

**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 existing vacancy. The vacancy shall be filled up either on Deputation or on Contract 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).

Secretary, DERC

Sl No	Name of the Post, Scale of Pay, Group, Number of vacancies	Essential Qualification	Desirable Qualification
1.	Personal Assistant  Pay Band –2 Rs.9300-34800 with Grade Pay – Rs.4600  Group-B (01 post)  Existing	1. Graduate with proficiency in English Typing (40 wpm), English Shorthand (80 wpm).  2. Diploma / Certificate in Office Management & Secretariat Procedure OR equivalent from recognised / reputed institution.	Three years service in Central / State Govt. OR any PSUs of Central / State Govt. involving exposure for computer operations.

**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 either on Deputation or on Contract basis. The Commission reserves the right not to fill the above mentioned vacancy. The Commission's decision in this regard shall be final.
- The age limit is subject to general guidelines issued by Central Govt. / Govt. of NCT of Delhi. The maximum age limit for deputation shall be 56 years.
- 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 eligibility of applicants will be considered with reference to their holding a post and the pay scale of that post on regular / substantive basis.
- 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. The eligibility of candidates shall be accordingly determined with reference to these pay scales.
- The Competent Authority may, however, in most deserving cases, consider relaxation in the eligibility criteria, in public interest.
- The eligibility of candidates 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

Contd.2

9. For the above mentioned post, candidates from the Private Sector with the requisite academic background and experience can be considered for appointment on Contract basis in relaxation of the 'Essential Qualification' condition pertaining to "Officers in analogous scales" etc.
10. The tenure of appointee shall be initially for one year which shall be further extended for a period of 2 years subject to satisfactory performance appraisal.
11. 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. The employees are also eligible for the leased accommodation / self lease within the ceiling prescribed by the Commission. All DERC employees are covered under DERC (Medical Attendance) Regulations, 2003, as amended from time to time, which provides flexible medical reimbursement scheme.
12. The DERC (Management & Development of Human Resources) Regulations, 2001 and the DERC (Medical Attendance) Regulations, 2003, as amended from time to time, can be seen / accessed at DERC's website : '[www.derc.gov.in](http://www.derc.gov.in)'

13. **Submission of Undertaking:**

The candidate has to give Undertaking as mentioned below:-

The employees serving in Private Sector Organization / presently not working must submit Undertaking as per Annexure – I.

The employees serving in Government / PSU / Autonomous Body / Statutory Body / Local Body / Corporations etc. must submit Undertaking as per Annexure – II.

The employees who have retired / resigned from Government / PSU / Autonomous Body / Statutory Body / Local Body / Corporations etc. must give Undertaking as per Annexure – III.

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

15. The application should be accompanied with hard copy of on-line application, Educational Qualification, Experience, latest Salary Slip and enclosed Undertaking etc. If the Hard Copy of the on-line application does not accompany with requisite documents, the candidature of the applicant will not be considered.
16. **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, VIGILANCE CLEARANCE CERTIFICATE AND ENCLOSED UNDERTAKING.**
17. Incomplete application will not be entertained and the candidature of the applicant for the post will not be considered.

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18. Incomplete application or application submitted in a different format is liable to be summarily rejected.

19. **Last date of application:**

The **last date** for submission of ON-LINE application is 16.03.2016.

The **last date** for receipt of hard copy of ON-LINE application is 23.03.2016.

**Secretary, DERC**

**APPLICATION FOR THE POST OF PERSONAL ASSISTANT IN DERC**

**UNDERTAKING**

**(Applicable in respect of employees serving in private organization / presently not working).**

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.
3. I certify that no prosecution for criminal charge is pending against me in any court of law.
4. I certify that no punitive action was taken against me for any misconduct during my present / previous employment in private sector organization.

Note: Please enclose copy of last relieving Order / Certificate from Private Sector.

SIGNATURE OF CANDIDATE

NAME OF THE CANDIDATE

PLACE:

DATE:

**APPLICATION FOR THE POST OF PERSONAL ASSISTANT IN DERC**

**UNDERTAKING**

**(Applicable to serving employees of Government / PSU / Autonomous Body / Statutory Body / Local Body / Corporations etc.).**

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.
3. I certify that no vigilance / disciplinary case is pending against me.
4. I certify that no major or minor penalty was imposed on me during the last 10 years of my service in the Ministry / Department / Organization.
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:

**APPLICATION FOR THE POST OF PERSONAL ASSISTANT IN DERC**

**UNDERTAKING**

**(Applicable in respect of employees who have retired / resigned from Government / PSU / Autonomous Body / Statutory Body / Local Body / Corporations etc.).**

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.
1. I certify that no prosecution for criminal charge is pending against me in any Court of Law.
2. I certify that no vigilance / disciplinary case was pending against me in the Ministry / Department / Organization at the time of retirement / resignation.

Note: Please enclose copy of Pension Payment Order (if applicable) and Order notifying your discharge from service on retirement / resignation.

SIGNATURE OF CANDIDATE

NAME OF THE CANDIDATE

PLACE:  
DATE: