



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

Ref. No. E-10VI/1/2020-E-Part (2)(1042)

Dated: 23/05/2026

VACANCY CIRCULAR

Joint Electricity Regulatory Commission (JERC), a statutory body constituted under 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 of Principal Private Secretary (PPS) as per details follows. The details of the post is also available on the website of the JERC i.e. www.jercuts.gov.in.

S. No.	Post	Scale of Pay	No. of Post	Minimum Educational Qualification	Nature of Experience	Qualifying Service
1	Principal Private Secretary (PPS)	PB-3 15,600- 39,100 plus GP of Rs. 6,600 (Level 11 of Pay Matrix as per 7 th 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 th 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 th 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 th 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 th Pay Matrix or equivalent.

1. General terms & Conditions are as under: -

- a. The 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 read along with the instructions contained in the Department of Personnel and Training (DoPT) OM No. 6/812009-Estt. (Pay II) dated 17th June, 2010 and amendments issued from time to time. Copy of the Regulations is available on the website of JERC at www.jercuts.gov.in.
- b. JERC reserves the right to not to fill up the above positions or to cancel/amend the entire/part of this advertisement/ recruitment process/condition of recruitment and the candidature is liable to be rejected at any stage of recruitment process at any time, without assigning any reasons, whatsoever.
- c. The age of the candidate shall not exceed 56 years as on the date of the advertisement of the vacancy. 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.
- d. Candidates may also note that for any lapse/shortfall in submission of application due to any reasons, this Commission will not be responsible.
- e. No TA/DA will be admissible for attending the interview.

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

- a. The appointment on deputation on foreign services terms basis shall be made initially for a period of three years. If required by the Commission extension beyond this period would be considered in consultation with the Central Government which will be sole prerogative of the Commission.
- b. The sponsoring authorities are requested to forward the following document (**in quadruplicate**) of eligible and interested candidates after due verifications and whose services can be spared in the event of their selection. The application of the officers/officials, who cannot be relieved immediately need not be forwarded. The applications must be routed through "Proper Channel" and the applications which are not in the prescribed format and without 'NOC/forwarding letter' shall not be accepted.
 - i. Application form for the post of Principal Private Secretary (PPS), JERC (for the State of Goa and UTs) (download available at JERC website i.e www.jercuts@gov.in).
- **Annexure-I**
 - ii. Proforma for education qualification & experience - **Format-A**
 - iii. Proforma for obtaining approval of the cadre controlling Authority for forwarding of application for deputation. **Annexure – II**
 - iv. Up to date, vigilance clearance certificate- **Annexure -III.**
 - v. Copies of Annual Confidential Reports/Annual Performance Appraisal Reports of last five (05) years of the applicant duly attested by parent cadre.
3. It is requested that applications of suitable and eligible officers who can be spared immediately in the event of selection may be sent by e-mail at aao.jercuts@gov.in, which should be followed by submission of original hard copy forwarded to **The Secretary, Joint Electricity Regulatory Commission, 3rd & 4th Floor, Plot No.55-56, Udyog Vihar, Phase-IV, Gurugram-122015, within 60 days from the date of publication in employment news.** Applications received after the closing date or without prescribed documents or otherwise found incomplete or not in prescribed format are liable to be rejected summarily. Offers in case of selection for the post will not be allowed to withdraw their candidature subsequently.
4. **Selection Method:** The candidates meeting the eligibility criteria would be shortlisted and called for interaction and/or written test.

(Rajesh Dangi)
Secretary (I/c)

Encl: Annexure I, Format-A , Annexure-II, Annexure-III

Annexure-I

PROFORMA FOR BIO-DATA/CURRICULAN VITE

Application for the post of Principal Private Secretary JERC (for the State of Goa and UTs)

1	a. Name (in Block Letters) 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	i. Date of entry into service ii. Date of retirement under Central/State Government rules	
4	Educational Qualification	Please fill up 'Format-'A'
5a	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)	
5b	Nature of Experience	Please fill up 'Format-'A'
6	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	
7	Details of employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient	

Organization	Post Held on regular basis	From	To	Level/ Pay Band and with Grade Pay Scale of the post held on regular basis as per 7 th CPC	Nature of duties (In detail) highlighted experience required for the post applied for.	Whether on Deputation (Yes/No)
<p>*Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;</p>						
Office /Institution	Pay, Pay Band, and Grade Pay drawn under ACP/ MACP Scheme	From	To			

