

CENTRAL ELECTRICITY REGULATORY COMMISSION

NOTIFICATION

New Delhi, the 30th July, 2007

Service Regulations for Staff of the Commission

No.2/2(1)/2006-CERC-In exercise of powers conferred by Section 91 (3) of the Electricity Act, 2003 and in supersession of Central Electricity Regulatory Commission (Recruitment, Control and Service Conditions of Staff) Regulations 2002 as well as Central Electricity Regulatory Commission (Recruitment, Control and Service Conditions of Staff) Regulations 2007 dated 15.03.2007, the Central Electricity Regulatory Commission, with the approval of the Central Government, do hereby make the following regulations, namely:-

CHAPTER I

PRELIMINARY

1. Short Title and Commencement -

- a. These regulations may be called the Central Electricity Regulatory Commission (Recruitment, Control and Service Conditions of Staff) Regulations, 2007.
- b. These regulations shall come into force from the date of publication of notification in the official gazette.

2. Application - These regulations shall apply to staff of Central Electricity Regulatory Commission mentioned in regulation 5 of these regulations:-

Provided that every officer or other employee of the Commission appointed to a post before the commencement of these regulations and performing duties attached to the post, shall on such commencement be deemed to have been appointed under the relevant provisions of these regulations to the same post as he was holding immediately before such commencement.

3. Definitions -

In these regulations, unless the context otherwise requires, -

(a)"Act" means the Electricity Act 2003;

(b)"Appointing Authority", means -

- (i) Chairperson, in respect of all posts equivalent to Group A posts under the Central Government
 - (ii) Secretary in respect of all posts equivalent to Group B and C posts under the Central Government and
 - (iii) Assistant Secretary in respect of all posts equivalent to Group D posts under the Central Government
- (c) "Chairperson" means the Chairperson of the Commission;
- (d) "Commission" means the Central Electricity Regulatory Commission;
- (e) "Disciplinary Authority" means -
- (i) Chairperson, in respect of all posts equivalent to Group A posts under the Central Government
 - (ii) Secretary in respect of all posts equivalent to Group B and C posts under the Central Government
 - (iii) Assistant Secretary in respect of all posts equivalent to Group D posts under the Central Government.
- (f) "Function" means and includes all work related to activities of the Commission;
- (g) "Member" means a Member of the Commission;
- (h) "Staff " includes both officers and employees of all categories appointed whether on Deputation on foreign service terms or permanent absorption or on short-term contract basis;
- (i) "Short term Contract" means the method of recruitment of officers belonging to Non-Government organizations e.g. Universities, recognized research institutions, public sector undertakings etc. on Deputation on foreign service terms to the Commission for a limited period.

Words and expressions used in these regulations but not defined, shall have the same meaning as respectively assigned to them under the Act.

CHAPTER II

CLASSIFICATION OF POSTS/SANCTIONED STRENGTH

4. **Classification of Posts** - The posts in the Commission shall be classified as follows:-

Sl. No	Description	Classification of Posts
1.	A post carrying a pay or a scale of pay with a maximum of not less than Rs.13,500.	Equivalent to Group "A"
2.	A post carrying a pay or a scale of pay with a maximum of not	Equivalent to Group

	less than Rs.9,000 but less than Rs.13,500.	"B"
3.	A post carrying a pay or a scale of pay with a maximum of over Rs.4,000 but less than Rs.9,000	Equivalent to Group "C"
4.	A post carrying a pay or a scale of pay the maximum of which is Rs.4,000 or less.	Equivalent to Group "D"

5. Sanctioned Strength -

The sanctioned posts in the Commission shall be categorised in different pay scales as given in the table below, indicating the corresponding levels in the Central Government against each category.:-

