

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                            |                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|------------------|
| 10. If any post held on Deputation in the past by the applicant, date of 1st from the last deputation and other details:                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                            |                  |
| 11. Additional details about present employment:<br>Please state whether working under (indicate the name of your employer against the relevant column)                                                                                                                                                                                                                                                                                                                                                                                   |                                                                            |                  |
| a) Central Government<br>b) State Government<br>c) Autonomous Organization<br>d) Government Undertaking<br>e) Universities<br>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:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                            |                  |
| Basic 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 Organisation 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 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                            |                  |
| 16.A Additional information, if any, relevant to the post you applied for in support of your suitability for the post.<br>(This among other things may provide information with regard to<br>(i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)<br>(Note: Enclose a separate sheet, if the space is insufficient)                                                                                                               |                                                                            |                  |
| 16. B Achievements:<br>The candidates are requested to indicate information with regard to:<br>(i) Research publications and reports and special projects<br>(ii) Awards/Scholarships/ Official Appreciation<br>(iii) Affiliation with the professional bodies/institutions/societies and;<br>(iv) Patents registered in own name or achieved for the organization<br>(v) Any research/ innovative measure involving official recognition<br>(vi) any other information.<br>(Note: Enclose a separate sheet if the space is insufficient) |                                                                            |                  |
| 17. Whether belongs to SC/ST                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                            |                  |



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. If at any time I am found to have concealed/ distorted any material information, my appointment shall be liable to be summarily terminated without notice/ compensation. I further undertake that I shall not withdraw my candidature for the post applied for.

(Signature of the candidate)

Address \_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

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No.  
26/12

## 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 possess educational qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

### 2. Also certified that:

- (1) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt.
- (2) His/Her integrity is certified.
- (3) His/Her CR Dossier in original is enclosed/photocopies of the ACRs/APARs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- (4) 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)





# ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi – 110001

No. 590/IIIDEM/Structure/2015/Trg-II

Dated: 6<sup>th</sup> December, 2018

All Ministries/ Departments of Government of India  
All State Governments/ UT Administration  
All Central/ State Government Universities  
Central Public Sector Undertakings, Statutory and Autonomous Bodies

Subject: Calling applications for filling up various posts on deputation, at IIIDEM (Dwarka Campus),  
Election Commission of India New Delhi.

It is proposed to fill up the posts as given in the Annexure I at India International Institute of Democracy and Election management (IIIDEM), Election Commission of India, Sector -13, Dwarka, New Delhi with headquarters at New Delhi.

Posts shall be filled up by officers having desired qualification, experience and holding analogous posts in State/ Central Govt./ Universities/ Autonomous Bodies/ Central PSUs as mentioned against each post in the Annexure I.

3. Interested and eligible candidates may submit their applications. Only those applications will be considered which are routed through proper channel and are accompanied with the required documents as under:-

- Bio-data with features in the proforma at Annexure-II;
- Certified copies of ACRs/APAR for the last three years upto 2017 -2018 duly attested by a Group 'A' officer;
- Cadre clearance;
- Clearance from vigilance and disciplinary angle; and
- Certificate from the competent authority that no major or minor penalties, if any, imposed or contemplated against the officer during the last ten years
- A certificate from the competent authority that in the event of selection, the officer would be relieved immediately to join the duties of the post.

4. Maximum age limit for all the posts is 55 years as on 01<sup>st</sup> January 2019. Applications received through proper channel shall be scrutinized and shortlisted candidates may be called for interview.

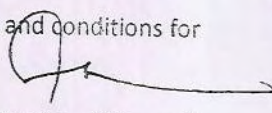




5. All Ministries/Departments are requested to forward this letter to all offices under their control. They are also requested to forward applications complete in all respect of willing and eligible officers latest by 08<sup>th</sup> January 2019, at the following address

Sanjeev K. Prasad, Under Secretary, India International Institute of  
Democracy & Election Management, Election Commission of India,  
Nirvachan Sadan, Ashoka Road, New Delhi-110001.

