



**इंडिया एसएमई टेक्नोलॉजी सर्विसेज लिमिटेड [आईएसटीएसएल]**

**India SME Technology Services Limited [ISTSL]**

**आईएसटीएसएल में संविदा आधार पर विशेषज्ञताप्राप्त संसाधन कार्मिकों की नियुक्ति (हायरिंग)  
Hiring of Specialized Resource Persons on contract basis (Full time) in ISTSL**

विज्ञापन संख्या: आईएसटीएसएल /202526/OUT/ 7105 दिनांक 07 जनवरी, 2026

Advt. No.: ISTSL/202526/OUT/ 7105 dated 07 January, 2026

आईएसटीएसएल निम्नलिखित पदों पर अनुबंध के आधार पर नियुक्ति के लिए योग्य कार्मिकों से निर्धारित प्रारूप में आवेदन आमंत्रित करता है।

ISTSL invites applications in prescribed format from qualified professionals for appointment on contract basis for the following posts:

क्रम सं./ S.No.	पद / Position	पदों की संख्या / No. of Posts
1.	Manager - Compliances	01
2.	Project Manager- Energy	01
3.	Energy Auditor	01
4.	Business Development Manager	01

आवेदन जमा करने की अंतिम तिथि (केवल ईमेल द्वारा) 31<sup>st</sup> जनवरी 2026 (23:59 बजे तक) है।

The last date for submission of application (by email only) is 31<sup>st</sup> January 2026 (up to 23:59 hours).

अधिक जानकारी के लिए, इच्छुक उम्मीदवार अनुलग्नक-1 में संलग्न विस्तृत विज्ञापन देख सकते हैं।

For more details, interested candidates may go through the detailed advertisement appended at **Annexure-I**

मुख्य कार्यकारी अधिकारी/Chief Executive officer

आईएसटीएसएल, नई दिल्ली/ISTSL, New Delhi



## Annexure-I

विज्ञापन संख्या: आईएसटीएसएल /202526/OUT/7105 दिनांक 07 जनवरी, 2026

Advt. No.: ISTSL/202526/OUT/7105 dated 07 January, 2026

### आईएसटीएसएल में संविदा आधार पर विशेषज्ञताप्राप्त संसाधन कार्मिकों की नियुक्ति (हायरिंग) Hiring of Specialized Resource Persons on contract basis (Full time) in ISTSL

ISTSL is a public limited company incorporated under the Companies Act, 1956 on November 17, 2005. It is a joint initiative of SIDBI and 4 public sector banks, viz. State Bank of India, Indian Bank and Punjab National bank and Indian Overseas Bank.

The main objective of ISTSL is to provide professional services for technology transfer in order to enhance the market competitiveness of small and medium enterprises [MSME] and promote sustainable development.

The details of the positions along-with desirable qualifications / experience are given below:

Position Name	No. of posts	Desired Qualification & Work Experience
Manager - Compliances	01	<ul style="list-style-type: none"><li>• CS from a recognized institute.</li><li>• Minimum <b>2 years of professional experience in the related field.</b></li><li>• Candidates having experience in providing <b>secretarial assistance</b> for Board/AGM meetings such as drafting agendas, notices, minutes, and RoC filings would be preferred.</li></ul>
Project Manager-Energy	01	<ul style="list-style-type: none"><li>• Graduation in Solar Energy / energy/ Renewable Energy or equivalent.</li><li>• Minimum 3 years work experience with Govt organizations/ Autonomous Bodies / PSUs / Public sector Banks /ESCOs / Technical Institutions etc.</li><li>• Planning, development, management, installation &amp; Commissioning, monitoring of Solar PV Plant/ Wind Energy/other Renewable Energy / green technology related projects.</li><li>• Energy related data collection &amp; analysis.</li><li>• Site survey, feasibility assessment, execution related to green energy / green technology projects.</li><li>• Coordination with various stakeholders including Govt departments, ministries, developers, contractors, vendors, end beneficiaries dealing with energy / technology projects.</li><li>• experience in co-ordination for energy audit related work with ESCOs.</li><li>• Excellent drafting and communication skills.</li></ul> <p><b>Desirable</b> Preference will be given to applicants with prior experience in solar PV plant.</p>
Energy Auditor	01	<ul style="list-style-type: none"><li>• BE/B-Tech in electrical/ energy/ mechanical engineering/energy economics/ planning and policy or related engineering fields.</li><li>• BEE Certified Energy Auditor, Post-graduation or additional qualifications in energy management related field is desirable</li></ul>



		<p>(Accredited Energy Auditor would be preferred)</p> <ul style="list-style-type: none"> <li>• Minimum 2 years hands-on and practical experience of designing, and/or delivering energy savings performance contracting based energy efficiency projects in industrial processes, working closely with/for utility companies, ESCOs /RESCOs, energy engineering consulting firms, and/or financial institutions including hands-on experience in conducting energy audit, ex-post evaluation of energy efficiency measures in industrial processes across multiple industrial sectors, primarily textile, mechanization (engineering, metals), plastics, and food industry.</li> <li>• Self-driven with a high degree of responsiveness and proactivity.</li> <li>• Excellent communication, client relationship, and interpersonal skills.</li> </ul>
<b>Business Development Manager</b>	<b>01</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree in Engineering (Electrical/Mechanical/Energy would be preferred).</li> <li>• Master's degree in Power/Energy Systems/Management or MBA in Marketing/Business Development is an added advantage.</li> <li>• Minimum 2 years of professional experience in Business Development within the power, energy efficiency, energy audits, energy conservation and RE Projects, or energy efficiency sectors.</li> <li>• Proven track record of securing business in energy efficiency, energy audit, energy conservation and solar, wind, energy audits, ESCO projects, T&amp;D systems, or clean energy technologies.</li> <li>• Experience in dealing with government tenders, EPC contracts, and public procurement processes.</li> <li>• Knowledge of relevant policies, standards, regulatory frameworks, and financial mechanisms in the energy sector.</li> <li>• Strong technical understanding of power systems, renewable energy, and energy efficiency.</li> <li>• Excellent communication, stakeholder management, and negotiation skills.</li> <li>• Analytical ability for market study, financial modelling, and proposal development.</li> <li>• Proficiency in MS Office, data analytics tools, CRM systems, and project management practices.</li> </ul>

#### **Gross Emoluments / Monthly Remuneration:**

The indicative remuneration of the specialized resource person proposed to be hired are given below:

Position	No. of Vacancy	Gross Emolument / Monthly Remuneration*
Manager – Compliances	1	Market-linked
Project Manager-Energy	1	
Energy Auditor	1	
Business Development Manager	1	
<b><u>*Gross Emolument / Monthly Remuneration</u></b>		
<ul style="list-style-type: none"><li>• The Gross Emoluments payable shall be finalized by the Interview/Selection Committee will depend upon the candidate's qualifications, relevant experience, skill set, current remuneration/CTC, and overall suitability for the role.</li></ul>		



## **Roles & Responsibilities**

- Broad roles and responsibilities of the Resource Person(s) are given in **Appendix-I**.

### **Note:**

- i. **Initial engagement Period** - The Initial engagement period for all the above posts shall be for a period of 3 Years (subject to annual performance review) and thereafter renewal on an annual basis subject to satisfactory performance for a maximum further period of 1+1 years (maximum 5 years).
- ii. **Age Criteria** – Interested Applicants applying for the post should not have the age more than 40 years (as on **31.01.2026**).
- iii. **Gross Emoluments / Monthly Remuneration**
  - (a) The monthly remuneration shall be the total CTC per month (all inclusive, including any claim of payments towards Gratuity or any other benefits applicable to the "Employee" by definition as per the law of land and no additional payments towards any such additional claim/ benefit shall be entertained by ISTSL) and may be lower based on suitability of the candidate in terms of qualifications and experience.
  - (b) The remuneration for each position shall be market-linked and negotiable, as required to identify a suitable & deserving candidate for the positions and shall be decided by ISTSL on merit.
- iv. No additional payment shall be made except Travelling / Halting allowance in case of outstation tours, as per norms of ISTSL.
- v. **Place of Posting/Duty Station** – The Identified resource person(s) will be stationed at ISTSL, New Delhi Office and would be required to make regular visits to project sites (required for technical background).
- vi. Any canvassing directly or indirectly by the applicant will disqualify his/her candidature.
- vii. The following category of the applicants shall not be eligible for appointment:
  - a. who has previously been dismissed, removed or compulsorily retired, blacklisted by and/or from the service of a corporation or department of a state or central government or a local authority or from an autonomous statutory body or any bilateral / multilateral institutions / agencies, etc.
  - b. who has more than one spouse or who has entered a marriage with any person having a spouse living unless such marriage is permissible under the personal law applicable to the candidate and the other party to the marriage
- viii. If any document/certificate is issued in a language other than Hindi/English, candidates are required to submit a certified translation of the same in Hindi/ English along with the application and at the time of Interview.
- ix. Training / Teaching period will not be counted as experience. All computations of Age and Post Qualification Experience etc., shall be as on **31-01-2026**. Date of issuance of final mark sheet shall be taken as the date of acquiring qualification.
- x. For candidates having experience in more than one organization, any gap period of upto 15 days between date of relieving from one organization and date of joining the other organization shall be counted as experience.



- xi.** Any Clarifications/ Date Extension/ Addendums etc. will be posted on ISTSL website viz. <https://www.istsl.in/careers> and no individual communication will be sent. Posting on the website would be deemed as if ISTSL having communicated to all prospective Candidates. Information regarding this recruitment process shall be made available in the career section of ISTSL website. Applicants are advised to check the website periodically for updates.
- xii.** On successful completion of every year of engagement, the contract personnel would be eligible for annual increment at the rate of upto 10% during subsequent year of engagement subject to periodic review & satisfactory performance as decided by ISTSL.
- xiii.** **Notice Period** – The selected resource person(s) shall be required to serve the notice period of minimum 2 months from the date of submission of resignation for 1st year of engagement and thereafter to serve the notice period of minimum 1 months from the date of submission of resignation. ISTSL can terminate the contract by giving a 1-month notice to the resource person.
- xiv.** ISTSL reserves the right to cancel / restrict / enlarge / modify / alter the recruitment / selection process, if need so arises, without issuing any further notice or assigning any reason thereafter. The vacancies notified may vary and operation of panel will depend on requirement.
- xv.** ISTSL reserves the right to raise or lower the qualifying standards/Age in any stage of the selection process depending on availability of sufficient number of candidates.
- xvi.** No correspondence will be entertained from candidates not shortlisted/ not selected.

### **Important Instructions**

- i. The candidate can apply for only one position and not more than one application should be submitted in the prescribed application format attached at **Appendix-II. Applications Received by the same applicant for more than 1 position shall not be considered.****
- ii.** The application must be signed by the applicant and should be accompanied by self-attested photocopies of relevant certificate(s)/ documents in support of proof of age, educational qualification, work experience, etc. Interested candidates may kindly note that an application not accompanied by photocopies of relevant certificate(s)/ documents mentioned in the application form or not in prescribed format or not signed by the candidate or incomplete in any respect or received after due date will not be entertained under any circumstances.
- iii.** Candidates shortlisted for interview shall have to mandatorily produce all certificates in original for verification at the time of interview or as decided by ISTSL.
- iv.** Shortlisted candidates will have to attend the interview at their own cost and no expenses shall be reimbursed in this regard.
- v.** Interviews could be conducted through Web meetings (MS Teams). In such case, Original Certificates of the candidates shall be verified who are selected for the position at a mutually agreed date and time or as decided by ISTSL.
- vi.** It may be noted that if, at any stage, it is discovered that an attempt has been made



by the applicant to wilfully conceal or misrepresent the facts, his candidature will be summarily rejected and/or his employment terminated with immediate effect.

vii. Self-attested scanned copies of following documents should be attached (File type should be .jpg/.png/.pdf and should not exceed as per email permission limit):

- As per the prescribed application format
- Proof of Date of Birth (10<sup>th</sup> Class Certificate/ Birth Certificate)
- Documents related to Essential Qualification (Pass certificate & Mark sheets showing class/ division/ CGPA/ percentage, mode, duration along with specialization) \*. If Class/ Division and percentage is not indicated in the Certificate or Mark sheet, the applicant shall submit the conversion formula for deriving CGPA to percentage equivalence from the concerned University/Institution, failing which the application is liable to be rejected.
- Documents related to Other Qualifications (Pass Certificate and Mark sheets)
- Documents related to experience such as: (present as well as all previous employment/s) starting from current employment in descending order\*
- Appointment order/ joining order.
- Experience Certificate: Proof of experience indicating post held, period of service, pay scale/ emoluments & area of experience (In respect of PSU/ Govt. employees indicating revised as well as pre-revised pay scales with period details).
- Pay Certificate from concerned organization (Govt./ Public/ Private sector) in support of experience in relevant pay scale/ emoluments. Documentary evidence for annual CTC or pay slips for last 3 months, certificate from employer etc.
- Relieving Certificates (in case of experience with more than one organization)
- Orders of the company where the applicant is working presently clearly indicating executive grades & pay structure of the organization and position of the applicant in the hierarchy for relevant experience
- Relevant experience in the form of office orders/ office memorandums/ transfer orders/ work allocation orders/ experience certificate etc.

*\*All requisite documents pertaining to each educational qualification and each employment/ experience should be merged into a single file. File type should be .jpg/.png/.pdf)*

xvii. Candidates are NOT required to submit hard copy of application form. To avoid last minute rush, the candidates are advised to submit the application in a timely manner well in advance. ISTSL will not be responsible for network issues/ technical glitches/ servers' issues etc.

xviii. Duly signed application form needed to be forwarded to ISTSL as per format provided here – **"Resume Format"** on or before the last date & time of application **by e-mail only** with the subject - **"Application for the post of "** **(Advertisement No.: ISTSL/202526/OUT/7105 dated January 07, 2026)"**

- [istsl@istsl.in](mailto:istsl@istsl.in) ; and [accounts@istsl.in](mailto:accounts@istsl.in)

xix. The deadline for submission of the Application (by email only) is **January 31, 2026** [23:59 hrs].



## **1. DURATION**

- 1.1. The resource person(s) shall be engaged on full-time contractual basis for various projects / green initiatives being done by ISTSL. The Initial engagement period for all the above posts shall be for a period of 3 Years (subject to annual performance review) and thereafter renewal on an annual basis subject to satisfactory performance for a maximum further period of 1+1 years (maximum 5 years).

## **2. LEAVE DETAILS**

The resource person(s) shall be eligible for leave as under:

- 2.1. 2 Leave per month will be credited into the account of the applicant, with a maximum 18 Leaves in a year.
- 2.2. No Leave can be availed before completion of initial 03 months of service. The unutilized leaves in a particular year will not accumulate and will not be carried forward.
- 2.3. If the resource person leaves the job during the contract period, the un-availed CL shall not be adjusted and will stand lapsed.

## **3. INDICATIVE GENERAL CONDITIONS**

- 3.1. During the contract period, the service conditions of the candidate including place of posting within ISTSL/ associate institutions would be as decided by ISTSL from time to time.
- 3.2. Selection would be by way of personal interview to be held at New Delhi before a Selection Committee. ISTSL will undertake a preliminary screening of the applications for preparing, if necessary, a shortlist of eligible candidates to be called for interview. Thus, merely fulfilling the requirements would not automatically entitle any candidate to be called for interview. The date of interview will be advised to the shortlisted candidates in due course.
- 3.3. Selected candidate(s) will have to enter into an agreement with ISTSL governing terms of engagement and services.

## **4. Indicative Roles and Responsibilities of the Resource Person(s)**

### **4.1. Manager - Compliances**

#### **a. Corporate Governance & Secretarial Functions**

- Ensure adherence to good corporate governance practices and Secretarial Standards.
- Assist the Board of Directors and Committees in discharging their responsibilities in compliance with applicable laws.
- Act as custodian of statutory and secretarial records of the Company.

#### **b. Board, Committee & General Meetings**

- Convene and coordinate meetings of the Board, Committees, and Shareholders (AGM/EGM).
- Prepare and circulate notices, agendas, notes, resolutions, and related papers.
- Draft, finalize, and maintain accurate minutes of meetings and follow up on action points.





**c. Statutory & Regulatory Compliance**

- Ensure compliance with the provisions of the Companies Act, 2013 and rules made there under.
- Timely filing of statutory returns, forms, and documents with the Ministry of Corporate Affairs (MCA), ROC, and other authorities.
- Maintain statutory registers, records, and filings in physical and electronic form.

**d. Regulatory Interface & Liaison**

- Act as the primary point of contact with regulatory authorities such as ROC, MCA, and other statutory bodies.
- Coordinate secretarial audits, statutory audits, and regulatory inspections.
- Respond to notices, queries, and observations from regulators in consultation with management.

**e. Policy & Documentation Management**

- Assist in drafting, reviewing, and updating internal policies, codes, and governance documents.
- Ensure implementation and periodic review of Board-approved policies.

**f. Compliance Monitoring & Reporting**

- Develop and monitor a comprehensive compliance calendar.
- Prepare periodic compliance status reports for Management and the Board.
- Identify compliance gaps and recommend corrective measures.

**g. Advisory Role**

- Advise the Management and Board on legal, secretarial, and compliance-related matters.
- Keep the organization informed of changes in corporate laws and regulatory requirements.

**h. Shareholder & Stakeholder Management**

- Handle shareholder communications related to statutory and governance matters.
- Support disclosures and information requirements for stakeholders as applicable.

**i. Cross-Functional Coordination**

- Coordinate with Finance, HR, Legal, and other departments to ensure integrated compliance.
- Provide guidance to internal teams on compliance obligations and documentation.

**j. Risk & Compliance Culture**

- Support risk management initiatives related to statutory and governance compliance.
- Promote compliance awareness and ethical standards across the organization.

**k. Any other duties as assigned by the CEO, ISTSL, from time to time.**

**4.2. Project Manager-Energy**

**a. Project Planning and Implementation**

- Assist in conceptualization, planning, development, and execution of renewable energy and sustainability projects, including solar PV, and other green energy Projects.
- Prepare detailed project reports (DPRs), feasibility studies, and implementation strategies in line with ISTSL and client requirements.





- Undertake site assessments, and resource mapping for renewable energy projects.
- b. **Project Management and Coordination**
  - Supervise and monitor project implementation activities, ensuring adherence to timelines, technical specifications, and quality standards.
  - Coordinate with developers, EPC contractors, vendors, consultants, and other stakeholders for smooth execution of projects.
  - Support ISTSL in preparation of work plans, schedules, and project progress reports for management and client review.
- c. **Technical Evaluation and Quality Assurance**
  - Evaluate technical designs, BOQs, tender documents, and vendor proposals.
  - Oversee installation, commissioning, and performance testing of solar and other renewable energy systems.
  - Ensure compliance with relevant technical standards, regulatory requirements, and safety norms.
- d. **Data Analysis and Monitoring**
  - Manage energy generation data collection, validation, and performance analysis of renewable energy systems.
  - Develop and maintain a project monitoring dashboard or MIS to track progress and performance indicators.
  - Assist in preparing post-installation evaluation reports and documenting lessons learned.
- e. **Stakeholder Management**
  - Liaise with Government departments, ministries, PSUs, financial institutions, and multilateral agencies on project matters.
  - Facilitate coordination between ISTSL, NVS, developers, and other implementation partners for project delivery.
  - Support in organizing stakeholder meetings, review workshops, and training programs.
- f. **Energy Audits and Technical Advisory**
  - Coordinate and facilitate energy audit-related work with ESCOs, energy auditors, and technical consultants.
  - Review audit reports, verify findings, and assist in implementation of recommended energy efficiency measures.
  - Provide technical advisory support on emerging green technologies and innovative financing mechanisms.
- g. **Reporting and Documentation**
  - Prepare periodic (monthly/quarterly/annual) project progress reports, technical briefs, and presentations.
  - Support preparation of internal review documents, management notes, and proposals for new assignments.
  - Ensure documentation and archival of all project-related materials in digital and physical form.
- h. **Administrative and Miscellaneous Duties**
  - Provide support in procurement, vendor management, and contract administration for project-related activities.
  - Contribute to policy formulation, process documentation, and development of standard operating procedures for renewable energy projects.
  - Undertake any other assignments related to renewable energy, energy efficiency, or sustainability initiatives as may be assigned by ISTSL management from time to time.
- i. **Any other duties as assigned by the CEO, ISTSL, from time to time.**



#### 4.3. Energy Auditor

- a. To provide technical insights, of various Green / EE / Industrial Decarbonization / themed projects, liaison/coordination with various stakeholders viz. ESCOs, RESCOs, Banks/NBFCs/MFIs, Host entities (viz. Industries, Hotels, Hospitals, Local bodies, municipalities etc.), business development knowledge, process related to guarantee issuance, Monitoring and Verification activities, preparing reports for onward submission to various partners / agencies, direction and supervision for various activities / projects in the area of Energy Efficiency, Renewable Energy, Green Energy, Clean Energy, etc.
- b. To be actively involved in promoting Green Financing, generate new pipelines, providing handholding support to branch officials / MSMEs / ESCOs, and other stakeholders.
- c. To examine the implementation methodology adopted by various Consultants hired under the Projects for smooth and effective implementation of the Project in line with its objectives.
- d. To prepare formats & guidelines for various reports including Energy Saving Performance Contract (ESPC), Annual Business Implementation Plan, Monthly reports, Technical Evaluation of DPRs of the projects implemented under various initiatives, Monitoring & Verification Report, etc.
- e. To examine and ensure data quality and validity of reports on energy efficiency measures in industrial processes across multiple industrial sectors, primarily textile, mechanization (engineering, metals), plastics, and food industry.
- f. To provide inputs on various reports submitted by the various Consultants hired under the Project particularly the sections on scoping/methodology, baseline assessment, scenario development, appropriateness of the technology / EE measures recommended, reasonableness of estimated benefits / savings, estimated cost of recommended EE measures, impact assessment, best market practices, etc.
- g. To provide technical inputs / suggestions to the various Consultants hired under various programs / projects and ESCOs/RESCO/Service Providers particularly with regard to development of proper training modules / workshop material for capacity building / awareness workshops, etc.
- h. To be actively involved in awareness creation, training and capacity building on energy efficient technologies and financing of energy efficient projects to the MSMEs / Banks/ FIs / NBFCs officials, other partners and stakeholders and shall also develop suitable training modules / workshop material for the purpose.
- i. To follow up and monitor activities required for various contracts executed under the Projects.
- j. To develop a suitable monitoring mechanism to ensure flow of proper information / data at regular intervals, design and develop formats of various progress and other reports, log frame, etc. for continuous and effective monitoring of the various activities undertaken by the Consultants hired / to be hired under the Projects.
- k. To analyse and vet Energy Audit Reports, guarantee applications, Energy Saving Performance Contract, PPAs, any other documents as per green scheme / projects / program / guidelines.
- l. To analyse various progress reports as against the envisaged deliverables as also the overall Project Objectives and shall submit their comments along-with suggestions for improvements / corrective actions required, if any.



- m. To be responsible for developing and putting in place an effective Management Information System (MIS) mechanism for reporting the progress to the senior management.
- n. To coordinate with ESCOs, RESCOs, MSMEs, Industry Associations (IAs), Local Service Providers (LSPs), SDAs, key stakeholders, Consultants, etc. to ensure timely execution and successful completion of the projects and generation of new pipeline of projects.
- o. To provide assistance to ISTSL with new energy-related programs in MSMEs.
- p. To collaborate with Industry, financing agencies, government officials and leverages their efforts where appropriate in addressing problems of energy sector and Project.
- q. To identify and analyse linkages and externalities (Environmental and Social Impacts) of projects supported under various bilateral / multilateral engagements.
- r. To provide recommendations for energy efficiency / RE projects in MSMEs, specifically on optimization of energy investments.
- s. Any other emergent/ aligned work that may be entrusted upon by the ISTSL.
- t. Any other duties as assigned by the CEO, ISTSL, from time to time.

#### **4.4. Business Development Manager**

##### **a. Market Research, Analysis & Strategy**

- Conduct comprehensive research on sector trends in renewable energy, energy efficiency, power generation, and T&D sectors.
- Track government policies, subsidy schemes, regulations, and sectoral reforms (MNRE, BEE, CERC, SERCs, DISCOMs, MoP, etc.).
- Identify high-growth segments (solar rooftop, utility-scale RE, EE retrofits, PAT scheme, e-mobility, green hydrogen, etc.).
- Develop short-term and long-term business development strategies for different regions/verticals.
- Prepare competitor analysis and market positioning reports.
- Identify risks, opportunities, and emerging technologies relevant to the company's portfolio.

##### **b. Lead Generation & Opportunity Identification**

- Scan market for new leads, tenders, EoIs, public procurement opportunities, and Govt./private-sector projects.
- Identify projects in the areas of renewable energy, energy auditing, IGEA, ESCO/RESCO projects, T&D, smart metering, and industrial EE projects etc.
- Engage with potential clients, industries, PSUs, EPC contractors, government agencies, and nodal agencies.
- Maintain a structured pipeline of qualified leads with prioritization based on business potential.

##### **c. Client & Stakeholder Relationship Management**

- Build and sustain long-term relationships with government departments, DISCOMs, industry associations, large industrial consumers, EPC contractors, and funding agencies.\



- Conduct client meetings, presentations, and technical discussions to understand client needs.
- Liaise with national/state-level bodies such as SIDBI, MNRE, BEE, SECI, state renewable agencies, and utilities etc.
- Develop partnerships with technology providers, OEMs, solution providers, and implementation partners.

#### **d. Proposal, DPR & Bid Development**

- Lead preparation of EoIs, RFQs, RFP responses, techno-commercial proposals, and bids.
- Prepare Detailed Project Reports (DPRs) for renewable and energy efficiency projects (with support from technical teams).
- Support preparation of investment proposals, feasibility studies, project costing, and financial models.
- Ensure all proposals meet technical, financial, and regulatory requirements.
- Coordinate with internal departments to gather technical inputs, baseline data, and cost estimates.

#### **e. Negotiations & Business Closure**

- Lead negotiations on pricing, commercial terms, payment schedules, timelines, and deliverables.
- Prepare draft MoUs, agreements, contracts, and business terms.
- Ensure all contractual documents meet legal and compliance requirements.
- Successfully secure project awards or contracts through transparent and effective negotiation.

#### **f. Project Coordination & Internal Collaboration**

- Collaborate with engineering, finance, legal, procurement, and operations teams for smooth project execution.
- Follow up on project timelines, deliverables, and documentation requirements.
- Support in mobilization of resources for kick-off and execution of awarded projects.
- Facilitate communication between stakeholders to resolve project-related challenges.

#### **g. Monitoring, Reporting & Documentation**

- Maintain updated MIS for business leads, opportunities, revenue forecasts, and project status.
- Provide monthly/quarterly BD performance reports to management.
- Track KPIs such as lead conversion rate, proposal success rate, revenue growth, and client retention.
- Document all client interactions, meeting minutes, and follow-up actions.

#### **h. Marketing, Promotion & Outreach**

- Organize and participate in conferences, exhibitions, webinars, and sector-specific events.



- Prepare presentation materials, corporate brochures, product notes, and project case studies.
- Conduct workshops and awareness programs promoting EE/RE solutions etc.
- Enhance company's digital presence through sector updates, articles, and promotional campaigns.

**i. Compliance & Regulatory Alignment**

- Ensure all business development activities adhere to regulatory guidelines and industry standards.
- Understand compliance requirements for energy audits, safety norms, renewable energy policies, and power sector regulations.
- Monitor updates in tariff orders, bidding guidelines, and state/central government notifications.

**j. Any other duties as assigned by the CEO, ISTSL, from time to time.**



## APPENDIX-II

### APPLICATION FORM

**Post Applied for**

**[choose & tick (✓) any one of the following and strike off (X) remaining]**

Manager - Compliances	
Project Manager -Energy	
Energy Auditor	
Business Development Manager	

Paste your  
recent  
photograph  
here

**Note: Applicant can apply only for One Position**

**FILL ALL THE INFORMATION IN BLOCK LETTERS**

(Before filling in Application Form, please read carefully all the General Instructions contained in the detailed advertisement)

**1. NAME IN FULL** (Surname first) (leave one box blank between two parts of your name) Shri / Smt./ Kum [as it appears on your educational certificate]


**2. FATHER'S / HUSBAND'S NAME** (Surname first) (indicate appropriately by tick mark) (leave one box blank between two parts of your name)


**3. ADDRESS FOR CORRESPONDENCE** (leave one box blank between two parts of the address)

<b>STATE</b>		<b>PIN CODE</b>	

**4. CONTACT INFORMATION**

<b>E - MAIL ADDRESS</b>																	
<b>MOBILE NUMBER</b>																	
<b>TELEPHONE NUMBER</b>																	
<b>STD CODE</b>																	

**5. PERMANENT ADDRESS** (leave one box blank between two parts of the address)

<b>STATE</b>		<b>PIN CODE</b>	

**6. DATE OF BIRTH**

DD			MM			YYYY				
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**7. Age as on January 31, 2026**

DAYS			MONTHS			YEARS		
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**8. BIRTH PLACE**

STATE	
DISTRICT	
PLACE	

**9. Category (SC / ST / OBC/ PWBD):** \_\_\_\_\_**10. NATIONALITY:** \_\_\_\_\_**11. INDICATE BY TICK MARK IN APPROPRIATE BOX.****i. GENDER:**

MALE	FEMALE

**ii. MARITAL STATUS**

SINGLE	MARRIED

**12. Languages known (please tick appropriate column)**

Name of Language	Read	Write	Speak

**13. CURRENTLY EMPLOYED:** Indicate Yes/ No \_\_\_\_\_**14. EXPECTED REMUNERATION:** ₹ \_\_\_\_\_

(Mention expected consolidated monthly remuneration in Indian Rupees as per the Detailed Advertisement)

**15. NOTICE PERIOD FOR JOINING:** \_\_\_\_\_ Days

(Mention notice period in months/days required to join ISTSL)

**16. EDUCATIONAL QUALIFICATIONS as on last date of Application (10<sup>th</sup> onwards)**

Examination Passed	Name of University /Institution	Subject details	Month & Year of passing	Percentage of Marks obtained	Class Division






**Note:**

- (i) Please attach a separate sheet, if the space above is insufficient.
- (ii) **Self Attested photo copies of certificates / mark sheets / degree / diploma etc. in respect of educational qualifications must be attached with the application form.**

**17. Any other relevant certifications**

Type of Certification	Year of issuance	Issuing Authority	Certificate no. and validity up to

Please provide Self Attested copies of certificate(s)

**18. PARTICULARS OF EXPERIENCE (Last Date of Application) (starting from present employment)**

Name & Address of the Organisation	Post Held	Period of Service (please give dates)		Length of Service		Nature of duties performed in brief	Monthly Remuneration in ₹	Reasons, for leaving the job
		From	To	Yrs.	Months			

**Note:**

- i. Please attach a separate sheet, if the space above is insufficient.
- ii. **Self-Attested copies of Experience Certificate(s) giving details such as designation, period, nature of duties performed etc., must be enclosed with the application form. In the absence of the above, the application is liable to be rejected.**



19. Please provide detailed information on your professional experience relevant to the applied position (Manager - Compliances/ Project Manager-Energy/ Energy Auditor/BD manager)
20. Self-Attested photocopies of your CV, relevant identity proof (e.g. PAN Card, Voter Card, Aadhaar Card, Passport) and proof of residence (e.g. Voter ID Card, Aadhaar Card, Passport) must be attached with the application form.

**21. DECLARATION:**

I hereby certify that all statements made in this application are true, complete and correct to the best of my knowledge and belief and nothing material has been concealed therefrom. I understand that if at any time during the process of recruitment / selection / subsequent service in the organization, it is found that any information / statement / data given in this application is false / incorrect / any material fact suppressed **OR** I do not satisfy the minimum eligibility criteria as stipulated in the advertisement for the post applied for, my candidature / appointment is liable to be cancelled / terminated forthwith without giving any notice or reasons thereof. I am willing to serve in any of the office / department / associate / subsidiary of the Bank at various places from time to time. I am aware that organization has a right to transfer me in my existing capacity to any part of the country and / or to any job position from time to time at its sole discretion and such decision of the organization shall be final and binding on me. I also undertake to abide by all the terms and conditions of the advertisement given by the ISTSL. I further declare that I have read and fully understood all the General Instructions contained in the advertisement and undertake to abide by the same.

**DATE:** \_\_\_\_\_

**FULL NAME:** \_\_\_\_\_

**PLACE:** \_\_\_\_\_

**SIGNATURE OF CANDIDATE**

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