Rajasthan Renewable Energy Corporation Limited

Invitation of applications for consultants services on contractual basis, to assist in taking up of various Energy Efficiency programs and activities in the State of Rajasthan

RREC Tender No: 2020-21/04
NIA No (As per SPPP): REC2021A0006
Last Date of Submission: 30.06.2020
Rajasthan Renewable Energy Corporation Limited Invites applications for engaging the following services of consultants with outstanding record to join its team on contractual basis, to assist in implementation of various energy efficiency programs and activities in the State of Rajasthan.

**Number of Positions: 04 Numbers**

**Terms of Employment:**

Employment will be purely on contractual basis and initial contract would be up to 31st March, 2021. The contract may be renewed on an annual basis as per performance or as per further directions of Bureau of Energy Efficiency (BEE), MoP, GoI, regarding extension, if any.

1.1 The interested applicants may forward their curriculum vitae (CV) along with 2 passport size photographs and attested copies of certificates/ mark sheets, giving complete details of their qualifications and experience with two references, within 30 days of the date of publication of the advertisement, to ‘Managing Director, Rajasthan Renewable Energy Corporation Limited, E-166, Yudhishtir Marg, C-Scheme, Jaipur, Rajasthan’. Candidate from Government Department/PSUs/ Autonomous bodies etc. may also send their application through proper channel. RRECL, as State Designated Agency (SDA) Rajasthan, reserves the right to relax the eligibility and other criteria in case of exceptionally outstanding candidates. The decision of MD, RRECL shall be final and binding.

All other relevant details are provided on the website: ‘www.energy.rajasthan.gov.in/rrecl’.

**2.0 Approved Services of consultants under “Services of consultants Support to the SDAs”**

2.1 Services of 01 consultant are required to enable the SDA to complete the BEE programs as per timelines. Consultants will be experienced in the field of energy efficiency. The services of consultant engaged for the said activity may be known as Energy Consultant-01.

2.2 Services of 01 consultant are required for management of State Energy Conservation Fund (SECF). The services of consultant engaged for this activity may be known as Energy Consultant-02.

2.3 Services of 02 consultants are required to facilitate smooth implementation of the PAT scheme. The services of consultants engaged for this activity may be known as Senior Energy Consultants (PAT Scheme).
3.0 Details on qualification requirement for engagement of services of consultants:

3.1 Services of consultants Category 1st (Energy Consultant-BEE Programmes) –One Number:

**Area of Work:** To enable the SDAs to complete the BEE schemes/ programs as per timelines.

**Minimum Educational Qualification & Experience Required**

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 and its conservation, energy auditing, etc. Preference should be given to BEE Certified Energy Auditor/ Manager having work experience with SDA (State Designated Agency).

**Contract Amount:**

Consolidated amount- Rs 40,000/- per month (including HRA) with a provision of maximum increment of 10% upon renewal of contract, if occurs, subject to satisfactory performance. **The monthly remuneration of services of consultants working as Energy Consultant shall not exceed Rs. 50,000/-**.

The brief role and responsibilities of Services of consultants 1 are as follows-

- Preparation of annual action plans including budget estimation
- Preparation of quarterly and annual reports indicating the achievements realized for submission to BEE
- Interaction with other Govt. Dept. / Organizations and Industries
- Facilitation in state level awards
- Facilitation in implementation of all programmes run by BEE
- Preparation of schemes / policies for promoting energy conservation
- Facilitation in carrying out impact assessment study through a third-party at the end of plan period
- Exploring new areas for implementation of energy conservation measures in the state
- 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 conduct of energy audit and Investment Grade Energy Audit of industries and industry clusters, 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
 Submission of monthly progress report to BEE by 5th of every month and any other data/information sought from BEE as and when required
 Submission of updated Utilization Certificate from time to time

**Facilitate smooth and timely implementation of other schemes of BEE.**

**Standards & Labeling Scheme:**
- Facilitate in building capacity of the manufacturers and retailers of BEE star labelled appliances
- Facilitate in conduct of consumer awareness programs to spread awareness
- Facilitate in ensuring larger penetration for voluntary products
- Facilitate in enforcement of provisions pertaining to appliances under the EC Act

**Buildings Scheme:**

**New Commercial/Residential Buildings**
- Facilitate in amendment and notification of ECBC to suit local climatic conditions
- Facilitate in incorporation of amended ECBC in municipal building byelaws
- 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/Residential Buildings**
- Facilitate retrofit through ESCO route or by building owners themselves
- Facilitate promotion of star labelling scheme of BEE

**Municipal DSM:**
- Facilitate in preparation of DPRs on pilot projects identified in ULBs
- Facilitate in selection of ULBs for implementation of DPRs
- Facilitation in actual implementation in the ULBs
- Facilitation in training/capacity building of officials of ULBs

**Agricultural DSM:**
- Facilitate issue of regulations/notifications by the State Govt. to mandate the use of BEE star labelled pump sets for new agricultural connections.
- Facilitate in setting up of monitoring mechanism to quantify the outcome
- Facilitation in conduct of capacity building programmes for imparting training on energy & water conservation and energy efficient pump sets to farmers through Krishi Vigyan Kendras

In addition to the above, the services of consultants provided will be required to do any other task pertaining to schemes of BEE as per direction of Competent Authority of BEE/ RRECL (SDA Rajasthan).
3.2 Services of consultants Category 2nd (Energy Consultant-RSECF Programmes & others)-One Number:


Minimum Educational Qualification and Experience Required

AICTE / Govt. approved Bachelor Degree in Engineering with minimum of 60% marks or equivalent grade in the engineering degree examination 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 three years’ work experience in energy efficiency or its conservation, energy auditing, etc. Preference should be given to BEE Certified Energy Auditor/ Manager having work experience with SDA (State Designated Agency).

Contract Amount:

Consolidated amount- Rs 40,000/- per month (including HRA) with a provision of maximum increment of 10% upon renewal of contract, if occurs, subject to satisfactory performance. The monthly remuneration of services of consultants working as Energy Consultant shall not exceed Rs. 50,000/-. The brief role and responsibilities of Services of Consultant 2 are as follows-

- Identifying sectors where pilot projects can be implemented on Revolving Investment Fund (RIF) mode.
- Facilitate in execution of the energy efficiency demonstration projects by utilizing major portion SECF as RIF, in accordance with the guidelines for utilization of SECF.
- Overall management of SECF.
- Providing any other data/information sought by RRECL/ BEE from time to time.
3.3 Services of consultants Category-3rd – Sr. Consultant(s) (PAT) (2 Nos.):

**Area of Work:** Facilitate smooth and timely implementation of activities under Perform, Achieve and Trade (PAT) scheme of BEE

**Minimum Educational Qualification and Experience Required**

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 Designated Consumers. The incumbent should also possess a minimum of five years’ work experience in energy efficiency or its conservation and energy auditing. Preference will be given to candidates having work experience with SDA (State Designated Agency).

**Contract Amount:**

**Consolidated amount- Rs 55,000/- per month,** with a provision of maximum increment of 10% upon renewal of contract, if occurs, subject to satisfactory performance and as per further directions from BEE regarding extension. *The monthly remuneration of Senior Energy Consultant (PAT scheme) shall not exceed Rs. 65,000/.*

**The brief role and responsibilities of Services of consultants 3 are as follows—**

Performing 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.
- Any other data/information sought by BEE as and when required.
GENERAL TERMS AND CONDITIONS

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These conditions should be read very carefully by the applicants while filling in their applications.

1.0 The last date of submitting application is 30/06/2020. Applications received after due date and time will not be considered. Application should be filled in all respect.

2.0 The application should be submitted addressed to the Managing Director, RAJASTHAN RENEWABLE ENERGY CORPORATION LIMITED, E-166, Ydhishthir Marg, C-Scheme, Jaipur-302001 and placed in a sealed cover. The words “Application for the Post of (Category - ..........) for assisting RRECL in taking up of various energy efficiency programmes and activities in the State of Rajasthan” against NIA No. 2020-21/04 (REC2021A0006) be mentioned on envelope.

3.0 The acceptance of an application will rest with the Managing Director, RRECL, Jaipur who does not bind himself to accept the any application. He is also authorized to reject any application without assigning any reasons thereof. Orders can be placed for the whole or part of the articles/service tendered for at the discretion of corporation.

4.0 The remuneration will remain fixed during the period of contract (with a provision of maximum increment of 10% upon renewal of contract, subject to satisfactory performance and directions of BEE regarding further extension) but shall not exceed to the maximum payment amount defined category wise by Bureau of Energy Efficiency (BEE), MoP, GoI.

5.0 If the applicant fails to execute the agreement within the specified period, such a failure will be treated as a breach of terms and conditions and in this case the contract at any time on the part of the contractor (applicant), the contract may be terminated summarily by Managing Director, RRECL, Jaipur without compensation to the contractor (applicant).

6.0 Applicant will furnish declaration that he is not involved in any litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment. The declaration should be verified by the Notary Public.
7.0 To facilitate hiring the specific services on direct contract a standard contract document along with clarification instructions was issued vide FD Circular No. F.1(15)FD(Rules)/2002, dated 09/01/2007. Subsequently the provision of maternity leave period for female contractual employees was increased to 180 days from two months period vide FD Circular No.F.1(16)FD(Rules)/2007, dated 19/06/2009. The main terms and conditions of such contract are at ‘Annexure-A’.

8.0 Standard Model Contract Agreement and Instructions are placed at ‘Annexure-B’

9.0 The applicant shall sign these conditions on each page at the end in token of acceptance of all the terms and it would be attached with the application. He has to also to sign at the bottom of each of the pages of his application to be submitted.

10.0 Direct or indirect canvassing on the part of the applicant or his representatives will be a disqualification.

11.0 If an applicant imposes conditions which are in addition to/or in contravention with the conditions mentioned herein, his application is liable for summary rejection.

12.0 If any dispute arises out of the contract with regard to the interpretation, meaning and the breach of the terms of the contract, the matter shall be referred to by the parties to the MD, RRECL, Jaipur whose decision shall be final and binding.

13.0 Legal proceeding, if any, arising out of the contract shall have to be lodged in courts situated in Jaipur, Rajasthan and not outside.

14.0 The services of consultants support to the RRECL (SDA Rajasthan) will abide with the condition to be stationed in the headquarter of RRECL or any other location in the state depending on the requirement of the SDA (RRECL).

15.0 The services of consultants provided will use the existing office space of SDA and will carry their own laptop and data card for internet access.

16.0 The services of consultants provided will report to General Manager (EC) of the RRECL or the official(s) as decided by the competent authority.

17.0 The services of consultants provided will be called upon to attend office on holidays/Sundays in the interest of work and to sit late hours as per the requirement of RRECL.

18.0 The services of consultants provided will work towards the fulfillments of all roles assigned by the Senior Executive/Official in SDA as decided by the competent authority.

19.0 No change of the deputed services of consultants will be allowed within the contract period.

20.0 In case of any unforeseen events, any change of the deputed services of consultants provided will be done with the approval of Managing Director of RRECL.

21.0 All expenses related to tours and travels to be incurred towards the services of consultants provided will be borne by SDA RRECL as per prevalent norms.

22.0 RRECL will have no financial implications with the services of consultants provided. RRECL will pay the agency (in case if services of consultants support is provided by agency) who has deputed the services of consultants provided on a monthly basis as per the amount mentioned by the agency in their financial proposal.
23.0 The services of consultants provided by the agency will be on contract basis and initial contract of the agency/services of consultants hired would be for the given prescribed period as per BEE approval/order. The contract may be renewed on an annual basis or as per BEE instructions/orders at mutually agreed terms and conditions, with financial implications not exceeding maximum upto Rs 50,000/- for Energy Consultants and Rs 65,000/- for Senior Energy Consultants, for a maximum period upto 31st March, 2021 or as per instructions of Bureau of Energy Efficiency (BEE), MoP, GoI thereafter.

24.0 The services of consultants provided through agency or without agency will be entitled for a maximum of 2 days of leave on working days per month, subject to maximum upto 20 days in a year. If the services of consultants provided takes more than 2 days of leave in a month, RRECL will deduct an amount on pro-rata basis for each day’s absence from the amount to be paid to the agency. In case of any unavoidable circumstances, the agency, may, after prior approval from RRECL may provide a suitable replacement to RRECL to avoid the above penalty.

25.0 RRECL reserves the right to terminate the contract of the consultancy firm without assigning any reason.

26.0 The format for reference for submission of application is given at Annexure-III. Candidates applying for Energy Consultant/Sr. Energy Consultant have to mention the category clearly in his/her application form and envelope.

I have carefully read and understood the above terms and conditions of the tender and agree to abide by them.

SIGNATURE OF THE APPLICANT (WITH SEAL).
The Main terms and conditions of the Standard Contract documents

1. Contract shall be for fixed period only which may be extended by mutual consent thereafter.
2. Appointee would be paid a consolidated package. The package amount would increase including the element of House Rent.
3. The package amount based on quality and efficiency of service rendered in the preceding year may be revised for the ensuing year by the amount not exceeding 10% of preceding year’s package amount subject to not exceeding the maximum payable amount as per category defined by BEE.
4. Leave upto 20 days only in a calendar year to be allowed.
5. Maternity leave to female employee up to 180 days to be allowed.
6. Medi-claim insurance policy up to rupees one lac. Premium up to Rs 500/- per annum to be reimbursed on production of receipt.
9. Provision for Contributory Pension Scheme (10% of the consolidated amount by the employer and employee both).
(To be printed on Rs 100 Non-Judicial Stamp Paper by the Hiring Organisation)

AGREEMENT

Article of Agreement made this day, the ................................ between Shri/Smt./Kum........................................ son/daughter of ........................................ residing presently at........................................ (The first Party) and ........................................ (designation of hiring authority representing the PSU/Society constituted by Government of Rajasthan) the second party.

Whereas the second party has agreed to hire services of first party for ........................................ In short ........................................ on contract basis for the ........................................ programme/scheme funded fully/ substantially by ........................................ And the first party has agreed to provide these services to second party in that capacity of period........................................ on the terms and conditions herein after contained.

NOW THESE PRESENT WITNESSES AND BOTH THE PARTIES HERETO RESPECTIVELY AGREE AS FOLLOWS:

1. Period of contract:
   (i) The period of contract shall be from .......................... to ..........................
   (ii) The period of contract can be extended by mutual consent for a period of not more than one year at a time, subject to getting approved by BEE, but will not in any case exceed five years in all or the date on which the plan scheme/project/programmes closes, whichever is earlier. In case of external/ Central Government funding for the project stops before the normal date of closure for any reason whatsoever, agreement shall stand terminated automatically at the end of one month from the date of such intimation by the second party to the first party.

2. Services to be rendered and consideration thereof:
   (i) The first party will present himself/herself at the place and time designated by the second party and the render services to the second party broadly designated as ........................................ and described in detail in a job chart attached as Annexure-1 and in scope of work for each category to this agreement.
   (ii) In consideration of the services desired in (i) above, the second party shall pay a consolidated package amount of Rs ................ per month.

   No other amount shall be payable to the first party other than compensatory allowances described later in this agreement and a contribution of Rs ................ (representing 10% of the consolidated amount) as second party's contribution for the Contributory Pension Fund under the New Contributory Pension Scheme.

3. Raising of bills and payment for services rendered:

   Monthly amount shall be paid only on submission of monthly bill of services rendered to the satisfaction of the second party or his/her authorized officer. First party will submit bill by the 5th of the following month and second party will arrange to make payment upto 15th of the following month.

4. Other terms & conditions:

   As per Annexure-II

Annexure-B
5. **Annual Revision:**

Second party based on quality and efficiency of services rendered in the preceding year, may on its discretion, revise the consolidated package by an amount not exceeding 10% of preceding year's package amount for the ensuing year.

6. **Action against first party:**

(i) Any misconduct on the part of the first party, if proven, after an enquiry by second party, shall entitle second party to terminate services of first party.

(ii) Any unauthorized or willful absence from duty for a period of 07 days would entitle second party to terminate contract without any notice.

7. **Termination of contract:**

(i) The contract can be terminated with notice of one month on either side or by depositing/ paying one month’s package/contract amount in lieu of notice.

(ii) Second party or any authority approving contractual appointment with first party shall be competent authority for termination of contract.

(iii) The agreement / contract period shall stand terminated automatically on expiry of stipulated period if not extended prior to stipulated date. First party will not be entitled for any claim for service rendered after expiry of stipulated date of contract.

8. **Standards of service:**

The first party shall carry out the assignment in accordance with the highest standard of professional and ethical competence and integrity, having due regards to the nature and purpose of the assignment and will conduct itself in a manner consistent herewith otherwise will be liable to action under the agreement.

9. **General:**

This contract is issued on the understanding that all the information given by the first party in his/her application form and during the interviews is correct, true and complete. If it is found at any time that the information given when seeking appointment is not complete and true and/ or any significant information has been knowingly suppressed, the second party terminate appointment at any time. The first party has taken up services with the second party without any notice or compensation.

Signed by First Party signatory

Name:....................
Address:....................
Dated:....................

WITNESS

Signature:....................
Name:....................
Address:....................
Dated:....................

Signed by Authorised of the Second Party

Name:....................
Address:....................
Dated:....................

WITNESS

Signature:....................
Name:....................
Address:....................
Dated:....................

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Annexure-I

JOB CHART

1. The scope of work, number of post, remuneration are given and defined for each category in the NIA.
2. Compliance of work defined in scope of work of the category applicant has applied.
3. Other work as assigned by the controlling authority from time to time.
Annexure-II

OTHER TERMS AND CONDITIONS OF ENGAGEMENT OF FIRST PARTY

(1) Leave: 20 days leave in a calendar year shall be allowed to first party on proportionate basis e.g. if first party joins on 1st July then he/she shall be allowed 10 days leave. Similarly, if he/she is appointed from 1st December, then he/she shall be allowed to leave of 11/2 day only. Leave shall be accrued on monthly basis. However, second party can permit use of leave to accrue during a calendar year on in advance for deserving reasons. Un-availed leave shall stand lapsed at the end of calendar year.

(2) Maternity Leave: Maternity leave upto 180 days each for maximum two children would be admissible to female employees.

(3) Medical Reimbursement: During a period of contractual appointment, first party shall avail mediclaim insurance policy upto Rs 1 lakh, offered by State Insurance Department or from any other Insurance Company. In case, first party opts to avail it from any other Insurance Company, the premium paid by fist party would be reimbursed by second party upto Rs 500 per annum on production of receipt.

(4) Gazetted/ Restricted Holidays: Holiday Gazetted by Government of Rajasthan shall be admissible to first party. However, no restricted holiday shall be admissible.

(5) Permission for Leaving Headquarter: First Party will not leave Headquarter without prior permission of second party or his/her authorized authority in this regard.

(6) Travelling Allowance: In case of tour as directed by second party, first party shall be eligible for travelling allowance as under:
   (a) Travel Cost: First Party shall be provided reimbursement of travel cost on production of tickets, of class III AC of Railway fare or deluxe bus fare (here specify his/her entitlement).
   (b) The Rate of Daily Allowance shall be determined at the rate of 01% of the package amount for the employees providing manual, clerical, ministerial, computer services and 0.75% (Minimum Rs 100/-) for professional/ Officer services.
   (c) Local Transport: Rs 3/- Per Kilometer from office/ residence to Bus/ Railway Station & vice-versa.

(7) Gratuity: Payment of gratuity shall be made as per provisions of “Payment of Gratuity Act”, if admissible and applicable.

(8) Annual Appraisal: An Annual Appraisal Report will be prepared by second party on the basis of annual performance of First Party, which shall also form basis of extension of agreement period under condition No 1.

(9) First Party shall not be entitled for any Government accommodation.

(10) No deduction towards PRMF/GPF/CPF/SI/Accidental Group Insurance Scheme shall be paid from package of first party.
(11) First Party shall not be entitled for any regularization of service or any special preference in regular recruitment.

(12) First Party shall not be provided any loans and advances by the Second Party.

(13) No bonus shall be payable to First Party.

(14) The First Party shall get himself/ herself covered under accidental insurance scheme. No reimbursement in this regard will be made by Second Party.

(15) No terminal leave shall be admissible on termination of the contract.

(16) TDS on income, if due, shall be recovered from package payable to First Party.

(17) **General conditions, ethics and observance:**

- (a) The first party shall observe general satisfactory conducts and ethics at the level expected under orders/rules and instructions issued by higher authorities/second party.
- (b) The first party shall be non-transferable.
- (c) The first party will not accept any full time/part time employment or engage in any other work, business occupation or pursue any study course without the prior approval of the second party.
- (d) All manufacturing or construction departmental organizations/consultancies etc, with which the first party might be associated with, will not be eligible to participate in bidding for any goods or works/consultancy etc, resulting from or associated with the project of which this first party assignment forms a part.
- (e) In case uniform/livery is compulsory, the first party will comply the instructions, for which no extra payment will be made by second party.
:: APPLICATION FORM ::
Affix Recent Passport size photograph

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<td>2.</td>
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Note: The self certified copies of all required documents shall be enclosed.

Declaration: I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately.

Date:
Place:

Signatures of Applicant:
Contact M-
e-mail: