

**DELHI ELECTRICITY REGULATORY COMMISSION**  
**VINIYAMAK BHAWAN, C-BLOCK, SHIVALIK, MALVIYA NAGAR, NEW DELHI-110017**

Delhi Electricity Regulatory Commission invites applications from eligible candidates to consider filling up following anticipated vacancy. The vacancy shall be filled up on Deputation / Contract Recruitment basis in accordance with the Delhi Electricity Regulatory Commission (Management & Development of Human Resources) Regulations 2001 (as amended from time to time). However, the preferred mode of recruitment is Deputation. The Regulations can be accessed / downloaded from DERC's Website: [www.derc.gov.in](http://www.derc.gov.in).

SI No	Name of the Post, Scale of Pay, Group, Number of vacancy	Essential Qualification	Desirable Qualification
1.	Principal Private Secretary  Pay Band –3 Rs.15600-39100 with Grade Pay-Rs.6600/-  Group-A (01 Post)  Anticipated.	1. Graduate degree from a recognised University. 2. Well versed in computerised word processing. 3. Proficient in shorthand & typing. 4. Officers Holding analogous post in Central / State Govt. on regular basis OR  With 3 years regular service in the PB-2 Grade Pay Rs 5400/- OR  With 8 years regular service in the Pay Band- 2, Grade Pay- Rs.4800/-	1. Experience of working as Personal Secretary to HoD for 5 years in Central / State Government OR any PSU / Corporation under Govt.  2. Diploma in Office Management & Secretarial Practice.

**GENERAL INSTRUCTIONS**

- The preferred mode of appointment for the above post is Deputation from Central/State/UT Government Departments, Statutory/Autonomous/ Constitutional/Cooperative/Local Govt. Bodies and Public Sector Undertakings, Corporations etc. under administrative control of Central/State/UT Governments. In the event of non availability of suitable candidate for appointment on deputation, the post can be filled up on contract recruitment basis. The Commission shall have full discretion to fill up the post through any of the two modes viz. Deputation / Contract recruitment as per requirement. The Commission's decision in this regard shall be final.
- The Commission reserves the right not to fill the above mentioned anticipated vacancy. The Commission may consider and extend the tenure of the present incumbent in the post against which the anticipated vacancy mentioned above is advertised. In case of any such eventuality, no action on the applications received against this anticipated vacancy may be taken by the Commission and the advertisement of such vacancy will be treated as withdrawn.
- The age limit is subject to general guidelines issued by Central Govt. / Govt. of NCT of Delhi. The crucial date for determining eligibility criteria / age limit in respect of existing vacancy would be last date of submission of application and; for anticipated vacancy it would be the last day of the month in which the anticipated vacancy is likely to arise.
- The age of the candidate as on crucial date shall not exceed :  
  
56 years for appointment on Deputation  
62 years for appointment on Contract.
- The tenure of appointment shall be for a period of 3 years or upto the age of 65 years, whichever is earlier. Candidates shall cease to hold the post after he/ she attains the age of 65 years

6. The Pay & Allowances and other terms and conditions of appointments on deputation basis will be regulated in accordance with the instructions contained in the Department of Personnel & Training OM. No. 6/8/2009-Estt. (Pay II) dated 17.06.2010, as amended from time to time. The pay package of the appointee on Deputation / Contract, shall be in accordance with the DERC (Management & Development of Human Resources) Regulations 2001, as amended from time to time, which includes Basic pay, Dearness Allowance, HRA, Transport Allowance, Children Education Assistance, reimbursement of residential newspaper / magazines / telephone / internet etc to eligible categories. All DERC employees shall be covered under DERC (Medical Attendance) Regulations, 2003, which provides flexible medical reimbursement scheme. The Management & Development of Human Resources Regulations and the Medical Attendance Regulations can be seen at the Commission's Website. The employee appointed on deputation and on contract basis is also eligible for the leased accommodation / self lease within the ceiling prescribed by the Commission.
7. For fulfilling the eligibility criteria of the post, regular service of certain years in various pay scales has been prescribed as essential qualification. The pay scale shown in the eligibility criteria are Central Government Scale of Pay and Dearness Allowance pattern applicable w.e.f. 01.01.2006 and the eligibility of candidates shall be accordingly determined with reference to these pay scales. The eligibility of such candidates who are working in Public Sector Undertakings or other Govt. Organizations where Industrial / Variable Dearness Allowance pattern is applicable shall be determined by equating their IDA/VDA pattern Pay scale with the requisite CDA pattern Pay scales of eligibility in the following manner:

