

JHARKHAND STATE ELECTRICITY REGULATORY COMMISSION, RANCHI.
 2nd Floor, Rajendra Jawan Bhawan-cum-Sainik Market, Main Road, Ranchi-834001
 Website: www.jserc.org. Email: info@jserc.org Tel.: 0651-2330838 Fax: 0651-2330924

No. JSERC-Estb-/605

Dated 14th February 2014

EMPLOYMENT NOTICE

Jharkhand State Electricity Regulatory Commission (JSERC), a statutory body discharging its functions under the provisions of the Electricity Act, 2003 invites applications for filling up the following posts on direct recruitment and/or contract/deputation basis. The desired qualifications, experience and other terms and conditions are as noted below:

Sl. No.	Name of the Posts	Essential Educational Qualification & Qualifying Service	Desirable Qualification & Experience
1.	Assistant/Accountant/Cashier/Bench Clerk (Peshkar) Pay Band - 9,300-34,800/- Grade Pay - 4,200/- No. of Posts – 6 (Six)	a). Bachelor Degree from any recognized University. b). Passed Hindi/English typing Examination	a). Good writing and verbal communication skill. b). Computer literacy. Experience in handling cash and maintaining Accounts in Government organization/ Public Sector Undertaking.
2.	Computer Operator-cum-Clerk Pay Band - 5,200-20,200/- Grade Pay - 2,400/- No. of Posts – 2 (Two)	a). Bachelor Degree from any recognized University. b). Diploma in Computer from a recognized Institute.	a). Good writing and verbal communicational skill. b). Person having good knowledge of computer hardware, local area networking and website. Preference will be given to the candidates who have passed English Typing examination
3.	Stenographer-cum-Computer Operator Pay Band - 5,200-20,200/- Grade Pay - 2,400/- No. of Post – 3 (Three)	a). Bachelor Degree from any recognized University. b). Certificate of Hindi/English shorthand and typing from recognized Board/Institute. c). Knowledge and working experience on computer.	a) Speed in English Shorthand should not be less than 80 w.p.m. and Typing speed in Hindi/English should not be less than 25/35 w.p.m. respectively. b). Preference will be given to the candidates having bilingual typing and shorthand.
4.	Receptionist Pay Band - 5,200-20,200/- Grade Pay - 2,400/- No. of Post – 1 (One)	a). Bachelor Degree from any recognized University. c). Knowledge and working experience on computer.	a). Good writing and verbal communicational skill. b). Preference will be given to the candidates who have passed English Typing examination and having good knowledge of computer hardware, local area networking and website. .
5.	Driver Pay Band - 5,200-20,200/- Grade Pay - 1,900/- No. of Posts – 5 (Five)	a). Minimum 8 th pass from any recognized School/Board. b). The candidates should have a valid driving license of more than 5 years old for light motor vehicles	Driving experience of at least two years.

The details Terms and Conditions along with prescribed format of application are available on the website www.jserc.org of the Commission. The last date of receipt of application is 15th March 2014 up to 5:00 PM.

Sd/-
(S. Bhoy)
Secretary In-charge

Terms & Conditions in details

1. The Commission shall have full discretion to make appointment against all or some of these posts in any manner and Commission's decision in this regard shall be final.
2. Minimum age for appointment will be as per State Govt. norms and the upper age limit for appointment shall be;
 - a. Un-reserved (Male) - 37 Yrs.
 - b. Un-reserved (Female) - 40 Yrs.
 - c. Backward Class/Extremely Backward Class (Male and Female) - 40 Yrs.
 - d. Scheduled Castes/Scheduled Tribes (Male and Female) - 40 Yrs.
3. The applicants for various posts will have to appear for test/interview as decided by the Commission.
4. Preference and weightage shall be given to the candidates who have worked in any of the Regulatory Commission and the Commission may also consider such candidates for age relaxation. .
5. Incomplete applications or applications received after due date i.e. after 5:00 PM on 15th March 2014 shall not be considered.
6. The panel of selected candidates shall be prepared by the Selection Committee constituted by the Commission as per the JSERC (Recruitment & Service Conditions for officers and staff) Rules, 2012.
7. Working officials should send their application through proper channel; however, candidates may send advance copy of their applications.
8. The sponsoring authorities are requested to forward the application of eligible & interested candidates whose services can be spared in the event of their selection. While forwarding applications, attested photocopies of ACRs and Vigilance Clearance Certificates of the candidates should also be forwarded.
9. The application in the given format is to be submitted to the Secretary, Jharkhand State Electricity Regulatory Commission, 2nd Floor, Rajendra Jawan Bhawan-cum-Sainik Bazar, Main Road, Ranchi 834001, either by registered post or in person so as to reach by 5:00 PM on or before 15th March 2014. The application must be accompanied by proof of all academic qualifications, mark sheets along with other testimonials. (Self attested photocopies)
10. All employees appointed on regular basis shall retire from the service of Commission on attaining the age of superannuation as laid down by the Govt. of Jharkhand from time to time.
11. Reservation will be applicable as per Govt. of Jharkhand norms.
12. The Commission reserves the right to reject any or all applications at any stage without assigning any reason whatsoever.
13. (a). Separate application is required if anybody wants to apply for more than one post.
(b). Prescribed format of application is enclosed.

Sd/-
(S. Bhoy)
Secretary In-charge

Self attested recent
Photograph

APPLICATION FORMAT

1. Application for the Post of :
2. Name of the applicant (in capital letters) :
3. Father's/Husband's name :
4. Address for communication with pin code:
.....
.....
5. Permanent Address :
.....
.....
6. Date of Birth :
7. Nationality :
8. (a). Contact telephone number :
- (b). Email ID, if any :
9. Educational & Professional Qualification :

Examination Passed	Name of Board/University	Year of passing	Class/Division

10. Other Qualification, if any :

11. Category (please Tick)

- a. General
- b. O.B.C. (Schedule I)
- c. B.C. (Schedule II)
- d. S.C.
- e. S.T.

12. Sex (please specify) :

13. Whether presently serving in any of Regulatory Commission(Yes/No) :

If yes,

a. Name of the Regulatory Commission:

b. Name of Post held :

c. Since :

14. Whether handicapped, if yes tick the type and mention the % of disability:

- (a) Blindness or low vision (b) Hearing impairment (c) Locomotors disability or cerebral palsy.

Declaration

Certified that the information furnished by me herein above is true to my personal knowledge. I know that if anything stated herein above turns out to be false, Jharkhand State Electricity Regulatory Commission may cancel my candidature at any stage of selection process and may debar me from participating in the selection process at its sole discretion. Further, I know that if I obtain appointment under these Rules, based on any false or incorrect information, my appointment shall liable to immediate termination/revocation/cancellation and this may also entail my criminal prosecution under Penal Laws.

Date:

Place:

Signature of the candidate