

JOINT ELECTRICITY REGULATORY COMMISSION

(For the state of Goa and Union territories)

Website: <http://jercuts.gov.in>

No: JERC/E-1/IV/ 2019-20/576

Dated: 01.08.2019

Deputation 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 including short term contract to various post .The details of the post viz. scale of pay, required qualifications/qualifying service and experience etc. is given below: -

1. Name of the post/ Nos./Pay Scale Pay Band with Grade Pay/ Minimum Qualifications: Administrative -cum- Accounts Officer (AAO)/ 01 No./ PB-3-Rs. 15600-39100 Plus Grade pay of Rs. 6600/- (Level 11 of Pay matrix)/ Graduate Degree.

Nature of Experience: 1. Must have experience in secretariat functioning in the Central Government/State Government/Union Territories i.e. General Administration matters, Personnel Management, maintenance of discipline. 2. Having Comprehensive knowledge and application of: - a. Central Govt. Rules & Procedures related to Service matter. b. Central Govt. Accounting procedure such as the procedural details for budget and expenditure control, drawing and disbursement, receipts and payments, statutory recoveries, deposits etc. their financial control etc. also knowledge of financial. c. Rules/Regulations including General Financial Rules (GFR), Delegation of Financial Power Rules, Fundamental Rules/ Supplementary Rules (FR/SR) and of the rules and orders concerning financial matters. 3. Good command over English Language (Drafting letters/reports etc.).

Qualifying Service: 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) or equivalent; or (Level 9 of Pay matrix) or equivalent; III. With 6 years regular services in the scale of Rs.9300-34800/-+GP 4800/- (pre-revised) or equivalent; or (Level 8 of Pay matrix) or equivalent; IV. With 7 years regular services in the scale of Rs.9300-34800/-+GP 4600/- (pre-revised) or equivalent; or (Level 7 of Pay matrix) or equivalent; V. With 8 years regular services in the scale of Rs.9300-34800/-+GP 4200/- (pre-revised) or equivalent (Level 6 of Pay matrix) or equivalent;

2. Name of the post/ No./Pay Scale Pay Band with Grade Pay/ Minimum Qualifications: Private Secretary/ 02 Nos./ PB-2 9300- 34800 plus GP of Rs. 4800 (Level 8 of Pay Matrix) /Minimum Graduate, must be Computer literate, proficient in using MS-Office, and making PowerPoint Presentation along with working knowledge of MS Excel, having prescribed/standard Shorthand Dictation speed and Typing speed on computer.

Nature of Experience: 1. Working as Secretariat Staff. 2.Candidates who have been working through out as Personal Staff shall be preferred. 3.Reasonably good in spoken & written English, well versed with all the duties and qualities which a Personal Staff is supposed to discharge.

Qualifying Service: Persons under Central Government /State Government/Union Territories/ Public Sector Undertakings/ Autonomous Bodies: - I. Holding analogous posts on regular basis; or II. With 3 years regular service in the scale of Rs. 9300-34800, GP 4600 (Level 7 of Pay Matrix) or equivalent; III. With 6 years regular services in the scale of Rs. 9300-34800, GP 4200 (Level 6 of Pay Matrix) or equivalent; IV. With 8 years regular services in the scale of Rs. 5200-20200, GP 2800 (Level 5 of Pay Matrix) or equivalent.

3. Name of the post/ Nos./Pay Scale Pay Band with Grade Pay/ Minimum Qualifications: Personal Assistant/ 01 No./ PB-2 9300- 34800 plus GP of Rs. 4600 (Level 7 of Pay Matrix)/Minimum Graduate, must be Computer literate, proficient in using MS-Office, and making PowerPoint Presentation along with working knowledge of MS Excel, having prescribed/ standard Shorthand Dictation speed and Typing speed on computer.

Nature of Experience: 1. Working as Secretariat Staff. 2.Candidates who have been working through out as Personal Staff shall be preferred. 3.Reasonably good in spoken & written English, well versed with all the duties and qualities which a Personal Staff is supposed to discharge.

Qualifying Service: Persons under Central Government/State Government/Union Territories/Public Sector Undertakings/Autonomous Bodies: - I. Holding analogous posts on regular basis; or II. With 3 years regular service in the scale of Rs. 9300-34800, GP 4200 (Level 6 of Pay Matrix) or equivalent; III. With 6 years regular services in the scale of Rs. 5200-20200, GP 2800 (Level 5 of Pay Matrix) or equivalent; IV. With 10 years regular services in the scale of Rs. 5200-20200, GP 2400 (Level 4 of Pay Matrix) or equivalent.

The General terms & Conditions are as under: -

- i) The post of Admin-cum-Accounts officer shall be filled purely on deputation on foreign services terms/absorption basis and the posts of Private Secretary and Personal Assistant shall be filled on deputation on foreign services terms including short-term contract basis.
- ii) 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.
- iii) The appointment on deputation on foreign services terms including short-term contract basis shall be made initially for a period of three years. However, the Commission reserves the right to repatriate the incumbent before the above time limit also in accordance to provisions of is relevant OMs of DoPT of Govt. of India.
- iv) JERC reserves the right not to fill up all or any of the above positions, without assigning any reasons, what so ever.
- v) JERC reserves the right either to increase or decrease the number of posts in any of the categories, at any given time, without assigning any reasons, what so ever.
- vi) The age of the candidate shall not exceed 56 years as on 01.07.2019.

The application in prescribed format given in the Annexure-1 duly completed and signed and addressed to The Secretary, Joint Electricity Regulatory Commission, **3rd & 4th Floor, Plot No.55-56, Path kind Building, Udyog Vihar, Phase-IV, Gurugram-122015** should reach latest by **26.08.2019**. Applications should only be sent by post or submitted personally to the PA to Secretary at the Commission's Office under proper receipt. Applications sent by E-mail shall not be entertained. The application routed through proper channel and submitted in prescribed format shall only be accepted (**which is also available in our website www.jercuts.gov.in under sub-head Vacancies**). Candidates submitting advance applications direct to the Commission shall have to produce NOPC at the time of interview. 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. Applications received in the office of this Commission in the above mentioned form after due date i.e. after 26.08.2019, and without the requisite documents or incomplete in nature may be summarily rejected.

For any clarification, you are advised to contact PA to Secretary on 0124-2684705 on any working day between 09:30 A.M. to 05:30 P.M.

Format of Application: (1) Name (2) Father's/Husband's Name (3) Sex (4) Date of Birth (5) Educational qualifications (starting from matriculation Higher Secondary onwards) (6) Languages Known (indicating the extent of knowledge- very good, can read only, can write only) (7) Details of Experience including in consumer related matters (8) Two passport size photographs (9) whether having experience of matters related to consumer protection as Member of any NGO or otherwise and if so brief description of the experience.

Sd/-
(Rakesh Kumar)
Secretary, JERC