

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



Creating an Energy Efficient World

Adv. Ref No.: EESL/0320/31

Date: 11/10/2023

RECRUITMENT FOR SENIOR LEVEL POSITIONS AT EESL

Energy Efficiency Services Limited (EESL), a joint Venture of NTPC Limited, Power Grid Corporation of India Ltd, Power Finance Corporation Ltd and Rural Electrification Corporation Ltd. under the Ministry of Power is creating and sustaining markets for Energy Efficiency in the country. EESL is running successful energy efficiency schemes like UJALA (Unnat Jyoti by Affordable LED's for all), Street Light National Programme (SLNP), Energy Efficient building programme and AgDSM. Various other schemes i.e Solar, EV, MEEP and Smart Meters are at various stages of formulation and implementation on PAN-India basis.

Energy Efficiency Services Limited is looking for professional with rich and vast experience for below mentioned regular positions:

S. No	Position, Pay Scale (in Rs.)	Upper Age Limit	Minimum Qualification	Minimum Post-Qualification Executive Experience*	No. of Posts/ category
1	Chief Financial Officer (CFO) (Rs. 1,20,000-2,80,000)	52 years	CA or ICWA Or Full time MBA in Finance / Full time Two years Post Graduate Diploma in Management with specilization in Finance from reputed Institutes/Universities.	21 years of relevant post-qualification experience in Financial Management, Audit and accounts, Taxation Budgetary Control, International Finance, Working Capital Managements, Resource Mobilization etc. in a large organisation of repute. Preferenece shall be given to the candidates currently working in the position of CFO/Head (Finance)	01-UR
2	Head (HR) (Rs. 1,20,000-2,80,000)	52 Years	Full time Two years Post graduate Degree /Equivalent course in HR /Personnel Management / Industrial Relations/Psychology OR Full time Masters in Business Administration (MBA) with specialization in HR/Personnel Management. Desirable: LLB/ PG	21 years post qualification experience in HR in leading Indian Private or Public Sector company. The incumbent in the role of Head of Human Resources will hold full responsibility for leading and managing the entire HR function. Head (HR) shall be responsible for the development and implementation of HR strategies, policies, and programs that align with the organization's objectives. . The individual will oversee various HR aspects, including Manpower	01-UR

			Diploma in Labour Laws	Planning, recruitment, employee relations, performance management, training, wage revision and ensuring compliance with applicable laws and regulations. Must have experience in handling IR issues. The incumbent should be able to drive capacity building through innovative learning and development initiatives.	
3	Company Secretary (Rs.1,20,000-2,80,000)	47 years	Associate Member of Institute of Company Secretaries of India	14 years post qualification experience in company secretarial profile. The incumbent should possess thorough knowledge of matters pertaining to Institutional Finance, Company Law, Corporate and Secretarial functions. The candidate should be well versed with the provisions and regulations of Companies Act and SEBI rules & regulations. The candidate should have experience of handling Board matters such as organizing Board Meetings, presentation of Board memoranda/agendas and should have handled these matters independently. The candidate should have a good administrative and liaisoning skills. The candidate should be able to cope up with all responsibilities of a Company Secretary in a large Company including statutory compliance under the Companies Act and other relevant Corporate Laws	01-UR

*(experience excludes teaching experience)

- Position at serial number 01 and 02 is equivalent to current Chief General Manager in EESL
- Position at serial number 03 is equivalent to current Additional General Manager in EESL

Applicants from PSU/Government/Private sector should possess experience in the following pay scales or equivalent:

1	For CFO and Head (HR) position, candidates working in Central/State Govt./PSU/Autonomous organisation etc. should be working for a minimum of 3 years in IDA pay scale of Rs.120000-280000/ CDA scale at level 13 A in PB-4 (Rs.37400-67000) with Grade Pay Rs. 8900 in pay matrix of 7 th CPC. Candidates working in private sector should be drawing minimum annual CTC of Rs. 37 Lakh as on 10/11/2023
2	For CS position, candidates working in Central/State Govt./PSU/Autonomous organisation etc. should be working for a minimum of 2 years in IDA scale of Rs.100000-260000 and CDA scale

<p>at PB-4 (Rs.37400-67000) with Grade Pay Rs. 8700, equivalent to level 13 of pay matrix, as per 7th Central Pay Commission.</p> <p>OR</p> <p>Candidates working in private sector should be drawing minimum annual CTC of Rs. 31 lakh as on 10/11/2023.</p>
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Note- Preference shall be given to candidates having experience of working with the listed organizations.

The recruitment time schedule shall be as under:

INDICATIVE SCHEDULE OF EVENTS

Start date for Online Registration of Applications	20 th October, 2023
Last date for Online Registration and submission of application	10 th November, 2023 (mid-night)

GENERAL INSTRUCTIONS

- 1- Only Indian Nationals within prescribed Upper Age limit are eligible to apply.
- 2- All eligibility qualifications should be from UGC/ AICTE recognized institutes/Board.
- 3- One candidate can apply for only one position.
- 4- Indicative place of posting for above positions is corporate Office however 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, and signature and resume should be kept ready beforehand as these would be required to be uploaded at the time of filling up of online application form.
- 6- Trainee experience period will not be counted as experience unless it is against permanent vacancy leading to absorption in regular pay scale in a Public sector undertaking/ Government Department.
- 7- All the provisions of EESL Recruitment Rules shall be applicable on the above advertised positions.

- 8- Where posts are not reserved for any category, candidates belonging to reserved category can apply subject to meeting general standards of eligibility.
- 9- 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.
- 10- Incomplete applications are liable to be rejected.
- 11- Number of Vacancies may vary depending upon the requirement. A panel of shortlisted candidates may be maintained for six months.
- 12- In case of higher/lower number of application received, the shortlisting criteria based on minimum experience/qualification may be modified/reduced/increased.
- 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 10th November,2023. 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 Autonomous bodies should apply online and furnish “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 transfer/service benefit in case of their selection.
- 16- Outstation candidates called for physical interviews would be entitled for reimbursement of actual fare of travel by air (Economy) or rail -2 Tier A/c or by road 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. Fare reimbursement will be subject to the successful completion of document verification on the day of interview as per prescribed criteria in advertisement.
- 17- 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.
- 18- Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/or an application in response thereto shall be subject to jurisdiction of the courts at Delhi.
- 19- 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 (**between 11 AM to 5 PM on working days**).

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 prior to Interview.**
2. 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.

PROCEDURE FOR SELECTION

3. Based on the online applications, scrutiny shall be done and candidates shall be shortlisted for Interview.
4. The candidates shall have to produce copies of educational qualification and experience claimed which shall be verified from the original documents at the appropriate stage and shall be subject to verification from the original source.
5. Appointment of selected candidate shall be subject to their being found medically fit.
6. 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.

**HR Department
Energy Efficiency Services Limited**