



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. 1133/HERC/Admn-2024

Dated: 07.08.2024

VACANCY CIRCULAR

The Hon'ble Commission has decided to fill the following posts on regular/ contract/ Deputation basis. Accordingly, Haryana Electricity Regulatory Commission (HERC), a statutory body invites applications for filling up the post of Director (Technical), Deputy Director (Accounts), Private Secretary, Personal Assistant and Driver on Regular basis and Electricity Ombudsman (on tenure basis), Joint Director (Transmission), Joint Director (Distribution), Senior Private Secretary, on contract basis. Also, Care Taker on deputation/ Contract basis. The detail of number of posts, pay scale, requisite qualifications, experience and mode of recruitment etc. are as under:

Sr. No.	Name of Post Pay Scale	No. of Post	Mode of Recruitment	Required Qualifications
1	Director (Technical) Pay Matrix Level 19 (128900- 219600)	1	On Regular Basis	<ul style="list-style-type: none">• Bachelor's degree in Electrical/Power Engineering or equivalent• Fifteen years of professional engineering experience with at least one year of experience at Superintendent Engineer (SE) level in a large power utility/ organization with generation, transmission and distribution in the business of power• Planning/ design /operational experience in generation, transmission, and distribution, with particular experience in all matters related to network reliability and stability, power quality and flows <p><u>Additional Desirable Qualifications</u></p> <ul style="list-style-type: none">• Experience in the development of tariffs in regulated industries and power sector reform in India.• Experience in commercial issues, or power purchase agreements.• Demonstrated capability in analytical modelling.
2	Deputy Director (Accounts) Pay Matrix Level 15 (118700- 208400)	1	On Regular Basis	<ul style="list-style-type: none">• Master's degree in Commerce or MBA Finance from a recognized university or CA or ICWA• Hindi/Sanskrit upto Matriculation• Nine years of professional experience in accounting/finance• Demonstrated capability in generally accepted accounting practices, financial analysis, spreadsheets <p><u>Additional Desirable Qualifications</u></p> <ul style="list-style-type: none">• Good written and verbal communication skills• Knowledge of microeconomics• Demonstrated knowledge and/ or experience in the power sector• Member of professional accountancy organization



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3	Private Secretary Pay Matrix Level 7 (44900-142400)	1	On Regular Basis	<ul style="list-style-type: none"> • Knowledge of Hindi • Graduate from any recognized university or institution • Hindi/Sanskrit upto Matriculation • Ten years post qualification as Personal Assistant in an organization of repute English shorthand at speed of 100 w.p.m and transcription thereof at speed of 40 w.p.m • Hindi shorthand at speed of 80 w.p.m and transcription thereof at speed of 20 w.p.m
4	Personal Assistant Pay Matrix Level 6 (35400-112400)	1	On Regular Basis	<ul style="list-style-type: none"> • Graduate from any recognized university or institution • Hindi/Sanskrit up-to Matriculation • Five years post qualification experience as Senior Scale Stenographer in an organization of repute • English shorthand at speed of 100 w.p.m and transcription thereof at speed of 20 w.p.m Hindi shorthand at speed of 80 w.p.m and transcription thereof at speed of 20 w.p.m
5	Driver Pay Matrix Level 4 (25500-81100)	1	On Regular Basis	<ul style="list-style-type: none"> • Matriculation with Hindi/Sanskrit from any recognized Board • Two years' experience of driving light vehicle with driving license (light)
6	Electricity Ombudsman Last pay drawn minus pension plus allowances as admissible	1	On contract basis (post retirement / re-employment)	<ul style="list-style-type: none"> • The person should be of ability, integrity and standing who has adequate knowledge of, and has shown capacity in dealing with problems relating to engineering, finance, commerce, economics, law or management. • The person should be retired civil service officer not below the rank of Secretary to State Government or a retired senior judicial officer / district judge or a retired Chief Engineer or above having experience in distribution of electricity for at least 15 years.
7	Joint Director (Transmission) & Joint Director (Distribution) Last pay drawn minus pension plus allowances as admissible	2 (1Each)	On contract basis (post retirement / re-employment)	<ul style="list-style-type: none"> • Bachelor's degree in Electrical /Power Engineering or Mechanical Engineering • Hindi/Sanskrit upto Matriculation • Twelve years' experience, with a minimum of seven years at the Executive Engineer level in a large power utility / organization with generation, transmission and distribution facilities • Depending on whether the Joint Director position is for transmission, distribution, or power procurement/systems operations, the candidate should



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				<p>have adequate design / planning/operational experience in one of the following areas:</p> <p>For the post of Joint Director (Transmission):</p> <ul style="list-style-type: none"> transmission - planning and operation with particular experience in network reliability, stability, power quality and flows <p>Joint Director (Distribution):</p> <ul style="list-style-type: none"> distribution - planning and operation, network reliability as well as commercial aspects of distribution (metering, billing, collection etc.) <p><u>Additional Desirable Qualifications:</u></p> <ul style="list-style-type: none"> Familiarity with electricity tariff issues and power sector reform power procurement / systems operations competitive procurement, power purchase agreement, least-cost planning, scheduling and dispatch.
8	Sr. Private Secretary Last pay drawn minus pension plus allowances as admissible	2	On contract basis post retirement / re-employment)	<ul style="list-style-type: none"> Graduate from any recognized university or institution Hindi /Sanskrit upto Matriculation Twelve years post qualification as Private Secretary in a organization of repute English shorthand at speed of 100 w.p.m and transcription thereof at speed of 40 w.p.m Hindi shorthand at speed of 80 w.p.m and transcription thereof at speed of 20 w.p.m
9	Care Taker (in case re-employment Last pay drawn minus pension plus allowances as admissible. In case of deputation, in his own pay scale	1	On contract basis (post retirement / re-employment) OR by deputation in their own pay scale	<ul style="list-style-type: none"> Graduate from any recognized university or institution Matric or equivalent from a recognized Education Board (For ex -serviceman only) Hindi /Sanskrit up to Matriculation

Closing Date: Applications giving complete details of qualification, Date of Birth and experience etc. for the said posts should reach in the O/o of Secretary, Haryana Electricity Regulatory Commission, Bays No. 33 – 36, Sector 4, Panchkula and through email id secretary.herc@nic.in by **28.08.2024** up to 5.00 p.m. positively. Personal Email Id and mobile number should also be mentioned in the application.

- The age limit as on date of publication for the direct recruitment to the posts on regular basis shall be as per the prevailing rules of the Government and regulations issued by the Commission from time to time.



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- ii. For applicants who have retired from services of the State or Central Government, the upper age limit shall be 63 years as per Haryana Government instructions No.34/01/2004-4GSI dated 06.08.2018 as on the date of publication.
- iii. The working employees of Government Departments, Public Sector Undertakings/Power Utilities (Centre and States), State Electricity Regulatory Commissions etc. have to 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.
 1. Photocopies of the ACRs of the applicants for the last ten years duly attested by an authorized officer.
 2. Certificate to the effect that no vigilance enquiry is pending against the concerned official.
 3. Certificate to the effect that no penalty was imposed during the last ten years on the candidate official.
 4. Certificate to the effect that the integrity of the official remained above board during the last ten years.
 5. Certificate to the effect that no criminal case has been registered against the applicant in any court.
- iv. If any candidate wants to apply for more than one post, may apply in separate application otherwise will not be entertained.
- v. Candidates are requested to mention the category under which the application being submitted along with documentary evidence such as Educational Qualification, Date of Birth and Experience etc.
- vi. Application of non-eligible candidate shall be rejected out rightly.
- vii. For detailed terms and conditions for the aforesaid posts, please refer to the Haryana Electricity Regulatory Commission (Officers and Employees Conditions of Service) regulations, 2022 and Haryana Electricity Regulatory Commission Contractual Employees (Terms and Conditions) Regulations, 2022 on the website of the Commission i.e. www.herc.gov.in.
- viii. Initially, the contractual and deputation period for all above posts shall be 1 year which may be extended by the competent authority from time to time depending on the requirement and performance.
- ix. If the work and conduct of the officer/official engaged on contractual/deputation basis is not found to be satisfactory, then:
 - i. The contract will be terminated immediately without any advance notice and payment w.r.t contractual employment.
 - ii. The employee on deputation will be repatriated immediately to his/her parent department.
- x. HERC reserves the right to not proceed with the recruitment process for contractual/deputation basis for any of the above posts in case of non-suitability of the candidate or on any other administrative ground at any stage without any advance notice/reason assigned.

Sd/-
Secretary, HERC