

# Jharkhand State Electricity Regulatory Commission

2<sup>nd</sup> Floor, Rajendra Jawan Bhawan-cum-Sainik Bazar, Main Road, Ranchi-834001  
Website: [www.jserc.org](http://www.jserc.org) Email: [info@jserc.org](mailto:info@jserc.org) [Tel:0651-2330838](tel:0651-2330838) Fax:0651-2330924

## NOTICE

Jharkhand State Electricity Regulatory Commission (JSERC), Ranchi, a statutory body discharging its functions under the provisions of Electricity Act 2003, invites application from eligible candidates for the following post on Direct/Contract/Deputation basis. The format of application attached herewith may be downloaded from the Commission's website. The applications are to be submitted as per instructions given below:

Sl. No.	Name of the post & Pay Band	No. of Posts	Educational qualifications	Desirable qualification & experience.
1.	Secretary  Pay Band of Rs.15,600-39,100 with Grade Pay Rs.7,600/-  (Pay Matrix Level 12 as per 7 <sup>th</sup> Pay Commission )	1 (One)	1. Bachelor Degree from a recognized University. 2. Experience of 10 years in dealing with problems relating to Management/HRD/ Finance/ Electrical and/or legal matters in a Central/State Government organizations. 3. Experience of 5 years in the analogous post. 4. Demonstrated ability to resolve complex tasks relating to consumer problems. 5. Experience in public relations, managing staff, budgets, projects and related litigations in courts. 6. Excellent interpersonal relation, writing and verbal communication skill (both Hindi & English). 7. Computer literacy.	1. Knowledge and experience of secretarial work including Hindi & English noting, drafting etc. 2. Knowledge and experience in organizational skill including managing and organizing events. 3. Knowledge and experience in regulated industry or with a regulatory body in power sector.

### General Instruction for recruitment on Direct/Contract/Deputation basis:-

1. Candidate must mention on the top of the envelop "Application for the post of Secretary on Direct appointment/Contract/Deputation basis" as applicable.
2. The application in the format is to be submitted to the **Secretary**, Jharkhand State Electricity Regulatory Commission, 2<sup>nd</sup> Floor, Rajendra Jawan Bhawan-cum-Sainik Market, Main Road, Ranchi-834001 along with self attested copies of certificates/marks-sheets for education qualifications (starting from matriculation), self-attested passport size recent photograph and details of experience, if any, through **registered/speed post only so as to reach latest by 31.08.2019**.
3. Applicants in Central/State/UT Government service or in the service of Autonomous/Statutory Body/PSUs/ Corporations etc should apply through proper channel only. The applications of such applicants should be forwarded along with a "No Objection Certificate" from their parent Department and duly enclosing attested copies of Annual Confidential Reports of last five years and vigilance clearance certificate. However, an advance copy may be sent directly by

the candidate to avoid delay and shall produce the above “No Objection Certificate” prior to final selection.

4. The candidates should possess sound health, good moral character and should not have been involved in, or related to any criminal case of any type involving moral turpitude.
5. Incomplete applications or submitted in different format are liable to be summarily rejected. The Commission reserves the right to not consider the applications if found incomplete in any respect.
6. The Commission reserves the right to make appointment for the post of Secretary from the shortlisted candidates.
7. The terms & Conditions for appointment to the post of Secretary will be as given in JSERC ( Officers & Staff Recruitment Rules & Service Conditions) Regulation 2012 which is also available in the website of the Commission [http://jserc.org/recruitment\\_rule.pdf](http://jserc.org/recruitment_rule.pdf)
8. In case an applicant comes on contract after retirement from Govt. Service then his /her monthly salary will be according to the notification no6/एस-5 (भत्ता)-03/2011/243/वि. of the Planning-cum-Finance Department, Government of Jharkhand which is available in the website of the Commission at [www.jserc.org/fin\\_rule2016.pdf](http://www.jserc.org/fin_rule2016.pdf)
9. Any lobbying/canvassing would disqualify the candidates.
10. Applications received after last date will not be considered.

**Enclosures:**

1. Self attested photocopy of following documents:-
  - a) Matriculation Certificate in proof of date of Birth
  - b) Provisional/Original certificate of Graduation/Post Graduation from a recognized University.
  - c) Experience certificate.
  - d) One self attested recent passport size photograph to be pasted on the form.
  - e) One self-addressed unstamped envelop of 10x4.5 cm.

**Important**

1. Application should be filled up in ENGLISH in the format prescribed.
2. The appointment will be made strictly from the panel of successful candidates prepared on the basis of merit.
3. The decision of the Selection Committee shall be final and binding on all concerned and no communication shall be entertained.
4. The Commission reserves the right to absorb the candidates in regular pay roll of the Commission who join the Commission on Deputation/Contract, if his/her services are found satisfactory.
5. The Commission also reserves the right not to fill above posts without assigning any reason. In the case of such eventuality, the notice of such vacancy shall be treated as cancelled.

**By the Order of the Commission**

APPLICATION FORMAT

Self attested recent  
Photograph

Applied for the post of \_\_\_\_\_

1. Name of the applicant (In capital letters): .....
2. Father's Name (in capital letters): .....
3. Present Communication address (In capital letters) along with Telephone/Mobile/E-mail id  
.....  
.....  
Pin.....Mobile No. .... Email id.....
4. Date of Birth: .....
5. Age (as on 01.08.2019): ..... Years..... Months..... Days
6. Sex (Male/Female): .....
7. Marital Status: .....
8. Present designation/post held, if any : .....
9. Parent office address, if any:.....
10. Scale of Pay & Basic pay: ..... (Proof must be attached)
11. Educational and Technical/Professional qualification: .....
- a) Academic Qualification (in ascending order, starting from High School onward)  
(Self attested copies of all mark sheets and certificates must be attached)

Sl. No.	Examination passed	Main Subject	Board/University	Year of passing	Percentage of Marks
1	2	3	4	5	6

- b) Technical/Professional qualification, if any:  
(Self attested copies of all mark sheets and certificates must be attached)

Sl. No.	Examination passed	Board/ University	Year of passing	Percentage of marks
1.	2.	3.	4.	5.

- c) Proficiency in Hindi & English:

	Speaking (Level)	Reading (Level)	Writing (Level)
Hindi			
English			

- d) Whether Educational and other qualifications required for the post are satisfied:

if any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same). Please mention essential and desirable qualification required and possessed by the candidates in the following format. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient:

Qualifications/Experience required		Qualifications/Experience possessed by the applicant
Essential <i>(as applicable to the post)</i>	1)	
Desired <i>(as applicable to the post)</i>	1) 2) 3) 4) 5)	

e) Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.  
.....

12. 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	Nature of appointment whether regular/adhoc, temporary, deputation, contract etc.	Period of service		Scale of pay, basic pay and total monthly emoluments	Nature of duty
			----- From	To		

13. Nature of present employment, i.e. ad-hoc or temporary or permanent: .....

14. In case the present employment is held on deputation/contract basis, please state:

a) The date of initial appointment on deputation/contract basis: .....

b) Period of appointment or deputation/contract: .....

c) Name and address of parent office/Organization to which belong:.....  
.....

d) Name, date & pay scale of the post held. ....  
.....

e) Name of office/organization and address of present posting.  
.....

15. Additional details about the present employment:
  - a) Central Government: .....
  - b) State Government: .....
  - c) Central/State Autonomous Organization: .....
  - d) Central/State Government Undertaking: .....
  - e) Central/State University: .....
  - f) Private Organization.: .....
  - g) If working under (a) to (e), are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised and revised scale of pay.
16. Total emoluments per month now drawn: .....  
(Please attach pay statement/LPC)
17. Whether Publication in technical/professional paper in recognized Technical/ Professional journals: ..... (if yes, proof must be attached)
18. Whether at least one year Experience in Electricity Regulatory Commission (SERC/ CERC) ..... (if yes, proof must be attached.)
19. Whether experience of working in Central/State Govt. Deptt/Undertaking/CPSU/PSU/ Private Sector related to Electricity field. **Year of experience** ..... (if yes, proof must be attached.)
20. Any other information that the applicant may wish to give.....  
(If the space is insufficient enclose a separate sheet)
21. Notice period/No. of days likely to be availed for relief from parent department on being found fit for appointment .....
22. Remarks, if any. ....

#### DECLARATION

I ..... Son/Daughter/Wife of .....

Solemnly declare that the particulars furnished above are correct to the best of my knowledge and belief. I understand that in the event of any of the particulars of information given herein being found false or incorrect, my candidature for the selection is liable to be rejected or cancelled and in the event of any wrong statement/discrepancy in the particulars being detected at any stage even after appointment my services are liable to be terminated without any notice.

Place: .....  
Date: .....

Signature of the applicant

List of Enclosures: