JOINT ELECTRICITY REGULATORY COMMISSION
(For the State of Goa and Union Territories)
3rd and 4th Floor, Plot No, 55-56, Udyog Vihar, Phase-IV, Sector-18, Gurugram, Haryana-122015 Ph. No. 0124-4684705 E-mail: aao.jercuts@gov.in, Website: www.jercuts.gov.in

Ref. No. E-10VI/1/2020-E

Vacancy Notice

Dated: 06.02.2025.

Joint Electricity Regulatory Commission for the State of Goa & Union Territories (JERC), a statutory body under Ministry of Power, Govt. of India invites application from officers/officials under Central Government/State Government/ Union Territories/Public Sector Undertaking/Autonomous Bodies, Universities, Research Institutes for appointment on deputation on foreign service terms basis including short term contract, for the posts mentioned below:

S.No.	Name of the Post	Number of Posts	Pay Scale
1.	Personal Assistant	02	PB-2, Rs.9300-34800 plus GP of Rs. 4200 (Level 6 of pay Matrix as per 7th CPC.)

Further, details of the vacancies are available on the website of the Commission i.e., www.jercuts.gov.in (Under Vacancy sub-head). Last date of receipt of application is 15.04.2025.

-Sd/-
Admin-cum-Accounts Officer, JERC

18823/2024/Estt. Section

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Gurugram-122015.
E-mail: aao.jercuts@gov.in, Website: www.jercuts.gov.in

No. E-10VI/1/2020-E(180) **Date: 06.02.2025**

VACANCY CIRCULAR

Joint Electricity Regulatory Commission (JERC), a statutory body constituted by the Ministry of Power, invites applications, from officers under Central Government /State Government/Union Territories/ Public Sector Undertakings/ Autonomous Bodies, for appointment on deputation on foreign service terms basis including short term contract for the posts mentioned below. The details of the posts viz. scale of pay, required qualifications/qualifying service and experience etc. is given below. The details of the post may also be seen on the website of the JERC i.e www.jercuts@gov.in

S. No.	Post	Scale of Pay	No. of Post	Minimum Educational Qualification	Nature of Experience	Qualifying Service
1	Personal Assistant	PB-2 9300-34800 plus GP of Rs. 4200 (Level 6 of Pay Matrix as per 7th CPC).	**02 (Two)**	Preferably Computer literate and proficient in MS- Office.	Working as Secretariat Staff.	Persons under Central Government /State Government/Union Territories/ Public Sector Undertakings/ Autonomous Bodies: - I. Holding analogous posts on regular basis; or II. With 6 years regular services in the scale of Rs. 5200-20200, GP 2800 (Level 5 of 7th Pay Matrix) or equivalent; or III. With 10 years regular services in the scale of Rs. 5200-20200, GP 2400 (Level 4 of 7th Pay Matrix) or equivalent.

1. **General terms & Conditions are as under : -**
   a. The Pay and Allowances and other conditions of service shall be governed by the JERC for the State of Goa & UTs (Recruitment, Control and service conditions of officers & staff Regulations), 2009 read alongwith the instructions contained in the Department of Personnel and Training (DoPT) OM No. 6/812009-Estt. (Pay II) dated 17th June, 2010 as amended from time to time. Copy of the Regulations is available on the website of JERC at www.jercuts.gov.in.
   b. JERC reserves the right to not to fill up the above positions or to cancel/amend the entire/part of this advertisement/ recruitment process/condition of recruitment and the candidature is

liable to be rejected at any stage of recruitment process at any given time, without assigning any reasons, whatsoever.

c. The age of the candidate shall not exceed 56 years as on the date of the advertisement of the vacancy. The age limit of the candidates will be calculated on the basis of the Matriculation Certificate/Date of Birth certificate issued by a recognized Authority/Board/Council. No other document shall be accepted in lieu thereof for the purpose.
d. Candidates may also note that for any lapse/shortfall in submission of application due to any reasons, this Commission will not be responsible.
e. No TA/DA will be admissible for attending the interview.

2. **Additional terms and conditions are as under:**

a. The appointment on deputation on foreign services terms basis shall be made initially for a period of three years. Extension beyond this period would be considered in consultation with the Central Government subject to satisfactory performance appraisal every year.
b. The eligibility of such candidates who are working in PSUs 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 as being normally done. The candidate is working in the Autonomous body/Govt. undertaking, PSU the correspondent pay scale as mentioned in the advertisement should be mentioned.
c. The applications must be routed through "Proper Channel" and the applications which are not in the prescribed format and without 'NOC' from his/her parent department shall not be accepted. The sponsoring authorities are requested to forward the applications of eligible and interested candidates after due verifications and whose services can be spared in the event of their selection. While forwarding the application of eligible candidate, attested copies of Annual Confidential Reports/Annual Performance Appraisal Reports of last five years and up to date, vigilance clearance certificate of the officials concerned and integrity certificate may also be forwarded to ***The Admn.-cum-Accounts Officer, Joint Electricity Regulatory Commission, 3rd & 4th Floor, Plot No.55-56, Udyog Vihar, Phase-IV, Gurugram-122015*** and should be submitted by **15.04.2025**. Applications complete in all respect may also be forwarded by e-mail at **aao.jercuts@gov.in,** which should be followed by submission of original hard copy too. Applications received in the office of this Commission after due date and without the requisite documents or incomplete in nature shall not be considered. Applications received directly or advance copies will not be entertained.

3. The application form as Annexure-A, proforma for education qualification & experience (format B), may be downloaded from the JERC website i.e www.jercuts@gov.in.
4. **Selection Method:** The candidates meeting the eligibility criteria would be shortlisted and called for interaction and/or written test.
5. The application of the officers/officials, who cannot be relieved immediately need not be forwarded. Candidate once selected will not be allowed to withdraw his/her candidature later.

Sd/-
(Dheeraj Yadav)
Admn.-cum-Accounts Officer

Encl: Annexure-A, Format B .

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ANNEXURE-A

PROFORMA FOR BIO DATA

(For the post of Personal Assistant)

1	a. Name (in Block Letters) b. Present Designation & Organization c. Office Address d. Residential Address e. Tele Ph. No. /Mobile No. f. E-mail ID						
2	Date of Birth (in Christian era)						
3	i) Date of entry into service ii) Date of retirement under Central/State Government rules						
4	Educational Qualification				Please fill up 'Format-'B'		
5	Whether Educational and other qualifications required for the post are satisfied (If any qualification been treated as equivalent to the one prescribed in this rule, state the authority for the same)						
5a	Details of Experience				Please fill up 'Format-'B'		
6	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.						
7	Details of employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient						
	Office/Instt./ Organization	Post Held on regular basis	From	To	Pay Band and with Grade Pay Scale of the post held on regular basis as per 7th CPC	Nature of duties (In detail) highlighted experience required for the post applied for.	Whether on Deputation (Yes/No)

	***Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;			
	Office /Institution	Pay, Pay Band, and Grade Pay drawn under ACP / MACP Scheme	From	To
8	Nature of present employment, i.e. Ad-hoc or temporary or permanent Quasi-Permanent or Permanent			
9	In case the present employment is held on deputation/ contract basis, please state			
	a. The date of initial appointment	b. Period of appointment on deputation/ contract	c. Name of the parent office/ organization which you belong	d. Name of the post and Pay of the post held in substantive capacity in the parent organization
9.1 **9.2**	**Note:** In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate. **Note:** Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organization.			
10	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
11	Additional details about present employment:- Please state whether working under (indicate the name of your employer against the relevant column) a. Central Government b. State Government c. Autonomous organization d. Government undertakings e. Universities f. Others			

12	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
13	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		
14	Total emoluments per month now drawn		
	Basis Pay in the PB	Grade Pay	Total Emoluments
15	In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization showing the following details may be enclosed.		
	Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief /other Allowances etc., (with break-up details)	Total Emoluments
16a	**Additional information,** if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to i. additional academic qualifications ii. professional training and iii. work experience over and above prescribed in the Vacancy Circular/Advertisement) **(Note: Enclose a separate sheet, if the space is insufficient)**		
16b	**Achievements:** The candidates are requested to indicate information with regard to i. Research publications and reports and special Projects ii. Awards/Scholarships/Official Appreciation iii. Affiliation with the professional bodies/institutions/societies and;		

	iv. Patents registered in own name or achieved for the organization v. Any research/ innovative measure involving official recognition vi. any other information. (Note: Enclose a separate sheet if the space is insufficient)	
17	Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis. # (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)	
18	Whether belongs to Schedule Castes, Schedule Tribes, Other Backward Classes and other special categories.	
19	Remarks (if any)	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

Date :

Signature of the Candidate:
Name:
Address:

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PROFORMA FOR OBTAINING APPROVAL OF THE CADRE CONTROLLING AUTHORITY FOR FORWARDING OF APPLICATION FOR DEPUTATION

Certification by the Employer/Cadre Controlling Authority

The information /details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

2. Also certified that;

i. There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt……
ii. His/ Her integrity is certified.
iii. His/Her CR Dossier in original is enclosed / photocopies of ACRs for the last 5 years duly attested by an officer of the rank of Undersecretary of the Govt of India or above are enclosed.
iv. No major/ minor penalty has been imposed on him/ her during the last 10 years OR A list of major/minor penalties imposed on him/her during the last 10 years is enclosed.(as the case may be)

Countersigned

……

(Employer/Cadre Controlling Authority with Seal)

Format - B

FOR THE POST OF PERSONAL ASSISTANT

1. Education Qualifications

Degree & Any Other Diploma/ Course etc.	Name of Institute/ University/Board	Year of Admission	Year of Passing	Actual Duration of course	Percentage/ Grade	Specialization, if any	Whether done Full Time on regular Basis Or Part Time by Distance Learning

Note: Please attach certified copy of Degree/Marksheet /Certificate of any Course, Diploma etc.

2. Nature of Experience

S. No.	Nature of Experience	Elaborate on the specific experience you have in this field
1.	Taking Short Hand Dictation	(Speed)
2.	Typing Speed on Computer	
3.	Proficiency in Note Drafting & Conversation in English	
4.	Proficiency in MS-Office/ Excel	
5.	Proficiency in preparing presentations (i.e PPT etc.	
6.	i. Your Ideas/thinking of the duties/ responsibilities and qualities as Personal Staff need to have for efficient discharge of his duties. ii. To what extent on a scale of 1-10 you rate yourself on 6 (i) above	

Signature of the Candidate:
Name :
Address: