



संयुक्त विद्युत विनियामक आयोग (गोवा राज्य और संघ शासित प्रदेशों के लिए) Joint Electricity Regulatory Commission (for the State of Goa & Union Territories)	
2nd Floor, Vanijya Nikunj, HSI IDC office Complex Udyog Vihar Phase -V, Gurgaon, Haryana -122016 Tel 0124-2875302, FAX 0124-2342853	2 तल, वाणिज्य निकुंज, एचएसआईआईडीसी कार्यालय परिसर उद्योग विहार फेज-V, गुड़गांव, हरियाणा -122016 दूरभाष 0124-2875302, फैक्स 0124-2342853

### VACANCY CIRCULAR

File No. 1/3/PS/PA/2017-JERC

Date : 15<sup>th</sup> May, 2017

Joint Electricity Regulatory Commission (JERC), a statutory body constituted by the Ministry of Power, invites applications from the officers under the Central Government /State Government/Union Territories/ Public Sector Undertakings/ Autonomous Bodies, for appointment on deputation on Foreign Service terms basis for the following posts. The details of the post viz. scale of pay, required qualifications/qualifying service and experience etc. are given below:-

Sl. No.	Name of the Post	Pay scale Pay Band with Grade Pay	No. of Post	Minimum Educational Qualifications	Nature of Experience	Qualifying Service
1	Private Secretary	PB-2 Rs. 9300-34800 with GP 4600/- (Level 7)	02	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 6 years regular service in the scale of Rs. 9300-34800 + Rs. 4200 GP or equivalent; or iii) With 8 Years regular service in the scale of Rs. 5200-20200 + Rs. 2800 GP or equivalent.
2	Personal Assistant	PB-2 Rs. 9300-34800+ GP of Rs. 4200/- (Level 6)	02	Must be computer-literate and proficient in 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 6 years regular service in the scale of Rs. 5200-20200/- + Rs. 2800 GP or equivalent; or iii) With 10 years regular service in the scale of Rs. 5200-20200/- + Rs. 2400 GP or equivalent



2. The general terms & conditions are as under :
- i) Pay and Allowances shall be as applicable to the Central Government employees from time to time.
  - ii) The appointment on deputation on foreign services terms basis shall be made initially for a period of three years.
  - iii) Relaxation in public interest can be considered by the Competent Authority in deserving cases.
  - iv) Persons appointed in JERC shall be governed by the general terms and conditions laid down in JERC (Recruitment, Control and Service Conditions of Officers & Staff ) Regulations, 2009, copy of which is available on the JERC website.
  - v) The age of the candidate shall not exceed 56 years as on 30/6/2017.
3. The application in the prescribed format as given in the annexure, duly completed and signed addressed to the Secretary, Joint Electricity Regulatory Commission , 2nd floor, HSIIDC Office Complex Udyog Vihar, Phase- V. Gurgaon- 122016 shall reach latest by 30/6/2017. The application must be routed through proper channel; and, only applications in the prescribed format shall be accepted. While forwarding applications, photocopies of ACRs of the last five years and Vigilance Clearance Certificate of the candidates concerned shall also be forwarded. Applications received in the office of this Commission the after the due date i.e. 30/6/2017, and without the requisite documents shall be summarily rejected.

  
SECRETARY, JERC

Encl: Annexure I

1. Website of the Commission
2. Ministries / Departments of the Govt. of India. (As per standard distribution list).
3. All the State Governments & UTs.
4. Secretary of SERC/ JERC /CERC.

## BIO- DATA PROFORMA

Annexure-I

POST APPLIED FOR					
1	a) Name b) Present Designation c) Office Address d) Residential Address e) Telephone f) Mobile				
2	Date of Birth (in Christian era)				
3	Date of retirement under the Central/ State Government rules				
4	Educational Qualifications				
5	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)				
Qualification /Experience required				Qualification / Experience possessed by the officer	
Essential	1.				
	2.				
	3.				
Desired	1.				
	2.				
	3.				
6	Please state clearly whether in the light of entries made above, you meet the requirements 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				
	Post Held	From	To	Scale of pay and basic pay(Pay in Pay Band and with Grade Pay)	Nature of duties
8	Nature of present employment, i.e ad hoc or temporary or permanent				
9	In case the present employment is held on deputation basis,				



	please state (a) The date of initial appointment (b) Period of appointment on deputation (c) Name of the parent office/ organization which you belong	
10	Additional details about present employment:- Please state whether working under (a) Central Government (b) State Government (c) Autonomous organization (d) Government undertakings	
11	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	
12	Total emolument per month now drawn a) Basic Pay b) Grade Pay c) DA @ % d) HRA e) TA f) Any other allowances	
13	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	
14	Whether belongs to SC/ST	
15	Remarks.	

Date:-

Signature of the candidate

Address