



**BUREAU OF ENERGY EFFICIENCY**  
(Ministry of Power, Government of India)  
4<sup>th</sup> Floor, Sewa Bhawan, R.K. Puram, Sector-1, New Delhi-66  
Website: [www.beeindia.gov.in](http://www.beeindia.gov.in), Phone: 011- 26766700

## Application for Accountant

BEE invites applications from Indian Nationals for the following posts:

Name of Post and No.	Level in Pay Matrix	Mode of Recruitment
<b>Accountant - (02 Posts) (Un-reserved)</b>	Level-6 (Rs.35400-112400)	By direct recruitment or deputation including short term contract or absorption.

The incumbent will be paid other allowances as per Central Govt. Rules.

For further details, visit: [www.beeindia.gov.in](http://www.beeindia.gov.in).

**Last date of receipt of applications:** Within 45 days of the date of publication of the advertisement in the Employment News.

**Secretary**



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### **Application for Accountant**

BEE invites applications from Indian Nationals for the 02 posts of Accountant (Un-reserved) in Level-6 (Rs.35400-112400) of Pay Matrix + other allowances as per Central Govt. Rules) to be filled on Direct Recruitment or Deputation including short term contract basis.

**Further, details of Educational Qualification, Age, Experience, Reservation can be downloaded from the website of Bureau of Energy Efficiency. [www.beeindia.gov.in](http://www.beeindia.gov.in) or the website of Employment News. [www.employmentnews.com](http://www.employmentnews.com)**

The interested applicants may forward their curriculum vitae along with 2 passport size photographs and self-attested copies of certificates/mark sheets, giving complete details of their qualifications and experience with two references, within 45 days of the date of publication of the advertisement in the Employment News, to **The Secretary, Bureau of Energy Efficiency, 4<sup>th</sup> floor, Sewa Bhawan, R.K. Puram, Sector-I, New Delhi 110066**. Candidates from Government Departments/PSUs/ Autonomous bodies etc. should send their application through proper channel. The Bureau reserves the right to relax the eligibility and other criteria in case of exceptionally outstanding candidates.

### Accountant

**Bureau of Energy Efficiency (BEE)** is a statutory body under the (Ministry of Power, Government of India) established under provisions of the Energy Conservation Act 2001, to promote efficient use of energy and its conservation. Applications are invited for two (02) posts of Accountant (Un-reserved) in BEE in the Level-06 of Pay Matrix (Rs.35400 – 112400) from Indian Nationals by direct recruitment or deputation (including short term contract) or absorption, as the case may be.

2. The post has the following Job Description:

“To help build stronger financial and accounting systems to ensure high level of accountability and transparency and the key tasks are as under:

- Budgeting and release of funds
- To assist in preparation of annual budgets and monitoring actual expenditure against budget
- To assist in review of annual budget submitted by program managers and then periodically monitor the expenditure against program budget
- To assist the Finance & Accounts Officer to monitor program divisions to obtain timely release of funds from the Ministry of Power, GoI
- To maintain books of accounts and financial documentation for BEE and its various program divisions e.g. Petty Cash Book; Bank book; Journal; Asset registers; Staff Advances register; Allowances – Staff registers; contract register, and any other subsidiary records that may be required to be maintained
- Prepare cheques and release payments after seeking appropriate approval.
- To reconcile on a monthly/annual basis various accounts/statements maintained in BEE with regular bank statements;
- Ensure timely preparation and submission of financial reports/returns as and when required.
- To facilitate statutory audit and CAG and other government audit work.
- To undertake any other duties as may be required from time to time.

1.	Name of post	<b>Accountant</b>
2.	No. of Posts and Reservation	<b>02 (Two)</b> - Un-reserved
3.	Classification	Equivalent to Group ‘B’ in the Central Government.  Non-Gazetted
4.	Level in Pay Matrix	Level - 6 (Rs.35400 – 112400) (Pre-revised Rs.9300 – 34800+Grade Pay of Rs. 4200)
5.	Whether Selection Post or non-selection post	Not applicable.

6.	Age limit for direct recruits	<p>Up to 30 years (Relax able for Government servants including departmental candidates up to five years in accordance with the instructions or orders issued by Central Government).</p> <p>Note – The crucial date for determining the age-limit shall be the closing date for receipt of application from candidates and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of the State of Jammu &amp; Kashmir, Lahaul and Spiti District and Pangi Sub-division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep.</p>
7.	Educational and other qualifications required for direct recruits	<p><b>Essential:</b></p> <p>(i) Bachelor degree from a recognized University  (ii) Computer literate and proficient in Microsoft Office, and  (iii) having five years' experience in cash and accounts or budget work in Government Departments or in Academic Institutions or Industrial organizations.</p> <p>Note:- Qualifications are relaxable at the discretion of the Central Government in the case of candidate otherwise well qualified.</p> <p><b>Desirable</b></p> <p>(i) Must have knowledge of Central Government accounting procedure such as procedural details for budget, drawing and disbursement, receipt and payment, statutory recoveries, funds, their accounting and financial control, preparation and finalization of annual accounts; and  (ii) Having sound knowledge of commercial accounts.</p>
8.	Whether age and educational and other qualifications prescribed for direct recruits will apply in case of promotees.	Not applicable
9.	Period of probation, if any	Two years for direct recruits.

10.	Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of vacancies to be filled by various methods.	By direct recruitment or deputation including short term contract or absorption.
11.	In case of recruitment by promotion or deputation including short term contract, grades from which promotion or deputation including short term contract is to be made	<p>Deputation (including short term contract) or absorption</p> <p>(a) Officers of Central Government or State Government or Union Territories or Universities or Government research institutes or Public Sector Undertakings:-</p> <p>(i) holding analogous post on regular basis in the parent cadre; or</p> <p>(ii) having 10 years regular service in the post in Level-4 (Rs.25500 – 81100) of Pay Matrix (pre-revised Pay Band-2 Rs.9300-.34800 with grade pay of Rs.2400); and</p> <p>(b) having experience prescribed for direct recruits under column (7).</p> <p>Note 1 - The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization or Department of the Central Government shall ordinarily not exceed five years.</p> <p>Note 2 - The maximum age limit for appointment by deputation shall not exceed fifty six years as on the closing date of receipt of applications.</p> <p>Note 3 - The period of deputation or short term contract normally shall not exceed five years and on the satisfactory completion not less than three years, the officer shall be eligible to be considered for absorption in the Bureau.</p>

**CURRICULUM VITAE PERFORMA FOR THE POST OF ACCOUNTANT**

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	Qualifications/Experience possessed by the officer
		<p><b>Essential:</b></p> <p>(i) Bachelor degree from a recognized University (ii) Computer literate and proficient in Microsoft Office, and (iii) having five years' experience in cash and accounts or budget work in Government Departments or in Academic Institutions or Industrial organizations.</p> <p>Note:- Qualifications are relaxable at the discretion of the Central Government in the case of candidate otherwise well qualified.</p> <p><b>Desirable</b></p> <p>(i) Must have knowledge of Central Government accounting procedure such as procedural details for budget, drawing and disbursement, receipt and payment, statutory recoveries, funds, their accounting and financial control, preparation and finalization of annual accounts; and (ii) Having sound knowledge of commercial accounts.</p>	
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.				
<b>Office/ Institution</b>	<b>Post held</b>	<b>From</b>	<b>To</b>	<b>Scale of Pay and Basic Pay</b>	<b>Nature of duties (in detail)</b>
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) Government Undertaking (e) Universities (f) 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 of 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.	<p>Additional information, if any, which you would like to mentioned in support of your suitability for the post</p> <p>(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)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>	
15.	Whether belongs to SC/ST/OBC	

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)**