No.13/06/2022-EC

भारत सरकार/Government of India

विद्युत मंत्रालय/Ministry of Power

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Date: 25.03.2026

VACANCY CIRCULAR

Subject: Filling up one anticipated vacancy of Secretary in the Bureau of Energy Efficiency in Level- 13 of Pay Matrix on deputation basis-reg.

It is proposed to fill up one anticipated vacancy of Secretary in the Bureau of Energy Efficiency in Level- 13 of Pay Matrix on deputation basis.

Bureau of Energy Efficiency (BEE) is a statutory body under the Ministry of Power, Government of India, established under the provisions of Energy Conservation Act, 2001 to promote energy efficiency in the country. Secretary, BEE is an administrative post and it assists Directorate General of BEE in day to day functions.

2. Eligibility Conditions:

A. Essential qualifications and experience

The appointment to the post of Secretary shall be made on deputation from amongst officers of the Central Government or State Governments or Statutory Bodies or Autonomous Bodies under the Central or State Governments, holding a post not below the rank of Deputy Secretary to the Government of India.

B. Desirable experience

(i) Experience in the field of generation, transmission, distribution of power or energy conservation;

(ii) Experience in administrative, financial and budgetary matters.

3. List of duties & responsibilities attached to the post of Secretary:

Secretary, BEE is an administrative post and it assists DG, BEE in day to day functions.

4. Scale of Pay and Allowances:

(a) The Secretary shall be entitled to draw salary in the Pay Matrix-13 of 7th CPC; Provided that where an officer of the Central or State Government is appointed as Secretary his pay being drawn from the parent Government shall be protected.

(b) The pension and the leave salary contribution in respect of a person appointed from a Public Sector Undertaking or autonomous or statutory organization shall be paid by the Bureau to the lending Government.

(c) The Secretary shall be entitled to dearness allowance appropriate to his pay at the rate admissible to a Group 'A' officer of the corresponding status in the Central Government.

(d) The other terms and conditions of the service of the Secretary for which the provisions have not been made in these rules, including entitlement of leave salary, leave travel concession, travelling allowance, medical facilities, shall be such as are admissible to a Group 'A' officer of the corresponding status in the Central Government.

5. Age limit:

The maximum age limit for appointment to the post of Secretary, BEE on deputation basis, shall be 56 years as on closing date of receipt of applications.

6. Period of Deputation:

The Secretary shall hold office for a term of three years normally, from the date on which he/she enters upon his/her officer or, till the date of his/her superannuation in his/her parent cadre, whichever is earlier. The term of deputation may be extended where considered necessary up to a period of five years.

7. The application (in duplicate) only in the prescribed proforma (Annexure-I) of the eligible candidates whose services can be spared immediately on selection, together with the certificate from the forwarding Authority (in proforma Annexure-II) available on the website of the Ministry of Power or the Bureau of Energy Efficiency shall be considered. 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 through proper channel in the enclosed proforma (**as Annexed**), in duplicate, together with the following documents/ information and six passport size photographs to **the Under Secretary (EC), Room No. 6424, Zone-IV, 6th Floor, GPOA-3 Building, Africa Avenue, Netaji Nagar, New Delhi-110023 within 45 days from the date of publishing of this circular in the Employment News:**

(i) Annual Performance Appraisal 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.

Applications not in prescribed proforma or not forwarded through proper channel or not with requisite enclosures will be summarily rejected and no communication in this regard shall be entertained at any stage of recruitment.

Proforma for application can be downloaded from website of Ministry of Power- https://powermin.gov.in/ and website of Bureau of Energy Efficiency- https://beeindia.gov.in/en.

8. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

Government strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.

25.03.2026

Under Secretary (EC, ET & EV)
Ministry of Power

Copy to:

1. Secretary to Government of India, all Ministries/Departments of Govt. of India (through e-HRMS 2.0); with a request to give wide publicity to the vacancy in their Ministries/ Departments/ Attached & Subordinate Offices/ Statutory & Autonomous Organization under their Ministry/ Departments.
2. Under Secretary, CS-I Division, DoP&T with a request to upload the vacancy on DoP&T website and e-HRMS portal
3. Web Cell, Ministry of Power/BEE with a request to upload the Vacancy circular on the official website of the Ministry/BEE.

4. Chief Secretaries / Administrators all States/UTs

5. CMDs of all PSUs of MoP

ANNEXURE

CURRICULUM VIATE 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 **Essential:** (1) (2) (3) **Desired:** (1) (2)	Qualifications/Experience possessed by the officer
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 details)

8.	Nature of present employment i.e Ad-hoc or Temporary or Quasi Permanent or Permanent	
9.	In case the present employment is held on deputation/ contract basis, please state:-	

	(i) The date of initial appointment (ii) Period of appointment on deputation/ contract (iii) Name of the parent office/ organization to which you belong	
10.	Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column): (a) Central Government (b) State Government (c) Autonomous Organization (d) Statutory Organization (e) Others	
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 or 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	Additional information, if any, which you would like to mention in support of your support of your suitability for the post. (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) [Note: Enclose a separate sheet, if the space is insufficient]	
15.	Whether belong to SC/ST	

16	Remarks (The candidates may indicate information with regard to (i) Research publications and reports and special projects (ii) wards/ Scholarship/ Official Appreciation (iii) Affiliation with the professional bodies/ institutions/ societies; and(iv)any other information) [Note: Enclose a separate sheet if the space is insufficient]	

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)

Annexure-II

(Certificate to be furnished by the Employer/Head of Office/Forwarding Authority)

Certified that the particulars furnished by _____ are correct and he/she possesses educational qualifications and experience mentioned in the vacancy circular.

2. Also certified that: -

i. There is no vigilance or disciplinary case pending/contemplated against Shri/Smt. _____

ii. His/Her integrity is certified.

iii. The photocopies of the APARs for the last 5 years (for the year from 2020-21 to 2024-25) duly attested by an officer of the rank of Under Secretary to the Govt. of India or above, are enclosed.

iv. *No major/minor penalty has been imposed on him/her during the last 10 years.

v. *A list of major/minor penalties imposed on him/her during the last 10 years is enclosed. *

vi. This office has no objection in relieving the official in case of his/her appointment to the post.

Signature :
Name & Designation :
Telephone No. :
Fax No. :
Office Seal :

Place:

Dated: