



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

Applications for the posts of Stenographer

BEE invites applications from Indian Nationals for filling up **Three (03) posts of Stenographer - (02-UR including 01-EWS and 01-OBC)** in Level-6 (Rs.35400-112400) of Pay Matrix carrying pay and allowances as per Central Govt. Rules on Direct Recruitment basis.

The interested applicants may submit their applications complete in all respects along with two recent passport size photographs and self-attested copies of certificates in support of age and educational qualifications to the **Secretary, Bureau of Energy Efficiency, 4th floor, Sewa Bhawan, R.K. Puram, Sector-I, New Delhi-110066** through speed post within 45 days of the date of publication of the advertisement in the Employment News i.e. 28-11-2023. The candidates already working in Government Departments / PSUs / Autonomous bodies etc. should send their applications through proper channel. The envelope containing the application should be clearly superscribed with the words "Application for the post of Stenographer".

The Bureau reserves the right to relax the eligibility and other criteria in case of exceptionally deserving candidates.

Secretary

DETAILS OF THE POST OF STENOGRAPHER

The Bureau of Energy Efficiency (BEE) is a statutory body under the Ministry of Power, Government of India established under the Energy Conservation Act, 2001 to promote efficient use of energy and its conservation. Applications are invited from Indian Nationals for filling up Three (03) posts of Stenographer (02 – Unreserved including 01 EWS and 01-OBC) in Level-06 of Pay Matrix (Rs.35400 – 112400) in BEE on Direct Recruitment basis. The number of vacancies is only tentative and may vary depending on requirements.

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 dictations, sending replies to e-mails and any other work / duty assigned”.

1.	Name of post	Stenographer
2.	No. of Posts and Reservation	03 Posts (02-UR including 01-EWS and 01-OBC)
3.	Classification	Equivalent to Group ‘B’ in the Central Government. Non-Gazetted
4.	Level in Pay Matrix	Level-6 (Rs.35400 – 112400) (Pre-revised Rs.9300 – 34800+Grade Pay of Rs. 4200)
5.	Age limit for direct recruits	Up to 30 years (Relaxable for Government servants including departmental candidates up to five years in accordance with the instructions / 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.

6.	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 in English or Hindi;</p> <p>(iii) having speed in typewriting of forty words per minute in English or thirty words per minute in Hindi;</p> <p>(iv) proficient in Computer and Microsoft Office; and</p> <p>(v) must be capable of taking dictations 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>
7.	Period of probation	Two years for direct recruits.
8.	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

ANNEXURE – II

Paste current
passport size
photograph

APPLICATION FOR THE POST OF STENOGRAPHER

1	Name (in Block Letters)	
2	Father's / Husband's Name (in Block Letters)	
3	Gender (Male / Female)	
4	Date of Birth	
5	Age as on closing date of application	
6	Category (General EWS/SC/ST/OBC)	
7	Permanent Address	
8	Correspondence Address	
9	Contact Details	Contact No. :- Email ID :-
10	Educational Qualification	

