

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 vacancies. The vacancies 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.

Secretary, DERC

Sl No	Name of the Post, Scale of Pay, Group, Number of vacancies	Essential Qualification	Desirable Qualification
1.	<p>Joint Director (Tariff – Engineering)</p> <p>Pay Band-4 Rs.37400-67000 with Grade Pay Rs.8700/-</p> <p>Group-A (01 post)</p>	<p>1. Degree in Electrical / Mechanical Engineering OR equivalent from a recognized Institution.</p> <p>2. Experience in development of tariffs in Power Sector utilities.</p> <p>3. Officers holding analogous posts on regular basis OR with 2 year regular service in PB-3 GP Rs 7600/- OR with 5 years regular service in PB-3 GP Rs 6600/-.</p>	<p>1. Post graduate qualifications in Finance / Financial Management.</p> <p>2. Experience as Power Engineer including management responsibilities in middle level position.</p> <p>3. Sound knowledge of commercial matters pertaining to Power Sector.</p> <p>4. Familiarity with Indian Electricity Laws.</p>
2.	<p>Principal Private Secretary</p> <p>Pay Band –3 Rs.15600-39100 with Grade Pay- Rs.6600/-</p> <p>Group-A (01 Post)</p>	<p>1. Graduate degree from a recognised University.</p> <p>2. Well versed in computerised word processing.</p> <p>3. Proficient in shorthand & typing.</p> <p>4. Officers Holding analogous post in Central/State Govt. on regular basis OR</p> <p>With 3 years regular service in the PB-2 Grade Pay Rs 5400/- OR</p> <p>With 8 years regular service in the Pay Band-2, Grade Pay- Rs.4800/-</p>	<p>1. Experience of working as Personal Secretary to HoD for 5 years in Central / State Government OR any PSU / Corporation under Govt.</p> <p>2. Diploma in Office Management & Secretarial Practice.</p>
3.	<p>Executive Assistant</p> <p>Pay Band –2 Rs.9300-34800 with Grade Pay – Rs.4200</p> <p>Group-C (01 post)</p>	<p>1. Graduate Degree from a recognized university</p> <p>2. Officials holding analogous post on regular basis in parent cadre / Department OR</p> <p>With 6 years regular service in Grade Pay Rs.2800/- in parent cadre / Department OR</p> <p>With 10 years regular service in Grade Pay Rs.2400/- in parent cadre / Department.</p>	<p>Experience of dealing in establishment and service matters in Central / State Government / Autonomous Body / PSU / Corporation etc. with exposure to computer operation.</p>

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SI No	Name of the Post, Scale of Pay, Group, Number of vacancies	Essential Qualification	Desirable Qualification
4.	Personal Assistant Pay Band –2 Rs.9300-34800 with Grade Pay – Rs.4200 Group-C (01 post)	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

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 two modes viz. Deputation/Contract recruitment as per the specific requirement. The Commission's decision in this regard shall be final.
2. For the posts mentioned from SI.No. 1, 2 and 4 above, 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.
3. The number of vacancies against a post may vary and also Commission reserves the right not to fill any or all the above mentioned 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.
4. 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 appointees 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 employees appointed on deputation and on contract basis are also eligible for the leased accommodation / self lease within the ceiling prescribed by the Commission.
5. The age limit is subject to general guidelines issued by Central Govt. / Govt. of NCT of Delhi. 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.

6. 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.

7. **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.

8. **Last date of application:**

The **last date** for submission of ON-LINE application is **25.05.2014**.

The **last date** for receipt of hard copy of ON-LINE application is **02.06.2014**.

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