



## 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.jercuts@gov.in](mailto:secy.jercuts@gov.in), Website: [www.jercuts.gov.in](http://www.jercuts.gov.in)

No E-10VI/1/2020-E

### 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 including short term contract to various post at serial no. 1, 2, 3 and 4 and applications for direct recruitment at serial no. 5,6,7 below. 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	<b>Administrative-cum-Accounts Officer</b>  (on deputation/ short term contract basis)	PB-3-Rs. 15600- 39100 Plus GP of Rs. 6600/- (Level 11 of Pay matrix as per 7th CPC.)	<b>01 (one)</b>	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) or equivalent; or III. With 6 years combined 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.
2	<b>Bench Officer</b>  (on deputation/ short term contract basis)	PB-3-Rs. 15600- 39100 Plus Grade pay of Rs. 6600/- (Level 11 of Pay Matrix as per 7th CPC)	<b>01 (one)</b>	Degree in Law	Judicial/Quasi-judicial legal matters including proceedings, petitions, pleadings, listing the case law etc.	Officers under Central Government /State Government/Union Territories/ Public Sector Undertakings/ Autonomous Bodies:-  II. Holding analogous posts on regular basis; or III. With 5 years regular service in the scale of Rs.9300- 34800/-+GP 5400/-

						(pre-revised) or equivalent; or IV. With 6 years regular services in the scale of Rs.9300-34800/-+GP 4800/- (pre-revised) or equivalent; or V. With 7 years regular services in the scale of Rs.9300-34800/-+GP 4600/- (pre-revised) or equivalent; or VI. With 8 years regular services in the scale of Rs.9300-34800/-+GP 4200/- (pre-revised) or equivalent.
3	<b>Private Secretary</b>  (On deputation/ Short term contract basis)	PB-2 9300-34800/- plus GP of Rs.4800 (Level 8 of Pay Matrix as per 7th CPC)	<b>02 (Two)</b>	Must be Computer literate, proficient in using 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 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.
4	<b>Personal Assistant</b>  (On deputation/ short term contract basis)	PB-2 9300-34800 plus GP of Rs.4600 (Level 7 of Pay Matrix as per 7th CPC)	<b>02 (Two)</b>	Preferably Computer literate and proficient in using 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 3 years regular service in the scale of Rs.9300-34800, GP 4200, (Level 6 of Pay Matrix) or equivalent;

						<p>or</p> <p>III. With 6 years regular services in the scale of Rs. 5200-20200, GP 2800 (Level 5 of Pay Matrix) or equivalent; or</p> <p>IV. With 10 years regular services in the scale of Rs. 5200-20200, GP 2400 (Level 4 of Pay Matrix) or equivalent.</p>
5	Stenographer (Direct Recruitment)	PB-1 Rs 5200- 20200 plus GP of Rs 2,400/- (Level-4 of Pay matrix as per 7th CPC)	<b>01 (One)</b>	Must have passed High School.	Candidate having strong skills in taking dictation directly onto computer as well as in short hand. Must be familiar with file keeping and record management. Must have a pleasing personality and must have proven capability in functioning as a team.	<p><b>Age Limit:</b></p> <p>The age of the applicant should be between age limit 18 to 27 years as on the date of advertisement of the vacancy. However usual age relaxation will be admissible to SC,ST, OBC etc as per Government Order in force.</p>
6	Cashier/Bill Clerk (Direct Recruitment)	PB-1 Rs 5200- 20200 plus GP of Rs 2,400/- (Level-4 of Pay matrix as per 7th CPC)	<b>01 (One)</b>	Must have passed 12 <sup>th</sup> Standard.	Must have capability of preparing salary and other bills, disbursement of pay and other allowances to the staff of the Commission and maintaining books of accounts. Must have working knowledge of English and Hindi.	<p><b>Age Limit:</b></p> <p>The age of the applicant should be between age limit 18 to 27 years as on the date of advertisement of the vacancy. However usual age relaxation will be admissible to SC,ST, OBC etc. as per Government Order in force.</p>
7	Despatch Clerk (Direct Recruitment)	PB-1 Rs 5200- 20200 plus GP of Rs 1,900/- (Level-2 of Pay matrix as per 7th CPC)	<b>01 (One)</b>	Must have passed High School.	Must have clerical ability and aptitude.	<p><b>Age Limit:</b></p> <p>The age of the applicant should be between age limit 18 to 27 years as on the date of advertisement of the vacancy. However usual age relaxation will be admissible to SC,ST, OBC etc. as per Government Order in force.</p>

**1. The General terms & Conditions for posts 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 all or any of the above positions, without assigning any reasons, what so ever.
- JERC reserves the right to decrease the number of posts in any of the categories and cancel/amend the entire/part of this advertisement/ recruitment process/condition of recruitment, at any given time, without assigning any reasons, what so ever.
- 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) Those candidates who are already in Government service should provide NOC (No objection certificate) from respective HODs (Head of Department) at the time of applying.
- g) No TA/DA will be admissible for attending the interview / written test (as applicable).