Central DA pay scale	=	Industrial/Variable DA pay scale
Minimum of Pay Band + Grade Pay + Applicable Central Dearness Allowance on Pay		Minimum of Pay scale held by the candidate + Dearness pay, if any + Applicable Industrial / Variable Dearness Allowance

Further, only those applicants who hold the post as well as the pay scale of that post on substantive basis shall be considered eligible for appointment. The Competent Authority may, however, in most deserving cases, consider relaxation in the eligibility criteria in public interest.

#### 8. How to Apply:

**ONLINE APPLICATION:** The candidates must submit application **ONLINE** for which a provision has been made in DERC website. The candidates should click "**APPLY ONLINE**" link provided in the notice for vacancies to open **ONLINE** Application Form . Please follow the instructions and proceed to fill the form. Please note that all fields to be filled and no column should be left blank. You are also requested to upload relevant documents at appropriate column to substantiate essential qualifications possessed by you. The candidates after successfully submitting application **ONLINE**, should take a **Print out of the application form, paste his/her recent Photograph, put his/her signature in the appropriate column / space in the application, and must enclose a self attested copy(s) of the certificates to substantiate the educational / other essential qualifications** mentioned in the application form) and send it to the Secretary, DERC at the address given above.

The candidates who have retired from the Ministries / Departments / Organisations mentioned in para 1 above must submit a copy of order notifying their relieving on retirement along with the '**UDERTAKING**' given in **Annexure – I**.

The envelope containing the application must mention the name of the post applied for.

#### 9. Last date of application:

The **last date** for submission of ON-LINE application is 23.12.2015.

The **last date** for receipt of hard copy of ON-LINE application is 30.12.2015.

10. **APPLICANTS IN CENTRAL/STATE/UT GOVERNMENT SERVICE OR IN THE SERVICE OF AUTONOMOUS / STATUTORY BODY / PSU / CORPORATIONS ETC. SHOULD APPLY THROUGH PROPER CHANNEL ONLY. THE APPLICATIONS OF SUCH APPLICANTS SHOULD BE FORWARDED WITH ATTESTED COPIES OF ANNUAL CONFIDENTIAL REPORTS OF LAST FIVE YEARS AND VIGILANCE CLEARANCE CERTIFICATE.**
11. Incomplete application or application submitted in a different format is liable to be summarily rejected.

**Secretary, DERC**

**APPLICATION FOR THE POST OF PRINCIPAL PRIVATE SECRETARY IN DERC**

**UNDERTAKING**

1. I certify that all statements made in this application are true, complete and correct to the best of my knowledge and belief.
2. I certify that I am eligible for the post applied for vis-à-vis the qualifications or experience prescribed for the said post by the Commission.
3. I certify that no major or minor penalty was imposed on me during the last 10 years of my service in the Ministry / Department / Organisation.
4. I certify that no vigilance / disciplinary case was either pending or contemplated against me in the Ministry / Department / Organisation at the time of my retirement / resignation. (Please enclose a copy of PPO and Order / Letter notifying my discharge from service on retirement / resignation).
5. I certify that no prosecution for criminal charge is pending against me in any court of law.

SIGNATURE OF CANDIDATE

NAME OF THE CANDIDATE

PLACE:  
DATE: