



DELHI ELECTRICITY REGULATORY COMMISSION

(Statutory Body of Govt. of NCT of Delhi)

VINIYAMAK BHAWAN, C-BLOCK, SHIVALIK, MALVIYA NAGAR, NEW DELHI-110017

Delhi Electricity Regulatory Commission invites applications for the following posts, existing/anticipated vacancies, which are to be filled up on deputation/direct/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 downloaded from DERC's Website: www.derc.gov.in A separate application for the post is to be submitted as per the given instructions:

Secretary, DERC
011-26673617

Name of the Post, Scale of Pay & Group	No. of Posts	vacancy	Essential Qualification	Desirable Qualification
Secretary Pay Band -4 Rs.37400-67000 with Grade Pay Rs.10000/- Group-A	01	Existing	1. Graduate degree from a recognized university. 2. Officers holding analogous posts on regular basis OR with 2 years regular service in the pay scale of Rs. 16400-20000(pre-revised) OR equivalent OR with 3 years regular service in the pay scale of Rs. 14300-18300(pre-revised) OR equivalent OR with 20 years of regular service in Central/State Govt/ UT Civil Service out of which minimum 10 years in the pay scale Rs.12000-16500(pre-revised).	Experience of working in Regulatory agency/ Local Bodies will be preferred.
Dy. Director (Personnel) Pay Band -3 Rs.15600-39100 with Grade Pay Rs.6600 Group-A	01	Anticipated	1. Graduate degree from a recognized university. 2. Officers holding analogous posts on regular basis OR with 3 years regular service in the pay scale of Rs. 8000-13500 (pre-revised) scale OR with 5 years regular service in pay scale Rs. 7500-12000(pre-revised) scale OR with 8 years regular service in pay scale of Rs. 6500-10500 (pre-revised).	1. Administrative experience in Managerial capacity in Human Resources Development 2. Diploma in Management.
Private Secretary Pay Band -2 Rs.9300-34800 with Grade Pay Rs.4800 Group-B	01	Existing	1. Graduate degree from a recognised university 2. Well versed in computerised word processing. 3. Proficient in short hand (English)(100 w.p.m.) & typing (English) (40 w.p.m). 4. Holding analogous post on regular basis in Central/State Govt. OR With 2 years regular service in pay scale of Rs. 5500-9000 (pre-revised) OR With 6 yrs. Regular service in the pay scale of Rs. 5000-8000 (pre-revised) OR equivalent	1. Experience of working as Personal Assistant to HOD for 5 yrs. In Central/State Govt. OR any PSU/ Corporation under Govt. 2. Diploma in office management & secretarial Procedure
Steno-cum-Computer Operator Pay Band-2 Rs.9300-34800 With Grade Pay Rs. 4200 Group-C	01	Anticipated	1. Graduate with proficiency in typing English (40 wpm), Shorthand English (80 wpm), Computing (8000 kdp). 2. Diploma/Certificate in computing OR equivalent from recognised / reputed institution	3 years service in a Central/State Govt.OR any PSUs of Central/State Govt. involving exposure to computer operations
Cashier Pay Band-1 Rs. 5200-20200 With Grade Pay Rs. 2800 Group C (On deputation/ Direct mode only)	01	Existing	1. Commerce Graduate from a recognised university. 2. Holding analogous post on regular basis in Central/State/U.T. Govt. or Officials working in pay scale of Rs.4000-6000(pre-revised) with 4 years regular service or in the pay scale of Rs. 3050-4590 (pre-revised) with 8 yrs. regular service.	Exposure to computer operations.
Clerk-cum-Computer Operator Pay Band-1 Rs.5200-20200 With Grade Pay Rs. 2400 Group-C	01	Anticipated	1. Graduate with proficiency in typing (30 wpm) in English, Computing (6000 kdp). 2. Diploma in computing/ certificate in computing OR equivalent from recognised / reputed institution	2 years service in a Central/State Govt. OR any PSU/ Corporation under Central / State Govt.

GENERAL INSTRUCTIONS

- The preferred mode of appointment for all above posts is 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 candidates for appointment on deputation, the posts can be filled up on contract recruitment basis. The Commission shall have full discretion to fill up the posts through any of the three modes viz. Deputation/ Direct/Contract recruitment as per the specific requirement. The Commission's decision in this regard shall be final.
- The number of vacancies against a post may vary and also Commission reserves the right not to fill any or all the above mentioned anticipated/Existing vacancies. The Commission can also consider granting extension in the deputation term of the existing incumbents of the anticipated vacancies given above. In case of any such eventuality, no action on the applications received against these anticipated vacancies shall be taken by the Commission and the advertisement of such vacancies shall be treated as withdrawn.
- 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. 2/29/91-Estt.(Pay-II) dated 05.01.1994, as amended from time to time. The pay package of the deputation recruits/contract appointees, if any, shall be in accordance with the DERC (Management & Development of Human Resources) Regulations, as amended from time to time, which includes Basic pay, Dearness allowance, HRA, Transport allowance, Children education assistance, reimbursement of residential newspaper/magazines/telephone/internet to eligible categories, and other benefits etc. All DERC employees shall be covered under DERC (Medical Attendance) Regulations, 2003 which provides flexible medical reimbursement scheme. The Human Resources Regulations and the Medical Attendance Regulations can be seen at the Commission's Website. The employees appointed on deputation basis are also eligible for the leased accommodation/ self lease within the ceiling prescribed by the Commission.
- The Commission shall follow the Government's policy on reservation for SC/ST/OBC/PH Candidates in the case of direct recruitment to any of these posts.
- The maximum age limit for deputation shall be 56 years. For direct recruitment, the age limit shall be as under which shall be relaxed for SC/ST/OBC/PH Candidates as per Rules:

i) Secretary	Preferably below 50 years
ii) Dy. Director	45 years
iii) Private Secretary	30 years
iv) All Group 'C' posts	27 years
- The crucial date for determining eligibility criteria/age limit in respect of anticipated vacancies would be the last day of the month in which the anticipated vacancy is likely to arise. The crucial date for the existing vacancies for determining eligibility criteria/age limit would be the last date prescribed for submission of application in the Commission
- For fulfilling the eligibility criteria of these posts, 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 Dearness

Allowance pattern pay scales applicable w.e.f. 1.1.1996 and the eligibility of candidates shall be accordingly determined with reference to these pay scales. 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
Minimum of requisite 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.

- The application in the given format is to be submitted to Secretary, Delhi Electricity Regulatory Commission at the given address on or **before 15.09.2011**. The covering envelope must mention the name of the post applied for and the mode of recruitment sought as mentioned at Sl No. 5 of the format for application. Separate application should be submitted for each post, if applying for more than one post.
- Applicants in Central/State/UT Government service or in the service of Autonomous/Statutory Body/ PSUs/ Corporations etc. should apply through proper channel only. The applications of such applicants should be forwarded with attested copies of Annual Confidential Reports of last five years and Vigilance clearance certificate.
- The incomplete application or application submitted in a different format is liable to be summarily rejected.

ANNEXURE-A BIO-DATA PROFORMA

- Name of the candidate
- Address in Block letters alongwith telephone/Mobile Nos.
- Date of Birth (in Christian era)
- Name of the post applied for
- The mode of recruitment sought for out of three modes viz, deputation /direct/ contract recruitment
- Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same). Please mention the essential and desirable qualification required and possessed by the candidate in the preceding column.

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attested
photo here

Qualifications/ Experience required	Qualifications/Experience possessed by the applicant
Essential (1) (2) (3)	
Desired (1) (2)	

- Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.
- Details of Employment, in chronological Order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient

Office/ Inst./ Orgn.	Post held	Nature of appointment whether regular, ad-hoc, deputation, contract etc.	From	To	Scale of pay and basic pay	Nature of duties

- Details of additional academic qualifications, professional training and work experience, if any.
- Nature of present employment, i.e., ad hoc or temporary or permanent
- In case the present employment is held on deputation/contract basis, please state-
 - The date of initial appointment on deputation/contract basis
 - Period of appointment on deputation/contract
 - Name of the parent office/Organization to which you belong
 - Name of the post & pay scale held by you on regular basis. Date from when such post held may also be indicated
- Additional details about present employment: Please state whether working under-
 - Central Government
 - State Government
 - Central/State Autonomous Organizations
 - Central/State Government Undertakings
 - Central/State University
 - Private Organization
- 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
- Total emoluments per month now drawn(Please attach details of gross salary/last pay slip)
- 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
- Whether belongs to SC/ST/OBC/PH. if yes, please state category(In case of physically handicapped, please state category of disability)
- Notice period/No. of days likely to be availed for relieving from parent Deptt. on being found fit for appointment
- Remarks

Signature of the candidate

Date

Countersigned.....
(Employer)