



ENERGY EFFICIENCY SERVICES LIMITED

A joint venture of PSUs under Ministry of Power

Creating an Energy Efficiency World

Adv. Ref No: EESL/0320/34

Date: 11/12/2024

Recruitment of Various Consultants for ALCBT Funded Project

ALCBT is a five-year project aims to support a shift towards low carbon buildings in Cambodia, India, Indonesia, Thailand, and Vietnam. The project is being jointly implemented by EESL, the Global Green Growth Institute, HEAT International, and ASEAN Centre for Energy, and funded by the German government. The project focuses on developing Measurement, Reporting, and Verification (MRV) tools for the building sector. Key objectives include enhancing technical capacity for around 19,000 industry stakeholders, facilitating 100 eco-friendly cooling projects with EUR 140 million in investments, and achieving a target reduction of 2.68 million tons of CO2 emissions. The project will also pilot low-carbon tools in Uttar Pradesh, Haryana, and Kerala, showcasing the concept of embedded carbon in building energy usage.

Energy Efficiency Services Limited (EESL) is seeking experienced professionals for a **two-year contract**, extendable based on satisfactory performance under the Asia Low Carbon Buildings Transition (ALCBT) Project, for period upto project timeline.

EESL is hiring professionals for various roles under the ALCBT Project. Position(s) detail are as under:

DETAILS OF POSITIONS

S.No	PositionName	Essential Qualification (Full time)	Indicative Place of posting	No. of Post	Post Qualification Executive Experience	Consolidated Remuneration	Age limit
1	Program Manager	BE / B. Tech in Electrical/Mechanical/Electronics & Communication/ Telecommunication with 60% marks from any recognized university in India. & Certified Energy Auditor from BEE, GoI	Delhi	01	12-years	Rs. 1,50,000/- pm	47 years

2	Project Co-Ordinator (PC)	BE / B. Tech in Electrical/Mechanical/Electronics & Communication/ Telecommunication with 60% marks from any recognized university in India.	Delhi	01	04 years	Rs. 70,000/pm	37 years
3	Sector Expert (Technical)	BE / B. Tech in Electrical/Mechanical/Electronics & Communication/ Telecommunication with 60%marks from any recognized university in India and Certified Energy Auditor from BEE / IGBC-AP / GRIHA-CP / LEED-AP / ASSOCHAM-GEM-CP / ECBC Master Trainer / ECBC Professional.	Delhi	03	7 years	Rs. 90,000/pm	42 years
4	Training & Capacity Building officer	BE / B. Tech in Electrical/Mechanical/Electronics & Communication/ Telecommunication with 60% marks from any recognized university in India.	Delhi	01	04 years	Rs. 70,000/pm	37 years
5	Procurement Officer	BE / B. Tech in Electrical/Mechanical/Electronics & Communication/ Telecommunication with 60% marks from any recognized university in India.	Delhi	01	02 years	Rs. 60,000/pm	37 years
6	Finance Officer (PA)	CA / CMA (erstwhile ICWA)/ Full time MBA in Finance/ Full time Two years PGDM with specialization in Finance.	Delhi	01	02 years	Rs. 60,000/pm	37 years

7	Project Engineer (PE) - Technical	BE / B. Tech in Electrical/Mechanical/Electronics & Communication/ Telecommunication with 60% marks from any recognized university in India.	Delhi	02	02 years	Rs. 60,000/pm	37 years
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Detailed Job description is given in **Annexure-A**.

INDICATIVE TIMELINES

Start date for Online Registration of Applications	11.12.2024
Last date for Online Registration and submission	Upto 11.01.2025 (mid-night)

IMPORTANT INSTRUCTIONS

1. Only Indian Nationals within prescribed Upper Age limit are eligible to apply.
2. The Applications should be submitted ONLINE on the website: www.eesl.co.in. Applications sent other than the prescribed mode will stand rejected.
3. The place of posting as above is only indicative and selected candidates can be posted anywhere in India / abroad depending on exigencies of work.
4. The contract period is initially for 02 Years extendable based on project Tenure and satisfactory Performance.
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 recognized Institutes/Board. Candidates having Qualifications through Distance Learning mode are not eligible.
7. One candidate can apply for one post only that is best suitable to them as against the advertised criteria. In case the candidate applies for more than 01 post then his last submitted application will be considered subject to meeting the advertised criteria.
8. 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.
9. Teaching Experience will not be counted as Experience.

10. Meeting mere eligibility does not ensure call for interview/GD/Test etc. 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. EESL also reserve the right to fill or not to fill all or any of the above position.
11. The recruitment process can be cancelled/suspended/terminated without assigning any reason at any time. In this regard the decision of management will be final.
12. Management reserves the right to restrict the number of candidates to be called for Interview/GD/test etc, reject the application without assigning any reason/ change the number of post/raised the standard of specification.
13. EESL will not entertain any inquiries regarding the calling, selection, or rejection of candidates at any stage of the selection process. The decisions made by EESL are final and binding. The stages of the selection process will be continuously updated on the EESL website. Candidates are advised to regularly check the "Career" section at www.eesl.co.in for the latest information.
14. In case of higher/lower number of application received the shortlisting criteria based on minimum level of experience/qualification may be modified/reduced/increased.
15. Number of Vacancies may vary depending upon the requirement. A panel of shortlisted candidates may be maintained for any additional vacancy.
16. 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.
17. The candidates applying should ensure that they fulfill all eligibility conditions. Their admission at all stages is purely provisional.
18. Any canvassing directly or indirectly by the applicant shall disqualify his/her candidature.
19. Selected candidates are liable to be posted at any Area/ Project under the control of EESL in different States or locations
20. The cut-off date for determining the age limit and post-qualification experience will be the closing date of the notification of the vacancies. Date of issuance of final marksheet shall be taken as date of acquiring qualification.
21. Incomplete applications are liable to be rejected at the scrutiny stage only.
22. 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.
23. 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.
24. In case of any query the same may be sent to eeslrecruitment@eesl.co.in.
25. 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. 0120-6541600 (during working days between 10:30 AM to 4:30PM).

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

1. Based on the online applications, scrutiny shall be done and candidates shall be shortlisted for Interview.
2. 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.
3. Appointment of selected candidate shall be subject to their being found medically fit.
4. 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

DETAILED JOB DESCRIPTION:

1. DESIGNATION: - PROGRAM MANAGER

1. **No. of Vacancy:** – 01
2. **Nature of Job:** – Contractual
3. **Contractual Period:** – 2 Years extendable further subject to project tenure and performance
4. **Indicative Place of Posting:** - Delhi

5. Educational Qualification:

a. Essential-

- i. BE / B. Tech in Electrical/Mechanical/Electronics & Communication/Telecommunication with 60% marks from any recognized university in India and*
- ii. Certified Energy Auditor from BEE / IGBC-AP / GRIHA-CP / LEED-AP / ASSOCHAM-GEM-CP/ ECBC Master Trainer / ECBC Professional.*

b. Desirable-

- i. ME/M. Tech/MBA/PG Diploma/ Master's Degree in Energy Management/ Energy Economics/ Climate Change*
- ii. Accredited Energy Auditor from BEE, GoI*
- iii. Certified Measurement & Verification Professional (CMVP).*

6. Experience:

a. Essential-

- Minimum 12 years of post-qualification executive experience, out of which 7 years in the field of energy efficiency projects including planning, execution, monitoring, project management, energy auditing and policy advocacy.
- Experience in cooling services in building / energy simulation of Building/ Industrial automation / Building Management System (BMS) in mid-management role dealing with energy usage and program management.
- Experience of working in at least two projects of government/ DISCOMs/ CPSUs/ Corporate / Semi- Government/Multi/Bi-lateral/ donor agencies programs/ Projects.

b. Desirable:

- a. Consulting and Research experience in the area of building energy efficiency and low carbon technologies.
- b. Knowledge of procurement of goods & services, tendering and contracting processes.

