



JOINT ELECTRICITY REGULATORY COMMISSION
(For the State of Goa and Union Territories)

3rd& 4th Floor, Plot No. 55-56, Phase IV, Udyog Vihar, Sector 18, Gurugram-122015.
E-mail: aao.jercuts@gov.in, Website: www.jercuts.gov.in

No: E-10IV/1/2020-E

Date : 28/09/2022

VACANCY CIRCULAR

Joint Electricity Regulatory Commission (JERC), a statutory body constituted by Ministry of Power, invites applications, from Officers under Central Government /State Government/Union Territories/ Public Sector Undertakings/ Autonomous Bodies, for appointment on deputation on Foreign Service terms. The details of the post viz. scale of pay, required qualifications/qualifying service and experience etc. is given below : -

S. No.	Name of the post	Pay scale Pay Band with Grade Pay	No. of Post	Minimum Educational Qualifications	Nature of Experience	Qualifying Service
1	Administrative-cum-Accounts Officer	PB-3- Rs. 15600 - 39100 Plus GP of Rs. 6600/- (Level 11 of Pay matrix as per 7th CPC.)	01 (one)	Graduate Degree	Must have experience in secretariat functioning in the Central Government/State Government/ Union Territories i.e General Administration matters, Personnel Management, maintenance of discipline.	Officers under Central Government/ State Government/Union Territories/Public Sector Undertakings/ Autonomous Bodies: I. Holding analogous posts on regular basis; or II. With 5 years regular service in the scale of Rs.9300- 34800/-+GP 5400/- (pre-revised) (Level 9 of Pay matrix) or equivalent; or III. With 6 years combined regular services in the scale of Rs.9300-34800/-+GP 4800/- (pre-revised) (Level 8 of pay matrix) or equivalent; or IV. With 7 years regular services in the scale of Rs.9300-34800/-+GP 4600/- (pre-revised) (Level 7 of pay matrix) or equivalent; or V. With 8 years regular services in the scale of Rs.9300-34800/-+GP 4200/- (pre-revised) (Level 6 of pay matrix) or equivalent.

1. The General terms & Conditions for post are as under: -

- Pay and Allowances and other conditions of service shall be governed by the JERC for the State of Goa & UTs (Recruitment, Control and service conditions of officers & staff Regulations, 2009 and as amended from time to time. Copy of the Regulations is available on the JERC website viz. www.jercuts.gov.in.
- JERC reserves the right not to fill up the above position, without assigning any reasons, whatsoever.

- c) JERC reserves the right to cancel/amend the entire/part of this advertisement/ recruitment process/condition of recruitment, at any given time, without assigning any reasons, whatsoever.
- d) The age limit of the candidates will be calculated on the basis of the Matriculation Certificate/Date of Birth certificate issued by a recognized Authority/Board/Council. No other document shall be accepted in lieu thereof for the purpose.
- e) Candidates may also note that for any lapse/shortfall in submission of application due to any reasons, this Commission will not be responsible.
- f) No TA/DA will be admissible for attending the interview.

2. **Additional terms and conditions are as under**

- a) The appointment on deputation on foreign services terms shall be made initially for a period of three years. Extension beyond this period would be considered in consultation with the Central Government.
- b) The application routed through proper channel and submitted in prescribed format shall only be accepted.
- c) Candidates submitting advance applications direct to the Commission shall have to produce NOC at the time of interview.
- d) While forwarding the applications, photocopies of ACRs of last five years duly certified/attested by the competent authority of Parent Deptt. and upto date Vigilance Clearance Certificate from the competent authority in respect of the candidates concerned should also be forwarded.
- e) The age of the candidate shall not exceed 56 years as on the date of the advertisement of the vacancies.

The application in prescribed format duly completed , signed, along with requisite documents and addressed to The Admn-cum-Accounts Officer, Joint Electricity Regulatory Commission, 3rd & 4th Floor, Plot No.55-56, Udyog Vihar, Phase-IV, Gurugram-122015 should reach latest by **15th November 2022**. Applications received in the office of this Commission after due date i.e. after **15th November 2022**, and without the requisite documents or incomplete in nature shall be summarily rejected.


Admn-cum-Accounts Officer

Encl: Annexure I and Format-A (For the Post of Administrative-cum-Accounts Officer)

Sd/-
Admn.-cum-Accounts Officer

PROFORMA FOR BIO-DATA (For the Post of Administrative-cum-Accounts Officer)

POST APPLIED FOR.....							
1	a) Name b) Present Designation & Organization c) Office Address d) Residential Address e) Tele Ph. No. /Mobile No. f) E-mail ID						
2	Date of Birth (in Christian era)						
3	Date of retirement under Central/ State Government rules						
4	Educational Qualification			Please fill up 'Format-'A'			
5	Whether Educational and other qualifications required for the post are satisfied (If any qualification been treated as equivalent to the one prescribed in this rule, state the authority for the same)						
6	Details of Experience						
7	Please state clearly whether in the light of entries made by you above, you meet the requirements of the post						
8	Details of employment, in chronological order. Enclose a separate sheet , duly authenticated by your signature, if the space below is insufficient						
9	Office/Instt./ Organisation	Post Held	From	To	Scale of pay and basic pay (Pay in Pay Band and with Grade Pay) and Basic Pay in Corresponding 7 th CPC level in Pay Matrix.	Nature of duties	Whether on Deputation
10	Nature of present employment, i.e.ad-hoc or temporary or permanent						
11	In case the present employment is held on deputation/ contract basis, please state (a) The date of initial appointment (b) Period of appointment on deputation/ contract (c) Name of the parent office/ organization which you belong						

12	Additional details about present employment:- Please state whether working under (a) Central Government (b) State Government (c) Autonomous organization (d) Government undertakings	
13	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	
14	Total emolument being drawn (per month) a) Basic Pay b) Grade Pay c) DA @% d) HRA e) Transport Allowance f) Any other allowances	
15	Additional information, if any, which you would like to mentioned in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.	
16	Whether belongs to SC/ST/OBC/any other category (please specify)	
17	Remarks (if any)	

Signature of the Candidate

Address:

FORMAT – A

For the post of Administrative-cum-Accounts Officer

Sl. No. 4 : Educational Qualifications:

Degree & Any Other Diploma/ Course etc.	Name of Institute/ University	Year of Admission	Year of Passing	Prescribed Duration of course	Percentage/ Grade	Specialization, if any	Whether done Full Time Or Distance Learning

Note: Please attach certified copy of Degree/Marksheet/Certificate

Signature of the candidate

Address: