



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-50I/2/2020-E-Part(2)

Date:20/12/2024

Vacancy Circular- Short term engagement of Senior Consultant on contract basis

1. Joint Electricity Regulatory Commission (JERC) (for the State of Goa & Union Territories), a statutory body constituted by the Ministry of Power, Govt. of India, invites applications, for short term engagement as senior consultant, purely on short term-contractual basis. The details of the posts viz. consolidated fee, required qualifications and experience etc. are given below:

S l.	Category	Consolidated Professional fee*	No. of Positions	Minimum Educational Qualifications
1.	Senior Consultant (Admin. & Coordination)	Rs 80,000/- to 1,25,000/- per month	01	Graduate degree in any stream From reputed institution/ University
<p>Experience:</p> <p>Ten to Fifteen years' working experience in Establishment/General Administration/Cash/Accounts/Budget/Vigilance/Secretarial Services in the Central/State Govt. Offices/ Electricity Regulatory Commission/ Statutory Bodies/ Autonomous Bodies/ PSU's.</p> <p>Competencies:</p> <ol style="list-style-type: none"> 1. The candidate should have knowledge of the framework in the Govt. sector of India, functioning of statutory bodies/autonomous bodies/ Regulatory Commissions or any Govt. Body. 2. Excellent written and communication skills. 3. Strong analytical and interpersonal skills. 4. Well versed with e-office and MS office working. 5. Other relevant matters of appropriate administration of the staff welfare affairs of the Commission. <p>Nature of Job:</p> <ol style="list-style-type: none"> 1. Coordination & interaction with Ministries and Govt. departments for timely notifications of Regulations, laying annual reports and regulations in the Parliament. 				

2. Coordination & interaction with Secretariats/Departments of Union Territories under the jurisdiction of JERC for organising meetings and Public Hearings including vendor management, vehicle fleet arrangements and other boarding and logistic support.
3. Coordination & interaction with land development Authorities for acquisition of land in NCR for upcoming project as well as with Central/ State Project Management Agencies for construction of building structure and related activities.
4. Procurement of Goods & Services etc., Vendor Management, Maintenance of office assets Management of vehicle fleet, Coordination & interactions with other departments & organisations.
5. Any other work as assigned by the Commission.

(*excluding GST, if applicable)

2. The General Terms & Conditions of the contract shall be as under: -

- a. The engagement will be purely on contractual basis and shall be assigned the duties as per requirement of JERC. The engagement as Senior Consultant shall not be considered as a case of re-employment.
- b. Normal working hours would be 9.30 A.M to 6.00 P.M (05 days a week) including half an hour lunch break from 01:30 p.m. to 02:00 p.m. The personnel may be called on Saturdays/ Sundays and other Gazetted holidays, and required to be present beyond normal working hours in case of exigencies.
- c. In addition to holidays notified by Central Government, the Consultant shall be entitled for Eighteen (18) days leave in a contract year.
- d. The Consultant shall not be entitled to any professional fees for the period of absence beyond the entitled leave as above. Any un-availed leave during the contract year shall not be carried forward to the next contract year or qualify for encashment.
- e. The Commission shall reimburse the expenses for the journey undertaken by the Consultant for official work by considering their entitlement equivalent to Level 8 of Pay Matrix as per 7th CPC).
- f. In case of Consultant for official tour within India, the Commission shall reimburse the expenses for the journey undertaken for official work by the Consultant shall be entitled equivalent to Level 8 of Pay Matrix as per 7th CPC.

3. Duration of Contract:

- a. The Consultant shall be engaged for the period of one year. However, the period of engagement may be renewed, based on the satisfactory performance of the candidate for further period up to one year on each occasion or as per the Regulations in force at that point of time.

b. At the time of renewal of tenure in deserving cases, the fee can be enhanced as considered suitable by the Commission based on the performance of the Consultant during the preceding year as per the extant Regulations.

c. The engagement would be on full-time basis and the Consultant would not be permitted to take up any other assignment during the period of contract with JERC

4. Payment Terms: The Consultant shall be paid lump sum monthly professional fees on completion of the month on production of bill. TDS shall be deducted as per relevant rules.

5. TERMINATION OF AGREEMENT

a. This agreement is liable to be terminated by either party, by mutual consent, by giving 'Thirty days' Notice in writing to the other or Thirty Days consolidated professional fees in lieu of such notice.

b. In case the Consultant is unable to perform the assigned work or the work undertaken by them is not to the satisfaction of the Controlling Officer/Competent authority in JERC, the Consultant shall be liable to be terminated after Thirty days' Notice in writing.

c. In case the Consultant, despite notice in para (a) & (b) above, is unable to perform the given assignment to the satisfaction of the Controlling officer/Competent Authority in JERC, the Consultant shall be liable to be terminated without any notice without assigning any reason. No notice pay shall be payable by the Commission.

d. If indiscipline/misconduct is reported/noticed during his/her official duties, their agreement shall be terminated forthwith, without any notice and without assigning any reason. No notice pay shall be payable by the Commission.

e. In case the Consultant is absent from duty, for a period of more than 7 days continuously, without prior intimation/prior sanction, and is not covered under medical emergency, the Consultant shall be liable to be terminated without any notice and without assigning any reason. No notice pay shall be payable by the Commission. On pre-mature termination of the assignment, JERC shall pay the Consultant, the professional fees for the work performed by him/her till the date of such termination, after deductions, if any.

6. Secrecy Clause

a. All official information, documents etc., whether in physical form or in electronic form, shall be the propriety ownership of JERC and the Consultant shall not disclose the same to any person or persons or firms etc., unless required to do so, in due discharge of the official duties, with prior permission/ approval of the Controlling officer/ Competent authority in JERC.

b. The Consultant will not utilize or publish or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of their assignments or during the course of, assignment for the JERC without the express written consent of JERC.

c. The Consultant will maintain highest standards of integrity, transparency, competitiveness, economy and efficiency while working in JERC.

d. The Consultant so appointed shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of JERC nor will indulge in any activity outside the terms of the contractual assignment.

7. On pre-mature termination of the assignment, JERC shall pay the Consultant, the professional fees for the work performed by him/her till the date of such termination, after deductions, if any.

8. Engagement under this assignment shall be on a purely contractual basis for a limited period only. Such engagement shall not vest any right whatsoever to claim for regular appointment or continued contractual engagement in JERC.

9. Relaxation in essential qualifications/experience/age may be considered by the Commission in deserving cases.

10. JERC reserves the right not to fill up all or any of the above positions, without assigning any reasons, whatsoever.

11. JERC reserves the right either to increase or decrease the number of posts, at any given time, without assigning any reasons, whatsoever.

12. Consolidated fees and other conditions of service shall be governed by the JERC for the State of Goa & UTs (Appointment of Consultants), Regulation, 2009, 1st Amendment Regulation, 2015 and Second Amendment Regulations, 2023 as amended from time to time. A copy of the regulations is available on the JERC website viz. www.jercuts.gov.in.

13. Selection Process:

- a. The Selection process will be based on written examination/interaction before the Consultancy Evaluation Committee for this purpose or as decided by the Commission.
- b. Candidates who fulfill the eligibility criteria or relaxation granted vide Sr. no. 9 above will be shortlisted and called for a written test/interaction.
- c. The final selection of the candidates shall be based on the ranking/merit of the score of the written test/interaction.
- d. Candidates called for written test/interaction would be required to bring original documents relating to qualification, experience etc. These documents shall be examined before the written test/interaction with the Consultancy Evaluation Committee.
- e. No TA/DA shall be admissible for attending written examination and/or interaction for the above-advertised position.
- f. The decision of the Commission shall be final in all cases¹⁴. The application in prescribed format as given in the Annexure - I duly completed and signed and addressed to "**The Admin-cum-Accounts Officer**, Joint Electricity Regulatory Commission, 3rd & 4th Floor, Plot No. 55-56, UdyogVihar, Phase-IV, Gurgugram-122015 should reach **latest by 31st January, 2025**. Applications should be sent by post

or submitted personally at the Commission's Office or by E- mail to **aao.jercuts@gov.in** followed by a signed hard copy by post. The application submitted in the prescribed format shall only be accepted. Applications received in this Commission after the due date and without the requisite documents or incomplete in any manner shall be liable to be summarily rejected.

Sd/-

Admin-cum-Accounts Office

Encl: Format at Annexure-I

Annexure-I

APPLICATION FOR THE POST OF.....

FORMAT

1. Name
2. Gender
3. Date of Birth
(Please attach age proof)
4. Father's Name
5. Marital Status
6. Present Address
7. Permanent Address
8. Contact Number
9. Email
10. Last Pay Drawn (Attach Proof)
11. Approximate time to join duties, if selected
12. Academic /Professional Qualification

Graduation Level and above (Attach self-attested of certificates)

Course/ Degree/ No of years	Institute /University /College	Year of passing	Regular/ Distance education	%age of marks	Subject Specialized	Achievements, if any

13. Experience (Attach self-attested copies of experience certificates in chronological order, enclose a separate sheet, duly authenticated by your signature, if space is required).

Organization/ Institute/ Office	Specify Organization Type Govt/Semi- Govt/Autonomous/PSU/ Private etc.	Post Held	Period		No of years and months	Description of duties/Experience	Remarks
			From	To			

14. Other details: Additional Information /specific professional achievements/contribution.

15. Please state why you think you are suitable for the post in 100 words in context to the profile sought by the Commission for the post. (Enclose separate sheet if space is insufficient)

16. I declare that the above information furnished by me are true and correct to the best of my knowledge & belief.

Date:

Signature of Candidate

Place: