

**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 / anticipated vacancies. The vacancies 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](http://www.derc.gov.in).

S I N O	Name of the Post, Scale of Pay, Group, Number of vacancy	Essential Qualification	Desirable Qualification
1	<p>Deputy Director (Personnel)</p> <p>Pay Matrix Level – 11 (7<sup>th</sup> CPC)</p> <p>Pay Band – 3 (pre-revised) Rs. 15600-39100 with Grade Pay - Rs.6600</p> <p>Group-A (01 post)</p> <p>Existing</p>	<p>1. Graduate degree from a recognized university.</p> <p>2. Officers holding analogous posts on regular basis</p> <p style="text-align: center;"><b><u>For Deputation appointment:-</u></b></p> <p>With 3 years regular service in the pay scale of 6<sup>th</sup> CPC, PB -3 with Grade Pay Rs.5400/- / 7<sup>th</sup> CPC, Pay Matrix Level – 10</p> <p style="text-align: center;">OR</p> <p>With 5 years regular service in the pay scale of 6<sup>th</sup> CPC, PB -2 with Grade Pay Rs.4800/- / 7<sup>th</sup> CPC, Pay Matrix Level – 8</p> <p style="text-align: center;">OR</p> <p>With 8 years regular service in the pay scale of 6<sup>th</sup> CPC, PB -2 with Grade Pay Rs.4200/- / 7<sup>th</sup> CPC, Pay Matrix Level – 6</p> <p style="text-align: center;"><b><u>For Contract appointment:-</u></b></p> <p>With 3 years experience and drawing / drew pay of at least a sum of Rs.59,000/- p.m.</p> <p style="text-align: center;">OR</p> <p>With 5 years experience and drawing / drew pay of at least a sum of Rs.56,000/- p.m.</p> <p style="text-align: center;">OR</p> <p>With 8 years experience and drawing / drew pay of at least a sum of Rs.46,000/- p.m.)</p> <p>3. 08 years work experience in HR Deptt. Well versed in Establishment / Administration / Finance and having knowledge of computer application, internet, MS Office etc.</p> <p style="text-align: center;">(Both for Deputation / Contract Appointment)</p>	<p>1. Administrative experience in Managerial capacity in Human Resources Development.</p> <p>2. Diploma in Management.</p> <p style="text-align: center;"><b><u>Remarks:</u></b></p> <p>This experience and pay equivalence is required for all candidates who are likely to be selected from Private/ Non- Government sector also.</p>
2	<p>Principal Private Secretary</p> <p>Pay Matrix Level – 11 (7<sup>th</sup> CPC)</p> <p>Pay Band –3 Rs.15600-39100 with Grade Pay-Rs.6600/-</p> <p>Group-A (01 Post)</p> <p>Anticipated.</p>	<p>1. Graduate degree from a recognised University.</p> <p>2. Well versed in computerised word processing.</p> <p>3. Proficient in shorthand &amp; typing.</p> <p>4. Officers Holding analogous post in Central / State Govt. on regular basis</p> <p style="text-align: center;"><b><u>For Deputation appointment:-</u></b></p> <p>With 3 years regular service in the pay scale of 6<sup>th</sup> CPC, PB-3 with Grade Pay Rs 5400/- / 7<sup>th</sup> CPC, Pay Matrix Level - 10</p> <p style="text-align: center;">OR</p> <p>With 8 years regular service in the pay scale of 6<sup>th</sup> CPC, PB-2 with Grade Pay Rs.4200/- / 7<sup>th</sup> CPC, Pay Matrix Level - 6</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 &amp; Secretarial Practice.</p> <p style="text-align: center;"><b><u>Remarks:</u></b></p> <p>This experience and pay equivalence is required for all candidates who are likely to be selected from Private/ Non- Government</p>

