



Energy Efficiency Services Limited

(A joint venture of PSUs under Ministry of Power)

05th & 06th Floor, Scope Complex, Core – 3, NFL Building

Near CBI Building, Lodhi Road, New Delhi – 110003

Phone: 011- 45801260

Recruitment of Consultants in various fields purely on Contractual Basis

Energy Efficiency Services Limited (a JV of 4 PSUs under Ministry Of Power) is looking for qualified and experienced professionals to be engaged on **purely contractual basis for 2 years** with the project to work under the Global Environment Facility (GEF – 6) project being executed by EESL. The Global Environment Facility (GEF) is supporting Energy Efficiency Services Limited (EESL), for the project 'Creating and Sustaining Markets for Energy Efficiency' under its GEF-6 cycle. Under this five-year project being implemented from 2018 to 2022, United Nations Environment Programme (UNEP) & Asian Development Bank (ADB) are the implementing agencies and EESL is the executing agency.

The project aims to achieve its targets, spread across three main Components:

- a) Expanding and Sustaining investments in existing market sectors: Support certain portion of EESL's existing targets for installation of energy efficient Street Lights, Domestic Lights, 5-star Ceiling Fans & Agricultural pumps
- b) Building Market Diversification: Development & implementation of new business models through installation of new technologies of super-efficient ACs, public charging Infrastructure for EVs, tri-generation technologies, energy efficient motors etc.
- c) Replication & Scaling Up: Developing a long-term growth strategy based on based on collected lessons, experiences etc. from the above-mentioned components and achieving a target of a USD 300 million investments across all technology areas through innovative ways of financing like an Energy Efficiency Revolving Fund (EERF).

The details regarding the positions are mentioned below –

Sr No	Position	Qualification	Place of Posting	No. of Posts	Consolidated Remuneration	Age Limit
1	Sr. Technical Expert	<ul style="list-style-type: none"> • Full Time -B.E/ B.Tech in any stream • Full Time- Post graduate degree in Engineering/ Technology and MBA in Power/ Finance is preferred • Certified Energy Manager/Auditor by Bureau of Energy Efficiency is preferred 	Delhi/NCR	1	Rs. 1,25,000/-pm	47 yrs
2	Technical Expert	<ul style="list-style-type: none"> • Full Time- B.E/ B.Tech in any stream • Full Time- Post graduate degree in Engineering/ Technology and MBA in Power/ Finance is desirable • Certified Energy Manager/Auditor by Bureau of Energy Efficiency is desirable 	Delhi/NCR	1	Rs. 70,000/pm	37 yrs
3	Accounts Assistant	<ul style="list-style-type: none"> • Full Time- Post Graduate/ MBA in Finance/CA/ICWA 	Delhi/NCR	1	Rs. 50,000/-pm	30 yrs
4	Project Engineer	<ul style="list-style-type: none"> • Full Time- B.E/ B.Tech in any stream • Certified Energy Manager/Auditor by Bureau of Energy Efficiency is desirable 	Delhi/NCR	1	Rs. 50,000/-pm	30 yrs

Sr. Technical Expert –

Experience required -

- At least 8 years of post-qualification experience in government /industry/consulting/R&D institutions/policy advocacy setup.
- Out of total experience , at least 3 year experience in HVAC / electric motor sector in dealing with program management, supply-chain & vendor management
- Experience working in international projects involving multilateral/bilateral agencies preferred
- Experience working in projects involving Government agencies / departments preferred
- Demonstrable experience in technical report writing, planning & organizing, handling multiple assignments at the same time, etc.
- Ability to interact with a variety of stakeholders including government officials, private sector, civil society institutions and research institutions

Language (s): English, Hindi (Knowledge of other regional languages an advantage)

Job Description

- Supervise the project implementation work in respect of EESL's Super-efficient AC & National Motor Replacement Program
- Assessment of potential energy savings and other associated benefits of potential clients
- Be responsible in managing the clients & vendors including payment related matter for the above programs
- Be responsible in managing the demand aggregators involved in the above programs
- Be responsible for business development and identification of new clients in the above programs
- Support in the implementation of MRV system in respect of different technologies including Super-efficient AC and electric motors under the GEF-6 project
- Taking stock of the project implementation work of other project technologies on regular basis and preparing required reports
- Delivery of project outputs and consolidate all summary reports as per the approved work plan in line with the project objectives
- Supervise regular updation of all GEF-6 project supported website/IT tools/communication platforms
- Assist the Project Manager in the preparation of various ToRs, budgeting, work plan, etc. for the various contracts to be awarded under the project
- Coordinate in the preparation of progress reports in coordination with other members of the GEF-6 PMU

- Support in the preparation of Annual Work Plans in line with broad framework of GEF-6 project
- Coordinate with the Project Manager in the preparation of Project Steering Committee (PSC) & Strategic Advisory Group (SAG) meetings
- Responsible for logistics of all seminar workshop, training and capacity building activities under the GEF-6 project
- Any other work as desired by the project head of EESL or the Project Manager under this GEF-6 project.

Technical Expert –

Experience required -

- At least 5 years of post-qualification experience in government /industry/consulting/R&D institutions/policy advocacy setup
- Out of total experience , atleast 1 year experience in dealing with program management, supply-chain & vendor management
- Experience working in projects involving Government agencies / departments preferred
- Experience working in international projects involving multilateral/bilateral agencies is desirable
- Demonstrable experience in technical report writing, planning & organizing, handling multiple assignments at the same time, etc.

Language (s): English, Hindi (Knowledge of other regional languages an advantage)

Job Description

- Assist in the project implementation work in the EESL's Super-Efficient AC program
- Assist in the assessment of potential energy savings and other benefits of potential clients
- Responsible for data management in respect of the program
- Be responsible for the preparation of MoUs/agreements in respect of the above program and other technologies as required with the support of other PMU staff
- Assist in managing the clients & vendors including invoicing and payment related matter
- Assist in managing the demand aggregators involved in the program
- Assist in handling the complaint management in respect of the program
- Coordinate with Finance Department in timely release of payments
- Be responsible for regular updating of all GEF-6 project supported website/IT tools/communication platforms
- Assist in the identification of new clients for all project component 2 technologies
- Taking stock of the project implementation work of other project technologies on regular basis and preparing required reports with the support of other PMU staff
- Support in the conduct of project coordination meetings and discussions

- Assist in the preparation of Project Steering Committee (PSC) & Strategic Advisory Group (SAG) meetings
- Coordinate in the preparation of progress reports in coordination with other members of the GEF-6 PMU
- Any other work as desired by the project head of EESL or the Project Manager under this GEF-6 project.

Accounts Assistant –

Experience

- More than 3 years of relevant experience
- Previous similar work experiences in provision to complex projects

Language(s): English, Hindi(regional Indian languages as an added advantage)

Job Description

Responsibilities of the Assistant are to support the following activities:

- Ensuring timely and efficient coordination/management of the project activities across technologies throughout the life of the project.
- Assisting Project Manager for all Financial reporting compliances
- Perform the activities relates to project communication amongst all stakeholders
- Coordinating, Collecting and Collating data from the EESL finance dept. and other core teams for onward and timely submission to the Project Manager
- Regular tracking and recording of the Financial data across the project components
- Timely preparation of all project progress reports under the guidance of the Project Manager in the pre – defined formats
- Support the EESL finance/tech teams in handling all finance relates queries under this project.
- Providing support in the event of unforeseen emergencies
- Any other Project related work assigned by the Project Manager

Project Engineer –

Experience

- At least 2 years of post-qualification experience in government /industry/consulting/R&D institutions/policy advocacy setup
- Previous work experiences in program management, supply-chain & vendor management is desirable
- Experience working in projects involving Government agencies / departments is desirable
- Computer proficiency in standard office applications (Spread sheets, word processing, Internet Explorer), excellent communication, interpersonal and team working skills

Language (s): English, Hindi (Knowledge of other regional languages an advantage)

Job Description

- Assist in the project implementation work in the EESL's National Motor Replacement Program
- Responsible for data management in respect of the program
- Assist in the preparation of MoUs/agreements in respect of the above program and other technologies as required
- Assist in managing the clients & vendors including invoicing and payment related matter
- Assist in handling the complaint management in respect of the program
- Assist in managing the demand aggregators involved in the program
- Coordinate with Finance Department in timely release of payments
- Maintain details of all contracts awarded under the GEF-6 project and their status
- Support in the conduct of project coordination meetings and discussions
- Support in the procurement of equipment and consulting services as required under the GEF-6 project
- Plan and co-ordinate all logistic matters required under this project
- Assist in the preparation of GEF-6 Project Steering Committee (PSC) & Strategic Advisory Group (SAG) meetings
- Any other work as desired by the project head of EESL or the Project Manager under this GEF-6 project.

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 / abroad depending on exigencies of work.
3. The contract period is initially for a period of two year and may be extended depending upon the project requirement.
4. One Candidate can apply for one position only.
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 would be required to be uploaded at the time of filling up of online application form.
6. All eligibility qualifications should be from UGC/AICTE recognised Institute/Board.

7. Trainee experience period will not be counted as experience.
8. Outstation candidates called for physical interviews at Project Engineer, Technical Expert, Account Assistant would be entitled for reimbursement of actual fare of travel by rail-2 Tier A/c or by road and Sr. Technical Expert would be entitled for reimbursement of actual air fare(Economy class) in accordance to the entitlement as per extant rules of the company 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.
9. 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.
10. In case of higher/lower number of application received the shortlisting criteria based on minimum level of experince/qualification may be modified/reduced/increased.
11. Number of Vacancies may vary depending upon the requirement. A panel of shortlisted candidates may be maintained for any additional vacancy.
12. 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.
13. All computations of Age, Post Qualification Experience etc, shall be last date of submission of the form. Date of issuance of final mark sheet shall be taken as the date of acquiring qualification.
14. 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 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.
15. 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.

16. 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 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. 011-45801260/ 9205008748 (during working days between 10:30 AM to 4:30PM)
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PROCEDURE FOR APPLYING

1. 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, 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 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.