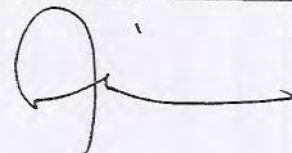
6. Advance copy may be sent by email to [sanjeevk.prasad@eci.gov.in](mailto:sanjeevk.prasad@eci.gov.in). The terms and conditions for deputation will be regulated as per existing instructions of the DPOT in this regard.

  
(Sanjeev K. Prasad)  
Under Secretary  
Election Commission of India



## List of posts to be filled on deputation -

| Sl | Department/<br>Centre Name                                                    | Name of<br>Post                   | Post<br>Equivalent<br>in Govt. of<br>India                    | No. of<br>Posts | Qualification and Experience                                                                                                                                                                           | Scale of Pay                                                                             |
|----|-------------------------------------------------------------------------------|-----------------------------------|---------------------------------------------------------------|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| 1  | Centre of<br>National<br>Training                                             | Program<br>executive              | Assistant<br>Section<br>Officer                               | 2               | Graduate with min of 3 yrs of<br>program execution experience                                                                                                                                          | Level 7, Rs.<br>44,900/-<br>1,42,400/-                                                   |
| 2  | Centre for<br>International<br>Training                                       | Program<br>executive              | Assistant<br>Section<br>Officer                               | 2               | Graduate with min of 3 yrs of<br>program execution experience                                                                                                                                          | Level 7, Rs.<br>44,900/-<br>1,42,400/-                                                   |
| 3  | Centre for E-<br>Learning                                                     | Head- E<br>learning               | Dy,<br>Secretary<br>or above                                  | 1               | MBA with min of 12 yrs of<br>experience with min 4 yrs in<br>program management in<br>eLearning                                                                                                        | Level 13, Rs.<br>1,18,500/-<br>2,14,100/-<br><br>Level 12, Rs.<br>78,800/-<br>2,09,200/- |
|    |                                                                               | Programmer                        | Assistant<br>Section<br>Officer or<br>above                   | 1               | MCA/ BTech in computer<br>science or related fields with<br>min of 5 yrs of exp in software<br>development and programming                                                                             | Level 7, Rs.<br>44,900/-<br>1,42,400/-                                                   |
|    |                                                                               | Program<br>executive              | Assistant<br>Section<br>Officer                               | 1               | Graduate with min of 3 yrs of<br>program execution experience                                                                                                                                          | Level 7, Rs.<br>44,900/-<br>1,42,400/-                                                   |
| 4  | School of<br>Election<br>Management,<br>Voter<br>Education &<br>Communication | Faculty-<br>General<br>Management | Assistant<br>Professor in<br>Central<br>Govt.<br>Universities | 1               | P.hd with min of 10 yrs of<br>experience in teaching general<br>mgmt./ leadership/ Project<br>Mgmt in reputed institute OR<br>certified trainer with MBA with<br>min of 10 yrs of experience in<br>L&D | Level 12, Rs.<br>79,800/-<br>2,11,500/-                                                  |
|    |                                                                               | Program<br>Manager                | Under<br>Secretary<br>or above                                | 2               | MBA with min of 8 yrs of<br>experience with min 4 yrs in<br>program management in L&D<br>sector                                                                                                        | Level 11, Rs.<br>67,700/-<br>2,08,700/-                                                  |
|    |                                                                               | Program<br>Executive              | Assistant<br>Section<br>Officer                               | 2               | Graduate with min of 3 yrs of<br>program execution experience                                                                                                                                          | Level 7, Rs.<br>44,900/-<br>1,42,400/-                                                   |





| Sl | Department/<br>Centre Name                                          | Name of<br>Post           | Post<br>Equivalent<br>in Govt. of<br>India                    | No. of<br>Posts | Qualification and Experience                                                                                                                  |                                                                                          |
|----|---------------------------------------------------------------------|---------------------------|---------------------------------------------------------------|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| 5  | School of<br>Electoral Law                                          | Law Faculty               | Assistant<br>Professor in<br>Central<br>Govt.<br>Universities | 2               | LLB with min of 10 yrs of<br>experience, with min 5 yrs in<br>Law teaching OR LLB with 10<br>years experience in Election<br>Management       | Level 7, Rs.<br>79,800/-<br>2,11,000/-                                                   |
|    |                                                                     | Legal<br>Executive        | Assistant<br>Section<br>Officer or<br>above                   | 2               | Law Graduate with min 3 yrs of<br>exp                                                                                                         | Level 7, Rs.<br>44,900/-<br>1,42,400/-                                                   |
| 6  | Centre For<br>Research &<br>Innovation in<br>Election<br>Management | Research<br>Associate     | Assistant<br>Section<br>Officer or<br>above                   | 1               | Post graduate/Phd students<br>pursuing research in political<br>science/ Sociology or related<br>areas with min 5 yrs of exp                  | Level 7, Rs.<br>44,900/-<br>1,42,400/-                                                   |
|    |                                                                     | Program<br>executive      | Assistant<br>Section<br>Officer or<br>above                   | 1               | Graduate with min of 3 yrs of<br>program execution experience                                                                                 | Level 7, Rs.<br>44,900/-<br>1,42,400/-                                                   |
| 7  | Centre For<br>Collaboration &<br>Partnerships                       | Relationship<br>Executive | Assistant<br>Section<br>Officer or<br>above                   | 1               | Graduate with min of 3 yrs of<br>program execution experience                                                                                 | Level 7, Rs.<br>44,900/-<br>1,42,400/-                                                   |
| 8  | Centre for<br>curriculum<br>development                             | Curriculum<br>Expert      | Dy.<br>Secretary<br>or above                                  | 1               | Post grad in education or<br>related fields with min 12 yrs of<br>exp in curriculum framework<br>and designing                                | Level 13, Rs.<br>1,18,500/-<br>2,14,100/-<br><br>Level 12, Rs.<br>78,800/-<br>2,09,200/- |
| 9  | Admin and<br>Purchase Wing                                          | Head Admin                | Dy.<br>Secretary<br>or above                                  | 1               | Secretary from ECI or Serving or<br>Retired Govt Officer or MBA<br>with min of 12 yrs of exp with<br>min 5 yrs of institutional<br>experience | Level 13, Rs.<br>1,18,500/-<br>2,14,100/-<br><br>Level 12, Rs.<br>78,800/-<br>2,09,200/- |
|    |                                                                     | Commercial<br>Manager     | Under<br>Secretary<br>or above                                | 1               | Graduate with min of 8 yrs of<br>exp with min 3 yrs in purchase<br>and procurements                                                           | Level 11, Rs.<br>67,700/-<br>2,08,700/-                                                  |
|    |                                                                     | Admin<br>executive        | Assistant<br>Section                                          | 1               | Graduate with min of 2 yrs of<br>program execution experience                                                                                 | Level 7, Rs.<br>44,900/-<br>1,42,400/-                                                   |

Department/  
Centre Name

10 Human  
Resource  
Systems

11 Fin  
A



| Department/<br>Centre Name             | Name of<br>Post      | Post<br>Equivalent<br>in Govt. of<br>India  | No. of<br>Posts | Qualification and Experience                                                                                                 | Scale of Pay                                                                             |
|----------------------------------------|----------------------|---------------------------------------------|-----------------|------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
|                                        |                      | Officer or<br>above                         |                 |                                                                                                                              |                                                                                          |
| 10 Human<br>Resource &<br>Systems Wing | HR Executive         | Assistant<br>Section<br>Officer or<br>above | 1               | Graduates with min of 5 yrs exp<br>in HR function                                                                            | Level 7, Rs.<br>44,900/-<br>1,42,400/-                                                   |
| 11 Finance &<br>Accounting<br>Wing     | Head<br>Finance      | Dy.<br>Secretary<br>or above                | 1               | Govt Officer with min 12 yrs of<br>experience in finance and<br>accounting                                                   | Level 13, Rs.<br>1,18,500/-<br>2,14,100/-<br><br>Level 12, Rs.<br>78,800/-<br>2,09,200/- |
|                                        | Accounting<br>Manger | Section<br>Officer                          | 1               | Post Graduate in<br>accounting/commerce/business<br>management with min of 10 yrs<br>exp with 3 yrs accounting<br>experience | Level 8 Rs.<br>47,600/-<br>1,51,100/-                                                    |
|                                        | Accountant           | Assistant<br>Section<br>Officer or<br>above | 1               | Graduate in commerce with min<br>2 yrs of book keeping<br>experience                                                         | Level 7, Rs.<br>44,900/-<br>1,42,400/-                                                   |
|                                        | IT Wing              | Program<br>executive                        | 1               | Graduate with min of 3 yrs of<br>program execution experience                                                                | Level 7, Rs.<br>44,900/-<br>1,42,400/-                                                   |
| 13 Media &<br>Communication<br>Wing    | Media<br>Executive   | Assistant<br>Section<br>Officer or<br>above | 1               | Graduate with<br>media/communication/ mass<br>com as specialization with min 3<br>yrs of experience                          | Level 7, Rs.<br>44,900/-<br>1,42,400/-                                                   |
| 14 Library Wing                        | Librarian            | Library &<br>Information<br>Officer         | 1               | B.Lib/ M.Lib or equivalent with<br>min 5 yrs of exp in handling<br>large libraries                                           | Level 11, Rs.<br>67,700/-<br>2,08,700/-                                                  |
|                                        | Library<br>assistant | Library &<br>Information<br>Assistant       | 1               | Any graduate with min of 3 yrs<br>of experience with 1 year of<br>library experience                                         | Level 6, Rs.<br>35,400 -<br>1,12,400/-                                                   |
| 15 Museum Wing                         | Museum<br>executive  | Assistant<br>Section<br>Officer or<br>above | 1               | Graduates with min 2 yrs of exp                                                                                              | Level 7, Rs.<br>44,900/-<br>1,42,400/-                                                   |



| Sl | Department/<br>Centre Name                 | Name of<br>Post                          | Post<br>Equivalent<br>in Govt. of<br>India | No. of<br>Posts | Qualification and Experience                                                                                   |                                        |
|----|--------------------------------------------|------------------------------------------|--------------------------------------------|-----------------|----------------------------------------------------------------------------------------------------------------|----------------------------------------|
| 16 | Engineering &<br>maintenance<br>Wing.      | Head-<br>Engineering<br>&<br>Maintenance | Assistant<br>Executive<br>Engineer         | 1               | BE/BTech electrical/mechanical<br>with min of 10 yrs of exp with<br>min 3 yrs in engg equipment<br>maintenance | Level<br>56,100/-<br>1,77,500/-        |
|    |                                            | Maintenance<br>Engineer                  | Junior<br>Engineer                         | 1               | ITI/ Graduate with engg<br>subjects with min of 5 yrs of exp<br>in maintenance                                 | Level 6, Rs.<br>35,400/-<br>1,12,400/- |
| 17 | Protocol<br>Division                       | Protocol<br>Officer                      | Section<br>Officer                         | 1               | Graduate with min of 8 yrs<br>experience                                                                       | Level 8 Rs.<br>47,600/-<br>1,51,100/-  |
| 18 | Personal Staff<br>to Director and<br>above | Personal<br>assistants                   | PA or<br>above                             | 2               | Graduate with min 3 yrs of<br>experience                                                                       | Level 7, Rs.<br>44,900/-<br>1,42,400/- |
|    |                                            | Total                                    |                                            | 37              |                                                                                                                |                                        |

*[Handwritten Signature]*

1. Name and Designation  
2. Service to  
Year of  
Parer



PROFORMA

1. Name and Designation (in block letters) :
2. Service to which belong to :  
Year of Recruitment :  
Parent Cadre (if any) :
3. Date of Birth & age as on 01/01/2019 :
4. Date of retirement :
5. Educational Qualifications (i) Graduate Level :  
(ii) Post Graduate Level : (iii) Others :
6. Address (Residence and office including Tel. No. Mobile No. and e-mail address) :

Office Address –

Tel. (O) –

Residence Address –

Tel. ( R ) –

, E-mail –

Mobile No –

7. Details of the present post held :  
a. Date from which held :  
b. Present details of Pay : Pay - Level of Pay -  
c. Whether in parent cadre or in deputation :  
d. If the present post is held on deputation basis, since when :  
e. If the post held is on deputation, the regular post held in the cadre with pay and level of pay and from which date :

8. Positions held during the preceding years :-

| Sl | Name of office / Organization where employed | Post held and service / cadre to which it belongs | From | To | Pay Scale | Responsibilities |
|----|----------------------------------------------|---------------------------------------------------|------|----|-----------|------------------|
| 1  |                                              |                                                   |      |    |           |                  |

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14/05/2022



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|---|--|--|--|--|--|--|--|

9. Additional information, if any, which you would like to mention in support of your application for the post.
10. Curriculum Vitae, if any :  
(CV may include (1) Awards / recognitions, papers published; other publications (2) A write up of around 500 words on why you think you are the right candidate for this post)

Date:

(Signature of Candidate)

3555



No. S.11013/08/2018-HR  
Government of India  
Ministry of Health & Family Welfare  
(Department of Health Research)

Vacancy Circular

To

1. The Chief Secretaries  
All State Government,
2. All Secretaries  
Ministries/Departments of Government of India

Sub.: Filling up of post of Administrative Officer GCS Group 'B' in the Bhopal Memorial Hospital & Research Centre (BMHRC), Bhopal.

The Bhopal Memorial Hospital & Research Centre (BMHRC), Bhopal is a unit under the Department of Health Research (DHR) Ministry of Health & Family Welfare, New Delhi. DHR invites applications from eligible persons for One post of Administrative Officer [Group - 'B' (Gazetted)] in Pay Matrix in Level-8 (as per 7<sup>th</sup> CPC) corresponding to Pay Band Rs.9300-34800 and Grade Pay of Rs.4800 (pre revised) to be filled on deputation basis.

2. Eligibility: Officers under Central Government or State Government or Union Territory Administrative or Public Sector Undertakings or Universities or recognised Research Institutions or Semi-Government or Autonomous bodies or Statutory Organizations:

(A)(i) holding analogous post on a regular basis in the parent cadre or department: or

(ii) with two years' service rendered after appointment thereto on a regular basis in level-7 in the Pay Matrix (Rs. 44,900-1,42,400) or equivalent in the parent cadre or Department; or

(iii) with six years' of service rendered after appointment thereto on a regular basis in level-6 in the Pay Matrix (Rs. 35,400-1,12,400) or equivalent in the parent cadre or Department; and

(B) Possessing the following educational qualification and experience:

(i) Degree from a recognized University or Institute; and

(ii) three years' experience in Accounts, Administration, Establishment work in a Government office or Public Sector Undertaking or Autonomous body or Statutory body.





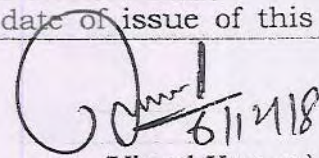
Note 1: Assistant Administrative Officer in level- 6 in the Pay Matrix (Rs. 35,400-1,12,400) with six years of regular service in the grade and possessing the educational qualifications and experience prescribed above shall also be considered along with outsiders. If the departmental candidate is selected for appointment to the post, it shall be treated as having been filled by promotion.

Note 2: Period of deputation (including Short-Term Contract) including period of deputation (including Short-Term Contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years. The maximum age-limit for appointment by deputation (including short term contract) shall not be exceeding fifty six years as on the closing date of receipt of applications.

3. Note: Duties and responsibilities of the Administrative Officer, BMHRC covers processing of all communications including noting and drafting of references relating to service, Administrative and establishment matters, Supervision of P&A wing of the Hospital etc.

4. Application for the above post may be addressed to Deputy Secretary (BMHRC), Department of Health Research, 2<sup>nd</sup> Floor, Red Cross Building, Red Cross Road, New Delhi- 110001 and should reach DHR within 45 days from the date of publication of the advertisement in Employment News on the prescribed proforma enclosed. However, applications from the persons who are already in the employment of Govt. Ministry/Department/ PSUs/Autonomous Bodies etc. may be forwarded through proper channel alongwith photocopies of their ACRs/APARs for the last five years. The candidates will not be allowed to withdraw their candidature subsequently.

