



No. 13/12/2015-EC  
Government of India  
Ministry of Power

F – Wing, 2<sup>nd</sup> Floor, Nirman Bhawan,  
New Delhi, the 4<sup>th</sup> March, 2017

To  
The Chief Secretaries of all the States

Sub: **Appointment of Secretary in the Bureau of Energy Efficiency on deputation basis – Application for – regarding.**

Sir,

I am directed to state that it is proposed to fill up the post of Secretary in the Bureau of Energy Efficiency on deputation basis from the officers of Central or State Governments or Statutory or Autonomous Bodies under the Central or State Governments, holding a post not below the rank of Deputy Secretary to the Government of India or equivalent in the parent cadre.

2. The post of Secretary in the Bureau of Energy Efficiency (BEE) carries the scale of pay of PB-4 Rs. 37400-67000 + Grade Pay of Rs. 8,700 (pre-revised). The officer selected for appointment will be entitled to draw pay/deputation allowance + other allowances as per Central Government Rules.

3. The appointment to the post of Secretary shall be made on deputation from amongst officers of the Central/State Government or Statutory or Autonomous Bodies under the Central or State Governments, holding a post not below the rank of Deputy Secretary to the Government of India. The desirable experience for the post are:- (i) 5 years experience in the field of generation, transmission, distribution of power or energy conservation; (ii) 5 years experience in administrative, financial and budgetary matters.

4. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization or Department of the Central Government shall ordinarily not exceed five years. The maximum age limit for appointment by deputation shall not exceed fifty six years as on the closing date of receipt of applications.

5. The Secretary shall hold office for a term of three years, from the date on which he/she enters upon his/her office or, the date of his/her superannuation in his/her parent cadre, whichever is earlier. The term of deputation can be extended where considered

Services-II Branch

Diary No. 39209

Date 24/3/17

necessary up to a period of five years. The selected candidate would be posted in Delhi. He/She can however be posted anywhere in India.

6. It is requested that the above vacancy may be given wide publicity amongst the eligible officers and the particulars of the suitable and eligible officers who are willing to be considered and whose services can be spared, may please be sent in the enclosed proforma (Annexure) (in quadruplicate) together with the following documents/information and two passport size photographs to the undersigned within 45 days from the date of issue of this circular:

- (i) Annual Confidential Reports (in original or attested photocopies) for the last 5 years.
- (ii) Vigilance Clearance Certificate.
- (iii) (a) Statement of major/minor penalty imposed on the applicant in the past ten years; and  
(b) if so, give details.  
(c) Indicate if any penalty is in operation against the applicant as on date.

Yours faithfully,

  
(Arun Aggarwal)

Under Secretary to the Govt. of India  
Tel: 23061623

Copy along with annexure also forwarded for necessary action to:

1. All Ministries/Departments of the Central Government of India (including NITI Aayog, New Delhi).
2. All Statutory and Autonomous Bodies under the Central or State Government.
3. The Estt. Officer, DOP&T, New Delhi with a request for posting on the website of the DOP&T.
4. The Secretary, Bureau of Energy Efficiency, 4<sup>th</sup> Floor, Sewa Bhawan, R. K. Puram, New Delhi – 110066 with a request for posting on the website of the BEE.

  
(Arun Aggarwal)

Under Secretary to the Govt. of India  
Tel: 23061623

# CURRICULUM VITAE PROFORMA

1.	Name and Address (in Block Letters)					
2.	Date of Birth (in Christian era)					
3.	Date of retirement under Central/State Government Rules					
4.	Educational Qualifications					
5.	Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	Qualifications/Experience required	Qualifications/Experience possessed by the officer			
<u>Essential:</u>  (1) (2) (3)  <u>Desired:</u>  (1) (2)						
6.	Please state clearly whether in the light of entries made by you above, you meet the requirement of the post					
7.	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)

8.	Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent				
9.	<p>In case the present employment is held on deputation/contract basis, please state:-</p> <p>i. The date of initial appointment</p> <p>ii. Period of appointment on deputation/contract</p> <p>iii. Name of the parent office/organization to which you belong</p>				
10.	<p>Additional details about present employment</p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>(a) Central Government</p> <p>(b) State Government</p> <p>(c) Autonomous Organization</p> <p>(d) Government Undertaking</p> <p>(e) Universities</p> <p>(f) Others</p>				
11.	Please state whether you are working in the same Department and are in the				

	feeder grade or feeder to feeder grade	
12.	Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale	
13.	Total emoluments per month now drawn	
14.	<p>Additional information, if any, which you would like to mention in support of your suitability for the post</p> <p>(This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>	
15.	Whether belongs to SC/ST	
16.	<p>Remarks (The candidates may indicate information with regard to (i) Research publications and reports and special projects (ii) awards/Scholarship/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and (iv) any other information)</p>	

(Note: Enclose a separate sheet if the space is insufficient)	
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I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Date \_\_\_\_\_

Signature of the  
candidate

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Countersigned

\_\_\_\_\_  
\_\_\_\_\_

(Employer with Seal)