



BUREAU OF ENERGY EFFICIENCY
(Ministry of Power, Government of India)
4th Floor, Sewa Bhawan, R.K. Puram, Sector-1, New Delhi-66
Website: www.beeindia.gov.in, Phone: 011- 26766700

Application for Stenographer

BEE invites applications from Indian Nationals for the following post

Name of Post and No.	Level in Pay Matrix	Mode of Recruitment
Stenographer- 01 Post (Unreserved)	Level-6 (Rs.35400-112400)	By direct recruitment or deputation including short term contract or absorption.

The incumbent will be paid other allowances as per Central Govt. Rules.

For further details, visit: www.beeindia.gov.in

Last date of receipt of applications: Within 45 days of the date of publication of the advertisement in the Employment News.

Secretary



BUREAU OF ENERGY EFFICIENCY

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Website: www.beeindia.gov.in, Phone: 011- 26766700

Application for Stenographer

BEE invites applications from Indian Nationals for filling up **one (01) vacant post of Stenographer (Unreserved)** in Level-6 (Rs.35400-112400) of 7th CPC Pay Matrix plus other allowances as per Central Govt. Rules, on Direct Recruitment or Deputation including short term contract or absorption basis.

Further, details regarding Educational Qualification, Age, Experience and Reservation etc. can be downloaded from the website of Bureau of Energy Efficiency. www.beeindia.nic.in.

The interested applicants may forward their curriculum vitae along with 2 passport size photographs and self-attested copies of certificates/mark-sheets, giving complete details of their educational qualifications and experience with two references, within 45 days of the date of publication of the advertisement in the Employment News, to **The Secretary, Bureau of Energy Efficiency, 4th floor, Sewa Bhawan, R.K. Puram, Sector-I, New Delhi 110066**. Candidates from Government Departments/PSUs/ Autonomous bodies etc. should send their application through proper channel. The Bureau reserves the right to relax the eligibility and other criteria in case of exceptionally outstanding candidates.



ऊर्जा दक्षता ब्यूरो

(भारत सरकार, विद्युत मंत्रालय)

BUREAU OF ENERGY EFFICIENCY

(Government of India, Ministry of Power)



No.02/38/Steno/Admn-2015 (Pt.file)

Date: January 20, 2023

To

The Secretaries of all Ministries/Departments of the Government of India
(including Niti Aayog, New Delhi).

**Subject: Filling up of 01 post of Stenographer in BEE on Deputation
(including Short Term Contract) or absorption basis.**

Sir,

The Bureau of Energy Efficiency (BEE) has been designated as Mission Directorate under the National Mission for Enhanced Energy Efficiency (NMEEE) by the Ministry of Power, Government of India. For effective implementation of the Schemes, BEE invites applications for one (01) vacant post of Stenographer on Deputation (including Short Term Contract) or absorption basis, in Level-06 of 7th CPC Pay Matrix (Rs.35400-112400).

2. The post has the following job description:

“Overall coordination and management of Director/ Joint Director Secretariat; arranging meetings, making arrangements for local/foreign tours; attending phone calls, monitoring and scrutiny of Dak / files; taking dictation, sending replies to e-mails and any other work / duty assigned.”

3. The eligibility criteria for the post of Stenographer are as under:

a) Officers of Central Government or State Government or Union Territories or Universities or Government research institutes or Public Sector Undertakings or Government Organizations preferably dealing with energy efficiency or energy management or energy conservation or energy auditing:-

(i) Holding analogous post on regular basis in the parent cadre;

(ii) Having 10 years regular service in the post in Level-4 (Rs.25500 – 81100) of 7th CPC Pay Matrix (pre-revised Pay Band-1 Rs.5200-Rs.20200 with grade pay of Rs.2400); and

.....2/-

स्वहित एवं राष्ट्रहित में ऊर्जा बचाएँ Save Energy for Benefit of Self and Nation

चौथा तल, सेवा भवन, आर.के.पुरम, नई दिल्ली-110 066, वेबसाइट/Website : www.beeindia.gov.in

4th Floor, Sewa Bhawan, R.K. Puram, New Delhi-110 066 टेली/Tel. : 91 (11) 26766700, फ़ैक्स/Fax : 91 (11) 26178352

(b) Possessing the following educational qualifications and experience:

Essential:

- (i) Should have passed 10 + 2 or Senior Secondary School Examination;
- (ii) having speed in shorthand of eighty words per minute;
- (iii) having speed in typing of forty words per minute;
- (iv) proficient in Computer and Microsoft Office; and
- (v) must be capable of taking dictation directly on computer as well as in shorthand.

Note:- Qualifications are relaxable at the discretion of the Central Government in the case of candidate otherwise well qualified.

4. The maximum age limit for appointment by deputation shall not exceed Fifty Six years as on the closing date of receipt of applications.

5. The period of deputation/contract including the period of deputation/contract in another ex-cadre post held immediately preceding his/her appointment in the same or some other Organization or Department of the Central Government shall ordinarily not exceed five years. The selected candidate would be posted in Delhi. He/She can however be posted anywhere in India in the exigencies of work.

6. The period of deputation or short term contract normally shall not exceed five years and on the satisfactory completion of not less than three years, the officer shall be eligible to be considered for absorption in the Bureau.

7. The officers selected for appointment on deputation basis shall be entitled to draw pay/deputation (duty) allowance in accordance with the instructions on the subject as may be issued by the Government of India from time to time.

8. The eligible and interested officers may send their applications in the proforma (**Annexure – I**) through proper channel so as to reach the office of the Secretary, Bureau of Energy Efficiency, 4th Floor, Sewa Bhawan, R. K. Puram, New Delhi - 110066 **within 45 days** from the date of publication of advertisement in the Employment News.

.....3/-

9. While forwarding the application, the controlling authority may please ensure that the particulars of the candidate applying for the post are verified and that he/she fulfills the eligibility conditions. The application should be forwarded along with upto date ACR dossier (or photocopies duly attested by a Group 'A' Officer), Vigilance clearance and a statement of minor/major penalty imposed on the applicant during the last ten years. Applications received without any of these documents or not in the prescribed format shall not be considered.

10. Bureau has absolute right to reject application of any / all applicants or cancel the selection process at any stage due to administrative reasons.

Yours faithfully,



(R.K. Rai)

Secretary

Tel: 26766704

Copy along with annexure also forwarded for necessary action to:

1. The Chairperson, CEA/ DVC/ BBMC/ CERC.
2. Director General, NPTI/CPRI
3. C&MDs of NTPC/ NHPC/ PFC/ REC/ THDC/ PGCIL/ POSOCO/ SJVNL/ NEEPCO.
4. Consultant (IT), BEE for posting the same on BEE website.

(R.K. Rai)

Secretary

Tel: 26766704

Stenographer

Bureau of Energy Efficiency (BEE) is a statutory body under the (Ministry of Power, Government of India) established under the provisions of the Energy Conservation Act 2001, to promote efficient use of energy and its conservation. Applications are invited for filling up One (01) vacant post of Stenographer (Unreserved) in BEE in the Level-06 of 7th CPC Pay Matrix (Rs.35400 – 112400) from Indian Nationals by direct recruitment, or deputation (including short term contract) or absorption, as the case may be.

2. The post has the following Job Description:

“Overall coordination and management of Director/ Joint Director Secretariat; arranging meetings, making arrangements for local/foreign tours; attending phone calls, monitoring and scrutiny of Dak / files; taking dictation, sending replies to e-mails and any other work / duty assigned.”

