



संयुक्त विद्युत विनियामक आयोग
(गोवा राज्य और संघ राज्य क्षेत्र)
JOINT ELECTRICITY REGULATORY COMMISSION
(For the State of Goa and Union Territories)

File No. 1/3/2019-JERC

Date : 30th April, 2019

Notice

Attention of all concerned is invited to JERC's Vacancy Circular No. 1/3/2019-JERC dated 27.03.2019 inviting applications from the eligible persons for the post of Director (Finance & Law), Private Secretary and Personal Assistant. The last date for receipt of applications is now hereby extended from 30th April, 2019 to 21st May 2019. All other details such as eligibility, qualification, experience etc. shall remain the same.

Sd/-
(Rakesh Kumar)
Secretary



JOINT ELECTRICITY REGULATORY COMMISSION

(For the state of Goa and Union territories)

Plot No.55-56, Udyog Vihar-IV

Sector-18, Gurugram- 122015

Ph: 0124-4684705

Email: secy-jerc.nic.in

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

No 1/3/2019-JERC

Dated: 27.03.2019

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 posts. The details of the posts viz. scale of pay, required qualifications/qualifying service and experience etc. are 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.	Director (Finance & law)	PB-4 Rs. 37400-67000 Plus GP of Rs. 8700 (Level 13 of Pay matrix)	01	MBA with specialization in Finance or Certified Chartered Accountant or Certified Cost Accountant preferably with Law Degree NB: In case of candidates having MBA Degree, those having done MBA on Full Time Regular Basis would be given preference, subject to fulfilling of other parameters appropriately.	(i) Tariff formulation or cost analysis or financial management; and (ii)Judicial/Quasi-judicial legal matters including proceedings, petitions, Pleadings, listing of the case laws, etc.	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.15600-39100/-+GP 7600/- (pre-revised) or equivalent (Level 12 of Pay Matrix) or equivalent; III. With 10 years regular services in the scale of Rs.15600-39100/-+GP 6600/- (pre-revised) (Level 11 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
2.	Private Secretary	PB-2 9300-34800 plus GP of Rs. 4800 (Level 8 of Pay Matrix)	02	<ol style="list-style-type: none"> 1. Minimum Graduate 2. Must be Computer-literate, proficient in using MS-Office, and making PowerPoint Presentation along with working knowledge of MS-Excel 3. Having prescribed/standard Shorthand Dictation speed and Typing speed on computer. 	<ol style="list-style-type: none"> 1. Working as Secretariat Staff 2. Candidates who have been working through out as Personal Staff shall be preferred 3. Reasonable good in spoken & spoken written English, well versed with all the duties and qualities which a Personal Staff is supposed to discharge. 	<p>Persons under Central Government /State Government/Union Territories/ Public Sector Undertakings/ Autonomous Bodies:-</p> <ol style="list-style-type: none"> 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.
3	Personal Assistant	PB-2 9300-34800 plus GP of Rs. 4600 (Level 7 of Pay Matrix)	01	<ol style="list-style-type: none"> 1. Minimum Graduate 2. Must be Computer-literate, proficient in using MS-Office, and making PowerPoint Presentation along with working knowledge of MS-Excel 3. Having prescribed/standard Shorthand Dictation speed and Typing speed on computer. 	<ol style="list-style-type: none"> 1. Working as Secretariat Staff 2. Candidates who have been working through out as Personal Staff shall be preferred 3. Reasonable good in spoken & spoken written English, well versed with all the duties and qualities which a Personal Staff is supposed to discharge. 	<p>Persons under Central Government /State Government/Union Territories/ Public Sector Undertakings/ Autonomous Bodies:-</p> <ol style="list-style-type: none"> 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. 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
 - ii. 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.
 - iii. The age of the candidate shall not exceed 56 years as on 01.04.2019.
2. The application in prescribed format as given in the Annexure-I duly completed and signed and addressed to The Secretary, Joint Electricity Regulatory Commission, 3rd & 4th Floor, Plot No.55-56, Udyog Vihar, Phase-IV, Gurgugram-122015 should reach latest by 30.04.2019. Applications should only be sent by post or submitted personally 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 the prescribed format shall only be accepted. While forwarding the applications, photocopies of the 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 30.04.2019, and without the requisite documents or incomplete in nature shall be summarily rejected.

(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 Economic Times- (By Post & E-Mail)
- 7) Editor Employment News

Secretary, JERC

PROFORMA FOR BIO- DATA (For the Post of)

POST APPLIED FOR.....								
1	a) Name 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	Date of retirement under Central/ State Government rules							
4	Educational Qualification				Please fill up 'Format-'A' attached for Director (Fin.& Legal) and Format-'B' attached for PS & PA			
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)							
6	Details of Experience				Please fill up 'Format-'A' attached for Director (Fin.& Legal) and Format-'B' attached for PS & PA			
7	Please state clearly whether in the light of entries made by you above, you meet the requirements of the post							
8	Details of employment, in chronological order. Enclose a separate sheet , duly authenticated by your signature, if the space below is insufficient							
9	Office/ Orgn.	Instt./	Post Held	From	To	Scale of pay and basic pay(Pay in Pay Band and with Grade Pay) and Basic Pay in corresponding 7 th CPC level in Pay Matrix	Nature of duties	Whether on Deputation
10	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							

POST APPLIED FOR.....		
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 DIRECTOR (FINANCE & LEGAL)

FORMAT-A

Sl. No. 4 of Annexure-I

Qualifications:

Degree	Name of Institute/ University	Year of Admission	Year of Passing	Percentage/Grade	Specialization	Whether Certificate/Marksheet Attached
MBA						
CA/CMA						
LAW						

Notes:

1. In case of MBA, Please mention separately
 - i. Prescribed Duration of Course
 - ii. Whether done Full Time on Regular Basis or Part Time through Distance Learning
1. Please Attach Certified copies of Degree/Marksheets
2. Please attach brief Synopsis of the project work done during MBA Course/CA/CMA/LLB/LLM as the case may be.

Sl. No. 6 of Annexure-I

Details Experience:

S. No.	Nature of Experience	Elaborate on the specific experience you have in this field
1.	Tariff formulation	
2.	Cost Analysis (in context to Regulatory field)	
3.	Financial Management : in terms of Accounting and application of GFR of GOI and knowledge of SERC Fund Rules in general	
4.	Legal Matters: a. Legal proceedings in Regulatory Commissions/ Other Judicial Bodies	Please mention the general practical experience you have in this regard.
	b. Preparation of Pleadings in case of petitions to be filed by Organization and Petitions filed against the Organizations.	Please mention specific nos. and nature of pleadings and the Role you played in preparing those pleadings.
	c. Listing of case Laws	Please mention the approx. nos. of case laws studied, their subject matters and in which context you applied then.
5.	How can you be useful to the JERC in context to the education qualification and the nature of experience you have?	Please Limit your reply in the specific Role of a Director (finance & Legal) in an Electricity Regulatory Commission.

Signature of the candidate

Address:

FOR THE POST OF PRIVATE SECRETARY & PERSONAL ASSISTANT

FORMAT-B

Sl. No. 4 of Annexure-I

Qualifications:

Degree & Any Other Diploma/ Course etc.	Name of Institute/ University	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.

Sl. No. 4 of Annexure-I

Details Experience:

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/Gen 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 his duties. ii. To what extent on a scale of 1-10 you rate yourself on 6 (i) above	

Signature of the candidate

Address: