



BUREAU OF ENERGY EFFICIENCY

(A Statutory body under Ministry of Power, Government of India)
4th Floor, Sewa Bhawan, R.P. Puram, Sector-1,
New Delhi-110066

Websit:www.beeindia.gov.in, Ph: 26766700, Fax:011-26178352

Application for Stenographer Vacancies

BEE invites applications for two (02) posts of Stenographer, (Reserved 01 each for OBC and SC) to be filled on Direct Recruitment or Deputation including short term contract basis in Level-6 (Rs.35400 – 112400) of pay Matrix + other allowances as per Central Government Rules.

The interested applicants, fulfilling eligibility criteria, may forward their curriculum vitae (CV) in prescribed format within 45 days of publication in Employment News.

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

Secretary, BEE

BUREAU OF ENERGY EFFICIENCY

Invites application for Stenographers

Bureau of Energy Efficiency (BEE) a statutory body under the Ministry of Power, Government of India invites applications from Indian nationals for two (02) posts of Stenographer, (Reserved 01 each for OBC and SC) to be filled on Direct Recruitment or Deputation including short term contract basis in Level-6 (Rs.35400–112400) of pay Matrix + other allowances as per Central Government Rules.

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.

Reservation – As per Government rules / guidelines.

Further, details of Educational Qualification, Age, Experience, Reservation are annexed in Annexure-I.

The interested applicants may forward their curriculum vitae as per format in **Annexure-II** along with 2 passport size photographs and attested copies of certificates/mark sheets, giving complete details of their 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.

Annexure-I

1.	Name of post	Stenographer
2.	No. of Posts and Reservation	02 (Two) - One post each is Reserved for OBC and SC.
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.	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 application 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 Pangj Sub-division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep.
7.	Educational and other qualifications required for direct recruits	Essential: (i) Should have passed 10 + 2 or Senior Secondary School Examination; (ii) having speed in shorthand of eighty words per minute; (iii) having passed 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 relax able at the discretion of the Central Government in the case of candidate otherwise well qualified.
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 Undertaking or Government Organizations preferably dealing with energy efficiency or energy management or energy conservation or energy auditing:-</p> <p>(i) holding analogous post on regular basis in the parent cadre;</p> <p>(ii) having 10 years regular service in the post in Level-4 (Rs.25500 – 81100) of Pay Matrix (pre-revised Pay Band-1 Rs.5200-Rs.20200 with grade pay of Rs.2400); and</p> <p>(b) having experience prescribed for direct recruits under column (7).</p> <p>Note 1 - The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization or Department of the Central Government shall ordinarily not exceed five years.</p> <p>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.</p> <p>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.</p>

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)	<p>Qualifications/Experience required</p> <p><u>Essential Qualification:</u></p> <p>(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.</p> <p><u>Experience required:</u></p> <p>(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 Pay Matrix (pre-revised PB-1 (Rs.5200-20200 with Grade Pay of Rs.2400).</p>	<p>Qualifications/Experience possessed by the officer</p>

6.	Please state clearly whether in the light of entries made by you above, you meet the requirement of the post	
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7.	Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.
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Office/ Institution	Post held	From	To	Scale of Pay and Basic Pay	Nature of duties (in detail)

8.	Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent	
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<p>9.</p> <p>i.</p> <p>ii.</p> <p>iii.</p>	<p>In case the present employment is held on deputation/contract basis, please state:-</p> <p>The date of initial appointment</p> <p>Period of appointment on deputation/contract</p> <p>Name of the parent office/ organization to which you belong</p>	
<p>10.</p>	<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>	
<p>11.</p>	<p>Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade</p>	
<p>12.</p>	<p>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</p>	

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)</p> <p>(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 _____

Countersigned

(Employer with Seal)

