

**CENTRAL ELECTRICITY REGULATORY COMMISSION**  
**Ground Floor, Chanderlok Building,**  
**36, Janpath, New Delhi - 110 001**

No. 1/11/(2) 2008/ Estt/CERC

Dated, the 27th February, 2015

**VACANCY CIRCULAR**

Central Electricity Regulatory Commission (CERC), statutory body constituted under an Act of Parliament has inviting applications for filling up of a few existing vacancies on deputation, on foreign service terms including short-term contact from the officials of Central/State Governments, Public Sector Undertakings, and Autonomous Bodies etc.

2. The details of posts like scales of pay, required qualifications /qualifying service and experience etc, are given below :-

Name of Post	Pay Band with Grade Pay	No. of posts	Minimum educational Qualification	Nature of Experience	Qualifying Service
Private Secretary	₹ 6,500-200-10,500(Pre-revised) Revised to PB:2 □9,300-34,800 + GP 4,600	One(Gen) One(SC)	Must be Computer-literate, proficient in using MS Office	Working as Secretariat Staff	<p><b>Qualifying Service:-</b></p> <p>i) Holding analogous post on regular basis; <b>or</b>;</p> <p>ii) With <b>Three</b> years regular service in the scale of □5,500-9,000 (Pre-revised); Revised scale PB-2: □9,300-34,800 + GP □4,200 <b>or</b> equivalent <b>or</b></p> <p>iii) With <b>six</b> years regular service in the scale of □5,000-8,000 (Pre-revised); Revised scale PB-2: □9,300-34,800 + GP □4,200 <b>or</b> equivalent <b>or</b></p> <p>iv) With <b>Eight</b> years regular service in the scale of □4,500-7,000 (Pre-revised); Revised scale PB-1: □5,200-20,200 + GP □ 2,800 <b>or</b> equivalent <b>or</b></p>

3. The general terms and conditions are as under :-

i)	Apart from basic pay and grade pay, the posts carry Dearness Allowance, HRA, Transport Allowance etc. at the rates applicable to Central Government officials from time to time.
ii)	Fixation of pay/Deputation (Duty) Allowance shall be governed by the instructions issued by Department of Personnel and 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 would be permissible if opted, subject to the conditions laid down therein.
v)	The posts mentioned in Annexure-I are 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, if opted for the same.
vii)	The normal period of deputation/short term contract as per the Recruitment Rules of the posts is five year As per the CERC (Recruitment, Control and Service Conditions of Staff) Regulations, 2007 as amended from time to time, "short term contract" means appointment of officers from PSUs/Autonomous Bodies etc.
viii)	Persons appointed to CERC shall be governed by the terms and conditions of Department of Personnel and Training's 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 any or all of the posts unfilled depending on the circumstances prevailing at the time of selection.
x)	CERC reserve the right to increase or decrease the number of posts as per requirement.
xi)	Copy of all the Regulations mentioned above are available in the CERC's website.
xii)	Mere fulfilling of eligibility criteria shall not bestow any right to be called for interaction. Only short- listed candidates shall be called for an interaction.
xiii)	Post of Private Secretaries not exempt from the principal of immediate absorption. Candidates appointed against the posts of Private Secretaries circulated under this circular shall not be considered for permanent absorption in CERC.
xiv)	Relaxation in essential qualifications / experience can be considered by the competent authority in deserving cases.

4. Applications in the prescribed format as given in Annexure-I, duly completed and signed, alongwith attested photocopies of all relevant documents in support of age, educational qualifications, experience, etc. may be forwarded to the Assistant Secretary (P&A), Central Electricity Regulatory Commission, Ground Floor, Chanderlok Building, 36, Janpath, New Delhi - 110001 **by Friday, the 27<sup>th</sup> March, 2015.**

5. 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 and 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 kindly be forwarded.

( P. Ramamoorthy)  
Assistant Secretary (P&A)  
Tel: 2375 3921

Encl: - Annexure -I

To

1. All Ministries /Departments of the Government of India  
(as per standard distribution list)
2. All the State Governments/State Electricity Regulatory Commissions/State Utilities/Public Sector Undertakings/Autonomous Bodies.

**Annexure-I to CERC's vacancy circular No. 1/11/(2) 2008/ Estt/CERC Dated, the 27<sup>th</sup> February, 2015**

**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
						<b><i>(Use separate sheet if necessary)</i></b>
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 SCs/STs/OBCs(Kindly specify)					

14.	Remarks(if any)	
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(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 correct 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 ACRs/APARs dossiers of the concerned officer for the last five years is enclosed or would 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 Government of India verifying the facts and figures contained in the bio-data of the candidate)*