**2. Additional terms and conditions for the post advertised at Sr. No. 1, 2, 3 and 4 are as under**

- a) The appointment on deputation on foreign services terms/short-term contract basis 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.

**3. Additional terms & conditions for the post advertised at Sr. No. 5, 6 and 7 are as under : -**

- a) The mode for shortlisting and selection for the different categories of posts 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).
- b) The age of the candidate shall not exceed 27 years as on the date of the advertisement of the vacancies.

The application in prescribed format (as applicable) duly completed and signed 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 **25-10-2022**. Applications should only be sent by post or submitted personally to the Commission's Office under proper receipt. Applications sent by E-mail shall not be entertained. Applications received in the office of this Commission in the above mentioned form after due date i.e. after **25-10-2022**, and without the requisite documents or incomplete in nature shall be summarily rejected.

**Sd/-  
Admn-cum-Accounts Officer (L/O)**

Encl: Annexure I, Format-A (For the Post of Administrative-cum-Accounts Officer /Bench Officer/PS/ PA) -  
Annexure -II (For the post of Stenographer/Cashier/Despatch Clerk)

**Sd/-  
Admn.-cum-Accounts Officer (L/O)**

**PROFORMA FOR BIO- DATA (For the Post of Administrative-cum-Accounts Officer /Bench Officer/PS/ PA)**

<b>POST APPLIED FOR.....</b>							
<b>1</b>	a) Name b) Present Designation & Organization c) Office Address d) Residential Address e) Tele Ph. No. /Mobile No. f) E-mail ID						
<b>2</b>	Date of Birth (in Christian era)						
<b>3</b>	Date of retirement under Central/ State Government rules						
<b>4</b>	Educational Qualification				Please fill up ' <b>Format-'A'</b> attached for Administrative-cum-Accounts Officer /Bench Officer/PS/ PA.		
<b>5</b>	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)						
<b>6</b>	Details of Experience				Please fill up ' <b>Format-'A'</b> attached for Administrative-cum-Accounts Officer /Bench Officer/PS/ PA..		
<b>7</b>	Please state clearly whether in the light of entries made by you above, you meet the requirements of the post						
<b>8</b>	Details of employment, in chronological order. Enclose a separate sheet , duly authenticated by your signature, if the space below is insufficient						
<b>9</b>	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 <sup>th</sup> CPC level in Pay Matrix.	Nature of duties	Whether on Deputation
<b>10</b>	Nature of present employment, i.e.ad-hoc or temporary or permanent						
<b>11</b>	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	<p>Additional details about present employment:- Please state whether working under</p> <p>(a) Central Government (b) State Government (c) Autonomous organization (d) Government undertakings</p>	
13	<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>	
14	<p>Total emolument being drawn (per month)</p> <p>a) Basic Pay b) Grade Pay c) DA @ % d) HRA e) Transport Allowance f) Any other allowances</p>	
15	<p>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.</p>	
16	<p>Whether belongs to SC/ST/OBC/any other category (please specify)</p>	
17	<p>Remarks (if any)</p>	

**Signature of the Candidate**

**Address:**

**FORMAT – A**

For the post of Administrative-cum-Accounts Officer/Bench Officer/Private Secretary/Personal Assistant

**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

**Sl. No. 6 : Details Experience:**

S. No.	Nature of Experience	Elaborate on the specific experience you have in this field
1.	Taking Short Hand Dictation (for the post of PS/PA)	Speed
2.	Typing Speed on Computer (for the post of PS/PA)	Speed
3.	Proficiency in Note Drafting & Conversation in English	
4.	Extent of Proficiency in MS-Office	
5.	Extent of Proficiency in Power Point Preparation e.g.: Bar Chart/Pie charts/Gen Graphics inclusion of special effects in PPT.	
6.	i. Your thinking of the duties/ responsibilities and qualities a 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	

Signature of the candidate  
Address:





8.	Nature of present employment, i.e.ad-hoc or temporary or permanent					
9.	Total emolument being drawn (per month) (if any) a) Basic Pay b) Grade Pay c) DA @            % d) HRA e) Transport Allowance f) Any other allowances					
10.	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.					
11.	Whether belongs to SC/ST/OBC/any other category (please specify)					
12.	Remarks (if any)					

Signature of the Candidate

Address: