



## JOINT ELECTRICITY REGULATORY COMMISSION

(For the state of Goa and Union territories)

Plot No.55-56, Udyog Vihar-IV

Sector-18, Gurugram-122015

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Website: <http://jercuts.gov.in>

No E-1/IV/Advt/2019-20-JERC

Dated: 11.07.2019

### 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 .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	PB-3-Rs. 15600-39100 Plus Grade pay of Rs. 6600/- (Level 11 of Pay matrix)	01	Graduate Degree	1. Must have experience in secretariat functioning in the Central Government/ State Government/Union Territories i.e. General Administration matters, Personnel Management, maintenance of discipline. 2. Having Comprehensive knowledge and application of: - (a) Central Govt. Rules & Procedures related to Service matter (b) Central Govt. Accounting procedure such as the procedural details for budget preparation and expenditure control, drawing and disbursement, receipts and payments, statutory recoveries, deposits etc. their financial control etc. (c) Knowledge of Financial Rules/Regulations including	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 (Level 9 of Pay matrix) or equivalent; III. With 6 years regular services in the scale of Rs.9300-34800/-+GP 4800/- (pre-revised) or equivalent; or (Level 8 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
					<p>General Financial Rules (GFR), Delegation of Financial Power Rules, Fundamental Rules/ Supplementary Rules (FR/SR) and of the rules and orders concerning financial matters.</p> <p><b>3.</b> Good command over English Language (Drafting letters/reports etc.)</p>	<p>IV. With 7 years regular services in the scale of Rs.9300-34800/-+GP 4600/- (pre-revised) or equivalent; or (Level 7 of Pay matrix) or equivalent;</p> <p>V. With 8 years regular services in the scale of Rs.9300-34800/-+GP 4200/- (pre-revised) or equivalent (Level 6 of Pay matrix) or equivalent;</p>
<b>02</b>	Private Secretary	PB-2 9300-34800 plus GP of Rs. 4800 (Level 8 of Pay Matrix)	02	<p>1. Minimum Graduate</p> <p>2. Must be Computer literate, proficient in using MS-Office, and making PowerPoint Presentation along with working knowledge of MS Excel</p> <p>3. Having prescribed/ standard Shorthand Dictation speed and Typing speed on computer.</p>	<p><b>1.</b> Working as Secretariat Staff</p> <p><b>2.</b> Candidates who have been working through out as Personal Staff shall be preferred</p> <p><b>3.</b> Reasonably good in spoken &amp; written English, well versed with all the duties and qualities which a Personal Staff is supposed to discharge.</p>	<p>Persons under Central Government /State Government/Union Territories/ Public Sector Undertakings/ Autonomous Bodies: -</p> <p>I. Holding analogous posts on regular basis; or</p> <p>II. With 3 years regular service in the scale of Rs. 9300-34800, GP 4600 (Level 7 of Pay Matrix) or equivalent;</p> <p>III. With 6 years regular services in the scale of Rs. 9300-34800, GP 4200 (Level 6 of Pay Matrix) or equivalent;</p> <p>IV. With 8 years regular services in the scale of Rs. 5200-20200, GP 2800 (Level 5 of Pay Matrix) or equivalent.</p>
<b>03</b>	Personal Assistant	PB-2 9300-34800 plus GP of Rs. 4600 (Level 7 of	01	<p>1. Minimum Graduate</p> <p>2. Must be Computer literate, proficient in using MS-</p>	<p><b>1.</b> Working as Secretariat Staff</p> <p><b>2.</b> Candidates who have been working through out as Personal Staff shall be preferred</p>	<p>Persons under Central Government /State Government/Union Territories/ Public Sector Undertakings/ Autonomous Bodies: -</p>

S. No.	Name of the post	Pay scale Pay Band with Grade Pay	No. of Post	Minimum Educational Qualifications	Nature of Experience	Qualifying Service
		Pay Matrix)		Office, and making PowerPoint Presentation along with working knowledge of MS Excel <b>3.</b> Having prescribed/ standard Shorthand Dictation speed and Typing speed on computer.	<b>3.</b> Reasonably good in spoken & written English, well versed with all the duties and qualities which a Personal Staff is supposed to discharge.	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 Private Secretary and Personal Assistant shall be filled on deputation on foreign services terms including 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 before the above time limit also in accordance to provisions of is relevant OMs of DoPT of Govt. of India.
- 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 01.07.2019

2. The application in prescribed format given in the Annexure-1 duly completed and signed and addressed to The Secretary, Joint Electricity Regulatory Commission, 3<sup>rd</sup> & 4<sup>th</sup> Floor, Plot No.55-56, Pathkind Building, Udyog Vihar, Phase-IV, Gurgugram-122015 should reach latest by 12.08.2019. Applications should only be sent by post or

submitted personally to the PA to Secretary at the Commission's Office under proper receipt. Applications sent by E-mail shall not be entertained. The application routed through proper channel and submitted in prescribed format shall only be accepted. Candidates submitting advance applications direct to the Commission shall have to produce NOPC at the time of interview. 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. Applications received in the office of this Commission in the above mentioned form after due date i.e. after 12.08.2019, and without the requisite documents or incomplete in nature may be summarily rejected.

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

**Encl:** Annexure I, Format-A, Format-B

To

1. Website of the Commission
2. Ministries / Departments of the Govt. of India. (As per standard distribution list)-(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. Editor Economics Times-(By Post & E-mail)
7. Editor Employment News

-sd/-  
**Secretary, JERC**

## PROFORMA FOR BIO- DATA (For the Post of .....)

POST APPLIED FOR.....							
<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 'Format-'A' attached for Admin-cum-Accounts officer and Format-'B' attached for 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 'Format-'A' attached for Admin-cum-Accounts officer and Format-'B' attached for 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./ 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
<b>10</b>	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	
<b>POST APPLIED FOR.....</b>		
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) h)	
15	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	
16	Whether belongs to SC/ST	
17	Remarks.	

**Signature of the candidate**

**Address:**

**FOR THE POST OF ADMIN-CUM-ACCOUNTS OFFICER**

**FORMAT-A**

**Sl. No. 4 of Annexure-I**

**Qualifications:**

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

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

**Sl. No. 6 of Annexure-I**

**Details Experience:**

<b>S. No.</b>	<b>Nature of Experience</b>	<b>Elaborate on the specific experience you have in this field</b>
1.	Knowledge of various Rules related to service matters & General Financial Rules, Delegation of Financial Power Rules, FR/SR etc.	
2.	Working knowledge of Public Financial Management System (PFMS) portal of GOI	
3.	Working knowledge of Government eMarketplace (GeM) portal of GOI	
4.	Budget preparation, Expenditure control, Annual Accounts preparation etc.	
5.	i. Your Ideas/thinking of the duties/ responsibilities and qualities as Officer need to have for efficient discharge of his duties.  ii. To what extent on a scale of 1-10 you rate yourself on 5 (i) above	

**Signature of the candidate**

**Address:**

**FOR THE POST OF PRIVATE SECRETARY & PERSONAL ASSISTANT**

**FORMAT-B**

**Sl. No. 4 of Annexure-I**

**Qualifications:**

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

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

**Sl. No. 6 of Annexure-I**

**Details Experience:**

<b>S. No.</b>	<b>Nature of Experience</b>	<b>Elaborate on the specific experience you have in this field</b>
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/Gen Graphics inclusion of special effects in PPT	
6.	iii. Your Ideas/thinking of the duties/ responsibilities and qualities as Personal Staff need to have for efficient discharge of his duties. iv. To what extent on a scale of 1-10 you rate yourself on 6 (i) above	

**Signature of the candidate**

**Address:**