information, whether public or private, will not be sold, exchanged, transferred or given to any other institution for any reason whatsoever without consent from the provider except sought for by any government agency and essential liabilities in terms of R.T.I. Act, 2005.
3. The EESL reserves the right, in its discretion, to change or modify all or any part of this agreement at any time effective immediately upon notice published on the site. Candidates' continued use of the website constitutes their binding acceptance of these terms and conditions including any changes or modifications made by The EESL, as permitted above.
4. The EESL, treats candidate's personal information or his/her use of the service as private and confidential and does not check, edit or reveal it to any third party except where it believes in good faith, such action is necessary to comply with the applicable legal and regulatory processes or to protect and defend the rights of other users or to enforce the terms of service which are binding on all the users of the site.
5. Except where specifically agreed upon or necessary for operational or regulatory reasons, The EESL, will not send you any unsolicited information via e-mail. The user can nevertheless unsubscribe from receipt of such e-mails by following instructions therein.
6. The EESL, may collect unnamed statistics which do not personally identify any candidate and reserves the right to perform statistical analyses of user behavior and characteristics in order to measure interest in the use of the various areas of site.
7. The information contents provided on this site cannot be copied, modified, uploaded, downloaded, published or republished, transmitted or otherwise distributed for commercial purposes without prior and explicit permission from the EESL.
8. All matters of dispute shall be dealt with under the jurisdiction of Delhi High Court.

## **Refund / Cancellation Policy:**

Examination fees once paid, will not, in general, be refunded. Refund of examination fees will be made only in the event of cancellation of the advertisement. Necessary announcement in this regard will be made in the EESL's website and leading dailies in that event.

List of services and their pricing

Recruitment	For UR Candidates	For OBC (Non-Creamy Layer) Candidates	For SC/ST/PH candidates
EESL/0320/10	Rs. 1000.00	Rs 500.00	Nil