

MAHARASHTRA ELECTRICITY REGULATORY COMMISSION

Detailed Advertisement for Recruitment to the posts of Assistant Director (Technical), Computer System Administrator, Database / Web Administrator, Personal Assistant (Higher Grade), Higher Grade Stenographer (Marathi), Higher Grade Stenographer (English), Clerk Typist-cum-Office Assistant, Librarian-cum-Office Assistant, Driver-cum-General Assistant and Peon on nomination on the establishment of the MERC

1 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(MERC) was established on August 5, 1999 under the Electricity Regulatory Commission Act, 1998, a Central Act which was superseded by Electricity Act, 2003 (EA 2003). 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.

2 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 MSEPGCL/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 filed 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.

The Maharashtra Electricity Regulatory Commission (MERC) intends to fill up the newly created posts ***Assistant Director (Technical), Computer System Administrator, Database / Web Administrator, Personal Assistant (Higher Grade), Higher Grade Stenographer (Marathi), Higher Grade Stenographer (English), Clerk Typist-cum-Office Assistant, Librarian-cum-Office Assistant, Driver-cum-General Assistant and Peon*** on its establishment on nomination basis. The eligibility criteria and other terms and conditions relating to the posts are as under:

ELIGIBILITY CRITERIA AND OTHER TERMS AND CONDITIONS:

1) Name of the Post:- Assistant Director (Technical)

Number of Post:- 4 (Four) - 2 Unreserved, 1 SC, 1 ST

Pay Scale:-Rs.9,300-34,800, GP-Rs.4,400. In addition DA, HRA and other allowances as per Govt. of Maharashtra Pay Rules are applicable. (Total Monthly Gross Salary would be around Rs.29,864/-)

Education Qualifications:-

(a) Degree in Electrical / Power Engineering from a recognized university.

Or

(b) Degree from a recognized university with MBA from AICTE approved University / Institute or Post Graduate in Economics / Mathematics / Statistics / Environmental Science or a Cost Accountant.

Experience:-

- (a) Minimum 3 years experience in Power Sector / Electricity Utility / Licensee / Regulatory Commission;
- (b) Written and verbal communication skills in Marathi and English;
- (c) Computer literacy is compulsory;

Age Limit (as on 10.12.2011):-

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

2) Name of the Post:- Computer System Administrator**Number of Post:- 1 (One) - Unreserved**

Pay Scale:- Rs.9,300-34,800, GP-Rs.4,400. In addition DA, HRA and other allowances as per Govt. of Maharashtra Pay Rules are applicable. (Total Monthly Gross Salary Rs.29,864/-)

Educational Qualification:-

- (a) Diploma in Computer Science / Information Technology from recognized University / Institute and Red Hat Certified Engineer (RHCE).

Or

- (b) Degree in Computer Science / Information Technology or Post Graduation in Computer Science / Information Technology and Red Hat Certified Engineer (RHCE).

Experience:—

- (a) 4 years experience is required in Computer System Administration (Information Technology) under Central / State Government Department, Undertakings, or Utilities, or Electricity Regulatory Commission or reputed Software/Hardware Companies;
- (b) Written and verbal communication skills in Marathi and English.

Age Limit (as on 10.12.2011):-

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

3) Name of the Post:- Database / Web Administrator

Number of Post:- 1 (One) - Unreserved

Pay Scale:- Rs.9,300-34,800, GP-Rs.4,400. In addition DA, HRA and other allowances as per Govt. of Maharashtra Pay Rules are applicable. (Total Monthly Gross Salary Rs.29,864/-)

Educational Qualifications:—

(a) Diploma in Computer Science / Information Technology from Recognized University / Institute and Oracle Certified.

Or

(b) Degree in Computer Science / Information Technology or Post Graduation in Computer Science / Information Technology and Oracle Certified.

Experience:—

(a) 4 years experience is required in Database Administration and Web Designing / Programming / Oracle Database under Central / State Government Department Undertakings, or Utilities, or Electricity Regulatory Commission or reputed Software / Hardware Companies;

(b) Written and verbal communication skills in Marathi and English.

Age Limit (as on 10.12.2011):-

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

4) Name of the Post:- Personal Assistant (Higher Grade)

Number of Post:- 1 (One) - SC

Pay Scale:- Rs.9,300-34,800, GP-Rs.4,400. In addition DA, HRA and other allowances as per Govt. of Maharashtra Pay Rules are applicable. (Total Monthly Gross Salary Rs.29,864/-)

Educational Qualifications:—

(a) Degree from a recognized University

(b) Should possess Government Commercial Certificate with the speed of 120 words per minute in shorthand and 40 words per minute in English typewriting.

Experience:—

- (a) Working experience of 5 years, preferably as Personal Assistant in a Government Department or Public Undertaking or a Public Utility;
- (b) Written and verbal communication skills in Marathi and English;
- (c) Proficiency in Microsoft Office (MS-Word, MS-Excel, MS- PowerPoint presentation, MS-Outlook, etc.).

Age Limit (as on 10.12.2011):-

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

5) Name of the Post:- Higher Grade Stenographer (Marathi)

Number of Post:- 1 (One) – Unreserved

Pay Scale:- Rs.9,300-34,800, GP-Rs.4,400. In addition DA, HRA and other allowances as per Govt. of Maharashtra Pay Rules are applicable. (Total Monthly Gross Salary Rs.29,864/-)

Educational Qualifications:—

- (a) Degree from a recognized University.
- (b) Should possess Government commercial Certificate with the speed of 120 words per minute in shorthand and 40 words per minute in Marathi typewriting.
- (c) Should possess translation skills from English to Marathi

Experience:—

- (a) Working experience of 5 years, preferable as Higher Grade Stenographer (Marathi) in a Government Department or a Public Utility or Public Undertaking;
- (b) Written and verbal communication skills in Marathi and English;
- (c) Computer literacy is compulsory.

Age Limit (as on 10.12.2011):-

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

6) Name of the Post:- Higher Grade Stenographer (English)

Number of Post:- 1 (One) – Unreserved

Pay Scale:- Rs.9,300-34,800, GP-Rs.4,400. In addition DA, HRA and other allowances as per Govt. of Maharashtra Pay Rules are applicable. (Total Monthly Gross Salary Rs.29,864/-)

Educational Qualifications:—

- (a) Degree from a recognized University.
- (b) Should possess Government Commercial Certificate with the speed of 120 words per minute in shorthand and 60 words per minute in English typewriting.

Experience:—

- (a) Working experience of 5 years, preferably as Higher Grade Stenographer (English) in a Government Department or Public Undertaking or a Public Utility;
- (b) Written and verbal communication skills in Marathi and English;
- (c) Computer literacy is compulsory.

Age Limit (as on 10.12.2011):-

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

7) Name of the Post:- Clerk-Typist-cum-Office Assistant

**Number of Posts:- 3 (Three) - 2 Unreserved (1 Women),
1 VJ (A) / NT (B) / NT (C) / NT (D)**

N.B. - Out of two posts of unreserved category, one post of Clerk Typist-cum-Office Assistant will be reserved for women.

- One post of Clerk Typist-cum-Office Assistant is reserved for VJ (A). However, if suitable candidate belonging to VJ (A) is not available, the candidates belonging to NT (B) or NT (C) or NT (D) will be considered. Therefore, candidates belonging to NT (B) / NT (C) / NT (D) categories may also apply to this post.

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/-)

Educational Qualifications:—

- (a) Degree from a recognized University.
- (b) Diploma / Certificate in Computer Applications.

Experience:—

- (a) 1 year working experience of computer operation, including use of the latest version of MS Office suite/Windows Operating System, Internet and e-mail applications;
- (b) Written and verbal communication skills in Marathi and English;

Age Limit (as on 10.12.2011):-

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

8) Name of the Post:- Librarian-cum-Office Assistant

Number of Post:- 1 (One) - 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/-)

Educational Qualifications:—

- (a) Degree in any discipline from recognized University / Institute.
- (b) Preference will be given for degree in Library Science.

Experience:—

- (a) Preference will be given to the candidate having experience in Maintaining of Library of reputed organization;
- (b) Written and verbal communication skills in Marathi and English;
- (c) Computer literacy is compulsory.

Age Limit (as on 10.12.2011):-

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

9) Name of the Post:- Driver-cum-General Assistant

Number of Post:- 1 (One) – ST

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/-)

Educational Qualification:—

- (a) Passed 8th standard examination from a school recognized by the Government.
- (b) Licence to drive Light Motor Vehicles for 5 years'

Experience:—

- (a) At least 5 years' experience of driving motor vehicles;
- (b) Must have clean record and working knowledge of repairs of motor cars or a jeep;
- (c) Knowledge of local area and routes.

Age Limit (as on 10.12.2011):-

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

10) Name of the Post:- Peon

**Number of Post:- 4 (Four) - 2 Unreserved (1 Women),
1 VJ (A) / NT(B) / NT (C) / NT (D), 1 OBC**

N.B. - Out of two posts of unreserved category, one post of Peon will be reserved for Women.

- One post of Peon is reserved for VJ (A). However, if suitable candidate belonging to VJ (A) is not available, the candidates belonging to NT (B) or NT (C) or NT (D) will be considered. Therefore, candidates belonging to NT (B) / NT (C) / NT (D) categories may also apply to this post.

Pay Scale:- Rs.4,440-7,440, GP - Rs. 1,300. In addition DA, HRA and other allowances as per Govt. of Maharashtra Pay Rules are applicable. (Total Monthly Gross Salary Rs. 11,699/-)

Educational Qualifications:—

Must have passed 8th standard examination from a school recognized by the Government.

Experience:—

- (a) Must possess good physique
- (b) Experience of office working
- (c) Written and verbal communication skills in Marathi is compulsory
- (d) Computer literacy preferred.

Age Limit (as on 10.12.2011):-

Maximum age limit of the candidate 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 dully 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 are signed.

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

3.5 **If a candidate is eligible and desires to apply for more than one post, he/she should make a separate application for each post with requisite fee (wherever applicable). Single Application for more than one post shall be treated as invalid and rejected.**

3.6 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),
For Reserve Category – Rs.100/- (Rupees One 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:-

- A. For the post of Assistant Director (Technical), Computer System Administrator, Database / Web Administrator, Clerk Typist-cum-Office Assistant** - Higher Secondary / Secondary School Examination certificate, (S.S.C / H.S.C.) for date of birth. Certificates for Requisite Educational Qualification and Experience dully attested by Gazetted Officer / Competent Officer should be enclosed with an Application.
- B. For the post of Driver-cum-General Assistant** - Licence to drive Light Motor Vehicles for 5 years. Certificates for Requisite Educational Qualification and Experience dully attested by Gazetted Officer / Competent Officer should be enclosed with an Application.

C. For the post of Peon - Certificates for Requisite Educational Qualification and Experience duly attested by Gazetted Officer / Competent Officer should be enclosed with an Application.

(7) Caste Certificate:-

Candidates belonging to the SC/ST/VJ (A)/NT (B)/NT (C)/NT (D) / OBC category caste certificate should be enclosed with an Application.

Candidates belonging to the SC/ST/VJ (A)/NT (B)/NT (C)/NT (D) / OBC category must submit a *caste validity certificate* issued by the competent authority.

(8) Non- Creamy Layer Certificate:-

Those who belong to VJ (A), NT (B), NT (C), NT (D) and OBC category candidates are required to submit Non-Creamy Layer certificate which is valid upto 31st March, 2011 along with the Application. Otherwise, he will not be considered for reserve category post.

(9) 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)*

(10) Reservation for Women:-

- 10.1 Reservation for women will be as per Government Resolution, Women and Child Development Department, No. ८२/२००१/मसेआ-२०००/प्र.क्र. ४१५/का-२, dated 25th May, 2001 and thereafter as per Government orders issued from time to time.
- 10.2 The candidates should ordinarily be a resident in Maharashtra State to avail the benefit of reserved post for women.
- 10.3 The reservation for women will be parallel for the relevant category. However, in the recruitment year, if women are not available from the relevant category for the post reserved for backward class women, the said reservation will not be exchanged elsewhere and the post will be filled up from among mail candidate from the relevant category.

- 10.4 If suitable women candidate are not available for the post reserved for women in open cadre, the said shall be treated as unreserved.
- 10.5 The 30 per cent reservation for women will not be allowed for women members belonging to creamy layer **persons** and families in open **cadres**. Further, the 30 per cent reservation for women will not be allowed for women members belonging to Creamy Layer **persons** and families in Other Backward Class, N T (C) and N T (D) under backward class category.
- 10.6 The women candidates in open category intending to avail the reservation for women in open category are required to mention that they do come under not creamy layer category
- 10.7 The Format of the Certificate showing that the women candidates in open category are not belonging to creamy layer **persons** and groups, is given in the enclosed *Appendix - B*.
- 10.8 There will be following two options for women candidates for submission of Certificate, in case the women candidates belonging to backwards class category give option for open category posts or the women in backward class category are elected on the posts reserved for women in open category without giving the option:-
- They should submit their relevant caste certificates (along with creamy layer certificates) as prescribed by Social Justice Department, Tribal Development Department or V.J., N.T., Other Backward Class & Special Backward Class Welfare Department, Such women candidates need not submit the creamy layer certificate prescribed for women in open category.
 - Woman candidates not intending or unable to submit prescribed relevant caste certificate will have to submit the certificate in line with the women in open category as prescribed in *Appendix-B* showing that they do not belong to creamy layer person/group.
- 10.9 Under Government Resolution, Social Welfare, Cultural Affairs and Sports Department, No. सी.बी.सी.-१०९९/प्र.क्र.-१५१/मावक- ५, Dated 7th May, 1999 the Government has cancelled the concessions/benefits available to backward class, who have done inter-caste marriages.

10.10 Action will be taken regarding reservation for women in accordance with the Government Circular, General Administration Department, No.SRV-1097/CR31/91/16-A, Dated 16 March, 1999.

(11) 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.

(12) Character and Antecedent Verification:-

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

(13) Written Test and Interview:-

The Commission may conduct written test and interview for all the posts. 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.

(14) 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.

(15) There is likely to be a change in the reservation or parallel reservation for the posts to be filled in on the establishment of the Commission. For this reason or other reasons, the selection process may be cancelled at any stage.

(16) As these posts are 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 these posts mentioned in the Advertisement.

(17) 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.

(18) Right to Reject any Application:-

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

(19) Travelling Allowance:-

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

(20) Printed Application Form on Payment

The Commission will provide the printed Application Form along with detailed instructions for the post of **Driver-cum- General Assistant and Peon on payment of Rs. 20/-** (Rupees Twenty Only) for each application.

(21) 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.**

(22) 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.

(23) Last date for Receiving Application:-

The Application in the prescribed format must reach to the undersigned on or before **09/01/2012** closing hours (5.30 pm). Applications received after closing hours (5.30 pm) on 09/01/2012, will not be considered.

Sd/-
(Kuldip N. Khawarey)
Secretary, MERC

Mumbai

Date: 10/12/2011