

	<p align="center">CENTRAL ELECTRICITY REGULATORY COMMISSION (CERC) 3rd & 4th Floor, Chanderlok Building, 36, Janpath, New Delhi - 110 001 Tele: 23353503 Fax : 23753923 Website: www.cercind.gov.in</p>
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CERC, a statutory body constituted under an Act of Parliament, invites applications for the following posts on Direct recruitment basis:-

Name of the Post	Pay Scale	No. of Post	Qualifications, experience etc.
Stenographer	5200-20200 plus Grade Pay of Rs.2400 per month	2	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.
Personal Assistant	Rs.9300-34800 plus Grade Pay of Rs.4200 per month	2	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.

2. Application in the proforma given below with one self attested passport size photograph affixed on the application alongwith attested photocopies of supported certificates may be sent to Assistant Secretary at the address given above latest by **27 December 2008** :

1. Post applied for 2. Name 3. Address 4. Father's name 5. Date of Birth 6. Category : SC/ST/OBC/General 7. Educational qualifications- exam passed, name of the board/university, year of passing, percentage of marks secured and Dvn/Class 8. Other (Technical/Professional) Qualifications 9. Experience- name of the organization, designation held, period of service, scale of pay with basic pay and total emoluments drawn, nature of duties if any 10. Any other information. 11 Place:. 12: Date:- 13. Signature of the candidate.

3. General terms & Conditions:- i) Allowances as admissible to Central Government employees. ii) The age of the applicant should be between 18 and 25 years as on the date of publications of this advertisement. Age relaxation will be admissible to SC/ST/OBC candidates as per Government instructions in force. iii) Leased accommodation is admissible as per CERC (Leased Accommodation) Regulations, 2007. iv) Medical re-imbursement is admissible as per the CERC (Indoor/Outdoor Medical facilities) Regulations, 2005. v) Person appointed shall be on probation for two years. vi) Person appointed to CERC shall be governed by the general terms and conditions laid down in CERC (Recruitment, Control and service conditions of staff) Regulations, 2007. vii) Copy of all the regulations mentioned above are available in the CERC's website. viii) Only shortlisted candidates will be called for interview/written test. ix) Those employed in Govt/Semi Govt/PSU/Autonomous bodies should apply through proper channel x) Only shortlisted candidates will be called for interview/written test. xi) Merely fulfilling the eligibility conditions will not be the criteria of shortlisting of applications xii) Only Indian nationals need apply xiii) No TA/DA will be paid to the applicants called for the interview/written test. xiv) CERC reserves the right not to fill up any or all posts.

Sd/-
Assistant Secretary