



**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. 2213-49/HERC/Admn.293

dated: 18.10.2018

**VACANCY CIRCULAR**

Haryana Electricity Regulatory Commission (HERC), a statutory body, invites applications for filling up various posts of Joint Director (Distribution), Deputy Director (Transmission), Section Officer, Private Secretary, Personal Assistant and Driver. The details of posts, number of posts, scales of pay, requisite qualifications and experience and mode of recruitment etc. are as under:-

Sr. No.	Nomenclature of the post	No. of posts	Qualifications
1	Joint Director (Distribution) (123600-210300) (Pay matrix level 16)	1	<p><b><u>Minimum Required Qualifications &amp; Experience</u></b></p> <ol style="list-style-type: none"> <li>1) Bachelor's degree in Electrical/Power Engineering or Mechanical Engineering</li> <li>2) Twelve years experience, with a minimum of two years at the Executive Engineer level in a large power utility / organization with generation, transmission and distribution facilities.</li> <li>3) Depending on whether the Joint Director position is for transmission, distribution, or power procurement/systems operations, the candidate should have adequate design/planning/operational experience in distribution – planning and operation, network reliability as well as commercial aspects of distribution (metering, billing, collection etc)</li> <li>4) Computer literacy should include demonstrated capability in analytical modeling</li> <li>5) Good written and verbal skills</li> </ol> <p><b><u>Additional Desirable Qualification:</u></b></p> <ol style="list-style-type: none"> <li>1) Familiarity with electricity tariff issues and power sector reform</li> <li>2) Knowledge of Hindi</li> <li>3) power procurement / systems operations – competitive procurement, power purchase agreements, least-cost planning, scheduling and dispatch</li> </ol>
2	Deputy Director (Transmission) (18700-208400) (Pay matrix level 15)	1	<p><b><u>Minimum required Qualification</u></b></p> <ol style="list-style-type: none"> <li>1) Bachelor's degree in Electrical / Power Engineering or Mechanical Engineering</li> <li>2) Minimum nine years experience with a large power utility / organization with generation, transmission and distribution facilities</li> <li>3) Depending on whether the Deputy Director position is for transmission, distribution, or power procurement / systems operations, the candidate should have design / planning / operational experience in transmission – planning and operation with particular experience in network reliability, stability, power flows and quality;</li> <li>4) Computer literacy should include demonstrated capability in analytic modeling and database management</li> <li>5) Good written and verbal skills</li> </ol> <p><b><u>Additional Desirable Qualification</u></b></p> <ol style="list-style-type: none"> <li>1) Familiarity with electricity laws, tariff issues and power sector reform in India</li> <li>2) Knowledge of economics and / or finance</li> <li>3) Knowledge of Hindi</li> <li>4) power procurement / systems operations – competitive procurement, power purchase agreements, least-cost planning, scheduling and dispatch</li> </ol>
3	Private Secretary (44900-142400) (Pay matrix level 7)	3	<p><b><u>Minimum Required Qualifications &amp; Experience</u></b></p> <p>The post shall be filled up by promotion from amongst the personal assistant(s) on seniority cum merit basis provided he has put in one year service as personal assistant</p>
4	Section Officer (44900-142400) (Pay matrix level 7)	1	<p><b><u>Minimum Required Qualification &amp; Experience</u></b></p> <ol style="list-style-type: none"> <li>(i) Subordinate Accounts Service Or B.Com with First Division</li> <li>(ii) Three years experience in reputed commercial organization</li> <li>(iii) One year certificate course in computer applications</li> </ol>
5	Personal Assistant (35400-112400) (Pay matrix level 6)	Gen – 4 SC – 1 BC(A)- 1 SBC – 1 EBG – 1	<p><b><u>Minimum Required Qualifications &amp; Experience</u></b></p> <ol style="list-style-type: none"> <li>(i) Graduate / 10+2 (vocational) 2nd Division / Intermediate 2<sup>nd</sup> Division / Higher Secondary 2nd Division / Matric 1<sup>st</sup> Division or equivalent from a recognized University / Education Board (For Ex-Serviceman Matric only)</li> <li>(ii) Hindi up to Matric Standard</li> <li>(iii) English shorthand at a speed of 100 words per minute and transcription thereof at a speed of 20 words per minute</li> <li>(iv) Hindi shorthand at a speed of 100 words per minute and transcription thereof at a speed of 20 words per minute</li> <li>(v) Has passed the test conducted by the Commission</li> <li>(vi) Computer literacy</li> </ol>



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6	Driver (25500-81100) (Pay matrix level 4)	2	<b>Minimum Required Qualification &amp; Experience</b> (i) Has passed Matric with Hindi and Sanskrit and able to maintain log book (ii) Two years experience of driving light vehicle with valid driving license (light) at least three years old. (iii) Should have passed the driving test (iv) He should not be colour blind.
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1. Closing Date: Applications giving complete details of qualification and experience for the said posts should reach in this Commission by 05.11.2018 up to 5.00 p.m. positively.
2. The age limit as on 05.11.2018 for the direct recruitment to the posts shall be as per the prevailing rules of the Government and regulations issued by the Commission.
3. For applicants who have retired from services of the State or Central Government, the upper age limit shall be as per Haryana Government instructions No.34/01/2004-4GSI dated 06.08.2018 as on the date of publication.
4. Employees of Government Departments, Public Sector Undertakings/Power Utilities (Centre and States), State Electricity Regulatory Commissions etc. may 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.
  - a. Photocopies of the ACRs of the applicants for the last ten years duly attested by an authorized officer.
  - b. Certificate to the effect that no vigilance enquiry is pending against the concerned official.
  - c. Certificate to the effect that no penalty was imposed during the last ten years on the candidate official.
  - d. Certificate to the effect that the integrity of the official remained above board during the last ten years.
  - e. Certificate to the effect that no criminal case has been registered against the applicant in any court.
5. For detailed terms and conditions for the aforesaid posts please refer to the Haryana Electricity Regulatory Commission (Officers and Employees Conditions of Service) regulations, 2011 on the website of the Commission i.e. [www.herc.gov.in](http://www.herc.gov.in)
6. Reservation will be applicable as per Haryana Government policy/rules/instructions.

**Secretary**  
**HERC, Panchkula**

**(for Internal Distribution only)**  
Website of HERC.



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Mode of Recruitment:-

Sr. No.	Name of Post	Recruitment and promotion policy
1	Joint Director (Distribution)	1) By direct recruitment or 2) by promotion from amongst Deputy Directors (Transmission / Distribution) having minimum of five years experience as such or equivalent or 3) by deputation or 4) by permanent absorption of the officer, who is already working on the post on deputation in the Commission, after completion of three years of service in the Commission. However, in case of permanent absorption of an officer, who was working as Deputy Director (Transmission / Distribution) in the Commission on deputation basis for the last three years and has been promoted as Joint Director (Transmission / Distribution), the condition for serving for three years on deputation in the Commission on the post of Joint Director (Transmission / Distribution) shall not be applicable
2	Deputy Director (Transmission)	1) by direct recruitment or 2) by deputation or 3) by permanent absorption of the officer, who may be already working on the post on deputation in the Commission after completion of three years service in the Commission
3	Section Officer	1) by direct recruitment or 2) by promotion from amongst the Clerical Assistants / Care-taker / Cashier having five years experience as such (with knowledge of Accounts), and B.Com or SAS or equivalent from a recognized University or 3) by permanent absorption of the employee, who is already working on the post on deputation in the Commission, after completion of three years of service in the Commission. However, in case of permanent absorption of an employee, who was working as Clerical Assistant / Care-taker / Cashier in the Commission on deputation basis for the last three years and has been promoted as Section Officer (Accounts), the condition for serving for three years on deputation in the Commission on the post of Section Officer (Accounts) shall not be applicable
4	Private Secretary	i) by promotion from amongst the Personal Assistants having minimum one year service as Personal Assistant in the Commission or ii) by deputation or iii) by permanent absorption of the employee, who is already working on the post on deputation in the Commission, after completion of three years of service in the Commission. However, in case of permanent absorption of an employee, who was working as Personal Assistant in the Commission on deputation basis for the last three years and has been promoted as Private Secretary, the condition for serving for three years on deputation in the Commission on the post of Private Secretary shall not be applicable.
5	Personal Assistant	1) by direct recruitment or 2) by promotion amongst the Senior Scale Stenographers having minimum five years experience as such or 3) by deputation of the employees having one year experience as Personal Assistant and studied Hindi up to Matric or 4) by permanent absorption of the employee, who is already working on the post on deputation in the Commission, after completion of three years of service in the Commission. However, in case of permanent absorption of an employee, who was working as Senior Scale Stenographer in the Commission on deputation basis for the last three years and has been promoted as Personal Assistant, the condition for serving for three years on deputation in the Commission on the post of Personal assistant shall not be applicable
6	Driver	1) by direct recruitment or 2) by promotion from amongst Group D employees of the Commission who have completed five years of regular service, and having passed middle Class examination, and able to maintain log book and two years experience of driving light vehicle with a valid driving license (light) or 3) by deputation of the employee having one year experience as Driver and having studied Hindi up to Matric or 4) by permanent absorption of the employee, who is already working on the post on deputation in the Commission, after completion of three years of service in the Commission. However, in case of permanent absorption of an employee, who was working as Peon / Process Server in the Commission on deputation basis for the last three years and has been promoted as Driver, the condition for serving for three years on deputation in the Commission on the post of Driver shall not be applicable

**Secretary**  
**HERC, Panchkula**