

AMENDED PROSPECTUS

25th National Examination for Certification of Energy Managers and Energy Auditors (Under the Energy Conservation Act, 2001)

**Scheduled on:
27th & 28th September 2025**



BUREAU OF ENERGY EFFICIENCY (BEE)
(A Statutory body under Ministry of Power, Government of India)



**National Certifying Agency
Dr. Ambedkar Institute of Productivity
NATIONAL PRODUCTIVITY COUNCIL,
Department for Promotion of Industry & Internal Trade (DPIIT),
Under Ministry of Commerce and Industry, Government of India.**

9th July 2025



BUREAU OF ENERGY EFFICIENCY (BEE)

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The enactment of the Energy Conservation (EC) Act, 2001 created an institutional framework for promoting energy efficiency in all sectors of the economy. All the energy efficiency programs and policies in India are now being guided by the Act.

The EC Act, 2001 primarily ensures Energy Efficiency in Consumption, Demand Side Management (DSM), Institutional Framework and provisions to support the above strategy. The five major provisions of EC Act are related to:

1. Designated Consumers (mainly energy intensive industries) to comply with the specific energy consumption norms for their manufactured products/services and for the establishment of energy management system.
2. Standards and labeling of energy consuming appliances, gadgets and equipment to ensure promotion of energy efficiency of the new stocks entering the market.
3. Energy Conservation Building Codes to ensure new commercial buildings constructed in the country have less electricity consumption.
4. Creation of Institutional Set up (Bureau of Energy Efficiency) for effective coordination of the energy conservation efforts in the country.
5. Establishment of Energy Conservation Fund at Centre and States to provide necessary financial support for energy efficiency initiatives in the country.

The EC Act became effective from 1st March 2002, and the Bureau of Energy Efficiency (BEE) was operationalized from the same date. The mission of BEE is to develop policy and strategies with a thrust on self-regulation and market principles, within the overall framework of the EC Act. The primary objective of the act is reducing energy intensity of the Indian economy and facilitating the State Governments to enforce efficient use of energy and its conservation. It also stipulates penalties and adjudication.

India is now in a position to move ahead at a faster pace in implementing energy efficiency programs and policies as there is a strong institutional set up in the country equally supported by the strong commitment by the Government both at the Centre and States towards energy efficiency improvement programs.

With promulgation of the act and establishment of BEE, within the framework of policies, focusing on optimal utilization of energy resources, energy manager/ auditor profession is set to become one of the sought-after professions in the near future. In demand are energy managers and energy auditors who will not only track and save energy but also help minimize its planet-unfriendly impacts like greenhouse gas emissions.

The path to engage energy managers and energy auditors has already been laid in Indian industry, thanks to the Indian National Examination for Certification of Energy Managers and Energy Auditors.

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1. BACKGROUND

The Government of India has enacted “**The Energy Conservation Act, 2001**” (No 52 of 2001, 29th September 2001) with effect from 1st March 2002. The Act provides mainly for the efficient use of energy and its conservation and for matters connected therewith or incidental thereto. As per the Energy Conservation Act 2001, it is mandatory for all the designated **energy consumers** to get energy audit conducted by an **Accredited Energy Auditor** [under clause 14(h) and 14(i)] and to designate or appoint an **Energy Manager** [under clause 14(l)]. The Government of India has notified the list of designated consumers, and the details are available at www.beeindia.gov.in.

Bureau of Energy Efficiency (BEE), under Ministry of Power, Government of India, is empowered to specify the regulations and establish mechanisms to meet the above objectives. The National Certification Examination is conducted with the aim to establish a uniform standard of competency and qualification for energy professionals nationwide.

2. ROLE OF NATIONAL PRODUCTIVITY COUNCIL

The Bureau of Energy Efficiency (BEE), under the provisions of the Energy Conservation Act, has designated Dr. Ambedkar Institute of Productivity (AIP), the training institute of the National Productivity Council (NPC), Chennai, as the National Certifying Agency (NCA). The NCA is responsible for conducting the National Examination for Certification of Energy Managers and Energy Auditors across India.

The National Certifying Agency (NCA), is entrusted with the following responsibilities:

- a) **Establishment of Exam Cell:** An exam cell comprising a team of officers and staff has been set up in Chennai to oversee the administration and coordination of the examination, under the supervision of the Controller of Examination (CoE).
- b) **Conduct of Examination:** Organize and conduct the National Certification Examination in accordance with the guidelines and procedures prescribed by BEE.
- c) **Candidate Registration:** Manage the online application process, including the receipt and verification of applications and registration of eligible candidates.
- d) **Communication to Candidates:** Send necessary information and instructions related to the examination to registered and eligible candidates.
- e) **Administration of Exam:** Coordinate and administer the examination across all designated centres nationwide.
- f) **Issuance of Certification:** Issue of e-certificates and credentials to qualified candidates, duly endorsed by the Bureau of Energy Efficiency (BEE).

3. NEED FOR THE NATIONAL LEVEL CERTIFICATION EXAMINATION

The essential qualification for a Certified Energy Manager and Certified Energy Auditor is passing of a National Level Certification Examination, conducted by a National Certifying Agency for the certification of Energy Managers and Energy Auditors. The certification ensures the availability of qualified professionals with the requisite knowledge and expertise to support the energy management needs of the industry.

The certification examination will be conducted based on the syllabus approved by the Bureau. The proposed syllabus will undergo revision from time to time based on the feedback and future developments. The requisite revision will be carried out by the national level certification agency in consultation with BEE from time to time.

4. ROLE & IMPORTANCE OF CERTIFIED ENERGY MANAGER (CEM)

Certified Energy Manager occupies an important position and is the focal point of all the activities pertaining to energy management in the organization. The certified energy manager provides leadership in the formulation of corporate energy policy and development of Energy Management Action Plan.

Certified Energy managers also perform activities related to Plant Energy Management, Project Management, Personnel Management and Financial Management at the plant level. He also prepares the information to be submitted to the Designated Agency regarding the energy consumed and actions taken on the recommendations of the Accredited Energy Auditor [Clause 14(k)].

Responsibilities and Duties of Certified Energy Manager (CEM):

- a) Establish an energy conservation cell & prepare annual activity plan.
- b) Develop and manage training programs for energy efficiency at operating levels.
- c) Develop integrated system of energy efficiency and environmental improvement.
- d) Initiate activities to improve monitoring and process control to reduce energy costs.
- e) Coordinate implementation of energy audit/efficiency improvement projects through external agencies.
- f) Establish / participate in information exchange with other energy managers of the same sector.
- g) Provide required information to the BEE and Designated Agency of the respective States demanded in the Act.

5. ROLE & IMPORTANCE OF CERTIFIED ENERGY AUDITOR (CEA)

Energy Audit involves in a systematic study undertaken on major energy consuming sections and equipment including construction of heat and mass balance with a view

to identify the flow of energy, efficient use of energy in each of the steps and pinpoint wastage of energy. A well- conducted energy audit would reveal the areas of wastage of energy and lead to suggestions for possible energy savings.

The Energy Conservation Act requires that every designated consumer shall get an energy audit carried out by an Accredited Energy Auditor in a manner and interval of time as specified. The Certified Energy Auditor, as such, is not authorized to conduct such mandatory energy audits under the EC Act. However, certification is one of the prerequisites along with other conditions, which have to be fulfilled by an energy auditor before applying for accreditation by the Bureau.

The energy audit report is to contain recommendations for improving energy efficiency with cost benefit analysis and an action plan to reduce energy consumption [Clause 14(i)]. The conduct of energy audit and implementation of its recommendations on cost-benefit basis through accredited energy auditors is expected to help the designated energy consumers to achieve significant reduction in their energy consumption levels.

Responsibilities and Duties of Certified Energy Auditor (CEA):

- a) Carry out a detailed energy audit.
- b) Quantify energy consumption and establish base line energy information.
- c) Construct energy and material balance.
- d) Perform efficiency evaluation of energy & utility systems.
- e) Compare energy norms with existing energy consumption levels.
- f) Identify and prioritize energy saving measures.
- g) Analyses of technical and financial feasibility of energy saving measures.
- h) Recommend energy efficient technologies and alternate energy sources.
- i) Report writing, presentation and follow up for implementation.

6. ELIGIBILITY CRITERIA AND GUIDELINES

The candidates registering for the examination shall fulfill the following eligibility criteria:

a) CERTIFIED ENERGY MANAGER (CEM):

Candidates appearing for energy manager certification examination shall possess any one of the following qualifications:

- i. **A Graduate Engineer or Graduate Architect** along with THREE YEARS of work experience involving use of energy in operation, maintenance, planning, energy management, energy efficiency and energy conservation, building design or building energy management; or
- ii. **A Post-Graduate in Engineering or Architecture** along with TWO YEARS of work experience involving use of energy in operation, maintenance, planning, energy management, energy efficiency and energy conservation, building design or building energy management; or

- iii. **A Graduate Engineer or Graduate Architect with a post-graduate degree in Management or its equivalent** along with TWO YEARS of work experience involving use of energy in operation, maintenance, planning, energy management, energy efficiency and energy conservation, building design or building energy management; or
- iv. **Diploma Engineer or “Equivalent”** along with SIX YEARS of work experience involving use of energy in operation, maintenance, planning, energy management, energy efficiency and energy conservation, building design or building energy management; or
- v. **Post-Graduate in Physics or Electronics or Chemistry (with Physics and Mathematics at graduation level)** along with THREE YEARS of work experience involving use of energy in operation, maintenance, planning, energy management, energy efficiency and energy conservation, building design or building energy management.

b) CERTIFIED ENERGY AUDITOR (CEA):

Candidates appearing for Energy Auditor Certification Examination shall possess any one of the following qualifications:

- i. **A Graduate Engineer or Graduate Architect** along with THREE YEARS of work experience involving use of energy in operation, maintenance, planning, energy management, energy efficiency and energy conservation, building design or building energy management; or
- ii. **A Post-Graduate in Engineering or Architecture** along with TWO YEARS of work experience involving use of energy in operation, maintenance, planning, energy management, energy efficiency and energy conservation, building design or building energy management; or
- iii. **A Graduate Engineer or Graduate Architect** with a post-graduate degree in Management or its equivalent along with TWO YEARS of work experience involving use of energy in operation, maintenance, planning, energy management, energy efficiency and energy conservation, building design or building energy management.

c) DEFINITIONS

- i. **“ACT”** means the Energy Conservation Act, 2001 (52 of 2001);
- ii. **“AGENCY”** means an agency appointed by the Bureau for holding National Examination for certification of Energy Auditors, Energy Managers, or Energy Auditors (Building);
- iii. **“CERTIFICATE”** means the certificate issued, on being declared successful in the National Examination, by the Bureau or the agency notified by the Bureau in support of Energy Auditor or Energy Auditor (Building) or Energy Manager;
- iv. **“DIPLOMA ENGINEER”** means a person who has obtained a diploma in engineering from any institution recognized by the All-India Council for Technical Education under the All-Indian Council for Technical Education Act, 1987 (52 of 1987);
- v. **“GRADUATE ENGINEER”** means a person who has obtained a graduation degree in engineering from a University or a deemed to be

University declared under the provisions of the University Grants Commission Act, 1956 (3 of 1956) or its equivalent recognized by the All-India Council for Technical Education under the All Indian Council for Technical Education Act, 1987 (52 of 1987);

- vi. **“GRADUATE ARCHITECT”** means a person who has obtained a graduation degree in architecture from a University or a deemed to be University declared under the provisions of the University Grants Commission Act, 1956 or its equivalent, recognised by the All India Council for Technical Education under the All India Council for Technical Education Act, 1987 (3 of 1956);
- vii. **“POST- GRADUATE IN ENGINEERING”** means a person who has obtained a post-graduation degree in engineering from a University or a deemed to be University declared under the provisions of the University Grants Commission Act, 1956 or its equivalent, recognized by the All-India Council for Technical Education under the All-Indian Council for Technical Education Act, 1987;
- viii. **“POST- GRADUATE IN ARCHITECTURE”** means a person who has obtained a post-graduation degree in architecture from a University or a deemed to be University declared under the provisions of the University Grants Commission Act, 1956 or its equivalent, recognised by the All India Council for Technical Education under the All Indian Council for Technical Education Act, 1987;
- ix. **“POST- GRADUATE”** means a post-graduate degree or its equivalent, recognized by University or a deemed to be University under the provisions of the University Grants Commission Act, 1956;

d) WORK EXPERIENCE

Candidates must have acquired the requisite years of POST QUALIFICATION work experience as on the closing date of the application i.e. **28th July 2025**. The training period will not be considered as work experience.

Candidates without requisite post qualification work experience are not eligible to register for the examination.

e) MAXIMUM ATTEMPTS FOR QUALIFICATION

A newly registered (fresh) candidate is required to pass the examination for certification of energy managers / energy auditors by appearing in a **maximum of THREE attempts per paper within SIX consecutive examinations.**

On the basis of his /her results of the re-written paper(s), a candidate is declared to have passed the examination, provided he/she secures a minimum of 50% marks in each of the re-written papers as applicable. In case, he/she does not secure a minimum of 50% marks in each re- written paper(s) as stipulated above, he/she is deemed to have failed in the said National Certification Examination for which the candidate has registered. **The candidate, however, has the option to apply and re-register himself /herself as a fresh candidate.**

f) SUPPLEMENTARY CANDIDATES

Candidates **registered and not qualified in 20th, 21st, 22nd, 23rd & 24th exams are eligible to appear in the 25th Exam as a supplementary candidate.** The candidate, however, has the option to apply and register himself/herself as a fresh candidate.

g) UPGRADATION FROM ENERGY MANAGER TO ENERGY AUDITOR

Up-gradation is applicable only for EM registered candidates. Only candidates who had applied and qualified for Energy Managers and also fulfill the eligibility criteria for appearing as Energy Auditors are eligible for upgradation (Refer Clause 6 (b)).

The choice of exercising this option **is restricted to a period of 5 YEARS from the date of issue of Energy Manager Certificate.**

Those eligible candidates who wish to apply for up gradation shall **use their existing registration number (ONLY ONCE)** and need to qualify by appearing in a maximum of THREE attempts within SIX consecutive examinations.

h) VERIFICATION OF MARKS

- i.** If a candidate on declaration of results is not satisfied with the marks given in any of the paper(s) and feels that there is a possibility of either omission in marking of any answer(s) or a mistake in totaling of the marks in any paper(s), may seek verification of all or any paper(s) by filling an online application form at www.nceexam.in within **TEN DAYS** of the declaration of results.
- ii.** Online application fee for verification is **Rs.200 for each paper** and the Bureau or the Agency will not entertain any request for such verification after the stipulated deadline.
- iii.** A candidate can seek verification of paper(s) of the said National Certification Examination **ONE TIME** only.
- iv.** The process of verification will be completed by the NPC within a period of **ONE MONTH** from the deadline for online registration.
- v.** **The marks obtained by the candidate for any individual section/ question/parts of question will not be provided.**
- vi.** **Request for re-valuation/ re-verification of Answer Booklets will not be entertained.**
- vii.** **Photocopies of evaluated/ verified Answer Booklets will not be provided to the candidates.**

i) AWARD OF e-CERTIFICATE & e-ID Card

- i.** A candidate qualifying in Paper-1, Paper-2 & Paper-3 is eligible for the award of the Energy Manager e-Certificate & e-ID Card.

- ii. Energy Auditor candidates, passing in Paper-1, Paper-2 & Paper-3, but failing in Paper-4 are eligible for the award of Energy Manager e-Certificate & e-ID card.
- iii. A candidate qualified as Certified Energy Auditor automatically qualifies for the Energy Manager's e-certificate.
- iv. Provisional certificates will be issued online to all qualified **Energy Manager & Energy Auditor** candidates and are valid till the issuance of the e-final certificate.
- v. The e-final certificate to all qualified **energy managers** will be issued within 90 days from the date of the announcement of results.
- vi. The e-final certificate to all qualified **energy auditors** will be issued only after relevant **up-dation of the Energy Conservation Act** (Amended in 2010), which would be notified by BEE on implementation. Candidates are requested to refer to the notification uploaded on the website www.nceexam.in under notification section (No: 01/2020-21 dated: 18th March 2020). Till such period the provisional certificate issued by NPC would be valid to meet all the statutory requirements.

j) VALIDITY OF THE CERTIFICATE

The certificate issued to qualified candidates is valid for a period of **FIVE YEARS** and renewable after every five years. For renewal, certified energy manager/energy auditor shall attend a short-term refresher course conducted by BEE or its appointed agency. After attending the Refresher course, candidates are required to inform BEE about attending the Refresher Course in a specified format so that the certificate is renewed for another five-year period.

