



MAHARASHTRA ELECTRICITY REGULATORY COMMISSION

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MERC

REQUIRES

Advt. No. 19/2011-12

The Maharashtra Electricity Regulatory Commission (MERC) invites Applications for the newly created Posts **on nomination basis**.

Sr. No.	Name of the Post	No. of Post	Reservation
1.	Assistant Director	4	2 Unreserved, 1 SC, 1 ST
2.	Computer System Administrator	1	Unreserved
3.	Database / Web Administrator	1	Unreserved
4.	Personal Assistant (Higher Grade)	1	SC
5.	Higher Grade Stenographer (Marathi)	1	Unreserved
6.	Higher Grade Stenographer (English)	1	Unreserved
7.	Clerk Typist-cum-Office Assistant	3	2 Unreserved (1 Women), 1 VJ (A) / NT(B) / NT (C) / NT (D)
8.	Librarian-cum-Office Assistant	1	Unreserved
9.	Driver-cum-General Assistant	1	ST
10.	Peon	4	2 Unreserved (1 Women), 1 VJ (A) / NT(B) / NT (C) / NT (D), 1 OBC

- The number of reserved posts mentioned above to be filled in as per Roaster Point is subject to approval by the Government.
- 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.
- 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.

Sr. No.	Name of Post and Pay Scale (Rs.)	Age	Educational Qualification	Experience
1.	Assistant Director (Technical) (9,300-34,800, GP 4,400)	Maximum age limit of the candidate should not be more than 35 years.	(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.	(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;
2.	Computer System Administrator (9,300-34,800, GP 4,400)	Maximum age limit of the candidate should not be more than 35 years.	(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).	(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.
3.	Database / Web Administrator (9,300-34,800, GP 4,400)	Maximum age limit of the candidate should not be more than 35 years.	(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.	(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.
4.	Personal Assistant (Higher Grade) (9,300-34,800, GP 4,400)	Maximum age limit of the candidate should not be more than 35 years.	(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.	(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- Power Point presentation, MS-Outlook, etc.).
5.	Higher Grade Stenographer (Marathi) (9,300-34,800, GP 4,400)	Maximum age limit of the candidate should not be more than 35 years.	(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	(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.
6.	Higher Grade Stenographer (English) (9,300-34,800, GP 4,400)	Maximum age limit of the candidate should not be more than 35 years.	(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.	(a) Working experience of 5 years, preferable 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.
7.	Clerk-Typist-cum-Office Assistant (5,200-20,200, GP 1,900)	Maximum age limit of the candidate should not be more than 35 years.	(a) Degree from a recognized University. (b) Diploma / Certificate in Computer Applications.	(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;
8.	Librarian-cum-Office Assistant (5,200-20,200, GP 1,900)	Maximum age limit of the candidate should not be more than 35 years.	(a) Degree in any discipline from recognized University / Institute. (b) Preference will be given for degree in Library Science.	(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.
9.	Driver-cum-General Assistant (5,200-20,200, GP 1,900)	Maximum age limit of the candidate should not be more than 35 years.	(a) Passed 8 th standard examination from a school recognized by the Government. (b) Licence to drive Light Motor Vehicles for 5 years'	(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.
10.	Peon (4,440-7,440, GP 1,300)	Maximum age limit of the candidate should not be more than 35 years.	Must have passed 8 th standard examination from a school recognized by the Government.	(a) Must possess good physique (b) Experience of office working (c) Written and verbal communication skills in Marathi is compulsory (d) Computer literacy preferred.

Application with full details in the prescribed form should reach the **Secretary, MERC**, either by post or courier **at the address given above on or before 09.01.2012**.

For the posts mentioned at Sr. No. 9 and 10, the Commission will provide the printed Application Forms for the candidates who make a specific request in person on payment of Rs.20/- per Application Form.

For further details, please log on to www.mercindia.org.in

Sd/-

(Kuldip N. Khawarey)

Secretary, MERC

Place : Mumbai

Date : 10.12.2011