



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

3<sup>rd</sup> & 4<sup>th</sup> Floor, Plot No. 55-56, Phase IV, Udyog Vihar, Sector 18, Gurugram-122015.  
E-mail: secy.jerecuts@gov.in, Website: www.jerecuts.gov.in

No E-10VI/1/2020-E

Date 23/12/2022

**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 basis including short term contract for the posts mentioned below. The details of the posts viz. scale of pay, required qualifications/qualifying service and experience etc. is given below: The application should be forwarded through proper channel.

S. No.	Post	Scale of Pay	No. of Post	Minimum Educational Qualification	Nature of Experience	Qualifying Service
1	Director (Engineering)	PB-4- Rs. 37400-67000/- Plus GP of Rs. 8700/- (Rs 123100-215900/- of Level 13 of Pay matrix as per 7 <sup>th</sup> CPC.)	01 (one)	Degree in Engineering.	Familiarity with the latest technological developments in transmission, generation system planning, designing and operation and preferably familiarity with techno-economic appraisal. Experience in any of these areas both hands as well as design and planning.	Officers under Central Government/State Government/Union Territories/ Public Sector Undertaking/Autonomous Bodies:- I. Holding analogous posts on regular basis; or II. With 5 years regular service in the scale of Rs.15600-39100/- + GP 7600/- (pre-revised or equivalent (Level 12 of Pay 7 <sup>th</sup> Matrix) or equivalent; III. With 10 years regular services in the scale of Rs 15600-39100/- + GP 6600/- (pre-revised) (Level 11 of 7 <sup>th</sup> Pay Matrix or equivalent.
2	Principal Private Secretary	PB-3 15600-39100 plus GP of Rs. 6600 (Level 11 of Pay Matrix as per 7 <sup>th</sup> CPC)	01 (one)	Must be Computer-literate, proficient in using MS Office.	Working as Secretariat Staff	Officers under Central Government/State Government/Union Territories/ Public Sector Undertaking/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 (Level 9 of 7 <sup>th</sup> Pay Matrix) or equivalent; III. With 06 years regular services in the scale of Rs 9300-34800/- + GP 4800 (pre-revised) (Level 8 of 7 <sup>th</sup> Pay Matrix or equivalent. IV. With 07 years regular

						services in the scale of Rs. 9300-34800 - + GP 4600 - (pre-revised) (Level 7 of 7 <sup>th</sup> Pay Matrix or equivalent). V. With 08 years regular services in the scale of Rs. 9300-34800/- + GP 4200/- (pre-revised) (Level 6 of 7 <sup>th</sup> Pay Matrix or equivalent).
3	Personal Assistant	PB-2 9300-34800 plus GP of Rs. 4200 (Level 6 of Pay Matrix as per 7 <sup>th</sup> CPC).	02 (Two)	Preferably Computer -literate and proficient in MS- Office.	Working as Secretariat Staff.	Persons under Central Government /State Government/Union Territories/ Public Sector Undertakings/ Autonomous Bodies: - I. Holding analogous posts on regular basis; or II. With 6 years regular services in the scale of Rs. 5200-20200, GP 2800 (Level 5 of 7 <sup>th</sup> Pay Matrix) or equivalent; or III. With 10 years regular services in the scale of Rs. 5200-20200, GP 2400 (Level 4 of 7 <sup>th</sup> Pay Matrix) or equivalent.

**1. The General terms & Conditions 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](http://www.jercuts.gov.in).
- JERC reserves the right not to fill up the above positions or to cancel/amend the entire/part of this advertisement/ recruitment process/condition of recruitment, at any given time, without assigning any reasons, whatsoever.
- The age of the candidate shall not exceed 56 years as on the date of the advertisement of the vacancies. 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.
- Candidates may also note that for any lapse/shortfall in submission of application due to any reasons, this Commission will not be responsible.
- No TA/DA will be admissible for attending the interview.

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

- The appointment on deputation on foreign services terms basis shall be made initially for a period of three years. Extension beyond this period would be considered in consultation with the Central Government.
- The eligibility of such candidates who are working in PSUs or other Govt. Organizations where Industrial/ Variable Dearness Allowance pattern is applicable, shall be determined by equating their IDA/VDA pattern pay scale with the requisite CDA pattern pay scales as being normally done. The candidate is working in the Autonomous body/Govt. undertaking, PSU the correspondent pay scale as mentioned in the advertisement should be mentioned.
- Candidates submitting advance applications to the Commission shall have to submit No Objection Certificate (NOC) from the parent Deptt. at the time of the interview. The application routed through proper channel and submitted in prescribed format shall only be accepted. While forwarding the applications, photocopies of ACRs of last five years duly certifies/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.

The application in prescribed format duly completed, signed, along with requisite documents and addressed to *The Admn.-cum-Accounts Officer, Joint Electricity Regulatory Commission, 3<sup>rd</sup> & 4<sup>th</sup> Floor, Plot No.55-56, Udyog Vihar, Phase-IV, Gurugram-122015* should reach latest by **17/02/2023**. Applications may also send by e-mail at [aao.jercuts@gov.in](mailto:aao.jercuts@gov.in) attaching the duly signed scanned application but should be followed with submission of original hard copy too. Applications received in the office of this Commission after due date i.e. after **17/02/2023**, and without the requisite documents or incomplete in nature shall not be considered.

Encl: Annexure I, Format-A

Admn.-cum-Accounts Officer (I/C)

To

1. Website of the Commission
2. Ministries/Departments of the Govt. of India -by Post/ E-mail
3. All the State Governments & UTs-(by Post/E-mail)
4. CERC- (By post/E-mail)
5. All SERCs/JERC-(By Post/E-mail)
6. Leading Newspapers -(By Post/E-mail)
7. Editor Employment News

Sd/-

Admn.-cum-Accounts Officer (I/C)

## PROFORMA FOR BIO- DATA

(For the Post of Director (Engg.)/Principal Private Secretary/Personal Assistant)

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 oneprescribed in this rule, state the authority for the same)						
6	Details of Experience				Please fill up 'Format-'A'		
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./ Orgn.	Post Held	From	To	Scale of pay and basic pay (Pay in Pay Band and with Grade Pay) and Basic Pay in corresponding 7 <sup>th</sup> 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 per month now drawn : a) Basic Pay b) Grade Pay c) DA @% d) HRA e) Transport Allowance f) Any other allowances g) In case the candidate is working in Autonomous body/ Govt Undertaking/PSU, the Corresponding Pay Scale as mentioned in the advertisement should be matched.	
15	Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient	
16	Whether belongs to Schedule Castes, Schedule Tribes, Other Backward Classes and other special categories.	
17	Remarks.	

**Name and Signature of the Candidate**

**Address:**

**FOR THE POST OF DIRECTOR (ENGG.)/PRINCIPAL PRIVATE SECRETARY/ PERSONAL ASSISTANT****Education Qualifications**

Degree & Any Other Diploma/ Course etc.	Name of Institute/ University/Board	Year of Admission	Year of Passing	Actual Duration of course	Percentage/ Grade	Specialization, if any	Whether done Full Time on regular Basis Or Part Time by Distance Learning

**Note:** Please attach certified copy of Degree/Marksheet /Certificate of any Course, Diploma etc.

**For the post of Director (Engineering)**

Sl.No	Nature of Experience	Elaborate on the specific experience you have in this field
1	Experience in Regulatory Field, Tariff formulation etc.	
2	Preparation of Pleadings in case of petitions to be filed by Organizations and Petitions filed against the Organizations.	Please mention specific nos. and nature of pleadings and role you played in preparing those pleadings.
3	Listing of case laws	Please mention the approx. nos. of case laws studied, their subject matter and in which context you applied them.

**FOR THE POST OF PRINCIPAL PRIVATE SECRETARY/ PERSONAL ASSISTANT**

S. No.	Nature of Experience	Elaborate on the specific experience you have in this field
1.	Taking Short Hand Dictation	(Speed)
2.	Typing Speed on Computer	
3.	Proficiency in Note Drafting & Conversation in English	
4.	Extent of Proficiency in MS-Excel	
5.	Extent of Proficiency in Power Point Preparation e.g.: Bar Chart/Pie charts/Graphics inclusion of special effects inPPT	
6.	i. Your Ideas/thinking of the duties/ responsibilities and qualities as Personal Staff need to have for efficient discharge of his duties. ii. To what extent on a scale of 1-10 you rate yourself on 6 (i) above	

**Name and Signature of the Candidate**

**Address:**

**PROFORMA FOR OBTAINING APPROVAL OF THE CADRE CONTROLLING AUTHORITY FOR  
FORWARDING OF APPLICATION FOR DEPUTATION**

**Part-I (to be completed by the applicant)**

- 1 Name of the applicant (with Emp. No.) :  
 2 Date of Birth :  
 3 Present Designation (since holding) :  
 4 Are you on probation :  
 5 Office address of the applicant with contact :  
 Phone no. (if any) :

6	<b>Details of the post applied for</b>	:	
	a) Name of the post	:	
	b) Ministry/Department	:	
	c) Scale of Pay	:	
	d) Period of deputation (if any)	:	

- 7 Whether paper cutting OR photocopy of advertisement is attached :  
 8 Do you fulfill the requisite QRs and other eligible conditions prescribed for the post. :

9 **Undertaking:** I do hereby state that I have gone through the terms and conditions carefully and undertaking that I will not withdraw my candidature later, under any circumstances. I understand that in the event of my selection for the post, I cannot decline to take up the above appointment and the administration has to power to relieve me unilaterally. I understand that my application for deputation is being forwarded based on the service rendered by me in the grade without taking into account subsequent revision of seniority, wherever applicable in the grade as warranted in the implementation of various court judgments affecting my seniority, therefore undertake not to cite this fact of forwarding application as proof of acceptance by the department of my claim for pre-revised seniority.

Date:

Signature of the applicant:

**Part-2 (to be completed by the Admin/Estt Section of the parent cadre)**

- 10 Date of receipt of application in the Admin/Estt Section concerned :  
 11. Indicate the date of his repartition from the last ex-cadre post , if any :  
 12. Whether the particulars furnishes by the Applicant in the application and part 1-9 of this Performa have been verified from service records and the officer/official fulfills the QRs :  
 13. Whether Disciplinary/Vigilance clearance has been obtained :  
 14. Has anything adverse, warranting withholding of his application, been reported? :  
 15. Remarks (if any) :

Endorsement No.

Name

Date

Designation  
Office