

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



**Creating an Energy Efficient World**

Adv. Ref No.: EESL/0320/17

Date- 15/10/2019

**RECRUITMENT FOR VARIOUS LEVEL POSITIONS AT EESL**

Energy Efficiency Services Limited (EESL), a joint Venture of NTPC Limited, PFC, REC and Power grid under the Ministry of Power is creating and sustaining markets for Energy Efficiency in the country. Towards the end, 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, MEEP and Smart Meters based on PAN-India distribution of energy efficient commodities are ready to take EESL to newer level of business escalation.

Energy Efficiency Services Limited is looking for bright, committed, enthusiastic young professionals at various level positions in regular scale as detailed below:

**REGULAR POSITIONS**

**NO. Of VACANCIES - 235**

| -<br>Sl | Position, Pay Scale (in Rs.)   | Upper Age Limit as on the 1 <sup>st</sup> Novemeber,2019 | Minimum Qualification   | Post-Qualification Experience  | No. of Posts | Category              |
|---------|--|--|---|--|--------------|-----------------------|
| 1       | Deputy Manager (Technical) in Regular pay scale of Rs.(70000-200000) | 37 years   | Bachelor in Engineering/Technology<br><br>Desirable-MBA (Marketing/Finance) | Four years of post-qualification experience in Power Sector/Energy Efficiency/Solar Energy/Electrical Appliances | 7            | UR-5<br>SC-1<br>OBC-1 |

|   |   |          |   |  |     |  |
|---|---|----------|---|--|-----|--|
| 2 | Assistant Manager (Technical) in Regular pay scale of Rs.(60000-180000)       | 37 years | Bachelor in Engineering/Technology<br><br>Desirable- MBA(Marketing/Finance)   | Two years of post- qualification experience in Power Sector/Energy Efficiency/Solar Energy/Electrical Appliances | 3   | UR-3   |
| 3 | Engineer (Technical) in the Regular pay scale of Rs. (50000-160000)           | 30 years | Bachelor in Engineering/Technology.<br><br>Desirable- MBA(Marketing/Finance)  | One year of post- qualification experience in Power Sector/Energy Efficiency/Solar Energy/Electrical Appliances  | 105 | UR-50<br>OBC-28<br>SC-15,<br>ST-07<br>EWS-5<br>*PwBD -2-<br>{Identified suitable PwBD category-HH, OH (OA, OL)}    |
| 4 | Assistant Engineer (Technical) in the Regular pay scale of Rs. (30000-120000) | 27 years | Bachelor in Engineering/Technology.<br><br>OR<br><br>Diploma in Engineering/Technology with Two years of post-qualification relevant experience |  | 40  | UR-20,<br>OBC-10,<br>SC-5,<br>ST-3<br>EWS-2<br>*PwBD – 2<br>{Identified suitable PwBD category - (HH,OH) (OA, OL)} |
| 5 | Technician in the Regular Basic of Rs.21500                                   | 30 years | ITI from a recognized university/Institute  | Four years of post-qualification relevant experience   | 2   | UR-02  |
| 6 | Deputy Manager (Finance) in Regular pay scale of Rs.(70000-200000)            | 37 years | CA or ICWA /MBA in Finance /<br>Two years Post Graduate Diploma in Management with specialization in (Finance)                                  | Four years of post-qualification relevant experience in Finance  | 2   | UR-02  |
| 7 | Officer (Finance) in the Regular pay scale of Rs. (50000-160000)              | 30 years | CA or ICWA/ MBA in Finance /<br>Two years Post Graduate Diploma in Management with specialization in (Finance)                                  | One year of post- qualification relevant experience in Finance   | 10  | UR-7,<br>OBC-2,<br>SC-1<br>*PwBD -1-<br>{Identified suitable PwBD category - HH,OH (OA,OL & BL)}                   |

|    |  |          |   |  |   |                       |
|----|--|----------|---|--|---|-----------------------|
| 8  | Asst. Officer (Finance) in the Regular pay scale of Rs. (30000-120000)               | 27 years | M.Com from a recognized university  | Nil  | 7 | UR-05, OBC-01, SC-01) |
| 9  | Assistant (Finance) in the regular pay scale Basic of Rs.21500                       | 30 years | B.Com from a recognized university  | Four years of post-qualification relevant experience in Finance  | 3 | UR-3                  |
| 10 | Deputy Manager (Social) in Regular pay scale of Rs.(70000-200000)                    | 37 years | Master's degree in Social sciences from a recognized university                                   | Four years of relevant post qualification experience in executing social and gender mainstream programmes, sustainable energy projects in India etc. | 1 | UR-01                 |
| 11 | Assistant Manager (International Business) in Regular pay scale of Rs.(60000-180000) | 37 years | Graduate with post-graduation degree/diploma in Marketing/International Marketing/Global Business | Two years of post-qualification relevant experience in Business Development  | 1 | UR-01                 |
| 12 | Officer (International Business) in the Regular pay scale of Rs. (50000-160000)      | 30 years | Graduate with post-graduation degree/diploma in Marketing/International Marketing/Global Business | One year of post-qualification experience in Business Development  | 1 | UR-01                 |
| 13 | Assistant Manager, (CS) in the Regular pay scale of Rs. (60000-180000)               | 37 years | Associate Member of Institute of Company Secretaries of India (ACS)                               | Two years post qualification relevant experience   | 2 | UR-02                 |
| 14 | Officer (CS) in the Regular pay scale of Rs. (50000-160000)                          | 30 years | Associate Member of Institute of Company Secretaries of India (ACS)                               | One year post qualification relevant experience  | 1 | UR-01                 |
| 15 | Assistant Manager (Legal) in the Regular pay scale of Rs. (60000-180000)             | 37 years | LLB/Bachelor of Law. Desirable- MBA   | Two years post qualification relevant experience in Legal  | 1 | UR-01                 |

|    |   |          |  |  |   |   |
|----|---|----------|--|--|---|---|
| 16 | Officer (HR) in the Regular pay scale of Rs. (50000-160000)           | 30 years | Two years post graduate degree in HR/ /Personnel Management/Industrial Relations/Psychology Or Masters in Business Administration (MBA) with specialization in in HR/Personnel Management<br>Desirable- LLB/Post Graduate Diploma in Labour Laws / SAP Certification | One year of post-qualification relevant experience in HR field   | 7 | UR-05,<br>OBC-01,<br>SC-01<br>*PwBD -1-<br>{Identified suitable PwBD category - HH,OH (OA,OL & BL)} |
| 17 | Asst. Officer (HR) in the Regular pay scale of Rs. (30000-120000)     | 27 years | Two years post graduate degree/equivalent course in HR/Personnel Management/Industrial Relations/Psychology Or Master's in Business Administration (MBA) with specialization in in HR/Personnel Management<br>Desirable- SAP Certification                           | Nil  | 2 | UR-02   |
| 18 | Assistant Manager (IT) in the Regular pay scale of Rs. (60000-180000) | 37 years | BE/B.Tech (Computer Science/IT)/MCA/Master of Science in Software Engg/Information Technology<br><br>Desirable- MBA  | Two years post qualification experience in IT applications architectural functions. Preference will be given to candidates having following experience<br>i-experience in application development<br>ii-Should have in depth knowledge of various development technologies i.e. Java, .NET,<br>iii-Experience in leading teams, executing and delivering Application Architecture as part of EA or implementation project. | 2 | UR-02   |

|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|
|  |  |  |  | iv-Experience in architecture, design and development of web and mobile applications using a variety of technologies like .NET, Java, Android, iOS.  |  |  |
|  |  |  |  | v-Expertise in middleware architecture of ESB/ SOA/Application server/MQ   |  |  |
|  |  |  |  | vi-Experience in PSU/Listed Company particularly in Power Sector will be preferred.  |  |  |
|  |  |  |  | Vii-Experienced in server-side technologies like Java or NodeJS and modern tools to build RESTful web services, JavaScript and web technologies (e.g. React, Angular, NodeJS, etc), Micro services, APIs, and database technologies. |  |  |
|  |  |  |  | viii-Expertise in designing and developing distributed applications, object oriented design  |  |  |
|  |  |  |  | ix-Strong experience with Relational Databases such as MySQL, SQL Server, Oracle, PostgreSQL etc. and NoSQL databases such as  |  |  |

|    |  |          |   |  |   |               |
|----|--|----------|---|--|---|---------------|
|    |  |          |   | MongoDB, Cassandra etc   |   |               |
|    |  |          |   | x-Relevant Technology certifications will be preferred.  |   |               |
|    |  |          |   | xi--Knowledge about the SAP ERP related software will be preferred   |   |               |
| 19 | Engineer (IT) in the Regular pay scale of Rs. (50000-160000) | 30 years | BE/B.Tech (Computer Science/IT)/MCA/Master of Science in Software Engg/Information Technology<br><br>Desirable- MBA /Certification to any programming language, MSP, SCJP or any networking related certifications. | One year of post-qualification experience.<br>Preference will be given to candidates having following experience<br>i- hands-on experience in any programming language preferably .NET, PHP, Java, C, C++<br>ii-Knowledge of Database technology MYSQL/SQL/Oracl e e.t.c.<br>ii-Well aware about network, cloud technology<br>iv-Knowledge about the SAP ERP related software will be preferred<br>v- Installing and configuring computer hardware, software, systems, networks, printers and scanners and solves technical problems.<br>vi- Providing any IT technical support at the clusters. | 6 | UR-5<br>OBC-1 |

|    |  |          |  |  |   |               |
|----|--|----------|--|--|---|---------------|
|    |  |          |  | <p>vii- Set up new users' accounts and profiles and deal with password issues.</p> <p>ix- Troubleshoot system and network problems and diagnosing or solving hardware or software faults.</p> <p>x- Helping business users for SAP related queries by coordinating with SAP Team</p> <p>xii-Software development for enterprise applications</p> |   |               |
| 20 | Officer (Contracts) in the Regular pay scale of Rs. (50000-160000)                   | 30 years | Bachelor in Engineering/Technology<br><br>Desirable- MBA/PG Diploma in Material Management)                        | One year of post-qualification relevant experience in Contracts and Procurements   | 1 | UR-01         |
| 21 | Asst. Officer (Contracts) in the Regular pay scale of Rs. (30000-120000)             | 27 years | Diploma in Engineering/Technology<br>Desirable-PG Diploma in Material Management                                   | Two years of post-qualification relevant experience in Contracts and Procurements.   | 5 | UR-04, OBC-01 |
| 22 | Assistant Manager (PR) in Regular pay scale of Rs.(60000-180000)                     | 37 years | Graduate with post-graduate Degree/Diploma in Journalism/ Public Relation/MASS Communication(AICTE/Gov t approved) | Two years of post-qualification relevant experience in PR  | 3 | UR-3          |
| 23 | Officer (PR) in Regular pay scale of Rs.( 50000-160000)                              | 30 years | Graduate with post-graduate Degree/Diploma in Journalism/ Public Relation/MASS Communication(AICTE/Gov t approved) | One year of post-qualification relevant experience in PR   | 3 | UR-3          |
| 24 | Assistant Officer (Private Secretary) in the Regular pay scale of Rs. (30000-120000) | 27 years | Graduate with diploma in Office Management/Secretarial Practice  | Nil  | 1 | UR-01         |

|              |  |          |  |  |            |   |
|--------------|--|----------|--|--|------------|---|
| 25           | Assistant (General) in the regular pay scale with Basic Pay of Rs.21500  | 30 years | Graduate from a recognized university                      | Four years of post-qualification relevant experience | 15         | UR-08, OBC-03, SC-02, ST-01 EWS-1<br>*PwBD -2 {Identified suitable PwBD category -HH, OH (OA, OL & BL)} |
| 26           | Data Entry Operators in the Regular pay scale with Basic pay of Rs.20500 | 30 years | 12 <sup>th</sup> pass with working knowledge of MS office. | One year of post-qualification relevant experience   | 4          | UR-3, OBC-1<br>*PwBD – 1 {Identified suitable PwBD category - (HH,OH) ( OL,BL)}                         |
| <b>Total</b> |  |          |  |  | <b>235</b> |   |

\*PwBD candidates may belong to any category (i.e. UR/SC/ST/OBC). Reservation for PwBD is horizontal and within the overall vacancies for the posts subject to the posts having been identified suitable for such disabilities.

Abbreviations used: PwBD (Persons with Benchmark Disability), HH- Hearing handicapped, OH- Orthopedically Handicapped, OA-One Arm, OL-One Leg, BL-Both Legs, EWS – Economically Weaker Sections, UR – Unreserved; SC – Scheduled Caste; ST – Scheduled Tribe; OBC – Other Backward Class

The recruitment time schedule shall be as under:

#### INDICATIVE SCHEDULE OF EVENTS

|   |                            |
|---|----------------------------|
| Start date for Online Registration of Applications                                  | 01 Nov 2019 from 1600 Hrs  |
| Last date for Online Registration and submission of application and application fee | Upto 30 Nov 2019, 2345 Hrs |
| Written Exam date (Tentative)   | December 2019/January 2020 |

## GENERAL INSTRUCTIONS

1. Only Indian Nationals within prescribed Upper Age limit are eligible to apply.
2. All qualifications are fulltime
3. The following process would be adopted for selection of candidates.
  - i- Online written examination to be conducted in multiple centers\* in major cities across the country followed by GD,(wherever applicable), and Interview. Date of Written exam and examination pattern, admit card details would be shared separately on EESL website. No GD/Interview shall be conducted for Assistant and Data Entry Operators positions and candidates will be selected based on the merit in written exam. Skill test may be taken for Assistant and Data Entry Operator positions.

\* Candidates shall be given option to choose amongst the Test Centers/ Venue for upto 3 choices. However, EESL reserves the right to add or cancel any city/center depending upon the no. of candidates choosing a particular city/center.

- ii- Group Discussion shall be conducted in the ratio of 1:15, wherever applicable, (for one position top fifteen candidates scoring highest marks in online based written examination will be called for GD/Interview). For example, for the post of Deputy Manager , there is one vacancy, so top 15 candidates scoring highest marks in online based written examination would be called for Group Discussion. Similarly, for AM position, there are two vacancies, so out of candidates who applied for this post and appeared in written examination, 30 top candidates who secure highest marks would be called for Group Discussion.
- iii- Based on the performance/marks in the written exam the candidates shall be shortlisted for GD in the following manner :

| Weightage for Marks in Written Exam (80%)              | Weightage for total experience (10%)   | Weightage for PSU Experience: (10%)  |
|--|--|--|
| <b>Explanation : assuming the maximum marks is 100</b> |  |  |
| Max: Upto 80 marks                                     | <ul style="list-style-type: none"> <li>• More than or equal to 200% of Prescribed experience : 10 marks</li> <li>• More than or Equal to 175% of Prescribed experience : 8 marks</li> <li>• More than or Equal to 150% of Prescribed experience : 7 marks</li> <li>• More than or Equal to 125% of Prescribed experience : 6 marks</li> <li>• Total Executive Experience equal to Min. Prescribed Experience: 5 Marks</li> </ul> | <ul style="list-style-type: none"> <li>• If PSU experience is more than or equal to prescribed work experience : 10 marks</li> <li>• If PSU experience is more than or equal to 75% of prescribed work experience : 8 marks</li> <li>• If PSU experience is more than or equal to 50% of prescribed work experience : 5 marks</li> <li>• If PSU experience is more than or equal to 25% of prescribed work experience : 3 marks</li> </ul> |

Wherein Post Qualification Experience required is Nil, therein the final selection shall be done on the basis of merit in the written exam followed by GD/Interview .

- i- The following weightage would be assigned for Written Examination, GD & Interview for the purpose of final selection of candidates except Assistant and DEO position :-

| Parameter for Final Selection | Weightage (Percentage) |
|-------------------------------|------------------------|
| Written examination           | 70                     |
| Group Discussion              | 15                     |
| Interview                     | 15                     |
| Total                         | 100                    |

After the Final Interview, a panel of candidates on merit would be prepared and the appointment(s) shall be offered to the candidates in the order of merit.

- ii- All the candidates obtaining same cut off marks in respective groups shall also be called for Interviews.
- 4- .An application/examination fee of Rs.1000/- (Rs.One Thousand Only) for UR category and Rs 500/- (Rs. Five Hundred Only) for OBC (Non Creamy layer candidates only) candidates and is payable online in the EESL account through the payment gateway as per instruction given in Procedure for applying section. Candidates belonging to Scheduled Castes (SC), Scheduled Tribes (ST) and Persons with Benchmark Disability (PwBD) and Internal Candidates of EESL including outsourced employees are exempted from payment of application/ exam fee. The applicant may have to bear Bank Charges over & above the application fees, depending upon fees payment through Internet banking/Debit card/ Credit Card etc.
- 5- All minimum essential qualification(s) must be from UGC recognized Indian Universities/ UGC recognized Indian Deemed Universities or AICTE approved courses from Autonomous Indian Institutions/concerned statutory council (wherever applicable). Diploma in Engineering qualifications (whenever applicable) should be recognized by respective State Board of Technical Education. Proof of specialization in MBA in relevant field (wherever applicable)
- 6- Any changes in the indicated date for Computer Based Examination, shall be placed on our website for information
- 7- Selected candidates can be posted anywhere in India / abroad depending on exigencies of work.
- 8- 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 should be kept ready beforehand as these would be required to be uploaded at the time of filling up of online application form.
- 9- Teaching and/ or Trainee experience period will not be counted as experience. However, training period (i.e.Management/Engineer) in a Public Sector Undertaking on regular pay scale resulting in absorption in E2/E1 in respective grades may be considered for reckoning Post Qualification Executive Experience.

- 10- Preference may be given to the candidates having experience in Public Sector Undertakings.
- 11- All the provisions of EESL Recruitment Rules shall be applicable on the above advertised positions.
- 12- One candidate can apply for one post only. In case of more than one application received for any post/multiple posts, the last application would be considered as final and all other applications made prior to the last-one, shall be treated as null and void.
- 13- Wherever applicable, relaxation in Upper Age Limit shall be as follows:

| Sl No. | Category   | Age relaxation                             |
|--------|--|--|
| 1      | ST   | 5 Years                                    |
| 2      | SC   | 5 Years                                    |
| 3      | OBC (NCL)  | 3 Years                                    |
| 4      | Persons with Benchmark Disability (More than 40%)  | 10 Years                                   |
| 5      | Ex-Servicemen, Commissioned Officers including Emergency Commissioned Officers (ECOs)/ Short Service Commissioned Officers (SSCOs) who have rendered at least 5 years military service and have been released on completion of assignment (including those whose assignment is due to be completed within one year from the last date of receipt of application) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency; or (a) on account of physical disability attributable to military service or on invalidment | 5 Years over and above category relaxation |
| 6      | Domiciled in Jammu & Kashmir between 01.01.1980 and 31.12.1989   | 5 Years over and above category relaxation |
| 7      | PwBD +SC/ST  | 15 Years                                   |
| 8      | PwBD+ OBC  | 13 Years                                   |

- Where posts are not reserved for any category, candidates belonging to reserved category can apply subject to meeting general standards of eligibility, as applicable in case of UR candidates.
  - Candidates seeking age relaxation in reserved categories/ PwBD will be required to submit necessary certificate(s) in original in the prescribed format by Govt. of India at the time of Interview and at any subsequent stage of the recruitment process as required by EESL.
  - For availing EWS reservation candidates will be required to submit necessary certificate(s) in original in the prescribed format by Govt. of India.
- 14- 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.
- 15- For Internal candidates including outsourced employees, following relaxation will be considered:-
- Age relaxations, subject to fulfillment of other eligibility criteria.
  - For technical position, equivalent engineering qualifications
  - For Non-technical positions part time qualification/distance learning courses

- 16- Venue of the Written Exam shall be intimated to candidates after scrutiny of Online Applications. Outstation candidates called for physical interviews, if shortlisted after the Written Exam, would be entitled for reimbursement of actual fare of travel 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. The dates mentioned above are tentative and are subject to change.
  - 17- 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.
  - 18- Number of Vacancies may vary depending upon the requirement. A panel of shortlisted candidates may be maintained for six months.
  - 19- 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.
  - 20- All computations of Age, Post Qualification Experience etc., shall be as on 1<sup>st</sup> November,2019 of submission of application. Date of issuance of final mark sheet shall be taken as the date of acquiring qualification.
  - 21- 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 and/or 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 GD and/or Interview that they will not claim any transfer benefit in case of their selection.
  - 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- All information regarding this recruitment process would be made available in the career section of EESL website, i.e. [www.eeslindia.org](http://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 only.
  - 24- 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.
  - 25- In case of any query the same may be sent to [eeslhelpdesk2019@gmail.com](mailto:eeslhelpdesk2019@gmail.com) 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. 022-68202705 (**between 11 AM to 5 PM on working days**)
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## PROCEDURE FOR APPLYING

| <b>All applications to made online through the link provided in the “ Careers” page of EESL website.</b> |   |
|--|---|
| <b>How to Apply</b>  |   |
| I.   | Candidates should have a valid personal e-mail ID and ensure that it is active during the entire recruitment process. Application sequence number, User ID, Password and all other important communication will be sent on the same registered e-mail ID (please ensure that email sent to this mailbox is not redirected to your junk/spam folder) or mobile no.   |
| II.  | Candidates should take utmost care in furnishing/providing the correct details while filling-up the on-line application. <b>YOU CAN EDIT THE INFORMATION BEFORE SUBMISSION OF APPLICATION.</b> Once the Form is submitted, it can't be edited.  |
| III.   | The process for submitting the application for Recruitment against various posts on direct Recruitment Basis at EESL is given below:<br><b>Step-I:</b> Sign-up by filling Post Name (applying for), Candidate Name, Mobile No. and E-mail ID. The candidates will receive Application Sequence No (User ID) & Password on their registered ID or mobile number after sign-up.<br><b>Step-II:</b> Re-login and select the category and fill up the Personal Details, Qualification Details, upload relevant documents (photo/signature) and submit Fee online (if applicable) using net banking/debit cards/credit cards/wallets.  |
| IV.  | Application once submitted cannot be withdrawn and fee once paid will neither be refunded nor adjusted.   |
| <b>STEP-I: Registration</b>  |   |
| a.   | Candidates agreeing Terms & Conditions of the recruitment may apply by clicking (√) in the Box & press 'START' button.  |
| b.   | Sign-up by selecting Post Applied, Name, Mobile No. and E-mail ID.  |
| c.   | On completion of Step-I candidates will receive Application Sequence No (User ID) & Password on their registered email ID.  |
| <b>STEP-II: Filling-up of Application</b>  |   |
| d.   | After registration, candidate may click on “Go to Application Form” icon at top right corner ,select his category with other mandatory details and complete Personal Details, Qualification Details, Upload photo/signature and submission of Fee (if applicable) by Online mode via Debit card, Credit card/Wallets or Internet Banking.   |
| e.   | Instructions regarding scanning of Photograph and Signature: Candidates should upload the scanned (digital) image of their photograph and signature in Jpg/jpeg format as per the process given below:<br>i. Photograph Image: <ol style="list-style-type: none"> <li>1. Photograph must be a recent passport size colour picture on light background (not older than 03 weeks).</li> <li>2. Look straight at the camera with a relaxed face.</li> <li>3. The size of the scanned image should be up to 100 kb in jpg/ jpeg format only.</li> <li>4. For further details, please check the advertisement</li> </ol> ii. Signature image: <ol style="list-style-type: none"> <li>1. The applicant has to sign on white paper with Black ink pen.</li> <li>2. The signature must be signed only by the applicant and not by any other person.</li> <li>3. Scan the signature area only and not the entire page.</li> <li>4. Size of file should be up to 100 kb in Jpg/jpeg format only.</li> <li>5. For further details, please check the advertisement</li> </ol> |
| f.   | Once the application is submitted, candidates automatically will be redirected to payment gateway to deposit the fee of INR 1000/- (or 500/-) + Bank charges (if applicable) through Debit Card/Credit Card/Net Banking/Wallets. Candidate may generate payment acknowledge slip for future reference.  |
| g.   | Guidelines for remittance of fee are as under:<br><input type="checkbox"/> <ol style="list-style-type: none"> <li>1. Post submission, the candidate will be re-directed to payment gateway to make the online payment of application fees.</li> <li>2. Kindly verify the details and make the payment for application fees via the different payment modes.</li> <li>3. Post successful payment of application fees, candidate will be redirected to his application form.</li> <li>4. Candidate may keep the payment transaction number safe with him for future use.</li> </ol>   |
| h.   | Technical queries/ clarifications relating to the filling up of ON-LINE APPLICATION, please feel free to contact the Helpdesk at Email: eeslhelpdesk2019@gmail.com or Toll Free No. : 022-68202705 from 11 AM to 5 PM on working days.  |

## ACTION AGAINST MISCONDUCT

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1. 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.
2. At any stage of recruitment, if a candidate is/ has been found guilty of :
  - Using unfair means during the GD and/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/Her 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.

## **Privacy Policy:**

The privacy policy governs the use of this website.

1. The EESL is committed to protect your privacy and works towards offering you a useful, safe online experience. We do not capture and store any personal information about you when you access this Website.
2. Your Information, whether public or private, will not be sold, exchanged, transferred or given to any other institution for any reason whatsoever without consent from the provider except sought for by any government agency and essential liabilities in terms of R.T.I. Act, 2005.
3. The EESL reserves the right, in its discretion, to change or modify all or any part of this agreement at any time effective immediately upon notice published on the site. Candidates' continued use of the website constitutes their binding acceptance of these terms and conditions including any changes or modifications made by The EESL, as permitted above.
4. The EESL, treats candidate's personal information or his/her use of the service as private and confidential and does not check, edit or reveal it to any third party except where it believes in good faith, such action is necessary to comply with the applicable legal and regulatory processes or to protect and defend the rights of other users or to enforce the terms of service which are binding on all the users of the site.
5. Except where specifically agreed upon or necessary for operational or regulatory reasons, The EESL, will not send you any unsolicited information via e-mail. The user can nevertheless unsubscribe from receipt of such e-mails by following instructions therein.
6. The EESL, may collect unnamed statistics which do not personally identify any candidate and reserves the right to perform statistical analyses of user behavior and characteristics in order to measure interest in the use of the various areas of site.
7. The information contents provided on this site cannot be copied, modified, uploaded, downloaded, published or republished, transmitted or otherwise distributed for commercial purposes without prior and explicit permission from the EESL.
8. All matters of dispute shall be dealt with under the jurisdiction of Delhi High Court.

## **Refund / Cancellation Policy:**

Examination fees once paid, will not, in general, be refunded. Refund of examination fees will be made only in the event of cancellation of the advertisement. Necessary announcement in this regard will be made in the EESL's website and leading dailies in that event.

List of services and their pricing

| Recruitment  | For UR Candidates | For OBC (Non-Creamy Layer) Candidates | For SC/ST/ PwBD Internal candidates including outsourced |
|--------------|-------------------|---------------------------------------|--|
| EESL/0320/17 | Rs. 1000.00       | Rs 500.00                             | Nil  |

**HR Department  
Energy Efficiency Services Limited**