S I N O	Name of the Post, Scale of Pay, Group, Number of vacancy	Essential Qualification	Desirable Qualification
		<p><b><u>For Contract appointment:-</u></b></p> <p>With 3 years experience drawing / drew pay of at least a sum of Rs.59,000/- p.m. OR</p> <p>With 8 years experience drawing / drew pay of at least a sum of Rs.46,000/- p.m.”</p> <p><b>5</b> 08 years working experience in Executive Secretarial Posts.</p> <p>(Both for Deputation / Contract Appointment)</p>	sector also.
3	<p>Assistant Director (IT)</p> <p>Pay Matrix Level – 10 (7<sup>th</sup> CPC)</p> <p>Pay Band -3 (pre-revised) Rs.15600-39100 with Grade Pay Rs.5400</p> <p>Group – A (One post)</p> <p>Anticipated</p>	<p>1. Engineering Graduate in Computer Science / Information Technology OR MCA from a recognized University / Institute.</p> <p>2. Officers holding analogous posts on regular basis.</p> <p><b><u>For Deputation appointment:-</u></b></p> <p>With 2 years regular service in the pay scale of 6<sup>th</sup> CPC, PB -2 with Grade Pay Rs.4600/-/ 7<sup>th</sup> CPC, Pay Matrix Level – 7 OR</p> <p>With 3 years regular service in the pay scale of 6<sup>th</sup> CPC, PB -2 with Grade Pay Rs.4200/-/ 7<sup>th</sup> CPC, Pay Matrix Level – 6</p> <p><b><u>For Contract appointment:-</u></b></p> <p>With 2 years experience and drawing / drew pay of at least a sum of Rs.49,000/- p.m. OR</p> <p>With 3 years experience and drawing / drew pay of at least a sum of Rs.39,000/- p.m</p> <p>3. 03 years work experience with computer systems or computer system / applications software (including high performance computing) or computer network.</p> <p>(Both for Deputation / Contract Appointment)</p>	<p>1. Project work in RDBMS or Web enabled projects.</p> <p>2. 2 years experience in Operation and Maintenance of LAN in large organization.</p> <p><b><u>Remarks:</u></b></p> <p>This experience and pay equivalence is required for all candidates who are likely to be selected from Private/ Non- Government sector also.</p>
4	<p>Personal Assistant *</p> <p>Pay Matrix Level -7 (7<sup>th</sup> CPC)</p> <p>Pay Band –2 (pre-revised) Rs.9300-34800 with Grade Pay – Rs.4600</p> <p>Group-B (Two posts)</p> <p>1 – Existing 1 - Anticipated</p>	<p>1. Graduate with proficiency in English Typing (40 wpm), English Shorthand (80 wpm).</p> <p>2. Diploma / Certificate in Office Management &amp; Secretariat Procedure OR equivalent from recognised institution.</p> <p><b><u>For Deputation appointment:-</u></b></p> <p>With 2 years regular service in the pay scale of 6<sup>th</sup> CPC, PB -2 with Grade Pay Rs.4200/- / 7<sup>th</sup> CPC, Pay Matrix Level – 6 OR</p> <p>With 4 years regular service in the pay scale of 6<sup>th</sup> CPC, PB -1 with Grade Pay Rs.2800/- / 7<sup>th</sup> CPC, Pay Matrix Level – 5 OR</p> <p>With 6 years regular service in the pay scale of 6<sup>th</sup> CPC, PB -1 with Grade Pay Rs.2400/- / 7<sup>th</sup> CPC, Pay Matrix Level – 4</p>	<p>1. Three years service in a Central / State Govt. OR any PSUs of Central / State Govt. involving exposure for computer operations.</p> <p>2. Experience in Hindi typing additionally will be preferred.</p>

S I N O	Name of the Post, Scale of Pay, Group, Number of vacancy	Essential Qualification	Desirable Qualification
		<p><b><u>For Contract appointment:-</u></b></p> <p>With 2 years experience and drawing / drew pay of at least a sum of Rs.38,000/- p.m.</p> <p style="text-align: center;">OR</p> <p>With 4 years experience and drawing / drew pay of at least a sum of Rs.33,000/- p.m.</p> <p style="text-align: center;">OR</p> <p>With 6 years experience and drawing / drew pay of Rs.32,000/- p.m."</p> <p><b>3.</b> 06 years working experience in Secretarial Proficiency (Both for Deputation / Contract Appointment)</p>	<p><b><u>Remarks:</u></b></p> <p>This experience and pay equivalence is required for all candidates who are likely to be selected from Private/ Non- Government sector also.</p>
5	<p>Steno-cum-Computer Operator</p> <p>Pay Matrix Level -7 (7<sup>th</sup> CPC)</p> <p>Pay Band –2 (pre-revised) Rs.9300-34800 with Grade Pay – Rs.4600</p> <p>Group-B (Two posts)</p> <p>Anticipated</p>	<p><b>1.</b> Graduate with proficiency in English Typing (40 wpm), English Shorthand (80 wpm).</p> <p><b>2.</b> Diploma / Certificate in computing OR equivalent from recognised institution.</p> <p><b><u>For Deputation appointment:</u></b></p> <p>With 2 years regular service in the pay scale of 6<sup>th</sup> CPC, PB -2 with Grade Pay Rs.4200/- / 7<sup>th</sup> CPC, Pay Matrix Level – 6</p> <p style="text-align: center;">OR</p> <p>With 4 years regular service in the pay scale of 6<sup>th</sup> CPC, PB -1 with Grade Pay Rs.2800/- / 7<sup>th</sup> CPC, Pay Matrix Level – 5</p> <p style="text-align: center;">OR</p> <p>With 6 years regular service in the pay scale of 6<sup>th</sup> CPC, PB -1 with Grade Pay Rs.2400/- / 7<sup>th</sup> CPC, Pay Matrix Level – 4</p> <p><b><u>For Contract appointment:-</u></b></p> <p>With 2 years experience and drawing / drew pay of at least a sum of Rs.38,000/- p.m.</p> <p style="text-align: center;">OR</p> <p>With 4 years experience and drawing / drew pay of at least a sum of Rs.33,000/- p.m.</p> <p style="text-align: center;">OR</p> <p>With 6 years experience and drawing / drew pay of Rs.32,000/- p.m.</p> <p><b>3.</b> 6 years working experience in Stenography with computer proficiency (Both for Deputation / Contract Appointment)</p>	<p><b>1.</b> Three years service in a Central / State Govt. OR any PSUs of Central / State Govt. involving exposure to computer operations.</p> <p><b>2.</b> Experience in Hindi typing additionally will be preferred.</p> <p><b><u>Remarks:</u></b></p> <p>This experience and pay equivalence is required for all candidates who are likely to be selected from Private/ Non- Government sector also</p>
6	<p>Caretaker</p> <p>Pay Matrix Level -5 (7<sup>th</sup> CPC)</p> <p>Pay Band –1 Rs.5200-20200 with Grade Pay – Rs.2800</p> <p>Group-C (One post)</p> <p>Existing</p>	<p><b>1.</b> Senior Secondary passed from a recognised School/Institute.</p> <p><b>2.</b> Official holding analogous post in Central/State Govt. or any PSU/ Corporation/ Autonomous Body under Central/State Govt. on regular basis OR</p> <p><b><u>For Deputation Appointment:-</u></b></p> <p>With 2 years regular service in the pay scale of 6<sup>th</sup> CPC, <b>PB-1</b> with Grade Pay-Rs.2400/- / 7<sup>th</sup> CPC, Pay Matrix Level-4</p> <p style="text-align: center;">OR</p> <p>With 5 years regular service in the pay scale of 6<sup>th</sup> CPC, <b>PB-1</b> with Grade Pay-Rs.1900/-/ 7<sup>th</sup> CPC, Pay Matrix Level-2</p>	<p><b>1.</b> Experience of caretaking and general maintenance of office building and other equipments of general convenience etc.</p> <p><b>2.</b> Civil/ Electrical Diploma holders/ Graduate in any stream with relevant experience in the field will be preferred.</p>

S I N O	Name of the Post, Scale of Pay, Group, Number of vacancy	Essential Qualification	Desirable Qualification
		<p align="center"><b><u>For Contract Appointment:-:</u></b></p> <p>With 2 years experience and drawing / drew pay of at least a sum of Rs.28,000/- p.m.</p> <p align="center">OR</p> <p>With 5 years experience and drawing / drew pay of at least a sum of Rs.24,000/- p.m.</p> <p><b>3.</b> 05 years working experience in Caretaking of office building / premises (Both for Deputation / Contract Appointment)</p>	<p><b><u>Remarks:</u></b></p> <p>This experience and pay equivalence is required for all candidates who are likely to be selected from Private/ Non- Government sector also.</p>

### **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 vacancy. In such eventuality, no action on the applications received against this existing vacancy may be taken by the Commission and the advertisement of such vacancy will be treated as withdrawn. *In case of posts where the work content/job profile is the same as also the pay scale, like that in the case of SCO and PA, the Commission reserves the right of selecting a candidate for a post under either nomenclature irrespective of the post for which the candidate has applied if found so suitable or interchange the vacancy at the same level.*
3. All candidates should have fulfilled the minimum eligibility on the date of application. Further, merely fulfilling the minimum qualifications or the eligibility criteria does not entitle a candidate to be necessarily considered or called for the written test and /or interview. More stringent criteria may be applied for short-listing the candidates to be called for interview.
4. 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.

56 years for appointment on Deputation.  
62 years for appointment on Contract.
5. The tenure of appointee though shall be initially for three years, but the same is subject to satisfactory performance appraisal every year within the three years period. The tenure of appointment on deputation shall be for 3 years extendable by each year, subject to concurrence of Parent Department of Deputationist.
6. Canvassing in any form shall be a disqualification for the post.
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.

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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/ Delhi Government Scale of Pay and Dearness Allowance pattern applicable w.e.f. 01.01.2016 and the eligibility of candidates shall be accordingly determined with reference to these pay scales.
9. The eligibility criteria of the post for candidates from private sector/ non governmental sectors will be as given above in the advertisement.
10. 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
7 <sup>th</sup> CPC Pay Matrix Level (Pre-revised 6 <sup>th</sup> CPC 2006, 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.

#### 11. 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 along with last 03 months salary slips, IT Statements, FORM-16 (for verification purpose). It is mandatory for the candidates after successfully submitting application **ONLINE**, to take a **Print Out** of the application form together with copies of the testimonials and supporting documents already sent online and the same be forwarded to the Secretary, DERC at the given below :

**The Secretary,  
Delhi Electricity Regulatory Commission  
Viniyamak Bhawan, 'C' Block, Shivalik  
Malviya Nagar, New Delhi - 110017**

**The envelope containing the application must mention the name of the post applied for.**

#### 12. 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.

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

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**13. Last date of application:**

The **last date** for submission of ON-LINE application is 16.02.2018.

The **last date** for receipt of hard copy of ON-LINE application is 23.02.2018.

- 14. 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. NO ADVANCE COPY SHALL BE ENTERTAINED.**
- 15.** Incomplete application or application submitted in a different format is liable to be summarily rejected.

**Note:** \* 01 Post of Personal Assistant advertised in National Dailies on dated 17.02.2016 hereby stands cancelled due to administrative reasons and all the candidates who applied earlier need to apply afresh, as per eligibility criteria as mentioned in this advertisement.

**(Surendra Edupghanti)**  
Secretary, DERC

**APPLICATION FOR THE POST OF DEPUTY DIRECTOR (PERSONNEL)/ PRINCIPAL PRIVATE SECRETARY/ ASSISTANT DIRECTOR (IT) / PERSONAL ASSISTANT / STENO-CUM-COMPUTER OPERATOR/ CARETAKER 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 / pay equivalence 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.
5. I certify that I have never been convicted, charge sheeted or ever had a vigilance case/ punishment and major/ minor penalties imposed on me during my present / previous employment or otherwise .

Note: Please enclose copy of last relieving Order / Certificate from Private Sector.

SIGNATURE OF CANDIDATE

NAME OF THE CANDIDATE

PLACE:

DATE:

**ANNEXURE – II**

**APPLICATION FOR THE POST OF DEPUTY DIRECTOR (PERSONNEL)/ PRINCIPAL PRIVATE SECRETARY/ ASSISTANT DIRECTOR (IT) / PERSONAL ASSISTANT / STENO-CUM-COMPUTER OPERATOR/ CARETAKER 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 / pay equivalence 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:



**ANNEXURE – III**

**APPLICATION FOR THE POST OF DEPUTY DIRECTOR (PERSONNEL)/ PRINCIPAL PRIVATE SECRETARY/ ASSISTANT DIRECTOR (IT) / PERSONAL ASSISTANT / STENO-CUM-COMPUTER OPERATOR/ CARETAKER 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 / pay equivalence 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).
5. I certify that I have never been convicted, charge sheeted or ever had a vigilance case/ punishment and major/ minor penalties imposed on me during my present / previous employment or otherwise.

SIGNATURE OF CANDIDATE

NAME OF THE CANDIDATE

PLACE:

DATE: