



EXCELLENCE ENHANCEMENT CENTRE FOR INDIAN POWER SECTOR

(An Initiative of Indo-German Energy Cooperation)

Excellence Enhancement Centre, Wing No.5, 1st Floor, West
Block-II, R.K. Puram, Sector-I, New Delhi-110 066, India

RECRUITMENT NOTICE

Excellence Enhancement Centre (EEC) for Indian Power Sector was conceptualized as a part of bilateral cooperation between Govt. of India and Govt. of Federal Republic of Germany. EEC was set up through an Implementation Agreement between BEE & CEA, Ministry of Power, GOI and GIZ, Germany under the Indo German Energy Programme (Phase II), in September 2011 to promote dialogue in the area of Energy Efficiency and Energy Security. It was registered as a non-profit society under the Indian Societies Registration Act 1860 and started functioning from February 2012.

EEC invites the applications on contractual basis for the following positions:

1. Advisor-1 Post
2. Manager (Technical)-1 Post
3. Assistant Manager (Office Support)-1 Post

HOW TO APPLY

The interested candidates may mail their detailed Curriculum Vitae (CV) at contact@eecpowerindia.com and submit the hard copy of the same at the following address on or before: 31/07/2026

Secretary,
Excellence Enhancement Centre (EEC)
For Indian Power Sector
(An Initiative of Indo-German Energy Cooperation)
West Block -2, First Floor, Wing 5,
Sector -1. R.K. Puram, New Delhi - 110066

Sanjay
31/7

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**EXCELLENCE ENHANCEMENT CENTRE
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Detailed Terms of Reference for Advisor :

1) Required Qualifications and Professional Experience:

He/She should be a Graduate in Engineering. He/She must have a Minimum 25 (Twenty-five) years' experience in power sector, out of which;

He/ She must have a minimum experience of 02(Two) years at Additional General Manager level in utilities of power sector (Schedule-A CPSE) or its equivalent.

OR

Central Govt. Officers who are working in Pay Scale-13. Also, Central Govt. Officers retired at least in Pay Scale-13.

2) Age Limit: Not exceeding 62 (Sixty-Two) years on the last date of receipt of application as given in recruitment notice.

3) Period of Contract: The initial period of contract shall be 3 years and may be extended on satisfactory performance. The performance of the officer shall be assessed after 2 years there after his terms may be extended upto the age of 65 years. It can be extended for another 02(two) years at a time, on approval of the President EEC, based on the performance.

4) Remuneration:

Rs 1,50,000/- (Rupees One Lakh Fifty Five Thousand Only).

5) Annual Increment : Annual increment 10% of remuneration.

6) Allowances:

6.1 Advisor shall be entitled for official vehicle from residence to office and back and at any other place in connection with official work as per STA rules for sedan car.

6.2 Advisor will be reimbursed for mobile charges upto Rs. 1,500 (Rupees Fifteen Hundred Only) per month

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7) **Notice period:**

The contract can be terminated by either side by giving a one month notice.

8) **Selection Process**

All the applications received by 31/07/2026 shall be scrutinized and the shortlisted candidates shall be called for interview. The shortlisted candidates shall be informed to appear for interview by registered e-mail. The interview shall take place in New Delhi (proper address shall be informed via mail). **No TA/DA or any other allowance shall be paid for attending the interview.**

9) **Responsibilities of Advisor**

9.1 Administration Functions

- He shall assist Director EEC for administrative functions of EEC.

9.2 Technical Functions

- He shall be the functional head of technical team.
- He shall maintain close association with CEA, IGEF, GIZ, VGBE and other stakeholders.
- Organizing workshops, conferences, training etc.
- He shall identify & implement projects to be taken up by EEC.
- He shall get the consultancy assignments executed.
- He shall facilitate/prepare consultancy assignment reports in association with experts.
- He shall provide technical solutions to the problems faced by EEC members by engaging sector experts, if so required.
- He shall prepare technical guidelines and best-practices in the field of power generation and other power sector areas in association with sector experts, IGEF, VGBE.
- He shall ensure that EEC website is properly managed.

9.3 Financial Functions

- He shall work towards attaining financial self-reliance of the EEC based on a long-term business plan.

9.4 Miscellaneous Functions

- Any other task as may be assigned by EEC from time to time.
- Advisor EEC shall report to Director EEC.
- In the absence of Director EEC for any reason, he shall discharge all the functions of Director EEC.



2. Detailed Terms of Reference for Manager (Technical) :

1) Required Qualifications and Professional Experience:

He should be a Graduate in Engineering. He should have a Minimum 02(Two) years' experience in power sector.

- 2) **Age Limit:** Not exceeding 35 (Thirty-Five) on the last date of receipt of application as given in recruitment notice.
- 3) **Period of Contract:** The initial period of contract shall be 03 (Three) years. It can be extended for another 02(two) years at a time, on approval of the President EEC, based on the performance.
- 4) **Remuneration:** Rs 45,000/- (Rupees Forty Five Thousand Only) per month.
- 5) **Annual Increment** : Annual increment 10% of remuneration.
- 6) **Medical Allowance:** The candidate reimbursed medical expenses (based on actual) subject to a maximum of Rs 40,000/- (Rupees Forty Thousand Only) per annum including all taxes. This amount shall be used for insurance premium, actual spent on OPD, IPD for the employee and his family consisting of his spouse, his dependent parents and children.
- 7) **Communication Allowance:** The candidate will be reimbursed for mobile charges upto Rs. 800 (Rupees Eight Hundred Only) per month
- 8) **Notice period:** The contract can be terminated by either side by giving a one month notice.
- 9) **Notice period:**

The contract can be terminated by either side by giving a one month notice.



10) Selection Process

All the applications received by 31/07/2026 shall be scrutinized and the shortlisted candidates shall be called for interview. The shortlisted candidates shall be informed to appear for interview by registered e-mail. The interview shall take place in New Delhi (proper address shall be informed via mail). **No TA/DA or any other allowance shall be paid for attending the interview.**


11) Responsibilities of Manager (Technical)

Technical Functions

- He shall be the functional part of technical team.
- He shall maintain close association with CEA, IGEF, GIZ, VGBE and other stakeholders.
- He shall organize workshops, conferences, training etc.
- He shall identify & implement projects to be taken up by EEC.
- He shall get the consultancy assignments executed.
- He shall facilitate/prepare consultancy assignment reports in association with experts.
- He shall provide technical solutions to the problem faced by EEC members by engaging sector experts, if so required.
- He shall prepare technical guidelines and best-practices in the field of power generation and other power sector areas in association with sector experts, IGEF, VGBE.
- He shall ensure that EEC website is properly managed.

Miscellaneous Functions

- Any other task as may be assigned by EEC from time to time.
- He shall report to Advisor, EEC


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3. Assistant Manager(Office Support)

Detailed Terms of Reference :

1) **Required Qualifications and Professional Experience:**

A University degree and diploma in office management or an MBA. The candidate should have good knowledge of MS Office Suite (Word, Excel, PowerPoint, Corel) and working office equipment (printers, scanners, photostat, Projector etc.)

2) **Age Limit:** Not exceeding 30 (Thirty) on the last date of receipt of application as given in recruitment notice.

3) **Period of Contract:** The initial period of contract shall be 03 (Three) years. It can be extended for another 02(two) years at a time, on approval of the President EEC, based on the performance.

4) **Remuneration:** Rs 35,000/- (Rupees Thirty-Five Thousand Only) per month.

5) **Annual Increment :** Annual increment 10% of remuneration.

6) **Medical Allowance:** The candidate reimbursed medical expenses (based on actual) subject to a maximum of Rs 40,000/- (Rupees Forty Thousand Only) per annum including all taxes. This amount shall be used for insurance premium, actual spent on OPD, IPD for the employee and his family consisting of his spouse, his dependent parents and children.

7) **Communication Allowances:** The candidate will be reimbursed for mobile charges upto Rs. 500 (Rupees Five Hundred Only) per month

8) **Notice period:** The contract can be terminated by either side by giving a one month notice.

9) **Selection Process:** All the applications received by due date shall be scrutinized and the shortlisted candidates shall be called for an interview and proficiency test. The interview & efficiency test shall take place in New Delhi (proper address shall be informed via mail). No TA/DA or any other allowance shall be paid for attending the interview/proficiency test.



10) Responsibilities of Assistant Manager (Office Support)

- 10.1 He/She shall be the functional part of administration team.
- 10.2 He/She shall support organizing workshops, conferences, training etc.
- 10.3 He/She shall facilitate/prepare consultancy assignment reports/presentations in association with experts.
- 10.4 He/She shall draft documents, proofreading, maintaining digital/physical filing systems, and data entry.
- 10.5 Answering phone calls, managing visitor logs, handling incoming/outgoing calls, and courier services.
- 10.6 He/She shall Assists in managing administration, office and finance related operational tasks.
- 10.7 Coordinates travel, accommodation and transfer requirements for the staff and monitors the availability of accessories and stocks and also making travel arrangements, such as booking flights, cars, and making hotel reservations.
- 10.8 Maintain and update the vendor master list and other supporting vendor documents.
- 10.9 Providing support to managers and Director/Advisor, updating mail/phone directories/website/Social media handles etc.
- 10.10 Any other task as may be assigned by EEC from time to time.

Asst. Mgr.
EXCELLENCE ENHANCEMENT CENTRE
FOR INDIAN POWER SECTOR