7. Skill set required:

- a. Sound knowledge on emerging energy efficiency technologies and their deployment.
- b. Preparation & techno commercial evaluation of Detailed Project Reports.
- c. Sound project management including financial and analytical skills.
- d. Stakeholder management including milestone reporting.
- e. Excellent written and verbal communication, presentations to high level audience.

- f. Ability to lead a team.
- g. Strong interpersonal skill.
- h. Proficient with standard MS-office applications

8. Job Responsibility:

- a. Overall project management, stakeholder coordination, planning and execution of project.
- b. Provide overall leadership, management and technical guidance to team for achieving deliverables in a timely manner.
- c. Oversee the procurement of equipment and other consulting services as and when required under the project.
- d. Ensure timely budget planning and utilization.
- e. Business development of the demonstrated technologies through adequate outreach.
- f. Any other work as desired by the Project Head, EESL under the project.

9. **Remuneration:** Rs. 1.50 Lakh P.M.

10. **Travelling/Accommodation-** As per E6 Level of EESL.

2. DESIGNATION: - PROJECT COORDINATOR

1. **No. of Vacancy:** – 01

2. **Nature of Job:** – Contractual

3. **Contractual Period:** – 2 Years extendable further subject to project tenure and performance

4. **Indicative Place of Posting:** - Delhi

5. Educational Qualification:

a. Essential-

i. BE / B. Tech in Electrical/Mechanical/Electronics & Communication/ Telecommunication with 60% marks from any recognized university in India.

b. Desirable-

i. ME/M. Tech/MBA/PG Diploma/ Master's Degree in Energy Management/ Energy Economics/ Climate Change/ Town Planning

ii. Certified Energy Auditor from BEE, GoI

iii. Certified Measurement & Verification Professional (CMVP)

6. Experience Required:

a. Essential-

i. Minimum 4 years of post-qualification experience, out of which 02 years in project coordination, Supervision & management, planning and monitoring, project execution, meeting project deadlines in Energy Efficiency/Power/ Energy intensive Industries.

ii. Experience in managing project budgets, including cost estimation, tracking expenditures, and financial reporting.

iii. Experience coordinating with various stakeholders such as clients, suppliers, regulatory bodies.

iv. Skills in preparing detailed project reports, documentation, and presentations for

stakeholders and senior management.

b. Desirable:

- i. Knowledge of procurement, tendering and contracting processes*
- ii. Consulting and Research experience in the area of energy efficiency.*
- iii. Experience of working in Building Sector*
- iv. Knowledge of SAP/ERP/E-office.*

7. Skill set required:

- a. Knowledge on latest developments in energy efficiency technologies pertaining to the building sector.
- b. Preparation of Detailed Project Reports.
- c. Sound project management including financial and analytical skills.
- d. Stakeholder management and coordination.
- e. Excellent written and verbal communication, presentations to high level audience.
- f. Strong interpersonal skills.
- g. Proficient with standard MS-office applications

8. Job Responsibility:

- a. Support to Programme Manager in identification of technologies, its evaluation & beneficiary units.
- b. Coordination with the stakeholders, technology suppliers, and other engaged agencies.
- c. Support in organizing workshops, conferences and prepare & disseminate the minutes, proceeding of the meetings.
- d. Coordinate for timely completion of Procurement activities.
- e. Project implementation including preparation of bill of material, operations, delivery of material.
- f. Prepare Monthly Project Reports for onward submission to EESL, Client and Donar agency.
- g. Any other work as desired by the Project Lead, EESL/PM under the project.

9. **Remuneration:** Rs. 70,000/- P.M.

