

MAHARASHTRA ELECTRICITY REGULATORY COMMISSION

Detailed Advertisement for Recruitment to the post of Receptionist-cum-Telephone Operator-cum-Office Assistant on nomination on the establishment of the MERC

Introduction:

Maharashtra Electricity Regulatory Commission (MERC) was established on August 5, 1999 under the Electricity Regulatory Commission Act, 1998, a Central Act which was superseded by Electricity Act, 2003 (EA 2003). However, the Commission is continued as provided under Section 82 of the EA, 2003. The Commission functions as Quasi Judicial, Quasi Legislative and Executive relating to Electricity Industry. The Commission under Section 86 of the EA 2003 undertakes various functions, such as, determination of tariff for generation, transmission and wheeling of electricity; bulk or retail supply of electricity, as the case may be, within the State of Maharashtra; regulate electricity purchase and procurement process of Distribution Licensees; issue Licenses for Transmission, Distribution, and Trading of electricity and promote generation /co-generation of electricity from renewable sources of energy.

Background of the Functions of the Commission:

The generation of Power has been de licensed under EA 2003. The Transmission and Distribution utilities do need Licenses from the Commission to operate. The Functions of Commission include among others, Adoption of Tariff Determination through Competitive Bids as per Govt Of India Guidelines, Determination of Multi Year Tariff (MYT), review and approval of Aggregate Revenue Requirement (ARR), Annual Performance Review (APR) and truing up the ARRs of the Electrical Utilities engaged in Generation, Transmission and Distribution of Electrical Power to the Consumers in the State. These utilities include MSEPGL/MSETCL/MSEDCL/BEST, The Tata Power Company Limited (TPC), Reliance Infrastructure Limited (R-Infra), JSW Energy Ratnagiri Ltd (JSWERL), Wardha Power Company Ltd (WPCL), Amravati Power Company Ltd (APCL), GMR Power Ltd., and host of Utilities in renewable and non-conventional Energy sectors., The Commission also acts as adjudicator in the disputes between utilities and facilitates solving Consumer grievances through Consumer Grievance Redressal Forum (CGRF) Ombudsman. The Commission also advises GOM from time to time on various issues relating to Power. The Commission issues orders on Petitions filled by the Utilities/Consumers/Other various stakeholders after following due regulatory procedure laid down in Electricity Act, 2003 and relevant Regulations made by the Commission.

Establishment of Commission

Industry, Energy and Labor Department of the State of Maharashtra has sanctioned 63 posts for discharging the Quisi Judicial, Quisi Legislative and Executive functions of the Commission. The Commission intends to fill up the post of Receptionist-cum-Telephone Operator-cum-Office Assistant on its establishment on nomination basis. The eligibility criteria and other terms and conditions relating to the post are as under:

ELIGIBILITY CRITERIA AND OTHER TERMS AND CONDITIONS

Name of the Post: - Receptionist-cum-Telephone Operator-cum-Office Assistant

Number of Post: - 1 Unreserved.

Pay Scale: - Rs.5,200-20,200, GP - Rs.1,900. In addition DA, HRA and other allowances as per Govt. of Maharashtra Pay Rules are applicable. (Total Monthly Gross Salary Rs.14,932/- approx)

Educational Qualifications:-

- (a) Degree from a recognized university.
- (b) Diploma / Certificate in Web-Programming and Computer Applications.

Experience:-

- (a) Proficiency in use of the latest version of MS Office Suite/Windows Operating System, Internet and e-mail applications;
- (b) Written and verbal communication skills in English and Marathi;
- (c) Should be able to handle modern communication and office equipments.

Age Limit (as on 05.11.2012):-

Maximum age limit of the candidates should not be more than 35 years.

Other Conditions

(1) Service Conditions:-

The terms and conditions of MERC (Recruitment and Conditions of Service of Employees) Regulations, 2007 and MERC (Recruitment and Conditions of Service of Employees) (Amendment) Regulations, 2011

shall be applicable to the Officers/staff of the Commission. These Regulations are available on Commissions website (www.mercindia.org.in).

(2) **Residential Accommodation:-**

The Commission will not provide accommodation. The selected candidates will have to make their own arrangement.

(3) **Application on plain paper in prescribed format:-**

3.1 The Application should be submitted on plain paper as per prescribed format.

3.2 The Application strictly in conformity with the Format must be clean and clear hand-writing on a good quality "White A4 size" paper and recent passport size photograph duly signed accrossed should be affixed on the application.

3.3 Candidates should ensure that all the entries have been correctly filled in the Application and also the photograph is signed.

3.4 The post applied for should be superscribed on top of the Envelope.

3.5 Application not accompanied by prescribed fees or incomplete / illegible / not in the prescribed format / without photograph / without signature will be rejected and no correspondence in this regard will be entertained by the Commission.

(4) **Application Through Proper Channel:-**

4.1 The persons already in service of Government Department / PSU /Government Undertakings / Utilities should submit their Application through proper channel.

4.2 If the Application is required to be routed through the employer and in the process it reaches to the MERC office after the closing date, it will not be considered even though the Applicant had submitted the Application to his present employer before the closing date. In such cases, Application marked as "Advance copy" should be sent to the MERC office at the above address, direct well in time and the regular copy should be routed through the present employer.

(5) **Application Fee (Non refundable):-**

For Unreserved Category - Rs.200/- (Rupees Two Hundred Only) is payable by Demand Draft favoring" Maharashtra Electricity Regulatory Commission" and payable at Mumbai. Candidate should write his Name and Address on the reverse of the Demand Draft and enclose it

to the application. Fees once paid will not be refunded under any circumstances.

(6) **Educational Qualification and Experience Certificates:-**

For the post of Receptionist-cum-Telephone Operator-cum-Office Assistant - Higher Secondary / Secondary School Examination certificate, (S.S.C / H.S.C.) as proof for date of birth. Certificates for Requisite Educational Qualification and Experience duly attested by Gazetted Officer / Competent Officer should be enclosed with an Application.

(7) **Small Family Declaration (Affidavit):-**

As per Government Notification No. SRV 2000/CR (17/2000)/XII, dated 28.3.2005, applicants are required to submit an Affidavit in the prescribed form 'A' which is available along with Application Form (Appendix-A).

(8) **Physical Fitness:-**

Appointment on nomination of selected candidates is subject to their being declared medically fit and NOC as per the requirement of the MERC.

(9) **Character and Antecedent Verification:-**

Appointment on nomination of selected candidates shall be subject to verification of character and antecedent from police.

(10) **Written Test and Interview:-**

The Commission may conduct written test and interview for this post. The applicants will have to appear for written test and interview which would be conducted to test the technical / language skills of the candidates. Medium of the examination will be English or Marathi.

(11) If the Applications are received in large number, the number of candidates will be restricted by scrutinizing the Applications on the basis of norms which will be decided. Thereafter, if needed, Written Tests will be conducted on the bases of which limited number of candidates will be called for Interview.

(12) As this post is being filled in as per the policies of the Commission, Commission will have all rights to stay / cancel the proceedings should any administrative or technical difficulty arise in the filling up of this post mentioned in the Advertisement.

(13) **Canvassing:-**

Any Canvassing by or on behalf of the candidates or to bring political or other outside influence with regard to their selection / recruitment shall be considered as disqualified.

(14) **Right to Reject any Application:-**

The Commission reserves the right to reject any application or all applications without assigning any reason for the same.

(15) **Travelling Allowance:-**

No Travelling Allowance is payable to candidates who are called for the written test / interview.

(16) **Application either by Post or Courier:-**

Application with full details should reach either by post or by courier to the Secretary, MERC, World Trade Centre, Centre No.1, 13th Floor, Cuffe Parade, Colaba, Mumbai – 400 005. The Application either by e-mail or by fax will not be entertained.

(17) **Delay in Receipt of Application:-**

The MERC shall not be responsible for any delay in receipt or loss in postal transit of any Application from the applicant.

(18) **Last date for Receiving Application:-**

The Application in the prescribed format must reach to the undersigned on or before 05/11/2012 closing hours (5.30 pm). Applications received after closing hours (5.30 pm) on 05/11/2012, will not be considered.

Sd/-
Secretary, MERC

Mumbai

Date: 02/10/2012.