8	Nature of present employment, i.e. Ad-hoc or temporary or Quasi-Permanent or Permanent			
9	In case the present employment is held on deputation/ contract basis, please state			
	The date of initial appointment	Period of appointment on deputation/ contract	Name of the parent office/ organization which you belong	Name of the post and Pay of the post held in substantive capacity in the parent organization
	(a)	(b)	(c)	(d)
9.1	Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.			
9.2	Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organization.			
10	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
11	Additional details about present employment: - Please state whether working under (indicate the name of your employer against the relevant column) a. Central Government			

	b. State Government c. Union territories d. Others	
12	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.	
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 emoluments per month now drawn	
	Basis Pay in the PB	Grade Pay
		Total Emoluments
15	In case the applicant belongs to an Organization which is not following the Central Government, Pay-scales, the latest salary slip issued by the Organization showing the following details may be enclosed.	
	Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief /other Allowances etc., (with break-up details)
		Total Emoluments

<p>16a</p>	<p>Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to</p> <ul style="list-style-type: none"> i. additional academic qualifications ii. professional training and iii. work experience over and above prescribed in the Vacancy Circular/Advertisement) <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>	
<p>16b</p>	<p>Achievements:</p> <p>The candidates are requested to indicate information with regard to</p> <ul style="list-style-type: none"> i. Research publications and reports and special Projects ii. Awards/Scholarships/Official Appreciation. iii. Affiliation with the professional bodies/institutions/societies and; Patents registered in own name or achieved for the organization iv. Any research/ innovative measure involving official recognition v. any other information. 	

(Note: Enclose a separate sheet if the space is insufficient)	
17 Whether belongs to Schedule Castes, Schedule Tribes, Other Backward Classes and other special categories.	
18 Remarks (if any)	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

Date :

Signature of the Candidate:

Name:

Address:

Email id:

Contact No.:

Format - A

FOR THE POST OF PRINCIPAL PRIVATE SECRETARY

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 PRINCIPAL PRIVATE SECRETARY

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 in PPT	
6.	i. Your Ideas/thinking of the duties/ responsibilities and qualities as Personal Staff need to have for efficient discharge of duties. ii. To what extent on a scale of 1-10 you rate yourself on 6 (i) above	
7.	Any other details	

Name and Signature of the Candidate

Address:

Annexure-II

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

Certification by the Employer/Cadre Controlling Authority

1. The Cadre Controlling Authority has 'No Objection' for forwarding the application of the applicant for the post mentioned in the advertisement.

2. The information /details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.
3. Also certified that;

There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt.....

- i. His/ Her integrity is certified.
- ii. His/Her CR Dossier in original is enclosed / photocopies of ACRs for the last 5 years duly attested by an officer of the rank of Undersecretary to the Govt. of India or above are enclosed.
- iii. No major/ minor penalty has been imposed on him/ her during the last 10 years OR A list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/Cadre Controlling Authority with Seal)

Annexure-III

PARTICULARS OF THE OFFICER FOR WHOM VIGILANCE COMMENTS/ CLEARANCE BEING SOUGHT

(To be furnished and signed by the CVO or HOD)

1.	Name of the Officer (in full)	:	
2.	Father's name	:	
3.	Date of Birth	:	
4.	Date of Retirement	:	
5.	Date of Entry into Service	:	
6.	Service to Which the officer belongs including batch/ year cadre etc. wherever applicable	:	

7. Positions held including whether the officer has functioned as a CVO in part time or additional charge capacity
(During the ten preceding years)

Sl.No.	Organization (Name in full)	Designation & Place of posting	Administrative/ nodal Ministry /Deptt. concerned (in case of officers of PSUs etc.)	From	to

8. Whether the Officer has been placed on :
the: Agreed List” or “List of Officer of Doubtful Integrity” (If yes, details to be given)

9.	Whether any allegation of misconduct involving vigilance angle was examined against the officer during the last 10 years and if so with what result (*)	:	
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10.	Whether any punishment was awarded to the officer during the last 10 years and if so, the date of imposition and details of the penalty (*)	
11.	Is any disciplinary/ criminal proceedings or charge sheet pending against the officer, as on date. [If so, details to be furnished including reference no., if any, of the Commission]	
12.	Is any action contemplated against the officer as on date [If so, details to be furnished (*)]	
13.	Whether any complaint with vigilance angle is pending against the officer [if so, details to be furnished].	

Date:

(Name and Signature)

(*) If vigilance clearance had been obtained in the past, the information may be provided for the period thereafter.