

**VACANCY CIRCULAR**

**“Engagement of Senior Staff Consultant (Law), Senior Staff Consultant (Engg.) and Staff Consultant (Engineering) and Staff Consultant (Finance) in DERC”**

**1. Introduction**

A requirement has come up for engagement of one Senior Staff Consultant (Law) to assist Law Division in performing multifarious tasks and duties. The same involves drafting or vetting of the Policies and Regulations on the one hand and, on the other hand handling litigation filed by and against the Commission before APTEL / High Court / Supreme Court.

The requirement of engaging 2 Senior Staff Consultant (Engg.) and 5 Staff Consultants (Engg.) have also been felt necessary for physical verification, documentation process and DPR verification and approval and also for smooth functioning of Engineering Division.

The requirement for engaging 1 Staff Consultant (Finance) has arisen in order to assist the Advisor (Finance) for truing up subsidy and loan & interest for CAPEX, working capital loan and other financial works.

Keeping in view the above, Delhi Electricity Regulatory Commission invites application for engagement of 1 Senior Staff Consultant (Law), 2 Senior Staff Consultant (Engg.), 05 Staff Consultants (Engineering) and 1 Staff Consultant (Finance), as per provisions of DERC (Appointment of Consultant) Regulations, 2001 as amended.

**2. Scope of Work for Senior Staff Consultant (Law)**

- (i) To look after court cases filed in APTEL / High Court / Supreme Court against the decision of the Commission.
- (ii) To co-ordinate with the DERC counsels; and to present in courts during course of hearing.
- (iii) To perform any other work which may be assigned from time to time by Controlling Authority.

**3. Scope of work for Senior Staff Consultant (Engineering):-**

- i) Assist the Commission in drafting orders and framing Regulations / Amendments.
- ii) Provide inputs on engineering aspects for framing various regulations / amendments.
- iii) Provide comments on the appeals / review petitions filed by the utilities against the tariff orders issued by the Commission.
- iv) Assist in the preparation of orders issued under Open Access Regulations.
- v) Assist the Commission in the redressal of complaints received from consumers under Open Access Regulations / DERC Supply Code and Performance Standards Regulations, 2017.
- vi) Provide inputs for the preparation of tariff orders and address other references received in the Engineering Division from time to time.
- vii) Any other work, as per the guidelines or orders of the Commission, that may arise from time to time.

- viii) To study the procedures and regulations of various ERCs and suggest best practices for adoption by the Commission.
- ix) To perform any other work which may be assigned from time to time by Controlling Officer.

#### 4. Scope of Work for Staff Consultant (Engineering)

To verify capitalization and Capex proposals of DISCOM.

##### (i) Physical Verification

- Physical Verification of all the assets capitalized during the Financial Year. This activity covers 100% of EHV, HT & LT schemes as per the BoQ provided by the DISCOMs.
- To verify / check the major equipment's such as Transformer, RMU, ACB, Meter cubicle and cable & conductor and rating capacity of the schemes as per BOQ and SAP ID / Asset ID and serial number.

##### (ii) Documentation Process

- Checking up of break-up of Scheme cost into different heads categories such as material cost, labour cost, civil cost etc.
- Capitalization of interest during construction and employee expenses.
- Deposit scheme demand note and its reconciliation.
- Checking of tender procedure to verify that the material has been procured as per competitive bidding guidelines of the Commission / GoNCTD.
- Checking of Fixed Asset Register.
- Store entry check.
- SAP system check.
- Whether the scheme has been approved by the Commission or not and whether the cost of scheme is within 15% of the estimated cost. Whether, re-approval of DERC has been taken in case of cost exceeding 15%.
- Any other work, as per the guidelines or orders of the Commission, that may arise from time to time.

##### (iii) Scheme DPR approval and Verification of DISCOMs.

- To verify DPR of schemes submitted by DISCOMs.
- Site visit of schemes of DPR to check and verify the authenticity of scheme & requirement before consideration for 'in-principle' approval of capital expenditure by the Commission.

- (iv) To perform any other work which may be assigned from time to time by Controlling Officer.

**5. Scope of Work for Staff Consultant (Finance)**

**(i) Truing up of subsidy for each financial year :**

GoNCTD is releasing subsidy funds to DISCOMs on quarterly basis based on the estimate intimated by DISCOMs to GoNCTD. While releasing the Sanction Order, GoNCTD requests DERC for true up of the same. For True up of subsidy, DERC has to collect data from all DISCOMs and to verify the same based on the Auditor Certificate and Audited Accounts.

**(ii) Conducting of Special Audit of DISCOMs w.r.t Electricity Subsidy released by Government of National Capital Territory of Delhi (GoNCTD) to Distribution Companies (DISCOMs) for FY 2016-17 to 2021-22**

GoNCTD has directed DERC to conduct Special Audit of DISCOMs w.r.t Electricity Subsidy released by GoNCTD to DISCOMs for FY 2016-17 to 2021-22 through CAG empanelled external auditors. Audit work has already given to M/s ASA & Associates LLP and as per LOA, Audit Firm will submit the weekly progress report to DERC. To monitor and for completion of this assignment.

**(iii) True up of loan and interest for the capital expenditure loan, working capital loan and regulated assets loan:**

All the Bank loans and Financial Institutional Loans taken by the DISCOMs have to be checked from loan accounts of each bank/ financial institution, loan agreements, terms of payment, instalments, interest rates and any additional interest and penalty have been paid by DISCOMs due to delay in payment of loan repayment and interest. Weighted average rate of interest has to be arrived at for each loan for giving the input to Tariff Division for true up Tariff.

**(iv) Licence fee issues related to DTL and NDMC :**

For data collection and verification

**(v) Other Tariff Financial works**

- (vi) To perform any other work which may be assigned from time to time by Controlling Officer.**

6. Qualification & Experience:-Senior Staff Consultant (Law):

| Sl. No. | Name of post                  | No. of post (s) | Qualifications and Experience  | Desirable qualification   | Consolidated remuneration  |
|---------|-------------------------------|-----------------|--|---|--|
| 1.      | Senior Staff Consultant (Law) | 01              | <p><b>Essential</b><br/>Bachelor and Masters Degree in Law from a recognized Institution/ University.</p> <p><b>Post qualification Experience</b><br/>1. At least minimum 12 years' working experience in Power Department or in the Power Sector Undertaking of the Central / State Government, dealing with legal and regulatory matters out of which at least two years' experience in the Regulatory Commission/ experience of practice as Advocate in High Court/ Supreme Court</p> | <p>The candidate should have working knowledge of the following:-</p> <p>(i) The regulatory framework in the electricity sector of India.</p> <p>(ii) Relevant legislations.</p> <p>(iii) The policy regime including National Electricity Policy and Tariff Policy of India.</p> | Rs.1,25,000/- to Rs.1,75,000/- p.m. (excluding, Tax, if applicable) depending upon the experience. |

Senior Staff Consultant (Engineering):-

| Sl. No. | Name of post                          | No. of post (s) | Qualifications and Experience   | Desirable qualification  | Consolidated remuneration  |
|---------|---------------------------------------|-----------------|---|--|--|
| 1.      | Senior Staff Consultant (Engineering) | 02              | <p><b>Essential</b><br/>Degree in Electrical Engineering from a recognized institution.</p> <p><b>Post qualification Experience</b><br/>Minimum experience of 10 years in Power Sector with 5 year regulatory experience.</p> | <p>Postgraduate Qualifications in Power / Finance Management.</p> <p>Experience in SAP</p> | Rs.1,25,000/- to Rs.1,75,000/- p.m. (excluding, Tax, if applicable) depending upon the experience. |

**Staff Consultant (Engineering)**

| Sl. No. | Name of post                   | No. of post (s) | Qualifications and Experience   | Desirable qualification  | Consolidated remuneration   |
|---------|--------------------------------|-----------------|---|--|---|
| 1.      | Staff Consultant (Engineering) | 05              | <p><b><u>Educational</u></b></p> <p>Degree in Electrical Engineering from a recognized Institution.</p> <p><b><u>Post Qualification Experience</u></b></p> <p>Minimum experience of 05 years in Power Sector.</p> | <p>Post Graduate qualifications in Power / Finance Management.</p> <p>Experience in Electricity Regulatory Commissions</p> <p>Experience in Distribution Transmission and Generation Sector</p> <p>Experience in SAP</p> | Rs.75,000/- to Rs.1,00,000/- p.m. (excluding, Tax, if applicable), depending upon the experience. |

**Staff Consultant (Finance)**

| Sl. No. | Name of post               | No. of post (s) | Qualifications and Experience  | Desirable qualification   | Consolidated remuneration  |
|---------|----------------------------|-----------------|--|---|--|
| 1.      | Staff Consultant (Finance) | 01              | <p><b><u>Educational</u></b></p> <p>Degree from ICAI/ICWAI/MBA (Finance) or equivalent</p> <p><b><u>Post Qualification Experience</u></b></p> <p>Minimum 03 years experience in infrastructure/ Banking/ Large Audit Firms/ Consulting Firms</p> | <p>(i) Experience in analyzing Books of Accounts/Cost Audit Records of Companies.</p> <p>(ii) Experience in Power Sector having understanding of the Regulatory Function and Policy frame work.</p> | Rs.75,000/- to Rs.1,00,000/- p.m. (excluding, Tax, if applicable) depending upon the experience. |

**7. General terms and conditions:-**

- (a) The preferable age for Staff Consultants is below 40 years.
- (b) The Staff Consultants shall regularly attend the office of the Commission during normal working hours from 9.30 AM to 6.00 PM (05 days a week). However, the personnel may be called on Saturday, Sunday and other Gazetted Holidays and asked to sit beyond normal working hours in case of exigencies.
- (c) There will be a provision of 15 days leave in a year in addition to the gazette holidays applicable in the Commission's office. Staff Consultant shall take and obtain prior written permission from the Commission in order to take leave / temporary leave from the assignment.
- (d) 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).
- (e) Staff Consultants 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.
- (f) The number of Consultants may increase or decrease at the time of interview / formation of panel as per requirement of the Commission.

**8. Duration of contract:-**

The Staff Consultant will be initially engaged for a period of one year, which may be further extended / renewed on yearly basis, at the discretion of the Commission based on performance of the individual up to three years.

**9. Payment Terms:-**

The consultants shall be paid lump sum monthly remuneration 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 as per the DERC (Appointment of Consultants) (Amendment) Regulations, 2014.

**10. Termination of contract:-**

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.

**11. Submission of Undertaking:-**

The candidates have to give Undertaking as per Annexure – I.

**2. General Instructions**

- a) Relaxation in desirable 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.
- 13.** 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 15.04.2024.

**UNDERTAKING**

**APPLICATION FOR ENGAGEMENT OF SENIOR STAFF CONSULTANT (LAW), SENIOR STAFF CONSULTANT (ENGG.), STAFF CONSULTANT (ENGG.) & STAFF CONSULTANT (FINANCE) IN DERC**

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 Senior Staff Consultant / 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 no vigilance / disciplinary case was either pending or contemplated against me in the Ministry / Department / Organisation at the time of my retirement / resignation.
6. 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:



**BIO-DATA****Post Applied for:-****I. GENRAL INFORMATION**

01. Name Of theCandidate :

02. Date of Birth :

03. Father's Name :

04. Permanent Address :

05. Contact address :

06. Telephone No. :

Mobile No. :

Email id :

PHOTO

**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**