10. **Travelling/Accommodation-** As per E3 Level of EESL

3. DESIGNATION: - SECTOR EXPERT (TECHNICAL)

1. **No. of Vacancy:** – 03

2. **Nature of Job:** – Contractual

3. **Contractual Period:** – 2 Years extendable further subject to project tenure and performance

4. **Indicative Place of Posting:** - Anywhere in India

5. **Educational Qualification:**

a. Essential-

i. BE / B. Tech in Electrical/Mechanical/Electronics & Communication/ Telecommunication with 60%marks from any recognized university in India.

ii. Certified Energy Auditor from BEE / IGBC-AP / GRIHA-CP / LEED-AP / ASSOCHAM-GEM-CP / ECBC Master Trainer / ECBC Professional.

b. Desirable-

- i. ME/M. Tech/MBA/PG Diploma/ Master's Degree in Energy Management/ Energy Economics/ Climate Change/ city Planning*
- ii. Certified Measurement & Verification Professional (CMVP)*

6. Experience Required:

a. Essential-

- i. Minimum 07 years of post-qualification experience, out of which 04 years in projects including Design Engineering / planning and monitoring/ project management in Energy Efficiency / Power / Energy intensive Industries.*
- ii. Must have experience in cooling services in building / energy simulation of Building/ Industrial energy efficiency project / Building Management System (BMS) in executive role dealing with energy usage, program management and project financing.*
- iii. Minimum 01 years' experience of working in the PSUs/ government agencies/ DISCOMs/ CPSUs/ Corporate / Semi- Government/Multi/ Bi-lateral/ donor agencies programs/ Projects.*

b. Desirable:

- i. Consulting and Research experience in the area of energy efficiency.*
- ii. Knowledge of SAP/E-office.*
- iii. Knowledge of procurement, tendering and contracting processes and requirements*

7. Skill set required:

- a. Technical report writing
- b. Good analytical and problem-solving skill.
- c. Excellent written and verbal communication.
- d. Procurement
- e. Working knowledge of SAP
- f. Planning and organizing workshops, conferences.

8. Job Responsibility:

- a. Due diligence of TOR, Formulation & Review of DPRs, FSR, Supply Chain management, Project supervision, etc.
- b. Support Project Manager in Project execution and other consulting works.
- c. Project execution including preparation of bill of material, delivery of material, processing of invoices, payment reconciliation with vendor.
- d. Support for organize workshops, conferences and disseminate the minutes, proceeding of the meetings.
- e. Any other work as desired by the Project Manager.

9. **Remuneration:** Rs. 90,000/- pm

10. **Travelling/Accommodation-** As per E4 Level of EESL

4. DESIGNATION: - TRAINING AND CAPACITY BUILDING OFFICER

1. **No. of Vacancy:** – 01
2. **Nature of Job:** – Contractual
3. **Contractual Period:** – 2 Years extendable further subject to project tenure and performance
4. **Indicative Place of Posting:** - Delhi

5. **Qualification:**
 - a. **Essential-**
 - i. *BE / B. Tech in Electrical/ Mechanical/Electronics & Communication/ Telecommunication or MBA(HR/System) with 60% marks from any recognized university in India.*
 - b. **Desirable-**
 - i. *Certification in training and development (e.g., CPLP, CPTM etc.)*
 - ii. *Master's degree in Education, Training and Development, Organizational Development, or a related field*
6. **Experience Required:**
 - a. **Essential-**
 - i. Minimum 04 years of post-qualification experience in designing, delivering, and evaluating training programs.
 - ii. Proven experience in planning and organizing training sessions, workshops, and conferences
 - iii. Experience in coordinating with various stakeholders, including team members, vendors, and external agencies, to ensure smooth execution of training programs
 - b. **Desirable:**
 - i. *Experience in consulting within the field of training and development, particularly related to energy efficiency or organizational development.*
 - ii. *Experience in conducting research related to training effectiveness, energy efficiency, or organizational development.*
7. **Skill set required:**
 - a. Technical report writing
 - b. Good analytical and problem-solving skill.
 - c. Plan and Organize workshops, conferences.
 - d. Excellent written and verbal communication.
 - e. Strong interpersonal skill.
 - f. Ability to create professional and impactful presentations /documents.
 - g. Working knowledge of SAP.
8. **Job Responsibility:**
 - a. Data analysis, report preparation, planning and coordination.
 - b. Plan and co-ordinate all logistic matters required under this project
 - c. Support to PM, SE in preparation of minutes, reports and data compilation.
 - d. Content design development and support media outreach activities for Print Media/ Social Media.
 - e. Ensure proper record keeping.

9. **Remuneration:** Rs. 70,000/- P.M

10. **Travelling/Accommodation-** As per E3 Level of EESL

5. DESIGNATION: - PROCUREMENT OFFICER

1. **No. of Vacancy:** – 01

2. **Nature of Job:** – Contractual

3. **Contractual Period:** – 2 Years extendable further subject to project tenure and performance

4. **Place of Posting:** - Delhi

5. Qualification:

a. Essential-

i. *BE / B. Tech in Electrical/Mechanical/Electronics & Communication/ Telecommunication with 60% marks from any recognized university in India.*

b. Desirable-

i. *Certification in procurement or supply chain management, such as Certified Professional in Supply Management (CPSM), Certified Purchasing Professional (CPP)*

ii. *Bachelor's or Master's degree in Supply Chain Management, Business Administration, Finance, Economics, or a related field*

6. Experience Required:

a. Essential-

i. Minimum 02 years of post-qualification Experience in Procurement and Supply Chain Management/ Public Procurement processes in PSUs/ government agencies/ DISCOMs/ CPSUs/ Corporate / Semi- Government/Multi/ Bi-lateral/ donor agencies programs/ Projects.

b. Desirable:

i.

ii. Knowledge of Procurement Guidelines/ Manuals/ Policies: Familiarity with relevant laws, regulations, and industry standards related to procurement and supply chain.

iii. Supplier Relationship Management: Skills in building and maintaining strong relationships with suppliers, managing performance, and resolving issues.

iv. Analytical and Problem-Solving Skills: Ability to analyze market trends, supplier performance, and procurement data to make informed decisions and solve problems.

v. Communication and Negotiation Skills: Strong verbal and written communication skills, with the ability to negotiate terms and conditions effectively.

vi.

7. Skill set required:

a. Report writing

b. Excellent written and verbal communication.

c. Ability to create professional and impactful presentations /documents.

d. Negotiation: Strong ability to negotiate favorable terms and conditions with suppliers.

e. Analytical Skills: Proficiency in analyzing market trends, procurement data, and supplier performance.

f. Communication: Excellent verbal and written communication skills.

g. Project Management: Ability to manage multiple procurement projects and meet deadlines.

h. Contract Management: Experience in drafting, reviewing, and managing contracts.

- i. Supplier Relationship Management: Skills in building and maintaining effective supplier relationships.
- j. Working knowledge of SAP.

8. Job Responsibility:

- a. Sourcing: Identify and evaluate potential suppliers to meet organizational needs.
- b. Negotiation: Negotiate contracts, terms, and pricing with suppliers.
- c. Purchasing: Manage the procurement process, including placing orders and ensuring timely delivery.
- d. Supplier Management: Develop and maintain relationships with suppliers, monitor performance, and resolve issues.
- e. Compliance: Ensure procurement activities comply with relevant laws, regulations, and organizational policies.
- f. Market Analysis: Analyze market trends and supplier conditions to make informed purchasing decisions.
- g. Inventory Management: Manage inventory levels and coordinate with internal teams to ensure adequate supply.
- h. Budget Management: Experience in managing budgets, forecasting expenses, and ensuring cost-effectiveness in procurement activities.

9. Remuneration: Rs. 60,000/- P.M

10 Travelling/Accommodation- As per E2 Level of EESL.

6. DESIGNATION: - FINANCE OFFICER

- 1. **No. of Vacancy:** – 01
- 2. **Nature of Job:** – Contractual
- 3. **Contractual Period:** – 2 Years extendable further subject to project tenure and performance
- 4. **Indicative Place of Posting:** - Delhi
- 5. **Educational Qualification:**

a. **Essential-** CA / CMA (erstwhile ICWA)/ Full time MBA in Finance/
Full time Two year PGDM with specialization in Finance.

6. Experience Required:

a. Essential-

Minimum 2 years of post-qualification experience in economics/ finance management/ accounting.

b. Desirable:

- 1. Working Knowledge of financial management policies and procedures of the government, multilateral financial institutions and development cooperation agencies.
- 2. Working Knowledge of the institutional, technical, and commercial aspects of financial management.

7. Skill set required:

- a) Procurement Accounting.
- b) Acceptable analytical and problem-solving skill.
- c) Good written and verbal communication.

- d) Analyzing Financial matters
- e) Acceptable interpersonal skill.
- f) Working experience with standard MS-office applications
- g) Ability to create professional and impactful presentations /documents.

8. Job Responsibility:

- a) Ensure proper management and disbursement of funds following accounting, budgeting, financial control and audit procedures.
- b) Preparing and processing of all payment requests for the consultancy services /material procurement under this project including its reconciliation.
- c) Maintaining accounting books in accordance with international accounting standards
- d) Carrying out control and filing of payment documents, invoices and other financial documents relating to project transactions with Regulatory authority.
- e) Prepare Monthly Fiscal Reports for onward submission to EESL, Client and Donar agency.
- f) Any other work as desired by the Project Manager.

9. **Remuneration:** Rs. 60,000/- P.M

10. **Travelling/Accommodation-** As per E2 Level of EESL

7. DESIGNATION: - PROJECT ENGINEER (PE)

1. **No. of Vacancy:** – 02

2. **Nature of Job:** – Contractual

3. **Contractual Period:** – 2 Years extendable further subject to project tenure and performance

4. **Indicative Place of Posting:** - Delhi

5. **Qualification:**

a. Essential-

i. BE / B. Tech in Electrical/Mechanical/Electronics & Communication/ Telecommunication with 60% marks from any recognized university in India.

b. Desirable-

i. ME/M. Tech/MBA/PG Diploma/ Master's Degree in Energy Management/ Energy Economics/ Climate Change

6. **Experience Required:**

a. Essential-

i. Minimum 02 years of post-qualification experience in energy efficiency projects.

ii. Consulting and Research experience in the area of energy efficiency.

iii. Experience of working in Building Energy Efficiency and related technologies

b. Desirable:

i. Experience in developing project plans, including scope, schedule, and budget.

ii. Experience in liaising with clients, vendors, and team members to ensure project requirements are met.

iii. Proficiency in preparing and presenting project reports, documentation, and updates.

iv. Knowledge of procurement, tendering and contracting processes and requirements

v.

7. Skill set required:

- a. Technical report writing
- b. Good analytical and problem-solving skill.
- c. Plan and Organize workshops, conferences.
- d. Excellent written and verbal communication.
- e. Strong interpersonal skill.
- f. Ability to create professional and impactful presentations /documents.
- g. Working knowledge of SAP.

8. Job Responsibility:

- a. Support in Data analysis, report preparation, planning and coordination.
- b. Support in Planning and co-ordination with logistic / Implementing/ Executing agency.
- c. Support to SE in preparation of minutes, Monthly reports and data compilation.
- d. Ensure proper record keeping on daily progress.

9. **Remuneration:** Rs. 60,000/- P.M

10. **Travelling/Accommodation-** As per E2 Level of EESL