1.	Name of post	Stenographer
2.	No. of Posts and Reservation	01 (One) - Unreserved
3.	Classification	Equivalent to Group 'B' in the Central Government. Non-Gazetted
4.	Level in Pay Matrix	Level-6 (Rs.35400 – 112400) of 7 th CPC Pay Matrix (Pre-revised Rs.9300 – 34800+Grade Pay of Rs. 4200)
5.	Whether Selection Post or non-selection post	Not applicable.
6.	Age limit for direct recruits	Up to 30 years (Relax able for Government servants including departmental candidates up to five years in accordance with the instructions or orders issued by Central Government). Note – The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of

		the State of Jammu & Kashmir, Lahaul and Spiti District, and Pangi Sub-division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep.
7.	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>(i) Should have passed 10 + 2 or Senior Secondary School Examination;</p> <p>(ii) having speed in shorthand of eighty words per minute;</p> <p>(iii) having speed in typing of forty words per minute;</p> <p>(iv) proficient in Computer and Microsoft Office; and</p> <p>(v) must be capable of taking dictation directly on computer as well as in shorthand.</p> <p>Note – Qualifications are relaxable at the discretion of the Central Government in the case of candidate otherwise well qualified.</p>
8.	Whether age and educational and other qualifications prescribed for direct recruits will apply in case of promotees.	Not applicable
9.	Period of probation, if any	Two years for direct recruits.
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of vacancies to be filled by various methods.	By direct recruitment or deputation including short term contract or absorption.
11.	In case of recruitment by promotion or deputation including short term contract, grades from which promotion or deputation including short term contract is to be made	<p>Deputation (including short term contract) or absorption</p> <p>(a) Officers of Central Government or State Government or Union Territories or Universities or Government research institutes or Public Sector Undertakings or Government Organizations preferably dealing with energy</p>

efficiency or energy management or energy conservation or energy auditing:-

(i) holding analogous post on regular basis in the parent cadre; or

(ii) having ten years' regular service in the post in Level-4 (Rs.25500 – 81100) of 7th CPC Pay Matrix (pre-revised Pay Band-1, Rs.5200-Rs.20200 with grade pay of Rs.2400); and

(b) having experience prescribed for direct recruits under column (7).

Note 1 - The period of deputation including the period of deputation in another ex-cadre post held immediately preceding his appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed five years.

Note 2 - The maximum age limit for appointment by deputation shall not exceed fifty six years as on the closing date of receipt of applications.

Note 3 - The period of deputation or short term contract normally shall not exceed five years and on the satisfactory completion not less than three years, the officer shall be eligible to be considered for absorption in the Bureau.

CURRICULUM VITAE PERFORMA

1.	Name and Address (in Block Letters)		
2.	Date of Birth (in Christian era)		
3.	Date of retirement under Central/State Government Rules		
4.	Educational Qualifications		
5.	Whether Educational and other qualifications required for the post are satisfied. (if any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	Qualifications/Experience required <u>Essential Qualification:</u> (1) Should have passed 10+2 or Senior Secondary school Exam. (2) Having speed in shorthand of eighty words per minute. (3) Having speed in typing of forty words per minute. (4) Proficient in Computer and Microsoft office. (5) Must be capable of taking dictation directly on computer as well as in shorthand. <u>Experience required:</u> (1) Holding analogous posts on regular basis in the parent cadre. (2) Having ten years regular service in the post in Level-4 (Rs.25500- 81100) of 7 th CPC Pay Matrix (pre-revised PB-1 (Rs.5200-20200 with Grade Pay of Rs.2400).	Qualifications/Experience possessed by the officer

6. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post.

7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/ Institution	Post held	From	To	Scale of Pay and Basic Pay	Nature of duties (in detail)
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8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent

9. In case the present employment is held on deputation/contract basis, please state:-

i. The date of initial appointment

ii. Period of appointment on deputation/contract

iii.	Name of the parent office/ organization to which you belong	
10.	<p>Additional details about present employment</p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>(a) Central Government (b) State Government (c) Autonomous Organization (d) Government Undertaking (e) Universities (f) Others</p>	
11.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade	
12.	Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale	
13.	Total emoluments per month now drawn	
14.	<p>Additional information, if any, which you would like to mentioned in support of your suitability for the post</p> <p>(This among other things may provide information with regard to (i) additional academic qualifications, (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separate sheet, if the space is insufficient)</p>	
15.	Whether belongs to SC/ST/OBC	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Date _____

Signature of the candidate _____

Address _____

Phone No. _____

E-mail: _____

Countersigned

(Employer with Seal)