

HARYANA RENEWABLE ENERGY DEVELOPMENT AGENCY(HAREDA)

(Renewable Energy Department, Haryana)
Akshya Urja Bhawan, Institutional Plot No.1,
Sector-17, Panchkula
Telephone-0172-2587233, 2587833, FAX-0172-2564433
Email:drehareda@gmail.com Website:www.hareda.gov.in

HAREDA invites applications alongwith 2 passport size photographs and attested copies of certificates/marksheets giving complete details of their qualifications and experience to hire services of the following manpower on contractual basis to assist in implementation of various energy effieincy programmes and activities launched by the State as under: -

Sr. No.	Post	No. of post
1-	Project Manager	One
2-	Dy.Project Manager-I	One
3-	Dy.Project Manager-II	One
4-	Asstt.Project Manager	One

The application should be sent alongwith Bank demand draft in favour of Director, HAREDA payable at Panchkula as under: -

General (In Rs.)		SC/BC/SBC/EBPG candates of Haryana only (In Rs.)	
Male	Female	Male	Female
500/-	250/-	300/-	150/-

The time schedule of the process is given below: -

- 1- Last date of submission of application: - 07/01/2014
- 2- Publication of list of eligible candidate on Website: -10/01/2014
- 3- Date of interview:- 15/01/2014(at Akshaya Urja Bhawan, Panchkula)

- Note:- (i) If the name of any candidate is not displayed in list of eligible candidates on website of HAREDA can appear in the office of HAREDA on 13/01/2014 & 14/01/2014 along with relevant documents.
- (ii) For details regarding essential qualifications and consolidated salary, age etc. visit the HAREDA Office and its website:- www.hareda.gov.in

Director, HAREDA

DETAILS OF THE POSTS & TERMS AND CONDITIONS

The Department of Renewable Energy/Haryana Renewable Energy Development Agency(HAREDA) is the State Designated Agency(SDA) for implementation of the Energy Conservation Act 2001 in the State of Haryana. To strengthen its activities, applications are invited for following posts on contractual basis till a period up to 31.3.2017:

1. Qualifications, Experience, Age and Contract amount:

S.No.	Name of the Post	Qualification & Experience	Contract amount per month (INR)
1.	Project Manager (one post)	AICTE / Govt. approved Bachelor Degree in Engineering with minimum of 60% marks or equivalent grade in the engineering degree examination and a minimum of three years work experience in energy efficiency or its conservation and energy auditing. The maximum age limit is 35 years. OR Retired officers of Central Govt. or Autonomous Bodies who had served as Deputy Secretary / Equivalent posts subject to possessing a graduate degree and having a minimum of five years work experience in energy efficiency or its conservation and energy auditing. The maximum age limit is 65 years.	40,000/-
2.	Dy. Project Manager –I (One Post)	AICTE / Govt. approved Bachelor Degree in Engineering with minimum of 60% marks or equivalent grade in the engineering degree examination and a minimum of three years work experience in energy efficiency or its conservation and energy auditing. The maximum age limit is 35 years. OR Retired officers of Central Govt. or Autonomous Bodies who had served as Deputy Secretary / Equivalent posts subject to possessing a graduate degree and having a minimum of five years work experience in energy efficiency or its conservation and energy auditing. The maximum age limit is 65 years.	38,000/-
3.	Dy. Project Manager –II (One Post)	AICTE / Govt. approved Bachelor Degree in Engineering with minimum of 60% marks or equivalent grade in the engineering degree examination, possessing a certificate of Energy Auditor / Energy Manager from the Bureau of Energy Efficiency and having experience of handling activities related to	38,000/-

		Designated Consumers. The incumbent should also possess a minimum of five years work experience in energy efficiency or its conservation and energy auditing. The maximum age limit is 45 years.	
4.	Asstt. Project Manager (One Post)	AICTE / Govt. approved Bachelor Degree in Engineering with minimum of 60% marks or equivalent grade in the engineering degree examination along or BEE certified EM/EA with 2 years MBA / Post Graduate Diploma in Energy Management/ Post Graduate Diploma in Business Administration or equivalent with specialization in Finance (AICTE/ Govt. approved.). The incumbent should also possess a minimum of five years work experience in energy efficiency or its conservation and energy auditing. The maximum age limit is 45 years.	35,000/-

2. Nature of duties:

a. **PROJECT MANAGER:**

The duties to be performed are:

- Preparation of annual action plans including budget estimation
- Preparation of annual reports
- Interaction with other Govt. Dept. / Organizations and Industries
- Conduct state level awards
- Identification of demonstration projects
- Preparation of schemes for promoting energy conservation
- Implementation and monitoring support for different energy efficiency projects
- Verification and documenting capacity avoidance and energy savings realized
- Exploring new areas for implementation of energy conservation measures in the state of Haryana
- Finalization and vetting of Detailed Project Reports (DPRs) for energy efficiency projects
- Conduct field visits for implementation and monitoring of different energy conservation activities
- Organizing awareness campaigns, workshops, seminars for different sectors and general public
- Facilitating energy audit and investment Grade Energy Audit of industries and industry clusters, Urban and local bodies, irrigation and water pumping systems, sewage systems, street lighting systems, buildings etc.
- Undertake activities as per the requirement of BEE as prescribed from time to time and extend necessary support for achievement of projected capacity avoidance as prescribed by SDA and any other activities which is felt necessary for fulfillment of the role of SDA as prescribed under EC Act 2001

b. **DY. PROJECT MANAGER-I**

The duties to be performed are:

Standards & Labelling Scheme:

- Facilitate in contributing to the capacity building of the retailers and showroom salesman activities
- Facilitate in conduct of consumer awareness programs to spread awareness
- Facilitate in ensuring larger penetration for voluntary products

Buildings Scheme:

New Commercial Buildings

- Facilitate in amendment of ECBC to suit local climatic conditions
- Facilitate in incorporation of amended ECBC in municipal building bye-laws
- Facilitate in capacity building of architects, designers and verifiers for ECBC compliant buildings.
- Facilitate in imparting training to building owners on submission of required data as per prescribed format once buildings are notified as DCs.

Existing Commercial Buildings

- Facilitate retrofit through ESCO route or by building owners themselves.
- Facilitate promotion of star labeling scheme of BEE.

Municipal DSM:

- Facilitate in selection of ULBs for implementation of DPRs.
- Facilitation in actual implementation in the ULBs.

Agricultural DSM:

- Facilitate issue of regulations / notifications by the State Govt. to mandate the use of BEE star labeled pump sets for new connections.
- Facilitate in setting up of monitoring mechanism to quantify the outcome

C. Dy.Project Manager-II

He/she will be accountable to perform the following roles for smooth implementation of PAT in consultation with the concerned officer-in-charge of Bureau of Energy Efficiency:

- Rule 5 - Form, manner and time for preparation of scheme for implementation of efficient use of energy and its conservation: Guidelines may be provided to SDAs detailing the actions to be undertaken on the action plan submitted by the DC.
- Rule 6 – Assessment of performance: For sub-rule (7) under rule (6), format and guidelines may be provided to SDAs for furnishing comments on Form 'A' to BEE.
- Rule 8 – Check Verification: For sub-rule (2a) & (11) under rule (8), format and guidelines may be provided to SDAs for furnishing comments to BEE.
- Rule 8 – Check Verification: For sub-rule (14) under rule (8), guidelines specifying the procedure to be adopted and the official responsible to initiate penalty proceedings may be provided to SDAs.
- Rule 8 – Check Verification: For sub-rule (15a) under rule (8), guidelines may be provided to SDAs detailing the actions to be undertaken to recover from the DC the loss to the Central Govt. by way of unfair gain to the DC.

- Rule 13 – Compliance of energy conservation norms and standards: Guidelines detailing the action to be taken by the SDA regarding submission of compliance as per Form 'D' by DC.

d. Asstt. Project Manager

The duties to be performed are:

- Identification of sectors for preparation of sector-specific energy savings plan
- Preparation of sector-specific energy savings plan
- Finalization of the plan in consultation with the SDA
- Strategizing implementation of the plan
- Utilizing SECF as RIF
- Identification of other areas for utilizing SECF as RIF
- Overall management of SECF

Note: In addition to the above, the incumbents will be required to do any other task pertaining to schemes of BEE as per direction provided by SDA as per guidelines of the Bureau of Energy Efficiency(BEE), Gol.

OTHER TERMS AND CONDITIONS:

1. The application should be submitted in the prescribed format alongwith requisite application fee, required documents in support of qualifications, age and experience.
2. Applications without application fee, supporting documents shall be outrightly rejected and no correspondence shall be entertained.
3. Mere fulfilling the minimum eligibility conditions does not entitle an applicant to be called for interview.
4. The applicant should submit their experience certificate issued by their employer with relevant experience mentioned clearly about the nature of work and its duration in the experience certificate.
5. The eligible candidates shortlisted for interview shall bring original documents at the time of interview for verification.
6. For all the above posts, Hindi/Sanskrit upto matric level is compulsory.
7. For all the above posts, proficiency in MS Office is essential.
8. The contract amount indicated above is include TDS, EPF etc and the take home contract amount shall be decided after all such deduction.
9. For each post separate application is to be submitted.
10. The applicant should not have any anti-social and criminal past.
11. In case of applicants possessing outstanding academic record from reputed institutes like IITs, experience can be relaxed.
12. If any information in the application format is found incorrect at any stage, it will lead to disqualification/dismissal from the assignment.
13. Canvassing in any form shall lead to disqualification.
14. The decision of Director, HAREDA shall be final and binding in all matters of this contractual assignment.

**Renewable Energy Department, Haryana &
Haryana Renewable Energy Development Agency(HAREDA)**
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Phone No.0172-2585733,2587233,2587833 Fax. 2564433
Email: drehareda@gmail.com

APPLICATION FORMAT

S.No.	Particulars	Details				Photo
1.	Post applied for					
2.	Name of the applicant					
3.	Father's Name					
4.	Mailing Address					
5.	Mobile No.					
6.	E-mail					
7.	Educational Qualifications					
	S.No.	Exam Passed	University /Board	Year	Subjects	Percentage
	I					
	li					
	lii					
	Iv					
	V					
	Vi					
	Vii					
	Viii					
8.	Experience					
	Name & address of employer	Post held	Period From	to	Nature of job	

9.	Application fee detail	Amonut.....DD.NO..... Bank.....
10.	Enclosures	Detail of enclosures
	(I)	
	(II)	
	(III)	
	(IV)	
	(V)	
	(VI)	
	(VII)	
	Pls Matric certificate as proof of age & Hindi	

Certified that the information given above is correct and true to the best of knowledge and belief. Nothing has been concealed. I do not have any anti social/criminal past record.

Date.....
Place.....

Signature of applicant
Name.....
Address.....
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