Post	Scale of Pay	Equivalent Level under the Central Government	No. of Posts
1	2	3	4
Secretary	Rs. 18400-500-22400	Joint Secretary	1
Chief	Rs. 18400-500-22400	Joint Secretary	4
Joint Chief	Rs. 14300-400-18300	Director	5
Deputy Chief	Rs. 12000-375-18000	Deputy Secretary	13
Integrated Financial Adviser	Rs. 12000-375-18000	Deputy Secretary	1
Assistant Secretary	Rs. 10000-325-15200	Under Secretary	2
Assistant Chief	Rs. 10000-325-15200	Under Secretary	16
Bench Officer	Rs. 10000-325-15200	Under Secretary	2
Principal Secretary	Private Rs. 10000-325-15200	Principal Private Secretary	4
Pay & Accounts Officer/Senior Accounts Officer	Rs. 8000-275-13500	Senior Accounts Officer	2
Private Secretary	Rs. 6500-200-10500	Private Secretary	5
Assistant	Rs. 5500-175-9000	Assistant	6
Personal Assistant	Rs. 5500-175-9000	Personal Assistant	7
Stenographer	Rs. 4000-100-6000	Stenographer	4
Receptionist-cum - Telephone operator	Rs. 3050-75-3950-80-4590	Lower Division Clerk	1
Driver	Rs. 3050-75-3950-80-4590	Driver	4
Senior Peon/Daftry	Rs. 2610-60-3150-65-3540	Daftry	2
Peon	Rs. 2550-55-2660-60-3200	Peon	4
Total			83

6. Mode of appointment -

Appointments against the sanctioned posts in the Commission may be made either through direct recruitment or on short-term contract basis or on Deputation on foreign service terms or on promotion basis as under:

Post	Mode of appointment
Secretary	Deputation on foreign service terms
Chief	Deputation on foreign service terms including short-term contract
Joint Chief	Deputation on foreign service terms including short-term contract
Deputy Chief	Deputation on foreign service terms including short-term contract
Integrated Financial Adviser	Deputation on foreign service terms
Assistant Secretary	Deputation on foreign service terms.
Assistant Chief	Deputation on foreign service terms including short-term contract
Bench Officer	Deputation on foreign service terms
Principal Private Secretary	Promotion failing which by Deputation on foreign service terms
Pay & Accounts Officer/ Senior Accounts Officer	Deputation on foreign service terms
Private Secretary	Promotion failing which by Deputation on foreign service terms
Assistant	Deputation on foreign service terms
Personal Assistant	Promotion failing which by Direct Recruitment
Stenographer	Direct Recruitment
Receptionist-cum-telephone operator	Direct Recruitment
Driver	Direct recruitment
Senior Peon/Daftry	Promotion
Peon	Direct recruitment

The appointment on short-term contract basis shall be made initially for a period of five years. Extension beyond this period would be considered in consultation with the Department of Personnel & Training

The appointment on Deputation on foreign service terms basis shall be made initially for a period of five years. Extension beyond this period would be considered in consultation with the Department of Personnel & Training.

The Officers and staff appointed on a regular basis in the Commission immediately before the commencement of these regulations shall be deemed to have been appointed under these regulations.

Provided that the staff appointed on Deputation on foreign service terms and willing to get permanently absorbed in the Commission, may on completion of two years of Deputation on

foreign service terms exercise their option for permanent absorption in the Commission and the appointing authority may in its discretion, take such decision, as it considers appropriate.

7. Allocation of posts -

The inter-se allocation of the sanctioned posts among different functional areas shall be as decided by the Commission from time to time.

8. Power to keep posts vacant -

Nothing in regulation 5 shall be construed as requiring the Commission to have at all times, staff serving in all the categories or posts.

CHAPTER III

PROCEDURE FOR RECRUITMENT AND APPOINTMENT

9. Appointing Authority -

All appointments of staff shall be made by the appointing authority as specified in clause (b) of regulation 3 of these regulations.

10. Eligibility criterion for Deputation on foreign service terms -

The eligibility criterion for Deputation on Foreign Service terms shall be as given in [Appendix- I.](#)

11. Eligibility criterion for direct recruitment -

The eligibility criterion for appointment by direct recruitment shall be as given in [Appendix - II.](#)

The persons appointed through direct recruitment shall be on probation for a period of two years and shall be governed by guidelines issued by Department of Personnel & Training (DOP&T) in this regard.

