

## VACANCY CIRCULAR

**No JERC/E-1/IV/AAO/2020-21/113; Dated: 7/8/2020**

Joint Electricity Regulatory Commission for Union Territories & the State of Goa (JERC), a statutory body constituted by Ministry of Power, invites applications from intending candidates presently working in offices under Central Government /State Government/Union Territories/ Public Sector Undertakings/ Autonomous Bodies, for appointment on deputation on Foreign Service terms /short term contract for its Office presently at Gurugram (Haryana). The applicants working on Contract basis in the above mentioned Organizations may apply for appointment only for Short Term Contract. 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  (Only on Deputation on foreign service terms)	PB-3-Rs. 15600-39100 Plus GP of Rs. 6600/- (Level 11 of Pay matrix as per 7 <sup>th</sup> CPC.)	01	Graduate Degree	<b>1.</b> Must have experience in secretariat functioning in the Central Government/ State Government/Union Territories i.e. Accounting & General Administration matters & Personnel Management. <b>2.</b> Having Comprehensive knowledge and application of: <b>(a)</b> Central Govt. Rules & Procedures related to Service matter. <b>(b)</b> Central Govt. Accounting Rules and procedure such as the procedural details for budget and expenditure control, drawing and disbursement, preparation of Annual Accounts, Tax matters, statutory recoveries, deposits etc. their financial control etc. <b>(c)</b> Knowledge of financial 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. <b>3.</b> Good command over English Language (Drafting letters/reports etc.)	Officers under Central Government /State Government/Union Territories/ Public Sector Undertakings/ Autonomous Bodies: - <b>I.</b> Holding analogous posts on regular basis; or <b>II.</b> With 5 years regular service in the scale of Rs.9300-34800/-+GP 5400/- (pre-revised) (Level 9 of Pay matrix) or equivalent; or <b>III.</b> With 6 years regular services in the scale of Rs.9300-34800/-+GP 4800/- (pre-revised) (Level 8 of Pay matrix) or equivalent; or <b>IV.</b> With 7 years regular services in the scale of Rs.9300-34800/-+GP 4600/- (pre-revised) (Level 7 of Pay matrix) or equivalent; or <b>V.</b> With 8 years regular services in the scale of Rs.9300-34800/-+GP 4200/- (pre-revised) (Level 6 of Pay matrix) or equivalent.

S. No.	Name of the post	Pay scale Pay Band with Grade Pay	No. of Post	Minimum Educational Qualifications	Nature of Experience	Qualifying Service
2	Bench Officer  (On deputation / Short term contract basis)	PB-3-Rs. 15600-39100 Plus Grade pay of Rs. 6600/- (Level 11 of Pay matrix)	01	Degree in Law	Judicial/Quasi-judicial legal matters including conducting of hearings, record keeping of proceedings, handling of petitions, pleadings, listing the case law, etc. Candidates having experience of working in Electricity Regulatory Commission shall have added advantage.	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  III. With 6 years regular services in the scale of Rs.9300-34800/-+GP 4800/- (pre-revised) or equivalent; or IV. With 7 years regular services in the scale of Rs.9300-34800/-+GP 4600/- (pre-revised) or equivalent; or V. With 8 years regular services in the scale of Rs.9300-34800/-+GP 4200/- (pre-revised) or equivalent.
03	Private Secretary  (On deputation/ Short term contract basis)	PB-2 9300-34800 plus GP of Rs. 4800 (Level 8 of Pay Matrix as per 7 <sup>th</sup> CPC)	02	1. Minimum Graduate 2. Must be Computer literate, proficient in using MS-Office, and making PowerPoint Presentation along with working knowledge of MS Excel 3. Having prescribed/ standard Shorthand	1. Working as Secretarial 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.	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; or III. With 6 years regular services in the scale of Rs. 9300-34800, GP 4200 (Level 6 of Pay Matrix) or equivalent; or IV. With 8 years regular

S. No.	Name of the post	Pay scale Pay Band with Grade Pay	No. of Post	Minimum Educational Qualifications	Nature of Experience	Qualifying Service
				Dictation speed and Typing speed on computer.		services in the scale of Rs. 5200-20200, GP 2800 (Level 5 of Pay Matrix) or equivalent.
04	Personal Assistant  (On deputation/ short term contract basis)	PB-2 9300-34800 plus GP of Rs. 4600 (Level 7 of Pay Matrix as per 7 <sup>th</sup> CPC)	01	1. Minimum Graduate 2. Must be Computer literate, proficient in using MS-Office, and making PowerPoint Presentation along with working knowledge of MS Excel 3. Having prescribed/ standard Shorthand Dictation speed and Typing speed on computer.	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.	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; or III. With 6 years regular services in the scale of Rs. 5200-20200, GP 2800 (Level 5 of Pay Matrix) or equivalent; or IV. With 10 years regular services in the scale of Rs. 5200-20200, GP 2400 (Level 4 of Pay Matrix) or equivalent.

1. 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 Bench Officer, Private Secretary and Personal Assistant shall be filled on deputation on foreign services terms/ 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](http://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 in accordance to provisions of is relevant OMs of DoPT of Govt. of India/ terminate the contract before the above time limit
  - 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 10/8/2020.
2. Prescribed application format may be obtained by sending a request on [secretaryjerc@gmail.com](mailto:secretaryjerc@gmail.com) or [pa2secyjerc@gmail.com](mailto:pa2secyjerc@gmail.com) The application in prescribed format duly completed and signed and addressed to **The Secretary, Joint Electricity Regulatory Commission(for UTs & State of Goa), 3<sup>rd</sup> & 4<sup>th</sup> Floor, Plot No.55-56, Udyog Vihar, Phase-IV, Sector-18, Gurgugram-122015** should reach latest by **10/9/2020**. In case of applications sent by E-mail, its post copy should also be sent. The application should be routed through proper channel and submitted in prescribed format. Advance copy of applications may however be submitted direct which shall be accepted provisionally subject to receipt of application through proper channel complete with duly certified ACRs of last five years and up to date vigilance clearance certificate before the date of interview.
3. This advertisement is also available in JERC's website viz [www.jercuts.gov.in](http://www.jercuts.gov.in)

Sd/-  
**(Rakesh Kumar)**  
Secretary, JERC