

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

No. 2/23 (21)/2014/Adm/CERC

Dated, the 19 Dec,2014

**“Engagement of Staff Consultant by CERC in the area of
Establishment matters”**

[LAST DATE: 16th January, 2015]

Central Electricity Regulatory Commission proposes to engage one Staff Consultant in the area of Establishment & Administration on contract basis. The detailed Terms of Reference containing the essential qualifications/ experience, duties and responsibilities, remuneration package and process of selection are given below:-

1. Background

1.1 Central Electricity Regulatory Commission (CERC) was constituted in July, 1998 under the provisions of the Electricity Regulatory Commissions Act, 1998. The ERC Act, 1998 has since been replaced by the Electricity Act, 2003. The Commission created under the provisions of the ERC Act, 1998 has been recognized as the Central Electricity Regulatory Commission under the Electricity Act, 2003.

1.2 The Electricity Act, 2003 has significantly enlarged the spectrum of responsibility of CERC. Under the ERC Act, 1998 only the tariff fixation powers were vested in CERC. The new law of 2003 has entrusted on the CERC several other responsibilities in addition to the tariff fixation powers, for instance, the powers to grant license for inter-State transmission, inter-State trading and consequently to amend, suspend and revoke the license, the powers to regulate the licensees by setting performance standards and ensuring their compliance, etc.

1.3 The Commission consists of a Chairperson, three full time Members and the Chairperson of the Central Electricity Authority (CEA) as Ex-officio Member. The Commission adopts a multi-disciplinary approach including inter alia engineering, law, economics, commerce, finance or management in formulation of regulations, disposal of petitions and all other relevant issues. The Commission is supported by qualified and experienced officers and staff drawn from relevant disciplines. The Commission draws the human resources with their wide range of expertise and experience available within the Government, industry and research institutions. To supplement the in-house skills and experience available to it, the Commission engages consultants and for this purpose it has framed regulations.

1.4 The Establishment and Administration takes care of the needs of the officers and staff of the Commission relating to recruitment through deputation / contract, creation / updation / maintenance of service records, promotions, leave, LTC, Medical, capacity building, repatriation back to the parent cadre, absorption etc. The Establishment Division also provides

support through third-party service providers relating to house-keeping, infrastructure purchase/maintenance, transport service, etc. There has been significant increase in the activities in the Commission which has also led to increase in these functions of Establishment Division. Capacity building of staff is another important responsibility of the Establishment Division of the Commission. With due regard to the need for enhanced focus on the activities like capacity building, training and other functions of the Establishment Division, it has been decided to engage one staff consultant at the level of Research Associate.

1.5 With due regard to the increase in the volume of work in various Divisions of the Commission, a study was commissioned inter-alia for assessment of manpower requirement in the Commission. This study also highlighted the need for additional manpower for various divisions including Establishment Division..

2. Scope of work for the Staff Consultant

2.1 The scope of work for the Staff Consultant will include the following :-

- (a) Preparation of proposals relating to the activities of Establishment Division;
- (b) Preparation of various reports on issues pertaining to Establishment Division;
- (c) Capacity building and training of personnel at CERC;
- (d) Assessment of Manpower requirement in the Commission keeping in view the increase of volume of work.
- (e) Preparation / Finalization of the report related to assessment of manpower requirement and other similar reports.
- (f) Employee benefit and welfare career progression plans, varied functions like event management, performance management statutory compliance etc.
- (g) Any other work assigned from time to time.

3.0. Qualification and experience required for Staff Consultant of Administration Wing:-

Level of Staff Consultant	No. of Consultant	Qualifications, Experience	Consolidated Salary*
Research Associate	01	<p><u>Qualification:</u> The Consultant shall have a Masters Degree.</p> <p><u>Experience:</u> Working experience of 0-3 years in the area of Human Resource Development. Experience in initiating and coordinating activities of Establishment Division, Preparation of various reports on issues pertaining to Establishment and carrying out activities of capacity building and training of personnel.</p>	Rs. 45000/- to 59000/- per month depending on qualification and experience.

* Consolidated salary shall be fixed taking into consideration the experience and salary drawn in immediate previous employment. Experience less than six months will not be considered.

4.0 General terms and conditions:-

4.1. Normal working hours would be 9.30 A.M to 6.00 P.M (05 days week) including half -hour lunch break. The personnel may be called on a Saturday, Sunday and other gazetted holidays, and asked to sit beyond normal working hours in case of exigency of work.

4.2 There will be a provision of 15 days leave (including 8 days casual leave and seven days on the pattern of earned leave but not encashable) in a calendar year subject to prior sanction.

4.3 In case of tour outside Delhi, the Commission will reimburse the expenses for journey undertaken for official work by the Consultants as per the following entitlement:-

Research Associate	-By train (AC-II), other facilities as per entitlements of officers of CERC who are having Grade Pay of Rs. 4,600/-
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5. Duration of contract:-

The contract will be initially for a period of two years which can be extended up to one year on each occasion, limited to the total period of four years. In deserving cases an annual escalation upto 10% on the fee may be granted with the approval of the competent authority based on the performance during the preceding year.

6. Payment Terms:-

The consultant shall be paid lump sum monthly remuneration (the agreed amount) on completion of the month. TDS shall be deducted as per relevant rules.

7. Termination of contracts:-

The assignment may be terminated earlier by either employer or employee by giving one month's notice, or one month's salary in lieu thereof. Provided, in case of disciplinary action the notice period shall not apply to CERC.

8. Appointment under this assignment shall be on purely contract basis for a limited period only. Such appointment shall not vest any right what so ever to claim for regular appointment or continued contractual appointment in CERC.

9. Relaxation in essential qualifications/experience can be considered in deserving cases.

10. CERC reserves the right not to fill up all or any of the above-mentioned positions.

11. Only short-listed candidates will be called for an interaction with the Selection Committee.

12. Interested and eligible candidates may send their applications, in the prescribed format to the Assistant Secretary, CERC, Ground Floor, Chanderlok Building, 36, Janpath, New Delhi-110001 by Friday, the 16th January, 2015 up to 3.00 P.M.

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

BIO-DATA

POST APPLIED FOR: _____

- I. GENERAL INFORMATION :**
- 01. Name of the Candidate :
 - 02. Date of Birth :
 - 03. Father's Name :
 - 04. Permanent Address :
 - 05. Contact address :
 - 06. Tel No. :
 - Mobile No. :
 - email id :

II. (a) Academic/Professional Qualifications:-

Degree	University	Institute	Field/Specialization	Year of Passing

(b) Experience:-

Details of employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient				
Office/Institute/ Organisation	Post held	From	To	Nature of duties in brief

(c)

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	
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Signature of the Candidate

Date: