

Energy Efficiency Services Limited
(A JV of PSUs of Ministry of Power, Govt. of India)
A-13, 4th Floor, IWAI Building, Sec-1, Noida-201301



Creating an Energy Efficient World

Advt Ref No. : EESL/ 0320/05

Dated 7th March, 2016

RECRUITMENT FOR VARIOUS 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 existence, 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 now 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 and energetic individuals, at various executive and non-executive positions as detailed below:

REGULAR EXECUTIVE POSITIONS

NO. OF VACANCIES - 19

Sl	Position, Grade and IDA Pay Scale (in Rs.)	Upper Age Limit on 01.03.2016	Min. Qual.	Post-Qualification Executive Experience in relevant area	No.of Posts/ Category
1	Deputy Manager (Fin) E3, 29100-54500	37 Years	CA/ ICWA	4 years	3 UR, 1 OBC
2	Assistant Manager (Fin) E2, 24900-50500	37 Years	CA/ ICWA	2 Years	1 UR
3	Assistant Manager (Tech) E2, 24900-50500	37 Years	Bachelor in Engineering /Technology (Full Time) preferably with MBA (Marketing/ Fin) and/or Certificate of Energy Auditor/ Energy Manager from BEE	2 Years	2 UR

Sl	Position, Grade and Pay Scale (in Rs.)	Upper Age Limit on 01.03.2016	Min. Qual.	Post-Qualification Executive Experience in relevant area	No.of Posts/ Category
4	Assistant Manager (IT) E2, 24900-50500	37 Years	BE/B. Tech.in Engineering (Computer Science/IT)/ MCA (Full Time)	2 Years	1 UR
5	Assistant Manager (HR) E2, 24900-50500	37 Years	MBA/PG Diploma/ MSW (full time) with Specializion in HR	2 Years	1 UR
6	Assistant Manager (Contracts) E2, 24900-50500	37 Years	Bachelor in Engineering / Technology (full time) preferably with two years PG Diploma/ MBA in Materials Mgmt. From recognised University/ Institute	2 Years	3 UR
7	Officer (HR) E1, 20600-46500	37 Years	MBA/PG Diploma/ MSW (full time) with Specializion in HR	1 Year	1 UR
8	Engineer (IT) E1, 20600-46500	37 Years	BE/B. Tech.in Engineering (Computer Science/IT)/ MCA (Full Time)	1 Year	1 UR
9	Officer (Finance) E1, 20600-46500	37 Years	CA/ ICWA	1 Year	3 UR, 1 SC, 1 OBC
	Total Nos.				19

REGULAR NON-EXECUTIVE POSITIONS**NO. Of VACANCIES - 5**

Sl	Position, Grade and Pay Scale (in Rs.)	Upper Age Limit on 01.03.2016	Min. Qual.	Post-Qualification Experience in relevant area	No.of Posts/ Category
1	Assistant (General) W3, 11500-26000	30 Years	Graduate preferably with MBA	4 Years	2 UR, 1 OBC
2	Assistant (Finance) W3, 11500-26000	30 Years	B.Com preferably with CA/ICWA/ MBA(Fin)	4 Years, Post Experience; Qualifaction can be relaxed in case of CA/ICWA qualified candidates	2 UR
Total Nos.					5

FIXED TENURE EXECUTIVE POSITIONS : FOR 4.5 YEARS**NO. Of VACANCIES - 57**

Sl	Position and Pay Package p.m.(in Rs.)	Upper Age Limit on 01.03.2016	Min. Qual.	Post-Qualification Executive Experience in relevant area	No.of Posts/ Category
1	Dy. Manager -Tech., (on Fixed Tenure basis for 4.5 years) Rs.70000 p.m.	37 years	Bachelor in Engineering/Technology (Full Time) preferably with MBA (Marketing /Fin) and/or Certificate of Energy Auditor/ Energy Manager from BEE	4 years of post-qualification experience	3 UR, 4 OBC, 1 SC, 1 ST
2	Dy. Manager -Fin., (on Fixed Tenure basis for 4.5 years) Rs.70000 p.m.	37 years	CA/ICWA	4 years	2, UR

Sl	Position and Pay Package p.m.(in Rs.)	Upper Age Limit on 01.03.2016	Min. Qual.	Post-Qualification Executive Experience in relevant area	No.of Posts/ Category
3	Assistant Manager (Tech), (on Fixed Tenure basis for 4.5 years) Rs.60000 p.m.	37 Years	Bachelor in Engineering/Technology (Full Time) preferably with MBA (Marketing /Fin) add/or Certificate of Energy Auditor/ Energy Manager from BEE	2 Years	4 UR, 1 OBC, 1 ST
4	Assistant Manager (Finance Mgmt.) (on Fixed Tenure basis for 4.5 years) Rs.60000 p.m.	37 Years	CA/ICWA/ MBA(Finance)	2 Years	2 UR
5	Engineer (Tech) (on Fixed Tenure basis for 4.5 years) Rs.50000 p.m.	37 Years	Bachelor in Engineering/Technology (Full Time)	1 Year	13 UR, 10 OBC, 6 SC, 3 ST
6	Officer (Finance Mgmt) (on Fixed Tenure basis for 4.5 years) Rs.50000 p.m.	37 Years	CA/ICWA/ MBA(Finance)	1 Year	4 UR, 1 OBC
7	Officer (HR) (on Fixed Tenure basis for 4.5 years) Rs.50000 p.m.	37 Years	MBA/PG Diploma/ MSW (full time) with Specialization in HR	1 Year	1 UR
	Total Nos.				57

FIXED TENURE NON-EXECUTIVE POSITIONS : FOR 4.5 YEARS**NO. OF VACANCIES -15**

Sl	Position and Pay Package p.m.(in Rs.)	Upper Age Limit on 01.03.2016	Min. Qual.	Post-Qualification Executive Experience in relevant area	No.of Posts/ Category
1	Assistant (General) (on Fixed Tenure basis for 4.5 years) Rs.25000 p.m.	30 Years	Graduate preferably with MBA	4 Years	3 UR, 1 OBC
2	Assistant (Finance) (on Fixed Tenure basis for 4.5 years) Rs.25000 p.m.	30 Years	B.Com preferably with CA/ICWA	4 Years, Post Qualification Experience; can be relaxed in case of CA/ICWA qualified candidates	3 UR
3	Data Entry operators (on Fixed Tenure basis for 4.5 years) Rs.20000 p.m.	30 Years	12 th Pass, Preferably Graduate with working knowledge of MS Office	1 Year in relevant field	4 UR, 2 OBC, 1 SC, 1 ST
Total Nos.					15

TOTAL NO.OF VACANCIES: 96

The schedule of events shall be as under:

SCHEDULE OF EVENTS (TENTATIVE)

Start date for Online Registration of Applications	25 March 2016
Last date for Online Registration	16 April 2016 upto 23:59 hrs.
Start Downloading Admit cards (Tentative)	29 April 2016
Written Exam (Tentative)	29 May 2016

GENERAL INSTRUCTIONS

1. Only Indian Nationals within prescribed Upper Age limit are eligible to apply.
2. The selected candidates can be posted anywhere in India / abroad depending on exigencies of work.
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 Relevant documents (pertaining to DOB and Experience) should be kept ready beforehand for filling up online application format.
4. All eligibility qualifications should be recognized in India and from a recognized Institution or University.
5. Teaching and/ or Trainee experience period will not be counted as experience. However, training period (i.e. Management/Engineer Trainee period) in a Public Sector Undertaking on regular pay scale resulting in absorption in E1/E2 grades may be considered for reckoning Post Qualification Executive experience.
6. Preference shall be given to the Candidates having experience in Public Sector Undertakings (PSU) and/or in areas of power sector/ energy efficiency/electrical appliances.
7. One candidate can apply for one post only.

8. Wherever applicable, relaxation in Upper Age Limit shall be as follows:

Sl No.	Category	Age relaxation
1	ST	5 Years
2	SC	3 Years
3	OBC	2 Years
4	Persons with Disability (More than 40%)	10 Years

Where posts are not reserved for any category, candidates belonging to reserved category can apply subject to meeting general standards of eligibility. Age/any other relaxation may also be given to internal candidates with the approval of Competent Authority of EESL.

9. 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.
10. Venue for written examination shall be intimated to candidates after scrutiny of Online Applications. Outstation candidates shortlisted for GD/interviews would be entitled for reimbursement of fare for travel by train or by road in accordance to the entitlement as per extant rules of the company. **No GD/Interview shall be taken for the positions of Assistant(General), Assistant(Finance) and Data Entry Operators(DEO), who shall be selected on the basis of written exam/skill test (in case of DEO).**
11. Management reserves the right to cancel / restrict /enlarge / modify / alter the recruitment/ selection process, if need so arises, after issuing a notification on EESL's website, without issuing any further notice or assigning any reason thereafter.

12. Number of Vacancies may vary depending upon the requirement.
13. 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.
14. All computations of Age, Post Qualification Experience etc., shall be as on 1.3.2016. Date of issuance of final mark sheet shall be taken as the date of acquiring qualification.
15. 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 / Interview . However, in the event of difficult in getting NOC from their parent departments , they may submit an undertaking at the time GD/ Interview that they will not claim any transfer benefit / protection of pay in case of their selection.
16. 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.
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. Candidates are also advised to use only one email id for all queries/correspondence with EESL. 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. 9205523273 (only during working days between 10.30 AM and 5.00PM)

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 passport sized photograph, scanned signature, scanned copy of relevant documents like proof of DOB, Qualifications proof (i.e. Engineering degree, Final Year Marksheets, etc), Proof of Experience (Certificate from present/previous employer, pay slip, NOC etc). No hard copies are required to be sent to EESL prior to written exam.
2. Candidates are required to remit fee through online transfer/ NEFT at the following rates at the time of filling the above online application form:-

Sl No.	Type of Post	Category	Amount (in Rs.)
1	Executive	UR	1000/-
2	Executive	SC/ST/OBC	250/-
3	Non-Executive	UR	500/-
4	Non-Executive	SC/ST/OBC	125/-
5	Executive/Non-Executive	Physically Challenged	NIL

3. 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 choose 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.
4. **Based on the performance/marks in the written exam the candidates shall be shortlisted for GD in the following manner in the ratio of 15 candidates per vacancy:**

Weightage for Marks in Written Exam (80%)	Weightage for total experience (10%)	Weightage for PSU Experience: (10%)
Maximum marks is 100		
Max: Upto 80 marks (marks obtained in written exam multiplied by 0.8)	• More than or equal to 200% of Prescribed experience : 10 marks • More than or Equal to 175% of Prescribed experience : 8 marks • More than or Equal to 150% of Prescribed experience : 7 marks • More than or Equal to 125% of Prescribed experience : 6 marks • Total Executive Experience equal to Min. Prescribed Experience: 4 Marks	• If PSU experience is more than or equal to prescribed work experience : 10 marks • If PSU experience is more than or equal to 75% of prescribed work experience : 8 marks • If PSU experience is more than or equal to 50% of prescribed work experience : 5 marks • If PSU experience is more than or equal to 25% of prescribed work experience : 3 marks

5. Based on the above parameters and further shortlisting of candidates in the GD in the ratio of 5 candidates for each vacancy, interviews of the candidates will be held on the same day of GD. 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. **There shall be no GD/Interviews for Non-Executive Regular or Non-Executive Fixed Tenure positions. Non-executive positions shall be filled up based on the performance in written test, PSU experience, qualifications, etc. However, in case of Data Entry Operators shortlisted top 80 candidates based on written test would be invited for skill test.**
6. 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

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.

At any stage of recruitment, if a candidate is/ has been found guilty of –

- Using unfair means during the examination 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 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.