12. Eligibility criterion for Short-term contract appointment -

The eligibility criterion for short-term contract appointment shall be as given in [Appendix-I.](#)

13. Eligibility criterion for appointment on promotion basis -

The eligibility criterion for appointment on promotion basis shall be as given in [Appendix-III.](#)

The persons appointed on promotion basis shall be on probation for a period of two years and shall be governed by guidelines issued by DOP&T in this regard.

14. Announcement of vacancies -

The Commission shall announce in such manner, as it deems fit the number of vacancies to be filled by Deputation on foreign service terms/short-term contract basis or through direct recruitment and invite applications for appointment in the Commission. In the case of Deputation on foreign service terms the vacancies shall be circulated to all the departments, attached offices and subordinate offices of the Central Government and on short-term contract basis also from non-government organisations e.g. Universities, recognised research institutions, public sector undertakings etc. on Deputation on foreign service terms to the Commission for a limited period. The Commission may also publicise such vacancies through the issue of such advertisements, as it deems fit. In the case of appointment by direct recruitment wide publicity shall be given to the vacancies through the print media.

15. Prescription of forms and conditions for application -

The Commission may prescribe, as it deems fit, the form in which application shall be submitted, the documents and certificates to be submitted with the application, the mode of submission, the last date for receipt of applications and the designated officer for submission of applications.

16. Processing of Application -

The Selection Committee shall consider the applications received in the Commission and may shortlist candidates, based on the requirements of the job and the curriculum vitae of the candidates, for further processing.

17. Mode of selection -

The Selection Committee may prescribe the mode of selection including written test or interview or any other method, for assessing the suitability of the shortlisted candidates.

18. Constitution of Selection Committee -

There shall be a Selection Committee for short listing the candidates and making recommendations for appointment.

- (a) For selection to all the posts equivalent to Group A posts under the Central Govt. mentioned in regulation 5, the Selection Committee shall consist of the following :-

Chairman: Chairperson of the Commission.

Members: Two Members of the Commission.

Convenor: Secretary of the Commission.

Note: Chairman of the Selection Committee may also co-opt one subject-specialist/Head of the Division of the Commission as a member of the Selection Committee.

- (b) For selection to all posts equivalent to Group B and C posts under the Central Govt. mentioned in regulation 5, the Selection Committee shall consist of the following :-

Chairman: Secretary of the Commission.

Member: Two Chiefs/Joint Chiefs nominated by the Secretary of the Commission.

Convenor: Assistant Secretary (P&A) of the Commission.

- (c) For selection to all posts equivalent to Group D posts under the Central Government mentioned in regulation 5, the Selection Committee shall consist of the following: -

Chairman: Assistant Secretary (P&A) of the Commission.

Member: Bench Officer of the Commission.

Convenor: Drawing & Disbursing Officer of the Commission

19. Select list of candidates -

On the recommendation of the Selection Committee the appointing authority shall prepare a select list of candidates arranged in order of merit which shall remain valid for a period of one year or for such extended period as the appointing authority may specify.

20. Selection of candidates -

- a. Offers of appointment to candidates on the select list shall be issued in the order of merit shown in the select list specifying a time limit within which the candidate must join service, which may be extended at the discretion of the Appointing Authority.
- b. The letter of offer of appointment shall specify the conditions to be fulfilled by the candidate, prior to appointment.
- c. The appointing authority may withdraw its offer of appointment if the selected candidate fails to fulfill any of the conditions prescribed prior to appointment or if the candidate fails to join service within the specified time.
- d. All appointments by direct recruitment shall be subject to verification of character and antecedents.
- e. Where an offer of appointment is withdrawn, in the manner prescribed in clause(c) above, an offer of appointment shall be issued to the candidate next below in the order of merit in the select list.

CHAPTER IV

21. PAY, ALLOWANCES AND CONDITIONS OF SERVICE

21.1. Pay fixation in respect of Deputationist on foreign service terms and Short-term contract -

The scale of pay applicable and the corresponding levels of the Central Government service against each post are set out in regulation 5 of these regulations.

- a. In the case of appointments on Deputation on foreign service terms/absorption and short-term contract, the pay shall be fixed as per the standard terms and conditions as prescribed by the Central Government from time to time.
- b. Dearness Allowance, House Rent Allowance, Transport Allowance, City Compensatory Allowance, Children Education Allowance, Leave Travel Concession, Leave, Travelling Allowance/Dearness Allowance, Residential Telephone and reimbursement of Newspapers bills - shall be as prescribed by the Central Government from time to time.
- c. Pension/Provident Fund - The provisions of Pension /General Provident Fund as applicable to Central Government servants of corresponding level shall apply to the staff of the Commission absorbed permanently.
- d. Medical facilities shall be admissible in accordance with the Central Electricity Regulatory Commission (Medical facilities) Regulations, 2005.
- e. Any other allowances available in Central Government shall accordingly be admissible as per Central Government rules.

21.2. Pay fixation (direct recruitment) -

The determination of pay and other allowances for the persons appointed through direct recruitment will be as per the Central Government rules. The provisions of Pension /General Provident Fund as applicable to the Central Government servants of corresponding level shall apply to the staff appointed on direct recruitment basis.

21.3. Pay fixation (Promotions)

The determination of pay and other allowances for the persons appointed through promotion will be as per the Central Government rules. The provisions of Pension/General Provident Fund as applicable to Central Government servants of corresponding level shall apply to the staff appointed on promotion.

21.4. Finalization of terms and conditions on Deputation on foreign service terms/short-term contract:-

Deputation on foreign service terms and conditions (other than scale of pay) shall be decided mutually between CERC and lending organization. The

terms of service, e.g in relation to Leave Salary contribution, gratuity, pension contribution, CPF, may, with the approval of the Chairperson be allowed as admissible to a candidate in his/her parent organization.

22. Staff on Deputation on foreign service terms/absorption -

- a. The counting of past service of all staff members on Deputation on foreign service terms or absorption basis from Central Government/Public Sector Undertakings/Autonomous bodies, as the case may be, shall be governed as per instructions issued by Department of Personnel & Training from time to time.
- b. Such allowances as are not admissible to the regular employees of corresponding status in the Commission, shall not be admissible to the officer on Deputation on foreign service terms, even if they were admissible in the parent organization.
- c. Staff joining on Deputation on foreign service terms shall be eligible for contribution to the respective Provident Fund to which they are subscribing in their parent organization. Where a Deputationist has been a member of a Contributory Provident Fund the Commission shall bear the cost of the employers contribution as applicable in each case.
- d. When the Commission determines that the services of the Deputationist are no longer required, he will be repatriated to his parent department even before completion of his sanctioned period of Deputation on foreign service terms as and when a situation arises for premature reversion to the parent cadre of the Deputationist, his services could be so returned after giving advance intimation of reasonable period to the lending Ministry/Department and the employee concerned.

23. Placement of staff -

- a. The posting of staff, at any time, shall be as decided by the appointing authority in any post, not lower in the scale of pay than the post for which the staff member was recruited.
- b. A staff member may hold more than one post for which no extra remuneration shall be paid except as otherwise provided by the Central Government.

CHAPTER V

ANNUAL ASSESSMENTS, DISCIPLINARY PROCEEDINGS AND PENALTIES

24. Confidential reports -

In the matter of the annual confidential reports of staff, the instructions issued by the Central Government from time to time in regard to Central Government employees will be suitably adapted by the Commission.

25. Disciplinary proceedings and imposition of penalties -

In the matter of conduct, discipline and imposition of penalties, the Central Civil Services (Conduct) Rules, 1964 and the Central Civil Services (Control, Classification and Appeal) Rules, 1965 and the instructions issued by the Central Government from time to time will be suitably adapted by the Commission. The disciplinary authority in each case will be as specified in paragraph 3(e) of these regulations.

CHAPTER VI

MISCELLANEOUS

26. Training -

- a. Staff may be required to undergo such training as may be prescribed by the Commission.
- b. A staff member charged with misconduct during the period of training may be withdrawn from training and should be liable for appropriate disciplinary proceedings, as the appointing authority deems fit. Penalty in such cases may include recovery of the amount spent on the training by the Commission.

27. Other conditions of service -

Other conditions of service of the Staff with respect to which no express provision has been made in these rules, shall be such as are admissible to staff of the Central Government drawing an equivalent pay.

28. Power of Relaxation -

The Commission may in the public interest and after recording reasons in writing and obtaining approval of the Central Government, relax any of the provisions of these regulations.

29. Interpretation -

If any question arises relating to the interpretation of these regulations, it will be referred to the Central Government for examination and decision of the Central Government will be final.

APPENDIX-I

EDUCATIONAL QUALIFICATION, EXPERIENCE AND QUALIFYING SERVICE FOR STAFF ON DEPUTATION ON FOREIGN SERVICE TERMS /SHORT-TERM CONTRACT

S.N	Post	Scale of Pay	Minimum Educational Qualification	Nature of Experience	Qualifying Service
1	2	3	4	5	6
1.	Secretary	Rs.18400-500-22400	Graduate Degree	Must have experience in secretariat functioning in the Central Government as well as experience and knowledge of the functioning of State Governments. Prior experience and exposure to regulation and infrastructure management will be preferable.	Officers :- i. Holding analogous posts on regular basis; or ii. With 2 years regular service in the scale of Rs.16400-20000 or equivalent; or iii. With 3 years regular service in the scale of Rs.14300-18300 or equivalent.
2.	Chief (Economics) / Joint Chief (Economics)	Chief : Rs.18400-500-22400 Joint Chief : Rs.14300-400-18300	Ph.D in Economics Ph.D in Economics	Application of regulatory economics, demand forecasting or modeling. Application of regulatory economics, demand forecasting or modeling.	Officers under the Central Government :- For the post of Chief : i. Holding analogous posts on regular basis; or ii. With 2 years regular service in the scale of Rs.16400-20000 or equivalent; or iii. With 3 years regular service in the scale of Rs.14300-18300 or equivalent.

					For the post of Joint Chief : i. Holding analogous posts on regular basis; or ii. With 3 years regular service in the scale of Rs.12000-16500 or equivalent; or iii. With 8 years regular service in the scale of Rs.10000-15200 or equivalent.
3.	Chief/Joint Chief (Engineering)	Chief : Rs.18400-500-22400 Joint Chief : Rs.14300-400-18300	Degree in Engineering Degree in Engineering	Familiarity with the latest technological developments in transmission, generation system planning and operation and preferably familiarity with techno-economic appraisal. Experience in any of these areas both hands on as well as design and planning.	- do -
4.	Chief/ Joint Chief (Finance)	Chief : Rs.18400-500-22400 Joint Chief : Rs.14300-400-18300	MBA in Finance or certified Chartered Accountant or certified Cost Accountant preferably with Engineering Degree.	Tariff formulation or cost analysis or financial management	- do -
5.	Chief/ Joint Chief (Legal)	Chief : Rs.18400-500-22400 Joint Chief : Rs.14300-400-18300	Degree in Law preferably with specialisation in regulation	Judicial/ Quasi-Judicial legal matters including proceedings, petitions, pleadings, listing of the case laws etc.	- do -

6.	Deputy Chief (MIS)	Rs.12000-375-18000	BE/B.Tech. in Computer/ Communications Tech. or BE/B.Tech. with a Post Graduate Diploma in Computer Applications or Post Graduate Degree in Computer Application with Graduate Degree in Science	Management of Computer, IT (Information Technology) and MIS facilities	Officers under the Central Government : i. Holding analogous posts on regular basis; or ii. With 3 years regular service in the scale of Rs.10000-15200 or equivalent; iii. With 7 years regular service in the scale of Rs. 8000-13500 or equivalent.
7.	Deputy Chief (Economics)	Rs.12000-375-18000	Post Graduate Degree in Economics with specialisation in Econometrics or Post Graduate in Mathematics with specialisation in O.R. (Operations Research) or Post Graduate Degree in Statistics	Application of regulatory Economics, demand forecasting or modelling	Officers under the Central Government : i. Holding analogous posts on regular basis; or ii. With 3 years regular service in the scale of Rs.10000-15200 or equivalent; or iii. With 7 years regular service in the scale of Rs. 8000-13500 or equivalent.
8.	Deputy Chief (Engineering)	Rs.12000-375-18000	Graduate Degree in Engineering with a relaxation to Diploma in Engineering for members of the Central Power Engineering (Group 'A') Services promoted from feeder services.	Hands-on as well as design and planning experience in system planning and operation, transmission maintenance and operation, gas generation technologies, coal thermal or hydro power, preferably familiarity with techno-economic appraisal.	- do -
9.	Deputy Chief (Finance)	Rs.12000-375-18000	MBA in Finance or certified Chartered	Tariff formulation or cost analysis or financial management	

			Accountant or Certified Cost Accountant – preferably with Engineering Degree		- do -
10.	Deputy Chief (Environment)	Rs.12000-375-18000	Post Graduate Degree in Environmental Engineering or Environmental Economics	Formulation of environment policy, economic cost benefit analysis and thorough knowledge of environmental laws, regulations and institutional design	- do -
11.	Deputy Chief (Consumer & Public Relations)	Rs.12000-375-18000	Post Graduate Degree in Communications or Management	Media management, working journalist or public relations manager	- do -
12.	Deputy Chief (Regulatory Affairs)	Rs.12000-375-18000	Graduate Degree preferably with MBA in Finance or Post Graduate in Regulation or equivalent.	Having dealt with policy matters relating to Regulatory Commissions, thorough knowledge and understanding of the electricity sector, especially regulatory reforms.	-do-
13.	Integrated Financial Adviser	Rs.12000-375-18000	Graduate Degree in Commerce, Preferably passed SAS or equivalent examination	Having knowledge/experience of Central Government Accounting procedure such as the procedural details for budget and expenditure control, drawing and disbursement, receipts and payments, statutory recoveries, deposits etc. their accounting and financial control etc. and also knowledge of Financial Rules/Regulations including General Financial Rules (GFR), Delegation of Financial Power Rules, Fundamental Rules/ Supplementary Rules (FR/SR) and of the rules and orders concerning financial matters.	-do-

14.	Assistant Chief (Economics)	Rs.10000-325-15200	Post Graduate Degree in Economics with specialisation in econometrics or Post Graduate in Mathematics with specialisation in O.R. (Operational Research) or Post Graduate degree in Statistics	Application of regulatory economics, demand forecasting or modelling	Officers under the Central Government:- i. Holding analogous posts on regular basis; or ii. With 4 years regular service in the scale of Rs.8000-13500 or equivalent; or iii. With 5 years combined regular service in the scale of Rs.7500-12000 and Rs.7450-11500 or equivalent; or iv. With 6 years regular service in the scale of Rs.6500-10500 or equivalent.
15.	Assistant Chief (Engineering)	Rs.10000-325-15200	Graduate Degree in Engineering with a relaxation to Diploma in Engineering for members of the Central Power Engineering (Group 'A') Services promoted from feeder service.	Hands-on experience in system planning and operation, transmission maintenance and operation, gas generation technologies, coal thermal or hydro power, preferably familiarity with techno-economic appraisal.	Officers under the Central Government:- i. Holding analogous posts on regular basis; or ii. With 4 years regular service in the scale of Rs.8000-13500 or equivalent; or iii. With 5 years combined regular service in the scale of Rs.7500-12000 and Rs.7450-11500 or equivalent; or iv. With 6 years regular service in the scale of Rs.6500-10500 or equivalent.

16.	Assistant Chief (Finance)	Rs.10000-325-15200	MBA in Finance or certified Chartered Accountant or certified Cost Accountant – preferably with Engineering Degree	Tariff formulation or cost analysis or financial management	Officers under the Central Government :- i. Holding analogous posts on regular basis; or ii. With 4 years regular service in the scale of Rs.8000-13500 or equivalent; or iii. With 5 years combined regular service in the scale of Rs.7500-12000 and Rs.7450-11500 or equivalent; or iv. With 6 years regular service in the scale of Rs.6500-10500 or equivalent.
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17.	Assistant Chief (Accounts)	Rs.10000-325-15200	Bachelor's Degree, preferably passed SAS/JAO (Civil) examination or equivalent.	Having knowledge of Central Government Accounting procedure such as the procedural details for budget, drawing and disbursement, receipts and payments, statutory recoveries, fund etc., their accounting and the financial control.	Officers under the Central Government :- i. Holding analogous posts on regular basis; or ii. With 4 years regular service in the scale of Rs.8000-13500 or equivalent; or iii. With 5 years combined regular service in the scale of Rs.7500-12000 and Rs.7450-11500 or equivalent; or iv. With 6 years regular service in the scale of Rs.6500-10500 or equivalent.
18.	Bench Officer	Rs.10000-325-15200	Degree in Law	Judicial/ Quasi-judicial legal matters including proceedings, petitions, pleadings, listing the case law etc.	Officers under the Central Government :- i. Holding analogous posts on regular basis; or ii. With 4 years regular service in the scale of Rs.8000-13500 or equivalent; or iii. With 5 years combined regular service in the scale of Rs.7500-12000 and Rs.7450-11500 or equivalent; or iv. With 6 years regular service in the scale of Rs.6500-10500 or equivalent
19.	Assistant Chief (MIS)	Rs.10000-325-15200	Degree in Science with Post Graduate Diploma in	Management of Computer, IT (Information Technology) and MIS	Officers under the Central Government :-

			Computer Application	facilities	<ul style="list-style-type: none"> i. Holding analogous posts on regular basis; or ii. With 4 years regular service in the scale of Rs.8000-13500 or equivalent; or iii. With 5 years combined regular service in the scale of Rs.7500-12000 and Rs.7450-11500 or equivalent; or iv. With 6 years regular service in the scale of Rs.6500-10500 or equivalent
20.	Assistant Secretary (P&A) (Personnel & Administration)	Rs.10000-325-15200	Graduate degree.	Must have experience in secretariat functioning in the Central Government i.e. General Administration matters, Personnel Management, maintenance of discipline and being Head of Office should dispose of as many cases as possible on his own responsibility.	<p>Officers under the Central Government :-</p> <ul style="list-style-type: none"> i. Holding analogous posts on regular basis; or ii. With 4 years regular service in the scale of Rs.8000-13500 or equivalent; or iii. With 5 years combined regular service in the scale of Rs.7500-12000 and Rs.7450-11500 or equivalent; or iv. With 6 years regular service in the scale of Rs.6500-10500 or equivalent
21.	Assistant Secretary (Forum of Regulators)	Rs.10000-325-15200	Graduate Degree with PG Diploma in Financial management	Experience of having dealt with matters relating to Regulatory Commissions, thorough knowledge and understanding of the electricity sector, especially regulatory reforms.	<p>Officers under the Central Government :-</p> <ul style="list-style-type: none"> i. Holding analogous posts on regular basis; or ii. With 4 years regular service in the scale of Rs.8000-13500 or equivalent; or iii. With 5 years combined

					regular service in the scale of Rs.7500-12000 and Rs.7450-11500 or equivalent; or iv. With 6 years regular service in the scale of Rs.6500-10500 or equivalent
22.	Principal Private Secretary	Rs.10000-325-15200	Must be Computer- literate, proficient in using MS Office	Working as Secretariat Staff	Officers under the Central Government :- i. Holding analogous posts on regular basis; or ii. With 5 years regular service in the scale of Rs.8000-13500 or equivalent; or iii. With 6 years regular service in the scale of Rs.7500-12000 or equivalent; or iv. With 7 years regular service in the scale of Rs.7450-11500 or equivalent; or v. With 8 years regular service in the scale of Rs.6500-10500 or equivalent.
23.	Pay and Accounts Officer/Senior Accounts Officer	Rs.8000-275-13500	Graduate Degree preferably in Commerce	Having knowledge of Central Government Accounting procedure such as the procedural details for budget, drawing and disbursement, receipts and payments, statutory recoveries, funds etc. their accounting & financial control.	Officers under the Central Government : i. Holding analogous post on regular basis; or ii. With 6 years regular service in the scale of Rs.5500-9000; or iii. With 4 years regular service in the scale of

					Rs.6500-10500; or iv. With combined 3 years regular service in the scale of Rs.7500-12000 and Rs.7450-11500.
24.	Private Secretary	Rs. 6500-200-10500	Must be Computer-literate, proficient in using MS Office	Working as Secretariat Staff	Persons under the Central Government : i. Holding analogous posts on regular basis; ii. With 3 years regular service in the scale of Rs.5500-9000, or equivalent; or iii. With 6 years regular service in the scale of Rs.5000-8000 or equivalent; or iv. With 8 years regular service in the scale of Rs.4500-7000 or equivalent.
25	Assistant	Rs. 5500-175-9000	Preferably computer-literate and proficient in MS Office	Experience in establishment/ administration/ accounts	Persons under the Central Government : i. Holding analogous posts on regular basis; or ii. With 2 years regular service in the scale of Rs.5000-8000, or equivalent; or iii. With 4 years regular service in the scale of Rs.4500-7000 or equivalent; or iv. With 6 years regular service in the scale of Rs.4000-6000 or

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APPENDIX - II

Eligibility criteria for direct recruitment

1. **Personal Assistant :** Must have passed Higher Secondary (10+2) with relevant experience in managing the personal office of officers and executive equivalent with Deputy Secretary to the Government of India, knowledge of file keeping, record management, scheduling of appointments and familiarity with the travel scheduling.
Age limits: The age of the applicant should be between 18 and 25 years as on the date of advertisement of the vacancies. However, usual age relaxation will be admissible to SC/ST/OBC, etc. as per Government Orders in force.
2. **Steno:** Must have passed High School. Having strong skills in taking dictation directly onto the computer as well as in short hand. Must be familiar with file keeping and record management. Must have a pleasing personality and must have proven capability in functioning as a team.
Age limits: The age of the applicant should be between 18 and 25 years as on the date of advertisement of the vacancies. However, usual age relaxation will be admissible to SC/ST/OBC, etc. as per Government Orders in force.
3. **Receptionist-cum-Telephone Operator:** Must have passed High School. The candidate must have a pleasing personality and good interpersonal skills. Proven capability of handling high density electronic and audio messages will be an asset. The candidate must have relevant experience in managing a telephone switch board, receipt/despatch of mail, keeping leave records and attending to visitors. Proficiency in spoken English and Hindi is essential.
Age limits: The age of the applicant should be between 18 and 25 years as on the date of advertisement of the vacancies. However, usual age relaxation will be admissible to SC/ST/OBC, etc. as per Government Orders in force.
4. **Drivers:** Must have passed 8th standard and having three years experience as a professional driver and be licensed to drive the class of vehicle for which he is being considered. He must be able to maintain log books and records.
Age limits: The age of the applicant should be between 18 and 25 years as on the date of advertisement of the vacancies. However, usual age relaxation will be admissible to SC/ST/OBC, etc. as per Government Orders in force.
5. **Peon:** Must have passed the eighth standard. Knowledge of spoken and written Hindi will be necessary and familiarity with English will

be required.

Age limits: The age of the applicant should be between 18 and 25 years as on the date of advertisement of the vacancies. However, usual age relaxation will be admissible to SC/ST/OBC, etc. as per Government Orders in force.

APPENDIX III

Eligibility criteria for appointment on promotion basis

S.NO.	Post	Scale of Pay	Nature of Experience	Qualifying Service (from the date of absorption in the Commission)
1	2	3	4	5
01.	Principal Private Secretary	10000-325-15200	Working as Secretariat staff	With 8 years regular service in the scale of Rs.6500-200-10500 or equivalent.
02.	Private Secretary	6500-200-10500	Working as Secretariat staff	With 5 years regular service in the scale of Rs.5500-175-9000 or equivalent.
03.	Personal Assistant	5500-175-9000	Working as Secretariat staff	With 8 years regular service in the scale of Rs.4000-100-6000 or equivalent.
04.	Senior Peon/Daftry	2610-60-3150-65-3540	Having knowledge of spoken and written Hindi along with familiarity with spoken and written English. Must have knowledge of file movement, dak management and rendering assistance in a record room and court procedure.	With 2 years regular service in the scale of Rs.2550-55-2660-60-3200 or equivalent.

(RAVINDER)
Chief (Engg.)