5. It is requested that this circular may please be given wide publicity and application(s) of the eligible candidate(s) may please be forwarded so as to reach this Department within 45 days from the date of issue of this circular.

  
6/11/18

(Vinod Kumar)

Under Secretary to the Govt. of India  
Tel.: 23736089

Copy to:

1. DoPT with a request to upload this OM on their website.
2. Director, BMHRC for information and necessary action. This circular may be uploaded on the website of the BMHRC.
3. ICMR with a request to upload this OM on their website.
4. Secretary, Union Public Service Commission,  
Dholpur House, Shahjahan Road, New Delhi- 110069



**APPLICATION FOR THE POST OF ADMINISTRATIVE  
OFFICER IN BMHRC (ON DEPUTATION)**

**-:Bio-data proforma:-**

1. Name and Address in Block letters : .....
2. Date of Birth (in Christian era): .....
3. Date of retirement under Central  
State Government Rules : .....
4. Service to which belong : .....
5. Educational Qualifications : .....
6. 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)

| Qualifications/Experience<br>required as mentioned in the<br>advertisement | Qualifications/Experience<br>possessed by the officer |
|----------------------------------------------------------------------------|-------------------------------------------------------|
| Essential                                                                  |                                                       |
| (a)                                                                        |                                                       |
| (b)                                                                        |                                                       |
| (c)                                                                        |                                                       |
| Desirable                                                                  |                                                       |
| (a)                                                                        |                                                       |
| (b)                                                                        |                                                       |

(Add additional sheet, if necessary)

7. Please state clearly whether in the light  
of entries made by you above, you  
meet the requirements of the post :
8. Details of Employment in chronological order. Enclose a separate  
sheet, duly authenticated by your signature, if the space below is  
insufficient.

| Office/Institution/<br>Orgn. | Post held on<br>regular basis | From | To | Level and<br>pay in pay<br>matrix held<br>on regular<br>basis | Nature of<br>Duties (in<br>detail)<br>highlighting<br>experience<br>required for<br>the post<br>applied for |
|------------------------------|-------------------------------|------|----|---------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
|                              |                               |      |    |                                                               |                                                                                                             |
|                              |                               |      |    |                                                               |                                                                                                             |
|                              |                               |      |    |                                                               |                                                                                                             |



9. Nature of present employment i.e.,  
Ad-hoc or Temporary or Permanent : .....
10. 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/to which  
the applicant belongs : .....
- (d) Name of the post and Pay of the post held in  
Substantive capacity in the parent organization: .....

10.1 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.

10.2 Note: Information under Column 10(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.

11. If any post held on deputation in the past  
By the applicant, date of return from the  
last deputation and other details : .....

12. Additional details about present employment:  
Please state whether working under:
- (a) Central Government : .....
- (b) Autonomous Organization : .....
- (c) Government Undertaking : .....
- (d) Universities : .....
- (e) Others : .....

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

| Level in Pay Matrix | Pay drawn | Total Emoluments |
|---------------------|-----------|------------------|
|                     |           |                  |
|                     |           |                  |

15. Additional information, if any, which you would like to mention in support to your suitability for the post. Enclose a separate sheet, if the space is insufficient : .....



16. Whether belongs to SC/ST:.....

17. Remarks: .....

Signature of the Candidate : .....

Address : .....

Tel./Mobile No./E-mail : .....

Place : .....

Date : .....

**Signature of Candidate:**.....

**Countersigned (Employer) :**





**HARYANA ELECTRICITY REGULATORY COMMISSION**  
**Bays No. 33 - 36, Sector – 4, Panchkula-134109**  
**Telephone No. 0172-2582531; Fax No. 0172-2572359**  
**Website: - herc.gov.in, E-Mail: herc-chd@nic.in**

No. 3342 /HERC/Admn.293

dated: 17/12/2018

**VACANCY CIRCULAR**

Haryana Electricity Regulatory Commission (HERC), a statutory body, invites applications for filling up one post of Deputy Secretary in the office of Electricity Ombudsman. The details of posts, number of posts, scales of pay, requisite qualifications and experience and mode of recruitment etc. are as under:-

| Sr. No. | Nomenclature of the post                                              | No. of posts | Mode of recruitment Recruitment and promotion policy                                             | Qualifications                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|---------|-----------------------------------------------------------------------|--------------|--------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1       | Dy. Secretary (attached with EO) (78800-197200) (Pay matrix level 12) | 1            | The officers may be appointed on regular basis or on deputation basis or on contract of service. | <b>Minimum required Qualification</b><br>1. A Graduate degree in Electrical/Mechanical Engineering.<br>2. 10 years of Engineering Experience in distribution Utilities.<br>3. Strong Computer literacy and skills should include demonstrated capabilities in analytical modeling and database management.<br>4. Should be capable of independently working in computers.<br><b>Additional Desirable Qualification</b><br>(a) Post Graduate Degree in Electrical/Power Engineering or MBA in Power Management from a recognized University.<br>(b) Experience in operation and maintenance of distribution system including commercial aspects of distribution (metering, billing and collection etc). system.<br>(c) Familiarity with Electricity Laws. |

1. Closing Date: Applications giving complete details of qualification and experience for the said posts should reach in this Commission by 07.01.2019 up to 5.00 p.m. positively.
2. Candidates may appear for the Interview on 10.01.2019 at 3.00 PM alongwith original testimonials with one set of attested copies at Haryana Electricity Regulatory Commission, Bays no. 33 – 36, Sector 4, Panchkula
3. The age limit as on 07.01.2019 for the direct recruitment to the posts shall be as per the prevailing rules of the Government and regulations issued by the Commission.
4. For applicants who have retired from services of the State or Central Government, the upper age limit shall be as per Haryana Government instructions No.34/01/2004-4GSI dated 06.08.2018 as on the date of publication.
5. Employees of Government Departments, Public Sector Undertakings/Power Utilities (Centre and States), State Electricity Regulatory Commissions etc. may apply through proper channel only. The applications of willing candidates working in departments/organizations may kindly be forwarded to this Commission along with the following documents.
  - a. Photocopies of the ACRs of the applicants for the last ten years duly attested by an authorized officer.
  - b. Certificate to the effect that no vigilance enquiry is pending against the concerned official.
  - c. Certificate to the effect that no penalty was imposed during the last ten years on the candidate official.
  - d. Certificate to the effect that the integrity of the official remained above board during the last ten years.
  - e. Certificate to the effect that no criminal case has been registered against the applicant in any court.
6. For detailed terms and conditions for the post, kindly refer to the Haryana Electricity Regulatory Commission (Terms and Conditions of Service of the Electricity Ombudsman and Officers and the Staff of the Office of the Electricity Ombudsman) Regulations, 2004 available on the website of the Commission i.e. www.herc.gov.in

*Woodle*  
Secretary  
HERC, Panchkula

(for Internal Distribution only)  
Website of HERC.



(Establishment Branch)  
Chandigarh.

2. The Managing Director,  
Haryana Vidyut Prasarn Nigam Limited,  
Shakti Bhawan, Sector 6, Panchkula.
3. The Managing Director,  
UHBVNL, Sector 6,  
Panchkula
4. The Managing Director,  
DHBVNL, Vidyut Sadan,  
Vidyut Nagar, Hisar.
5. The Managing Director,  
HPGCL, Urja Bhawan,  
Sector 6, Panchkula
6. The Secretary,  
BBMB, Sector-19 B,  
Chandigarh.
7. The Director,  
HAREDA,  
Sector 17, Panchkula
8. The Secretary,  
All State Electricity Regulatory Commissions/Joint Electricity Regulatory  
Commission,

Dated, 17/12/2018

Subject: - VACANCY CIRCULAR,

Sir,

I have been directed to request that the names of eligible and interested persons for the vacancies as detailed in the enclosed vacancy circular may kindly be sent to this office with complete bio-data before the last date fixed for the receipt of applications.

Wode  
Secretary  
HERC, Panchkula

