

Delhi Electricity Regulatory Commission
Viniyamak Bhawan, C-Block, Shivalik, Malviya Nagar, New Delhi-110017

“Engagement of Staff Consultant (Civil) and Staff Consultant (Electrical) in the Engineering Division of DERC”

1. Introduction

A requirement has come up for engagement of Staff Consultant (Civil) for supervision of renovation / repair works, new works in the premises of Delhi Electricity Regulatory Commission (DERC), as part of building maintenance.

And

Staff Consultants (Electrical) for in-house review of capitalization of assets by power utilities in NCT of Delhi. The review of capitalization of assets involves activities such as physical verification of assets and verification of documents related to competitive bidding, stores, purchase orders, payments, sources of funds, computation of IDC, capitalization of employee & A&G expenses, de-capitalization etc.

DERC therefore invites application for engagement of one Staff Consultant (Civil) and three Staff Consultant (Electrical) as per provisions of DERC (Appointment of Consultant) Regulations, 2001 as amended.

2. The scope of work for the Staff Consultant (Civil) and Staff Consultant (Electrical) would be as under:

Staff Consultant (Civil)

- a. Supervise renovation/repair works/new works related to civil/electrical/air-conditioning in DERC office premises.
- b. Prepare rough drawings, BOQ, estimate of works, tender documents related to renovation, repair, new works to be undertaken in the DERC office premises.
- c. Certify Measurement Books, bills, certification with regard to the completion of the works/projects for releasing payments to the vendors/contractors.
- d. Undertake any other work which may be assigned from time to time.

Staff Consultant (Electrical)

- (a) Site visits for physical verification of assets capitalized by the utilities.
- (a) Review of documentation related to Capex review.
- (b) Other Engg. related works as may be assigned from time to time.

3. **Qualification & Experience:-****Staff Consultant (Civil)**

Name of the position	Essential Qualification	Desirable qualification	Consolidated monthly fee *	Age & Experience **
Staff Consultant (Civil) (One)	Diploma in Civil Engg. from a recognized Institute	Proficiency in computers including MS Office, internet etc.	Rs.50,000/- p.m.	i) Upper age limit – 62 years as on the last date of application. Minimum experience - 10 years in supervision of renovation / repair works / new works related to civil / electrical / air-conditioning in Central / State Government / PSUs.

Staff Consultant (Electrical)

Name of the position and number of position	Essential Qualification	Desirable Qualification	Consolidated monthly fee	Age & Experience **
Staff Consultant (Three)	<u>Educational</u> Bachelor Degree in Electrical Engineering from a recognized Institution. <u>Post Qualification Experience</u> Minimum experience of 3 years in Power Sector.	i. Post graduate qualifications in Power / Finance Management. ii. Regulatory experience. iii. Experience in Distribution, Transmission and Generation sector.	Rs. 50,000/- p.m.	Maximum age 40 years.

- Consolidated salary shall be fixed taking into consideration the experience and salary drawn in immediate previous employment. Experience less than six months will be considered in lower category.
- Age and Essential experience shall be considered as on last date for receipt of application.

General terms and conditions:-

- (a) The Staff Consultant shall regularly attend the office of the Commission during normal working hours from 9.30 AM to 6.00 PM (05 days week).
- (b) There will be a provision of 15 days leave in a year in addition to the gazette holidays applicable in the Commission office. Staff Consultant shall take and obtain prior written permission from the Commission in order to take leave / temporary leave from the assignment.
- (c) In case of tour outside Delhi, the Commission will reimburse the expenses for journey undertaken for official work by the Consultant as per following entitlement:-
 - i. By Train (AC II or AC III).
- (d) Staff Consultant appointed shall be governed by the provisions of the Delhi Electricity Regulatory Commission (Appointment of Consultants), 2001 as amended from time to time.
- (e) The number of Consultants may increase or decrease at the time of interview / formation of panel as per requirement of DERC.

4. Duration of contract:-

- (i) The Staff Consultant will be initially engaged for a period of two years, but the same is subject to satisfactory performance appraisal every year within two years period, which may be further extended as per requirement of DERC.
- (ii) In deserving cases, an annual escalation of upto 10% on the fee may be given with approval of Competent Authority, based on performance during preceding year.

5. Payment Terms:-

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

6. Termination of contracts

The assignment may be terminated earlier by either side by giving one month's notice, or one month's fee in lieu thereof, provided, in case of disciplinary action, the notice period shall not apply to DERC.

7. 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.

8. **General Instructions**

- a) Relaxation in essential qualifications / experience can be considered in deserving cases at the discretion of Commission.
 - b) 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 written examination / interview. More stringent criteria may be applied for short-listing the candidates to be called for interview.
 - c) The assignment may be terminated earlier either side by giving one month's notice, from either side or one month's fee in lieu thereof, provided in case of disciplinary action, the notice period shall not apply to DERC.
 - d) Engagement under this assignment shall be only on requirement of DERC for a limited period only. Such engagement shall not bestow any rights whatsoever to claim for regular engagement or continued contractual engagement in DERC.
 - e) DERC reserves the right not to engage all or any of the above engagement proposals.
 - f) Only shortlisted candidates will be called for an interview with the Selection Committee.
 - g) Incomplete application or application submitted in a different format is liable to be summarily rejected.
 - h) Canvassing in any form shall be a disqualification for engagement.
9. Interested and eligible candidates may kindly send their applications in the prescribed format, duly supported with attested copies of Degree / Certificate, age proof, work experience, last pay certificate, last three months Salary Slip, IT Statements, Form-16 (for verification purpose) etc. to the Secretary, DERC, Viniyamak Bhawan, C-Block, Shivalik, Malviya Nagar, New Delhi – 110 017 by 13.02.2018.

BIO-DATA**I. GENERAL INFORMATION**

01. Name Of the Candidate :

02. Date of Birth :

03. Father's Name :

04. Permanent Address :

05. Contact address :

06. Telephone No. :

Mobile No. :

Email id :

II. (a)Academic /Professional Qualifications :-

Details of qualifications, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient:

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 / Organization	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

(use additional sheets if required)**Date:****Signature of the Candidate**

APPLICATION FOR ENGAGEMENT OF STAFF CONSULTANT (CIVIL) AND STAFF CONSULTANT (ENGG.) IN THE ENGINEERING DIVISION OF 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 engagement of Staff Consultant 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 / Govt. 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:

APPLICATION FOR ENGAGEMENT OF STAFF CONSULTANT (CIVIL) AND STAFF CONSULTANT (ENGG.) IN THE ENGINEERING DIVISION OF 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 engagement of Staff Consultant 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:

APPLICATION FOR ENGAGEMENT OF STAFF CONSULTANT (CIVIL) AND STAFF CONSULTANT (ENGG.) IN THE ENGINEERING DIVISION OF 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 engagement of Staff Consultant 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: