

“Engagement of Staff Consultant (Civil) in DERC”

1. Introduction

DERC desires to appoint Staff Consultant (Civil) for civil works relating to supervision of renovation / repair works, new works in the premises of Delhi Electricity Regulatory Commission (DERC), as part of building maintenance. Applications accordingly invited for engagement of Staff Consultant (Civil) as per provisions of DERC (Appointment of Consultant) Regulations, 2001 as amended from time to time.

The scope of work for the Staff Consultant (Civil) is as under:

- a. Supervise renovation/repair works/new works related to civil/electrical/air-conditioning in DERC office premises.
- b. Prepare digital drawings, Bill of Quantity, estimate of works, tender documents related to renovation, repair, new works to be undertaken in the DERC office premises.
- c. Undertake any other work which may be assigned from time to time.

2. Qualification & Experience:-

Name of the position	Essential Qualification & Experience	Consolidated monthly fee	Age limit
Staff Consultant (Civil)	1. Degree / Diploma in Civil Engg. from a recognized Institute. 2. Minimum experience- 10 years in supervision of renovation / repair works / new works related to civil / electrical / air-conditioning in Central / State Government / PSUs. 3. Proficiency in computer operation including MS Office, Autocad.	Rs.80,000/- p.m.	Upper age limit – 55 years as on the last date of application.

3. 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) (Amendment) Regulation, 2014 as amended from time to time.

4. Duration of contract:-

The Staff Consultant will be initially engaged for a period of three years, which may be extended / renewed on yearly basis subject to maximum tenure of six years, at the discretion of the Commission based on performance of the individual.

5. Payment Terms:-

The consultants shall be paid lump sum monthly remuneration of Rs.80,000/- within seven days after completion of the month. Higher pay will be considered for deserving candidates as per discretion of Commission. TDS shall be deducted as per Income Tax rules. The remuneration may be increased by up to 10% on annual basis depending on the payment of the Consultant and the approval of the Commission.

6. Termination of contracts

The assignment may be terminated earlier by either side by giving one month's notice, or one 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. 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) Appointment under this assignment shall be on purely contract basis for a limited period only. Such appointment shall not bestow any rights whatsoever to claim for regular appointment or continued contractual appointment in DERC.
- d) DERC reserves the right not to engage all or any of the above engagement proposals.
- e) Only shortlisted candidates will be called for an interview with the Selection Committee.
- f) Incomplete application or application submitted in a different format is liable to be summarily rejected.
- g) Canvassing in any form shall result into disqualification for engagement.

: 3 :

8. **Submission of Undertaking:-**

The candidates have 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.

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 etc. to the Secretary, DERC, Viniyamak Bhawan, C-Block, Shivalik, Malviya Nagar, New Delhi – 110017 by 19.07.2023.

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 THE POST OF STAFF CONSULTANT (CIVIL) 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:

APPLICATION FOR THE POST OF STAFF CONSULTANT (CIVIL) 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:

APPLICATION FOR THE POST OF STAFF CONSULTANT (CIVIL) 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: