

MAHARASHTRA ELECTRICITY REGULATORY COMMISSION MUMBAI
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NOTIFICATION

MAHARASHTRA ELECTRICITY REGULATORY COMMISSION
World Trade Centre, Centre No.1, 13th floor, Cuffe Parade, Mumbai - 400 005.

Dated 4th December 2000

NOTIFICATION

<i>Electricity Regulatory Commissions Act, 1998</i>	Electricity Regulatory Commissions Act, 1998 No.MERC.136/2000/1219. - In exercise of the powers conferred under sub-section (3) of Section 21 and Clause (b) of sub-section (2) of Section 58 of the Electricity Regulatory Commissions Act, 1998 (No.14 of 1998), the Maharashtra Electricity Regulatory Commission, with the approval of the State Government, hereby makes the following Regulations.
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- CHAPTER-I - PRELIMINARY
- CHAPTER-II CATEGORISATION OF POSTS AND MODE OF RECRUITMENT
- CHAPTER - III PROCEDURE FOR RECRUITMENT AND APPOINTMENT
- CHAPTER - IV -PAY AND ALLOWANCES
- CHAPTER - V OTHER CONDITIONS OF SERVICE
- CHAPTER - VI MISCELLANEOUS
- APPENDIX - A Category of Officers and Staff, sanctioned strength and pay scales

(Para 5 of Regulations)

APPENDIX 'B' Educational Qualifications, Experience and Other Conditions for Recruitment.

(Para 7 of Regulations)

APPENDIX 'C' Competent Authority for the purposes of disciplinary action and appeals

(Para 58 of Regulations)

MAHARASHTRA ELECTRICITY REGULATORY COMMISSION

CHAPTER-I - PRELIMINARY

Title (1) These regulations may be called the Maharashtra Electricity Regulatory Commission (Recruitment and Conditions of Service of Employees) Regulations, 2000.

(2) They shall come into force on the date of their publication in the Maharashtra Government Gazette.

Applicability (3) These Regulations shall be applicable to all employees of the Maharashtra Electricity Regulatory Commission.

Definitions (4) In these Regulations, unless there is anything repugnant to the subject or context :-

(a) Act means the Electricity Regulatory Commissions Act 1998 (14 of 1998).

(b) Commission' or `MERC' means the Maharashtra Electricity Regulatory Commission

(c) Chairman' means the Chairman of the MERC.

(d) Member' means a Member of the MERC.

(e) Secretary' means the Secretary of the MERC.

(f) Competent Authority' means the Chairman or such other officer of the Commission designated for the purpose by the Commission, in accordance with these Regulations.

(g) 'functions' means and includes all works relating to the activities of the Commission.

(h) Service' means the service by officers and staff of the Commission.

(i) Employees' include all officers and staff appointed on deputation / contract and regular basis.

(j) Year' means Calendar year.

(k) State Government' means the Government of Maharashtra.

(l) Appendix' means the Appendix appended to these Regulation.

- (m) Words and expression used in these Regulations, but not defined herein, shall have the same meaning as respectively assigned to them in the Act.

CHAPTER-II
CATEGORISATION OF POSTS AND MODE OF RECRUITMENT.

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|---|---|
| Categorisation of Post | (5) The categories of employees of the Commission, their pay scales, sanctioned strength shall be as shown in the Appendix-A. |
| | (6) The posts shown at serial numbers 1 to 5 in the Appendix 'A' shall be in the category of 'officers'. The remaining posts shall be in the category of 'staff'. The Commission shall have the authority to add, delete or make modifications in the categories of posts from time to time. |
| Qualification, Experience & Mode of Recruitment | (7) The educational qualification, experience, other conditions and mode of appointment to the posts on the establishment of the Commission shall be as prescribed in Appendix - 'B'. The employees shall be appointed by the Commission either
(i) on a regular basis or
(ii) on deputation or |

(iii) on a contract basis.

The Commission shall have the power to determine the mode of recruitment/appointment to a particular vacancy or a group of vacancies or all vacancies.

Redesignation (8) Without changing the pay-scale of a post, the Commission may, at its discretion, re-designate that post to
Of Posts indicate its functional requirements. The Commission shall notify such re-designation of posts.

CHAPTER - III

PROCEDURE FOR RECRUITMENT AND APPOINTMENT

Appointing (9) All appointments of officers and staff of the Commission shall be made by the Chairman.
Authority

Announcement (10) The Commission shall advertise for the vacancies to be filled in by direct recruitment or on a contract basis.
of vacancies Such vacancies shall be notified to the Employment Exchanges wherever required. The vacancies to be filled in by deputation shall be circulated to Government departments and public sector undertakings.

(11) The minimum educational qualification required for a post shall not be relaxed.

Reservation of (12) As per the policy of the State Government, vacancies shall be reserved for the categories so specified.
posts

Medical (13) Excepting in the case of deputation, all candidates, before appointment, shall furnish a medical fitness
Certificate certificate from the Medical Board as may be constituted by the Commission.

(14) All appointments shall be subject to verification of the character and antecedents as may be decided by the Commission from time to time. Such verifications shall not be applicable in case of candidates who are already in the employment of Govt. organizations prior to joining the Commission.

Upper Age (15) The upper age limit for appointment to the posts by nomination on a regular basis shall be as prescribed in the
limit Appendix - `B'. The upper age limit shall be relaxed by five years for persons belonging to SC, ST, DTNT, VJNT and Other Backward Classes. The upper age limit shall not be applicable for appointment to the posts on deputation or on contract service.

(16) Persons retired on superannuation shall be eligible for appointment in the service of the Commission only on a contract basis.

Probation (17) A candidate appointed on nomination on a regular basis shall be on probation for a period of one year. The services of the probationer can be terminated by the Commission after giving thirty day's clear notice, if his

performance is unsatisfactory. Such terminated probationer shall not be entitled to any compensation for the termination.

- (18) The period of probation shall not include the period spent on earned leave, extraordinary leave, medical leave and the period of unauthorized absence.
- Seniority (19) The seniority of an employee in a particular cadre shall be reckoned from the date of his appointment in that cadre and subject to his placement in the merit list recommended by the Selection Committee.
- Selection Committee (20) All appointments to the various posts except that of Secretary, whether by nomination on a regular basis, or on deputation or on a contract basis shall be made on the recommendations of the Selection Committee.
- (21) The Selection Committee for the post of officers shall consist of the Chairman and Members of the Commission. The Secretary of the Commission shall be the Member-Secretary of the Selection Committee. The Commission may co-opt one or more experts as Members of the Selection Committee to assist it.
- (22) The Selection Committee for the posts of staff shall be under the Chairmanship of the Secretary and shall consist of Under Secretary. The Section Officer incharge of Establishment who shall be the Member-Secretary of the Selection Committee. The Committee may co-opt one or more experts as Members to assist it.
- (23) The Selection Committee shall devise the mode and procedure, from time to time, in consultation with the Chairman, for the selection of candidates to various posts.
- Superannuation (24) The employees shall retire from the service of the Commission on attaining the age of superannuation as may be laid down by the State Government from time to time.
- Resignation (25) An employee of the Commission appointed on a regular basis may resign from his post by giving ninety day's clear notice to the Commission or by depositing three month's salary in lieu of such notice. However, the Commission, at its discretion, may relax this condition in exceptional cases after recording the reasons therefor.
- Appointment On Deputation (26) The vacancies of officers and staff may also be filled in by deputation of employees from a Government department or public sector undertakings. The Commission shall determine the vacancies to be filled in by deputation and the period of such deputation from time to time. If the Commission decides that the services of the deputationist are no longer required, the incumbent shall be repatriated to his parent department even before the completion of the normal the period of his deputation.
- (27) The pay, allowances and other benefits and conditions of service of a deputationist from a Government Department shall be governed by the relevant provisions of the Maharashtra Civil Services (Joining time, foreign service and payments during suspension, dismissal and removal) Rules, 1981.

- (28) The pay, allowances, other benefits and conditions of service of a deputationist from a Public Sector undertaking shall be governed by the relevant rules of his parent organization. In the absence of such rules, the provisions of Maharashtra Civil Services (Joining time, foreign service and payment during suspension, dismissal and removal) Rules, 1981 as amended from time to time shall apply to such cases.
- Appointment on contract (29) The vacancies of officers and staff may also be filled in by appointing suitable persons on a contract basis, so as to obtain experienced and qualified candidates.
- (30) The duration of the first appointment on contract service shall not exceed two years. The duration of the contract may be further renewed from time to time for a period not exceeding two years at a time by the Commission.
- (31) Person appointed on contract shall be entitled to a consolidated remuneration, which would remain fixed during the contract period. While determining such remuneration, the pay and the other monetized benefits of allowances available to a regular employee in that category shall be taken into consideration. The Commission may, at its discretion, compensate for the fixed nature of the remuneration in such cases by suitable placement of the selected candidate in the scale of pay of that category.
- (32) The remuneration may be revised at the discretion of the Commission when it decides to extend or renew the Contract of an employee who was initially appointed on contract. The increase in remuneration at the time of every renewal shall be limited to 25% of the original amount.
- (33) An employee appointed on a contract basis for a period exceeding one year shall be eligible for leave on average pay for thirty days, and casual leave for eight days during a calendar year. If the contract period of appointment is less than one year, such employee shall be eligible for 15 day's leave on average pay and casual leave for eight days.
- (34) An employee appointed on a contract basis may resign his post by giving thirty day's clear notice in writing or by depositing one month's pay in lieu of such notice.

CHAPTER - IV

PAY AND ALLOWANCES

- Pay Scale (35) The scales of pay of the employees shall be such as prescribed in Appendix `A' or as may be revised by the Commission from time to time.
- Increment (36) The employees shall be eligible to draw annual increments as a matter of course unless it is withheld under

- the orders of the competent authority.
- Pay Fixation (37) The Pay of an employee on his first appointment on a regular basis shall be fixed at the minimum stage of pay scale of the respective cadre.
- (38) When an employee is appointed to a higher post on promotion, his initial pay in the time scale of the higher post shall be fixed at the stage next above the pay notionally arrived at by increasing his pay in the lower post by one increment at the stage at which such pay has accrued. In case of an employee drawing pay at the maximum of the pay scale, the amount of last increment shall be taken into account for pay fixation in the aforesaid manner.
- (39) When an employee is appointed from a higher post to a lower post due to reversion or due to reduction of establishment, his pay in the lower post shall be fixed at the stage in the time scale of the lower post at which he would have drawn his pay had he been not appointed to the higher post.
- (40) The pay of an employee, reappointed after a physical break of more than 24 hours, due to any reason shall be fixed at the minimum of the time-scale.
- (41) When a competent authority orders transfer of an employee from a higher post to a lower post as a penalty, the pay of such employee shall be fixed at a stage, not exceeding the maximum of the lower post.
- Allowances (42) The employees of the Commission shall be entitled to draw Dearness Allowances, City Compensatory Allowance, Conveyance Allowance and House Rent Allowance on such scale and subject to such conditions as may be made applicable to Government employees by the State Government from time to time.
- Overtime Allowance (43) The employees of the Commission shall not be eligible for overtime allowance.
- Ex-gratia Payment (44) The employees of the Commission shall be eligible for ex-gratia payment as per the scale and conditions laid down from time to time by the State Government for its employees.
- (45) The employees of the Commission shall be entitled to such allowances as may be made applicable to its employees by the State Government from time to time.

CHAPTER V

OTHER CONDITIONS OF SERVICE

- Working Hours (46) The Commission shall have five days working (from Monday to Friday) every week.
- Holiday (47) The employees of the Commission shall be entitled to such public holidays as may be declared by the State Government from time to time. However, the Commission may direct an employee to work on holidays if exigencies of service so demand.

LTC	(48)	The employees shall be eligible for Leave Travel Concession as admissible to the employees of the State Government from time to time.
Loans and Advances	(49)	The employees of the Commission shall be eligible for all types of interest bearing advances as well as non-interest bearing advances as per the scale sanctioned and conditions laid down by the State Government for its employees.
Increments in lieu of Promotion	(50)	The staff shall be granted two additional increments in the scale of pay on completion of 10 continuous years of service, after assessing his performance, if he has not been promoted to a higher post during this period. Such additional increments shall be granted to the staff not more than three times during his service.
Incentive	(51)	The Commission may grant advance increments to its employees in accordance with the guidelines to be determined by it in this behalf.
Medical	(52)	The employees of the Commission shall be governed by the provisions of Maharashtra State Services (Medical Attendance) Rules, 1961 as amended from time to time.
Health Check-up	(53)	The employees above 45 years of age shall be eligible to reimbursement of claim limited to Rs.4,000/- (Rupees four thousand only) at a time once in 5 years for specialized health check up from a reputed medical research centre and hospital.
Provident Fund	(54)	The provisions of the Maharashtra General Provident Fund Rules, 1998 relating to Government servants shall apply to the employees in the regular service of the Commission.
Pension & Gratuity	(55)	The employees in the regular service of the Commission, shall be governed by the Maharashtra Civil Services (Pension) Rules, 1982.
Leave	(56)	The employees in regular service of the Commission shall be governed by the provisions of Maharashtra Civil Services (Leave) Rules, 1981 in the matter of admissibility and regulation of leave.
Conduct & Discipline	(57)	The provisions of the Maharashtra Civil Services (Conduct) Rules, 1979 and the Maharashtra Civil Services (Discipline and Appeal) Rules, 1979, as amended from time to time and as applicable to employees of the State Government, shall apply to the employees in the regular service of the Commission.
	(58)	The appointing authority, disciplinary authority, appellate authority and reviewing authority in respect of the officers and staff of the Commission shall be as specified in Appendix-`C'.
Travelling Allowance And Daily Allowance	(59)	The employees of the Commission shall be governed by the rules applicable to the State Government employees for the purposes of traveling allowance and daily allowance.

**CHAPTER - VI
MISCELLANEOUS**

- Casual Leave (60) The officers and staff shall be eligible to avail of casual leave for not more than 8 days during a calendar year.
- Record of Service (61) A record of service of all employees shall be maintained in the form approved by the Commission.
- Performance Appraisal (62) The performance of the officers and staff shall be assessed and reviewed annually in the manner and in the form prescribed by the Commission.
- Residential Telephone (63) The Commission shall decide eligibility for residential telephone to its officers on the basis of functional requirements.
- Training (64) The employees may have to undergo such training as may be decided by the Commission. The employees who are required to undergo training shall execute a bond to serve the Commission after the conclusion of training for such period as may be determined by the Commission. Failure to serve the Commission for a period determined by it shall render the employee liable to refund the amount spent on him for training.
- Authority For service Matter (65) In respect of any service matter not specifically mentioned in these Regulations, the relevant provisions of the Maharashtra Civil Services Rules shall be applicable to the employees of the Commission.
- Power to Interpret & remove Difficulty (66) The State Government may issue such directions, as it may deem necessary, for the removal of any difficulty that may arise in giving effect to the provisions of these regulations.

APPENDIX - A

**Category of Officers and Staff, sanctioned strength and pay scales
(Para 5 of Regulations)**

Sr. No.	Designation Of Post	Scale of Pay	Sanctioned Strength
01	Secretary	Rs.18400-500-22400	1
02	Director	Rs.12000-375-16500	2
03	Under Secretary	Rs.10000-325-15200	1

04	Section Officer	Rs.6500-200-10500	2
05	Asst Accounts Officer	Rs.5500-175-9000	1
06	Personal Assistant (Selection Grade)	Rs.7450-225-11500	3
07	Personal Assistant (Higher Grade)	Rs.6500-200-10500	1
08	Receptionist-cum-Telephone Operator	Rs.3050-75-3590-80-4590	1
09	Clerk-Typist	Rs.3050-75-3590-80-4590	3
10	Cashier	Rs.3050-75-3590-80-4590	1
11	Driver	Rs.3050-75-3590-80-4590	4
12	Peon	Rs.2550-55-2660-60-3200	4

APPENDIX 'B'

Educational Qualifications, Experience and Other Conditions for Recruitment.

(Para 7 of Regulations)

A. Director (Electrical Engineering)

Recruitment to the post of Director (Electrical Engineering) shall be either :

1. By nomination on regular basis,
or
2. By appointment on deputation from a Government Department, or a Public Undertaking or a Public Utility or an University,
or
3. By appointment on contract.

Educational qualification:

- a. Graduate in Electrical Engineering.

Experience:

- a. Minimum experience of five years in Electric Power Utility.
- b. Familiarity with the latest development in Generation, Transmission and Distribution System and Planning.

- c. Proficiency in written and verbal communication skills.
- d. Computer literacy essential.

Age: Unless already in service, not more than 40 years.

B. Director (Tariff)

Recruitment to the post of Director (Tariff) shall be either :

- 1. By nomination on regular basis,
or
- 2. By appointment on deputation from a Government Department, or a Public Undertaking or a Public Utility or an University,
or
- 3. By appointment on contract.

Educational qualifications:

Masters Degree in Economics/Commerce

or

Degree in Electrical/Power Engineering

or

MBA (Financial Management) or a Chartered Accountant or a Cost Accountant or a Chartered Financial Analyst.

Experience:

- a. Preferably 5 years experience in tariff management.
- b. Knowledge of electrical industries.
- c. Demonstrated ability in Economic Analysis, Modeling and Statistical techniques.
- d. Proficiency in written and verbal communication skills.
- e. Computer literacy essential.

Age : Unless already in service, not more than 40 years.

C. Under Secretary

- 1. Recruitment to the post of Under Secretary shall be either :

By nomination on regular basis,

or

- 2. By appointment on deputation from a Government Department, or a Public Undertaking or a Public Utility,

- or
- 3. By appointment on contract.
- or
- 4. By promotion from the cadre of Section Officer.

Educational qualification: Degree from a recognized university

Experience:

- a. 10 years' experience in administration or finance.
 - b. Experience of functioning as Drawing and Disbursing Officer in a Government Department or a Public Undertaking or a Public Utility .
 - c. Computer literacy preferred.
 - d. Proficiency in written and verbal communication skills.
- Age: Unless already in service, not more than 45 years.

D. **Section Officer**

Recruitment to the post of Section Officer shall be either :

- 1. By nomination on regular basis,
- or
- 2. By appointment on a deputation from a Government Department, or a Public Undertaking or a Public Utility,
- or
- 3. By appointment on contract.
- or
- 4. By promotion from the cadre of Assistant Accounts Officer.

Educational qualification: Degree from a recognized university

Experience:

- a. 5 years experience in administration or finance or law.
- b. Computer literacy preferred.

c. Proficiency in written and verbal communication skills.

Age: Unless already in service, not more than 35 years.

E. Assistant Accounts Officer

Recruitment to the post of Assistant Accounts Officer shall be either:

1. By nomination on regular basis,
or
2. By appointment on deputation from a Government Department, or a Public Undertaking or a Public Utility,
or
3. By appointment on contract.

Educational qualification: Degree from a recognized university, preferably in Accountancy, Commerce, Statistics or Economics.

Experience:

- a. 5 years' experience in accounting procedures in a Government Department or a Public Undertaking or a Public Utility.
- b. Knowledge of operating accounting software is essential.
- c. Proficiency in written and verbal communication skills.
- d. Computer literacy preferred

Age: Unless already in service, not more than 35 years.

F. Personal Assistant (Selection Grade)

1. Recruitment to the post of Selection Grade Personal Assistant shall be either :
By nomination on regular basis,
or
2. By deputation from a Government Department, or a Public Undertaking or a Public Utility,
or
3. By appointment on contract basis.
or
4. By promotion from the cadre of Personal Assistant (Higher Grade).

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.
- c. Computer literacy is essential.

Experience :

- a. Working experience of 5 years as Personal Assistant to the Chief Executive of a Government Department or a Public Undertaking or a Public Utility.
- b. Proficiency in written and verbal communication skills.

Age: Unless already in service, not more than 35 years.

G. Personal Assistant (Higher Grade)

Recruitment to the post of Higher Grade Personal Assistant shall be either :

1. By appointment on nomination on regular basis,
or
2. By appointment on deputation from a Government Department, or a Public Undertaking or a Public Utility,
or
3. By appointment on contract.
or
4. By promotion from the cadre of Clerk-Typist.

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.
- c. Computer literacy is essential.

Experience:

- a) Proficiency in written and verbal communication skills.

Age: Unless already in service, not more than 30 years.

H. Receptionist-cum-Telephone Operator

Recruitment to the post of Receptionist-cum-Telephone Operator shall be either :

1. By nomination on regular basis,

or

2. By appointment on contract.

Educational Qualification:

a) Degree from a recognized University.

b) Diploma/Certificate in Web-Programming and Computer Applications.

Experience :

a) Proficiency in use of MS Office/Windows 98/2000, internet and e-mail essential.

b) Proficiency in written and verbal communication skills.

c) Should be able to handle modern communication equipments.

Age: Unless already in service, not more than 30 years.

I. Clerk-Typist/Cashier

Recruitment to the post of Clerk-Typist/Cashier shall be either :

1. By nomination on regular basis,

or

2. By appointment on contract.

Educational Qualifications:

a. Degree from a recognized university.

b. Diploma/Certificate in Computer Applications.

c. Computer literacy preferred.

Experience:

a. 1 year working experience of computer operation.

b. Must be able to type minimum 40 words per minute on computer and be able to take printouts.

c. Proficiency in written and verbal communication skills.

Age: Unless already in service, not more than 28 years.

J. Driver

Recruitment to the post of Driver shall be either :

1. By nomination on regular basis,
or
3. By appointment on contract.

Educational Qualifications:

- a. Must have passed 4th standard examination from a school recognized by the Government.
- b. Must possess effective driving license to drive Light Motor Vehicles for 5 years'.

Experience:

- a. Must possess 5 years' of experience of driving motor vehicles.
- b. Must have clean record and working knowledge of repairs of motor cars or a jeep.
- c. Must possess good physique or knowledge of topography of the concerned areas.
- d. Good knowledge of traffic rules.

Age: Unless already in service, not more than 35 years

K. Peon

Recruitment to the post of Peons shall be either :

1. By nomination on regular basis,
or
2. By appointment on contract.

Educational Qualification:

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

Other Conditions:

- a. Must possess good physique
- b. Experience of office work
- c. Proficiency in written and verbal communication skills.

Age: Unless already in service, not more than 28 years

APPENDIX 'C'

Competent Authority for the purposes of disciplinary action and appeals

(Para 58 of Regulations)

Description	Designated Authority	Class of employees
Appointing authority	Chairman	Officers
		Staff
Disciplinary Authority	Chairman	Officers
	Secretary	Staff
Appellate Authority	Chairman	Officers
		Staff
Reviewing Authority	Commission	Officers
		Staff

(AMITABH RAJAN)

Secretary

Top

Top

Top

Top

Top

Top

Top

Top

Top

Top

Top

Top

Top

Top

Top