

DELHI ELECTRICITY REGULATORY COMMISSION

Viniyamak Bhawan, C-Block, Shivalik, Malviya Nagar, New Delhi – 110017

NOTICE FOR VACANCY

FINANCE, LAW AND OTHER OPPORTUNITIES

Opportunity in Finance, Law and other Support Functions

(A)VACANCIES AT A GLANCE

Name of Post	No.of Posts	Pay Matrix	Mode of Appointment	Core Profile
Advisor (Finance)	01	Level-13 ₹1,23,100– 2,15,900	Contract	Financial management, electricity tariff formulation, financial cost analysis and analytical modelling.
Junior Law Officer	02	Level-8 ₹47600-151100	Contract	Legal matters, drafting of orders/pleadings/petitions, case-law research and electricity laws.
Private Secretary	01	Level-8 ₹47600-151100	Deputation / Contract	Secretarial support, shorthand/typing, computerized word processing and support to senior officers.
Personal Assistant	04	Level-7 ₹44900-142400	Deputation / Contract	Secretarial assistance, shorthand/typing, computerized word processing and support to senior officers.
Steno-cum-Computer Operator	04	Level-7 ₹44900-142400	Deputation / Contract	Shorthand and typing, computer operations and office/secretarial support.
Clerk-cum-Computer Operator	03	Level-4 ₹25500-81100	Deputation / Contract	Clerical work, computer operations, typing and maintenance of office records.
Lower Division Clerk	01	Level-2 ₹19900-63200	Deputation / Contract	Clerical support, typing, computer-related work and maintenance of office records.

(B) POSTS ELIGIBILITY IN DETAIL

1. Advisor (Finance)

PAY MATRIX Level-13 (Rs.123100-215900) Group-A	MODE OF APPOINTMENT Contract	VACANCY 01
Essential Qualification / Eligibility		Desirable Qualification / Experience
i. MBA in Finance OR Chartered Accountant or Certified Cost Accountant preferably with Engineering Degree from a premier, reputed & recognized institution/university. ii Officers holding analogous posts on regular basis OR With 2 years regular service in the pay Matrix Level -12 (7th CPC) / Grade Pay Rs.7600/- (6th CPC) OR With 5 years regular service in the pay matrix level – 11 (7th CPC) / Grade Pay Rs.6600/-(6th CPC).		1. Experience in Power Sector preferably in electricity Tariff formulation, financial cost analysis, Financial Management. 2. Familiarity with Indian Electricity Laws. 3. Demonstrated capabilities in analytical modelling.

2. Junior Law Officer

PAY MATRIX Level-8 (Rs.47600-151100) Group-B	MODE OF APPOINTMENT Contract	VACANCY 02
Essential Qualification / Eligibility		Desirable Qualification / Experience
1. An LLB from a recognized University. 2. Officers holding analogous posts on regular basis OR With 02 years regular service in Pay Matrix Level-7 with Grade Pay Rs.4600/- OR With 04 years regular service in Pay Matrix Level-6 with Grade Pay Rs.4200/-		Experience of handling legal matters in middle level including Drafting of basic orders, Pleadings, Petitions, Proceedings, Listing of case laws in Central Government / State Government UTs / PSUs / Autonomous Bodies / Quasi -Judicial Bodies preferably dealing with the cases relating to electricity laws

3. Private Secretary

PAY MATRIX Level-8 (Rs.47600-151100) Group-B	MODE OF APPOINTMENT Deputation/Contract	VACANCY 01
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Essential Qualification / Eligibility	Desirable Qualification / Experience
- Graduate Degree from a recognized university. - Well versed in computerized word processing. - Proficient in shorthand & typing. - Holding analogous post on regular basis in Central / State Govt. OR With 2 years regular service in the Pay Matrix Level - 7 (7th CPC) Grade Pay Rs 4600/-. OR With 6 years regular service in the Pay Matrix Level - 6 (7th CPC) Grade Pay Rs 4200/- or equivalent.	Experience of working as Personal Assistant to HoD for 05 years in Central / State Govt. OR any PSU / Corporation under Govt. Diploma in office management & secretarial procedure.

4. Personal Assistant

PAY MATRIX Level-7 (Rs.44900-142400) Group-C	MODE OF APPOINTMENT Deputation/Contract	VACANCY 04
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Essential Qualification / Eligibility	Desirable Qualification / Experience
- Graduate with proficiency in English Typing (40 wpm), English Shorthand (80 wpm), Computing (8000kdph). - Diploma / Certificate in Office Management & Secretariat Procedure OR equivalent from recognized / reputed institution.	Three years' service in Central / State Govt. OR any PSUs of Central / State Govt. involving exposure for computer operations.

5. Steno-cum-Computer Operator

PAY MATRIX Level-7 (Rs.44900-142400) Group-C	MODE OF APPOINTMENT Deputation/Contract	VACANCY 04
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Essential Qualification / Eligibility	Desirable Qualification / Experience
1. Graduate with proficiency in English Typing (40 wpm), English Shorthand (80 wpm), Computing (8000kdph). 2. Diploma / Certificate in computing OR equivalent from recognized / reputed institution.	1. Three years' service in a Central / State Govt. OR any PSUs of Central / State Govt. involving exposure to computer operations.

6. Clerk-cum-Computer Operator

PAY MATRIX Level-4 (Rs.25500-81100) Group-C	MODE OF APPOINTMENT Deputation/Contract	VACANCY 03
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Essential Qualification / Eligibility	Desirable Qualification / Experience
1. Graduate with proficiency in typing (30 wpm), Computing (6000kdph). 2. Diploma in computing/ certificate in computing OR equivalent from recognized /reputed institution.	1. 2 Years' service in Central/State Govt. or any PSU/Corporation under Central/State Govt.

7. Lower Division Clerk

PAY MATRIX Level-2 (Rs.19900-63200) Group-C	MODE OF APPOINTMENT Deputation/Contract	VACANCY 01
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Essential Qualification / Eligibility	Desirable Qualification / Experience
1. 12th Class pass from recognized Board/Institution 2. Proficiency in Typing (35 wpm) 3. Official holding analogous post in Central/State Govt. or any PSU/Corporation/Autonomous Body under Central/State Govt. on regular basis. OR With two years regular service in the post of Daftry or equivalent in Central/State Govt. or any PSU/Corporation/Autonomous Body under Central/Autonomous Body under Central/State Govt.	Clerical experience in any Central/State Govt./PSU/Autonomous Body of Centre/State.

(C) MODE OF APPOINTMENTS

The preferred mode of appointment for the 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 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.

(D) COMPENSATION & BENEFITS

1. (a) The Compensation made on Deputation basis will be governed by the applicable DERC (Management & Development of Human Resources) Regulations, 2001, as amended from time to time, and the terms applicable to the mode of appointment. This Regulation is available on DERC website link <https://www.derc.gov.in/regulations/management-and-development-human-resources-regulations>. The 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.

(b) The appointments made to the Commission on deputation basis shall be for a period not exceeding three years in the first instance which will be extendable/renewable for up to a maximum period of six years at the discretion of the Commission which shall be based on the Performance Appraisal Report submitted by the designated authority as nominated by the Commission, subject to concurrence of Parent Department of Deputationist.
2. (a) If appointment is made on Contract basis, the Pay & Allowances/ facilities and other terms and conditions of appointments on Contract basis will be regulated in accordance with Temporary Govt. Servant Rules as amended from time to time. Further, this appointment shall be governed by DERC (Management and Development Human Resources) Regulations 2001, as amended from time to time and the Consolidated pay will remain fixed for contract period which may be revised at the discretion of the Appointing Authority. The initial Consolidated pay for above posts is appended below:-

Consolidated Pay if selected on Contract basis	
Advisor (Finance)	Rs. 2,45,410/- Per Month & EPF of Rs. 23,635/- Per Month
Junior Law Officer	Rs. 96,200/- Per Month & EPF of Rs. 9,139/- Per Month
Private Secretary	Rs. 96,200/- Per Month & EPF of Rs. 9,139/- Per Month
Personal Assistant	Rs. 91,070/- Per Month & EPF of Rs. 8,621/- Per Month
Steno-cum-Computer Operator	Rs. 91,070/- Per Month & EPF of Rs. 8,621/- Per Month
Clerk-cum-Computer Operator	Rs. 54,210/- Per Month & EPF of Rs. 4,896/- Per Month
Lower Division Clerk	Rs. 39,970/- Per Month & EPF of Rs. 3,821/- Per Month

- (b) The amount shown as EPF above will be deducted from above-mentioned Consolidated Pay and

a matching contribution will be borne by DERC towards Employees Provident Fund.

(c) All appointments made to the Commission on contractual basis to the Commission shall be for a period not exceeding three years in the first instance which will be extendable / renewable for upto a period of three years at the discretion of the Commission which shall be based on the Performance Appraisal Report submitted by the designated authority as nominated by the Commission.

3. **Lease Accommodation:** Candidates selected only on Deputation Basis for all the below posts will be Provided Lease Accommodation as per entitlement below:-

7th CPC Pay Matrix Level	Rental Ceiling of Lease Accommodation (Rs) per month*
1. Private Secretary Level-8 (Rs. 47,600-1,51,100)	54,643
2. Personal Assistant Level-7 (Rs. 44,900-1,42,400)	51,508
3. Steno-cum-Computer Operator Level-7 (Rs. 44,900-1,42,400)	51,508
4. Clerk-cum-Computer Operator Level-4 (Rs. 25,500-81,100)	29,315
5. Lower Division Clerk Level-2 (Rs. 19,900-63,200)	22,853
*Subject to Revision from time to time	

- (i) **Training Opportunities:** The officers will also get an opportunity to attend various training programs/conferences/professional seminars and study tours, nationally as well as internationally.
- (ii) **Other Facilities:** The following facilities / reimbursement, if not availing from any other source, will be provided as per entitlement to the employees selected on deputation and contract basis:
- Medical Allowance / Facility.
 - Telephone Facility / Reimbursements for residential telephone.
 - Internet facility.
 - Newspaper and periodicals.
 - Children Education Allowance.

(E) AGE LIMIT

- 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.
- The Maximum age limit for Deputationist shall not exceed 56 years on the last date of submission of application.
- The Maximum age limit for Contract employees shall not exceed 54 years on the last date of submission of application.

(F) GENERAL CONDITIONS

- (i) The number of vacancies against the post may vary and the Commission reserves the right not to fill any of the above mentioned existing vacancies. In case of any eventuality, no action on the application received against this existing vacancy shall be taken by the Commission and the advertisement of such vacancy shall be treated as withdrawn.
- (ii) 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 interview. More stringent criteria may be applied for short-listing the candidates to be called for skill test / interview.
- (iii) Canvassing in any form shall be a disqualification for the post. No correspondence with the applicants will be entertained.
- (iv) For fulfilling the eligibility criteria of the posts, regular service of certain years in various pay scales of 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 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 the pay scales.
- (v) 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 7th CPC Pay Matrix Level	Pay Level	Industrial/Variable DA pay scale
Advisor (Finance)	Level-13 ₹1,23,100–2,15,900	Minimum of Pay scale held by the Candidate + Dearness pay, if any + Applicable Industrial / Variable Dearness Allowance
Junior Law Officer	Level-8 ₹47600-151100	
Private Secretary	Level-8 ₹47600-151100	
Personal Assistant	Level-7 ₹44900-142400	
Steno-cum-Computer Operator	Level-7 ₹44900-142400	
Clerk-cum-Computer Operator	Level-4 ₹25500-81100	
Lower Division Clerk	Level-2 ₹19900-63200	

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.

(G) HOW TO APPLY

1. SUBMISSION OF APPLICATION:

The candidates must submit application through ONLINE mode only for which a provision has been made in DERC website. The candidates should click the link <https://www.derc.gov.in/app/home/openings> provided in the notice for vacancy 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, ITR Statements, FORM-16 (for verification purpose).

2. Submission of Undertaking:

The candidate has to give Undertaking as mentioned below: -

The employees serving in Government / PSU / Autonomous Body / Statutory Body / Local Body / Corporations etc. must submit **UNDERTAKING** as per **Annexure – I**.

The employees to be engaged on contract basis must submit **UNDERTAKING** as per **Annexure-II**

3. Last date of application:

The last date for submission of application is **10.11.2026**.

4. Applicants working in Central/State/UT government service or in the service of autonomous / Statutory/ / PSU / corporations etc. are required to submit "No objection Certificate" from the employer, at the time of interview, if not uploaded with the online application earlier. The NOC should also indicate the vigilance clearance from the Parent Department.
5. Incomplete application or application submitted in a different format is liable to be summarily rejected.
6. Corrigendum / Addendum / Cancellation to this advertisement and other updates on recruitment, if any shall be published on DERC website only. Therefore, the candidates are advised to check DERC website regularly.
7. For any query/clarification please contact:
Prashasti De,
Dy. Director (Pers.) DERC,
Email id: hrrdivderc@gmail.com,
Tel: 011-41080414

APPLICATION FOR THE POST OF ADVISOR(FINANCE), JUNIOR LAW OFFICER, PRIVATE SECRETARY, PERSONAL ASSISTANT, STENO-CUM-COMPUTER OPERATOR, CLERK-CUM-COMPUTER OPERATOR, LOWER DIVISION CLERK ON DEPUTATION BASIS IN DELHI ELECTRICITY REGULATORY COMMISSION

UNDERTAKING

(Applicable to candidates serving in 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 age or qualifications or experience 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 – II

APPLICATION FOR THE POST OF ADVISOR(FINANCE), JUNIOR LAW OFFICER, PRIVATE SECRETARY, PERSONAL ASSISTANT, STENO-CUM-COMPUTER OPERATOR, CLERK-CUM-COMPUTER OPERATOR, LOWER DIVISION CLERK ON CONTRACT BASIS IN DELHI ELECTRICITY REGULATORY COMMISSION

UNDERTAKING

(Applicable to candidates for applying contractual basis Annexure-II)

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 age or qualifications or experience 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 / 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 previous employer/ employment.

SIGNATURE OF CANDIDATE

NAME OF THE CANDIDATE

PLACE:

DATE: