



# 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 vacancies. In accordance with the Delhi Electricity Regulatory Commission (Management & Development of Human Resources) Regulations 2001 (as amended from time to time), the vacancies shall be filled up either on Deputation or on Direct Recruitment or on Contract basis. 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 whether existing or Anticipated	Essential Qualification	Desirable Qualification
1.	Personal Assistant Pay Band-2 Rs.9300-34800 with Grade Pay Rs. 4200 Group-C No. of Vacancies: 3 Anticipated	1. Graduate with proficiency in typing English (40 wpm), Shorthand English (80 wpm). Computing 8000 kdph. 2. Diploma/Certificate in Office Management & Secretariat Procedure OR equivalent from recognized / reputed institution	Three years service in a Central/State Govt. OR any PSUs of Central/State Govt. involving exposure to computer operations
2.	Steno-cum-Computer Operator Pay Band-2 Rs.9300-34800 with Grade Pay Rs. 4200 Group-C No. of Vacancies: 3 Anticipated	1. Graduate with proficiency in typing English (40 wpm), Shorthand English (80 wpm). Computing 8000 kdph. 2. Diploma / Certificate in computing or equivalent from recognised / reputed institution.	Three years service in a Central/State Govt. OR any PSUs of Central / State Govt. involving exposure to computer operations.
3.	Clerk- cum Computer Operator Pay Band-1 Rs.5200-20200 with Grade Pay Rs. 2400 Group-C No. of Vacancies: 1 Anticipated	1. Graduate with proficiency in typing (30 wpm) in English, Computing (6000 kdph). 2. Diploma in computing/ certificate in computing OR equivalent from recognized / reputed institution.	Two years service in a Central / State Govt. OR any PSU / Corporation under Central / State Govt.

## GENERAL INSTRUCTIONS

- 1.The preferred mode of appointment for all above posts 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 candidates for appointment on deputation, the posts can be filled up on contract recruitment basis. The Commission shall have full discretion to fill up the posts through any of the three modes viz. Deputation/ Direct/Contract recruitment as per the specific requirement. The Commission's decision in this regard shall be final.
- 2.The number of vacancies against a post may vary and also Commission reserves the right not to fill any or all the above mentioned Existing / Anticipated vacancies. The Commission may consider and extend the

Deputation / Contract of the present incumbents in the post against which the anticipated vacancies mentioned above is advertised. In case of any such eventuality, no action on the applications received against these anticipated vacancies shall be taken by the Commission and the advertisement of such vacancies shall be treated as withdrawn.

3.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. No. 6/8/2009-Estt. (Pay II) dated 17.06.2010, as amended from time to time. The pay package of the appointees on Deputation / Direct / 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 employees appointed on deputation basis are also eligible for the leased accommodation / self lease within the ceiling prescribed by the Commission.

4.The Commission shall follow the Government’s policy on reservation for SC/ST/OBC/PH Candidates in the case of direct recruitment to any of these posts.

5.The maximum age limit for deputation shall be 56 years. For direct recruitment, the age limit shall be as under, which is relaxable for SC/ST/OBC/PH Candidates as per Rules:

- I. All Group ‘C’ posts 27 years

6.The crucial date for determining eligibility criteria / age limit in respect of anticipated vacancies would be the last day of the month in which the anticipated vacancy is likely to arise. The crucial date for the existing vacancies for determining eligibility criteria/age limit would be the last date prescribed for submission of application in the Commission

7.For fulfilling the eligibility criteria of these posts, 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 and Last date of application :**

**A. OFFLINE APPLICATION:** The candidates must apply in the format given at **Annexure A**. Please note that all columns in the application form should be filled. **The applicants must enclose a self attested copy (s) of the certificates to substantiate the educational qualifications mentioned in the application form. Please note that if you are applying for more than one post, separate application with supporting documents should be submitted for each post.** The envelope containing the application must mention the name of the post applied for. The dully filled in application must be sent to **The Secretary, Delhi Electricity Regulatory Commission** at the address given above

**B. ONLINE APPLICATION:** The Candidates may also 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 have 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. **Please note that if you are applying for more than one post, separate application with supporting documents should be submitted for each post.**

The application submitted **ONLINE** will be treated as complete only, if, hard copy of the application, complete in all respect, alongwith all relevant supporting documents are received at DERC on or before the last date of submission of application

**C.** The **last date** for submission of application is **15.06.2012**.

**9. 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.**

10. The incomplete application or application submitted in a different format is liable to be summarily rejected.

**Application form for the post of \_\_\_\_\_**  
 (All columns have to be mandatorily filled up. Incomplete form is liable to be rejected)

Paste  
 Self-attested  
 Photograph  
 here

1	Name of the candidate	
2	Address in Block letters along with telephone / Mobile Nos.	
3	Date of Birth (in Christian era)	
4	Name of the post applied for	
5	The mode of recruitment sought ie whether on Deputation or Contract or Direct Recruitment	
6	Please mention the essential and desirable qualification required for the post and the qualification possessed by the candidate. (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same).	
	<b>Qualifications/Experience required</b>	<b>Qualifications / Experience possessed by the applicant</b>
	Essential	
	Desirable	
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

Office/ Instt./ Orgn.	Post held	whether regular, ad-hoc, deputation, contract etc.	From	To	Scale of pay and basic pay	Nature of duties

09	Details of additional academic qualifications, professional training and work experience, if any.	
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 on deputation/contract basis	
	(b) Period of appointment on deputation/contract	
	(c) Name of the parent office/Organization to which you belong	
	(d) Name of the post & pay scale held by you on regular basis. Date from when such post held may also be indicated	
12	Please tick mark in the box to indicate the 'Status' of the organisation where you are presently working:	
	<input type="checkbox"/>	Central Government
	<input type="checkbox"/>	State Government
	<input type="checkbox"/>	Central / State Autonomous Organizations
	<input type="checkbox"/>	Central/State Government Undertakings
	<input type="checkbox"/>	Central/State University
	<input type="checkbox"/>	Private Organization
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 emoluments per month now drawn (Please attach details of gross salary / last pay slip)	
15	Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient	
16	Whether belongs to SC/ST/OBC/PH. if yes, please state category (In case of physically handicapped, please state category of disability)	
17	Notice period/No. of days likely to be availed for relief from parent Deptt. on being found fit for appointment	
19	Remarks, if any.	

(  
Signature of the Candidate  
Date .....

Countersigned.....  
(Employer)