

## CENTRAL ELECTRICITY REGULATORY COMMISSION

Ground Floor(Front Side), Chanderlok Building,

36, Janpath, New Delhi – 110 001

Tele: 23353503 Fax :23753923/ 23752957

Website : [www.cercind.gov.in](http://www.cercind.gov.in)

No.2/2(4)/2013/Estt/CERC

Dated 20th May,

2013

### VACANCY CIRCULAR

Central Electricity Regulatory Commission (CERC), a statutory body constituted under an Act of Parliament, invites applications for the post of Assistant Secretary (Personnel & Admn.) to be filled up by deputation on foreign Service terms from the employees of Central Govt. The details of the post like scale of pay, required qualifications/qualifying service and experience etc. are given below:-

Name of the post	Pay Band with Grade Pay	No. of Post	Minimum Educational Qualification	Nature of Experience	Qualifying Service
Assistant Secretary (P&A)	Rs.10000-325-15200 (pre-revised) Revised to PB-3: Rs.15600-39100 plus Grade Pay of Rs. 6600/- per month.	01	Graduate Degree	Must have experience in secretariat functioning in the Central Government i.e. General Administration matters, Personnel Management maintenance of discipline and being Head of Office should dispose of as many	<b>Officers under the Central Govt.</b> <b>Qualifying Service :-</b> i) Holding analogous posts on regular basis; <b>or</b> ii) With 4 years regular service in the scale of Rs.8000-13500 (pre-revised) <b>or</b> equivalent; <b>or</b> iii) With 5 years combined regular service in the scale of Rs.7500-12000 (pre-revised) and Rs.7450-11500 (pre-revised) <b>or</b>

				cases as possible on his own responsibility.	equivalent; or (iv) With 6 years regular service in the scale of Rs. 6500-10500 (pre-revised) or equivalent.
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2. The General terms & conditions are as under:-

- i) Apart from basic pay and grade pay, the post carries dearness allowance, HRA, Transport Allowance etc. at the rates applicable to Central Govt. employees from time to time.
- ii) Fixation of pay/deputation (duty) allowance shall be governed by the instructions issued by Deptt. of Personnel & Training from time to time.
- iii) Maximum age limit is 56 years on the last date of receipt of applications.
- iv) The facility of retention or allotment of Government Accommodation is available at present. Moreover as per CERC (Leased Accommodation) Regulations, 2007, Leased accommodation for lease rental up to 60% of Basic pay and Grade pay can be permissible subject to the conditions laid down therein.
- v) The above mentioned post is exempted from the principle of immediate absorption.
- vi) Medical re-imburement through Authorized Medical Attendants is admissible as per the CERC (Indoor/Outdoor Medical facilities) Regulations, 2005. This is in lieu of the CGHS benefits which are not admissible to CERC employees.
- vii) The normal period of deputation on foreign service terms is five years as per the CERC (Recruitment, Control and service conditions of staff) Regulations, 2007.
- viii) Persons appointed to CERC shall be governed by the terms and conditions of DOP&T O.M. No. 6/8/2009-Estt (Pay-II) dated 17<sup>th</sup> June, 2010 read with Central Electricity Regulatory Commission (Recruitment, Control and Service Conditions of Staff) Regulations, 2007 as amended from time to time.
- ix) CERC reserves the right to keep the post unfilled depending on the circumstances prevailing at the time of selection.
- x) Copy of all the regulations mentioned above are available in the CERC's website.
- xi) Mere fulfilling eligibility criteria shall not bestow any right to be called for interaction. Only short-listed candidates shall be called for an interaction.
- xii) Relaxation in essential qualifications / experience can be considered by the Competent Authority in deserving cases.

3. Applications in the prescribed format as given in Annexure-I, duly completed and signed, alongwith attested photocopy of all relevant documents in support of age, educational qualifications, experience, caste etc. may be forwarded to the **Assistant Secretary (P&A), Central Electricity Regulatory Commission, Ground Floor (Front Side), Chanderlok Building, 36, Janpath, New Delhi – 110001 by 20th June, 2013.** The applications must be routed through proper channel and the applications which are not in prescribed format shall not be accepted. The sponsoring authorities are requested to forward the applications of eligible & interested candidates whose services can be spared in the event of their selection. While forwarding applications, attested copies of latest five years Annual Confidential Reports/Annual Performance Appraisal Reports and updated vigilance clearance certificate of the candidates concerned may be enclosed.

(Ramanuj Dey)  
Assistant Secretary (P&A)

Encl: – Annexure I

To

1. All Ministries /Department of the Govt. of India  
(as per standard distribution list)

Annexure-I to CERC's vacancy circular No. 2/2(4)/2013/Estt/CERC dated 20th May, 2013

**BIO – DATA PRO FORMA**

POST APPLIED FOR		
1.	a) Name of the candidate b) Present Designation c) Full Office Address d) Residential address e) Tele Ph. No./Fax No.: f) Mobile No: g) E-mail Id: h) Name, Address and Designation of Head of Administration.	
2.	i) Date of Birth (in Christian era)	
	ii) Age as on last date of receipt of applications	
3.	Date of retirement ( <i>as per existing rules of the employer</i> )	
4.	Educational qualifications ( <i>photocopies of relevant certificates are to be attached</i> )	
5.	Whether Educational and other qualifications required for the post are satisfied ( <i>If any qualification been treated as equivalent to the one prescribed in the rules, state the authority for the same</i> )	
Qualifications/Experience required		Qualifications/Experience possessed by the officer
Essential	1. 2.	

	3.				
Desired	1. 2. 3.				
6. Details of employment, in chronological order. <i>(Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)</i>					
Office/Instt./Orgn.	Post held	From	To	Scale of pay and basic pay(Pay in Pay Band with Grade Pay)	Nature of duties
					<i>(Use separate sheet if necessary)</i>
7.	Nature of present employment, i.e. ad hoc or temporary or permanent or on deputation basis.				
8.	In case the present employment is held on deputation/contract basis, please state (a) The date of initial appointment (b) Period of appointment on deputation/contract (c) Name of the parent office/organization which you belong.				
9.	Additional details about present employment :- Please state whether working under (a) Central Government				

	(b) State Government (c) Autonomous organizations (d) Government undertakings (e) Universities	
10.	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	
11.	Total emoluments per month now drawn a) Basic Pay b) Grade Pay c) DA @ % d) HRA e) TA f) Any other allowances	
12.	Additional information, if any, which you would like to mention in support of your suitability for the post. ( <i>Enclose a separate sheet, if the space provided is insufficient</i> )	
13.	Whether belongs to SC/ST/OBC(please specify)	
14.	Remarks(if any)	

(Signature of the candidate)

Date:

**Certificate by the employer**

a) The date of birth, qualifications, and experience and other details furnished by Shri / Smt \_\_\_\_\_ indicated at Sl. No. 1 to 14 in bio-data pro-forma have been verified and found as per service records of the officer.

b) The integrity of Shri / Smt. \_\_\_\_\_ is beyond doubt.

c) No vigilance or disciplinary case is either pending or contemplated against the officer concerned.

- d) CERC will be informed at the earliest, if any vigilance or disciplinary proceeding is initiated or contemplated against the officer after his/her application is forwarded.
- e) Up-to date ACR/APAR dossier of the concerned officer for the past five years is enclosed herewith, or will be forwarded within the due date.

(Signature of the employer)

*(To be signed by an officer not below the rank of Under Secretary to the Govt. of India verifying the facts and figures contained in the bio-data of the candidate)*