k) REVOCATION OF CERTIFICATE

The Certificates can be revoked on the grounds of proved instances of unprofessional /unethical conduct and practices of a Certified Energy Manager/ Certified Energy Auditor. The Bureau of Energy Efficiency will constitute a committee for this purpose to investigate the matter. The concerned Certified Energy Manager / Energy Auditor will be informed of the charges against him / her and given a reasonable opportunity to be heard and provide his/her explanation.

l) GUIDEBOOKS

i. FOR REGULAR (FRESH) CANDIDATES:

The fourth edition Guidebooks for Paper -1, 2, 3 & 4 will be supplied to the registered candidates for the 25th National Certification Examination for Energy Managers and Energy Auditors.

ii. FOR SUPPLEMENTARY CANDIDATES:

Eligible supplementary candidates are required to write the examination on the basis of Fourth Edition Guidebooks only. For candidates who had registered for 20th, 21st, 22nd, 23rd & 24th Exam, have been already issued the Fourth Edition Guidebooks.

iii. FOR UPGRADATION CANDIDATES:

Eligible candidates applying for upgradation shall appear for Paper-4 on the basis of fourth Edition Guidebooks only. For the candidates who had registered for 20th, 21st, 22nd, 23rd & 24th Exam, have been already issued the Fourth Edition Guidebooks.

7. EXAMINATION SCHEDULE AND SCHEME

Paper No.	Paper Name	Date	Duration	Time	Min Marks	Max Marks
1	General Aspects of Energy Management & Energy Audit	27.09.25	3 Hrs	09:30-12:30 hrs	75	150
2	Energy Efficiency in Thermal Utilities	27.09.25	3 Hrs	14:00 -17:00 hrs	75	150
3	Energy Efficiency in Electrical Utilities	28.09.25	3 Hrs	09:30-12:30 hrs	75	150
4	Energy Performance Assessment for Equipment & Utility systems (Open Book Examination)	28.09.25	2 Hrs	14:00 -16:00 hrs	50	100

- a) **Paper- 1, 2 & 3** are common for Energy Manager and Energy Auditor and consist of both objective and descriptive type questions.
- b) **Paper-4 for Energy Auditors is an open book examination** and consists of descriptive and numerical questions. The candidates can refer to their supplied fourth edition guidebooks. No other books/written materials will be allowed for reference. **The degree of difficulty in Paper -4 will be comparatively much higher than the other papers.**
- c) **For Certification of Energy Managers:**
A candidate appearing for Energy Manager Examination has to pass **3 PAPERS** viz., **Paper-1, Paper-2 and Paper-3** and obtain a minimum of 50% of the maximum marks in each paper.
- d) **For Certification of Energy Auditors:**
A candidate appearing for Energy Auditor Examination has to pass all the above **4 PAPERS** viz., **Paper-1, Paper-2, Paper-3 & Paper-4** and obtain a minimum of 50% of the maximum marks in each paper.
- e) **Announcement of Toppers:**
Marks of top ten candidates for Energy Managers & Energy Auditors will be announced during declaration of online results. This listing will exclusively include candidates who have qualified the examination in their first attempt. Candidates appearing under supplementary attempts shall not be considered for inclusion in the toppers list.
- f) The National examination will be conducted in English medium only and the detailed syllabus is given in **Annexure – 1**.

8. EXAMINATION CENTRES

- a) The proposed centers for conduct of “National Certification Examination” are: –
Ahmedabad, Bengaluru, Bhopal, Bhubaneswar, Chandigarh, Chennai, Dehradun, Goa, Guwahati, Hyderabad, Indore, Jabalpur, Jaipur, Kanpur, Cochin, Kolkata, Mumbai, Nagpur, New Delhi, Patna, Prayagraj, Pune, Raipur, Ranchi, Thiruvananthapuram, Trichy, Udaipur, Vadodara, Visakhapatnam
- b) The applicant has to give **THREE CHOICES** of examination centre in the order of preference.
- c) **No change in examination center (once chosen by the applicant) will be entertained under any circumstances.**
- d) If the number of candidates for a particular centre is found to be less than a minimum number required, they will be shifted to the next preferred Centre.

9. FEE STRUCTURE

Fees once paid for this examination will not be refunded under any circumstances.

Fee structure is given below:

a) **FOR NEW CANDIDATES**

1. **Application Fees:**

For General and Other Backward Classes (OBC)-Creamy Layer	Rs.500/-
For Scheduled Caste (SC) or Scheduled Tribe (ST)	Rs.250/-
For Other Backward Classes (OBC)-Non-Creamy Layer having gross annual family income of less than Rs.8 lakhs per annum	Rs.250/-
For Company Sponsored	Rs.500/-

2. **Certification Fee Including Examination Fee:**

For General and Other Backward Classes (OBC) Creamy Layer	Rs.10,000/-
For Scheduled Caste (SC) or Scheduled Tribe (ST)	Rs.5,000/-
For Other Backward Classes (OBC)- Non-Creamy Layer having gross annual family income of less than Rs.8 lakhs per annum	Rs.5,000/-
For Company Sponsored	Rs.20,000/-

b) **FOR SUPPLEMENTARY CANDIDATES**

1. **Application Fee: Nil**
2. **Certification Fee Including Examination Fee:**

For General and Other Backward Classes (OBC), Creamy Layer	Rs.1500/-Per Paper
For Candidates belong to Scheduled Caste (SC) or Scheduled Tribe (ST)	Rs.750/- Per Paper
For Other Backward Classes (OBC), Non-Creamy Layer having gross annual family income of less than Rs.8 lakhs per annum	Rs.750/- Per Paper

c) **FOR UP-GRADATION FROM ENERGY MANAGER TO ENERGY AUDITOR**

1. **Application Fee: Nil**
2. **Certification Fee Including Examination Fee:**

For General and Other Backward Classes (OBC), Creamy Layer	Rs.1500/-
For Scheduled Caste (SC) or Scheduled Tribe (ST)	Rs.750/-
For Other Backward Classes (OBC), Non-Creamy Layer having gross annual family income of less than Rs.8 lakhs per annum	Rs.750/-

- d) Application Fee and Certification Fee including Examination Fee (as applicable), shall be paid online by completing the Application Form.
- e) Candidates sponsored by the State Designated Agencies (SDAs) have to register on-line similar to the other candidates and upload necessary documents along with a copy of the letter from the sponsoring agency duly approved by the Bureau of Energy Efficiency (BEE). Payment refunds will be initiated on verification of the authenticity of the uploaded enclosures and acceptance of the application form and the fee paid by the candidate will be refunded to the respective accounts from which the payment has originated.

10. CONDITIONS AND INSTRUCTIONS TO THE CANDIDATES

- a) Candidates are advised to read the prospectus carefully, before filling in the online application form.
- b) To fill in the online application form, candidates have to visit the website www.nceexam.in
- c) In the process of registration, it is compulsory for the candidates to give an e-mail ID and a valid mobile number as most of the communication regarding the

examination will be sent through either e-mails and/or SMS.

- d) The registration process commences from 27th June 2025 and the last date for submission of on-line application along with all the required attachments is on 28th July 2025.
- e) An unique Application Code will be generated for each application form which may be noted as reference for any future queries.
- f) After successful completion of online application, candidates must upload all the relevant enclosures as stipulated in the “**clause 11**” and submit the application form through online mode.
- g) All Formats can be downloaded from www.nceexam.in
- h) **Document Language Requirement**
 - i. All documents uploaded by candidates such as caste/category certificates, proof of qualification, and experience must be in **English**.
 - ii. In case a document is issued in a **regional or local language**, a **certified translation** of the same by competent authority (notary public, Licensed Translation Agencies, Gazetted Officers, Regional Language Translation Departments or Boards) in **English** must be uploaded along with the original.
 - iii. Failure to provide a certified translation may lead to **rejection of the application**.
- i) The application form received with the necessary attachments will be subjected to online & offline scrutiny as per the guidelines issued by the BEE and if found eligible the candidates would be enabled to remit their fees through online mode.
- j) For the successful registered candidates, guidebooks will be dispatched by Speed Post to the registered “Present Address/ Permanent Address” as per the candidate choice prior to the examination. Till such time, candidates are advised to download the e-guidebooks for the preparation.
- k) For the preparation of the 25th Examination, 4th Edition Guidebooks alone shall be used.
- l) It is not compulsory to undertake any preparatory training program online/offline for appearing in the Examination. Further, BEE has neither authorized any agency to conduct such preparatory training programs nor provide any guarantee on the quality of their training materials.
- m) It is the candidate’s responsibility to cross-check the information/ announcements and other instructions issued from time to time on a regular basis from the websites www.nceexam.in / www.beeindia.gov.in.
- n) Applications received after the last date or incomplete or any other format other

than the prescribed format will be summarily rejected.

- o) Candidates can download the e-Hall Ticket at “www.nceexam.in” from 4th September 2025 onwards. The venue details will be intimated along with the e-Hall Ticket.
- p) During examination:
 - i. In the absence of hall ticket, a candidate will not be permitted inside the examination hall.
 - ii. Candidates are allowed to use pen, pencil and non-programmable scientific calculator. Electronic gadgets or any other books are strictly not allowed.
 - iii. Main Answer Booklet contains both OMR sheet and Answer sheets. The answer booklet is differentiated with a color coding viz “Green Color” & “Pink Color”. The candidate shall ensure that color code of question paper received matches the color of the “Main Answer Booklet”.
 - iv. Candidate attendance is calculated based on a QR code. Before signing the attendance sheet, the Candidate shall ensure affixing of corresponding QR code in the “Main Answer Booklet” by the invigilator. A copy of the attendance sheet shall not be provided.
 - v. The announcements made in the examination hall by Centre Superintendent/Invigilator during the examination such as typographical errors/ changes in questions/ any other may be treated as official and final.
- q) The results of the written examination will be announced online. The candidate shall visit the website “www.nceexam.in” for viewing the results.
- r) The e-Mark sheet can be downloaded online at “www.nceexam.in” from the date of the publication of results.
- s) Successful candidates can download the e-Provisional Certificates at “www.nceexam.in” after the announcement of the results.
- t) The date of commencement of e-Final Certificate and e-ID card download will be intimated through sms/e-mail. The download can be made from the website.
- u) For all correspondence related to this examination, the candidate shall make enquiry through “Grievance Management System for Candidate” under “Contact Us” tab in www.nceexam.in.
- v) BEE may revise examination dates, change examination centres, or update/correct any information in this prospectus without prior notice due to unforeseen circumstances or reasons beyond its control. It shall not be held

responsible for delays in application submission caused by internet issues, server problems, or other technical disruptions. Fee, once paid, is non-refundable under any circumstances. Candidates are advised to regularly visit the official website for updates.

11. INFORMATION ON “ATTACHMENTS TO BE UPLOADED”

- a) As proof of requisite educational qualification(s), upload a Photocopy of Degree/Diploma certificate as per the eligibility criteria by self- attesting the same.
- b) As proof for requisite experience certificate(s), upload work experience certificate as per the “Employee Certificate” format as per the eligibility criteria by self - attesting the same.
- c) Upload proof of SC/ST/OBC NCL certificates in English as per Govt. of India format/ State Government format in case of claiming fee concession.
- d) OBC-NCL candidates should produce the **official NCL certificate**, issued by a competent authority (e.g., Tahsildar, Sub-Divisional Magistrate). The certificate should be in the prescribed format and must be issued **within one year** prior to the date of application.
- e) Self-employed candidates shall upload the following:
 - i. Proof of at least two major works carried out for the clients. (Either work order or letter from the clients).
 - ii. Photocopies of ITR filed in the last two financial years.
- f) Incomplete applications on account of non-furnishing of required attachments will be summarily rejected.
- g) Supplementary candidates are not required to upload proof of qualification and experience at the time of registration; however, they must submit valid supporting documents to avail any applicable fee concessions.

SYLLABUS FOR ENERGY MANAGERS AND ENERGY AUDITORS'
CERTIFICATION EXAMINATION

BOOK-1: GENERAL ASPECTS OF ENERGY MANAGEMENT AND ENERGY AUDIT

Chapter - 1 Energy Scenario

Chapter - 2 Energy Conservation Act 2001 and related policies

Chapter - 3 Basics of Energy and its various forms

Chapter – 4 Energy Management & Audit

Chapter – 5 Material and Energy balance

Chapter – 6 Energy Action Planning

Chapter – 7 Financial Management

Chapter – 8 Project Management

Chapter – 9 Energy Monitoring and Targeting

Chapter – 10 Energy, Environment and Climate change

Chapter – 11 New & Renewable Energy Sources

BOOK-2: ENERGY EFFICIENCY IN THERMAL UTILITIES

Chapter – 1 Fuels and Combustion

Chapter - 2 Boilers

Chapter - 3 Steam System

Chapter – 4 Furnaces

Chapter – 5 Insulation and Refractories

Chapter – 6 FBC Boilers

Chapter – 7 Cogeneration

Chapter – 8 Waste Heat Recovery

Chapter – 9 Heat Exchangers

BOOK-3: ENERGY EFFICIENCY IN ELECTRICAL UTILITIES

Chapter - 1 Electrical System

Chapter - 2 Electric Motors

Chapter - 3 Compressed Air System
Chapter – 4 HVAC and Refrigeration System
Chapter – 5 Fans and Blowers
Chapter – 6 Pumps and Pumping System
Chapter – 7 Cooling Tower
Chapter – 8 Lighting System
Chapter – 9 Diesel/Natural Gas Power Generating System
Chapter – 10 Energy Conservation in Buildings and ECBC

BOOK-4: ENERGY PERFORMANCE ASSESSMENT FOR EQUIPMENT AND UTILITY SYSTEMS

Open Book examination on the following energy performance assessments for equipment and utility systems:

Chapter - 1 Boilers.
Chapter - 2 Furnaces.
Chapter - 3 Cogeneration, Turbines (gas, steam).
Chapter - 4 Heat Exchangers.
Chapter - 5 Electric Motors, Variable Speed Drives.
Chapter - 6 Fans and Blowers.
Chapter - 7 Water Pumps.
Chapter - 8 Compressors.
Chapter - 9 HVAC systems.
Chapter - 10 Performing Financial Analysis.
Chapter - 11 Energy Performance assessment in power plants.
Chapter - 12 Energy Performance assessment in steel industry.
Chapter - 13 Energy Performance assessment in process industry (cement and textile).
Chapter - 14 Energy Performance assessment in buildings and commercial establishments.
Chapter - 15 Textile Industry.



NATIONAL PRODUCTIVITY COUNCIL, INDIA

The National Productivity Council is a national level organization, founded in 1958 by the Government of India. NPC is an autonomous, tri-partite, non-profit organization with equal representation from the government, employers and worker's organizations, apart from technical and professional institutions and other interests on its governing council. Besides its headquarters at New Delhi, NPC operates through 12 offices in India with 250 highly qualified and experienced specialists representing various disciplines.

Training Institute: Dr. Ambedkar Institute of Productivity (AIP) is a long-term training wing of the National Productivity Council of India. The Institute plays a wider role of running 2 years P.G Programmes and Short-term programmes in Managerial & Technical areas.

Mission: Development, Dissemination and Application of knowledge and experience in productivity, for promoting consciousness and improvement in productivity, with the objective of strengthening the performance and competitiveness of the national economy as well as of improving the working conditions and quality of working life.

Objectives: NPC is aiming to promote the cause of productivity in industry, agriculture, service, infrastructure and other sectors of the economy. It aims to help in achieving sustained all round development in India, leading to enhancement of quality of life of people in general. The concept of productivity as perceived by NPC encompasses not only a more efficient use of resources, but also of quality, environmental protection and integrated economic and social development. NPC aims at promoting these as a part of its objectives and activities. NPC possesses a well-equipped Library- cum-Documentation centre.

Services: Besides providing training, consultancy and undertaking research in the area of productivity, NPC also implements the productivity promotion plans and programmes of the Tokyo based Asian Productivity Organization (APO) an inter-governmental body of which the Government of India is a founder member.

Thrust Areas: NPC also conducts institutional training programmes for the development of consultants in Productivity and Management in the areas of Industrial Engineering, Energy Management & Energy Audit, Environment Management, Plant Engineering, HRD, TPM, TQM, Financial Management, Marketing Management and Agricultural Productivity.

NPC aims at propagating productivity as an evolving concept, which includes attention to special issues, and concerns relating to quality, environment, energy, integrated rural and community development, women workers etc. NPC's thrust is on providing modern and high-quality productivity-related services to sectors not adequately addressed by others, especially the small-scale industry and informal sector.

NPC has been active in the area of Energy Conservation & Management for over four decades and has undertaken numerous studies at macro, sectoral and unit levels through its team of committed professionals. It promotes rational use of energy through: Optimization of Methods Improvement, Technology Up gradation and Application of alternative energy sources.

*“What we know is only a handful
what we don’t know is an ocean”*

- Avvaiyar, Tamil poet.

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