

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.

S I N O	Name of the Post, Scale of Pay, Group, Number of vacancy	Essential Qualification	Desirable Qualification
i.	Clerk-cum- Computer Operator Pay Band-1 Rs.5200- 20200 Rs. 2400/- Group – C (01 post) Anticipated	1. Graduate Degree from a recognized University. 2. Proficiency in English Typing @ 30 wpm. 3. Diploma / certificate in computer course OR equivalent from recognized / reputed institution.	2 years experience in a Central / State Govt. or any PSU / Autonomous Body / Corporation under Central / State Govt. With exposure to computer operations.

GENERAL INSTRUCTIONS

1. The preferred mode of appointment for the above posts are 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 the specific requirement. The Commission's decision in this regard shall be final.
2. The Commission reserves the right not to fill the above mentioned anticipated vacancy. 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this anticipated vacancy may be taken by the Commission and the advertisement of such vacancy will be treated as withdrawn.
3. 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 would be last date of submission of application.
4. The age of the candidate as on crucial date shall not exceed :

56 years for appointment on Deputation
62 years for appointment on Contract.

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5. The tenure of appointment on contract basis 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. The tenure of appointment on deputation shall be for 3 years extendable up another 3 years.
6. 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.
7. 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 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.
8. 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.

9. How to Apply:

ONLINE APPLICATION: The candidates must submit application through **ONLINE** mode only 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, 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.

9. 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.

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

10. Last date of application:

The **last date** for submission of ON-LINE application is 22.09.2016.

The **last date** for receipt of hard copy of ON-LINE application is 29.09.2016.

11. 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 THROUGH PROPER CHANNEL WITH ATTESTED COPIES OF ANNUAL CONFIDENTIAL REPORTS OF LAST FIVE YEARS AND VIGILANCE CLEARANCE CERTIFICATE.

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

Secretary, DERC

APPLICATION FOR THE POST OF CLERK-CUM-COMPUTER OPERATOR 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 CLERK-CUM-COMPUTER OPERATOR 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 CLERK-CUM-COMPUTER OPERATOR 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.
3. I certify that no prosecution for criminal charge is pending against me in any court of law.
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 (if applicable) and Order notifying your discharge from service on retirement / resignation).

SIGNATURE OF CANDIDATE

NAME OF THE CANDIDATE

PLACE:
DATE: