

**INVITATION OF APPLICATION FOR THE POST OF SECRETARY ON DEPUTATION/CONTRACT BASIS**

UPERC, a statutory body constituted under Electricity Regulatory Commission Act, 1998 (since replaced by Electricity Act, 2003) invites applications from candidates with qualifications & experience mentioned below for the post of **Secretary** in the pay scale of ₹ 1,44,200-2,18,200 (Pay Matrix-14) with applicable D.A. and allowances as per UPERC (Recruitment, Control and Service Conditions of Staff) Regulations, 2004.

| Post      | Pay Scale                              | Group | Minimum Qualifications & Experience   |
|-----------|--|-------|---|
| SECRETARY | ₹ 1,44,200-2,18,200<br>(Pay Matrix-14) | A     | Graduate degree in Commerce, Economics, Engineering, Law or Management with 15 years relevant and satisfactory service in an All-India or Group A Central / State Service (Post Graduate Qualifications would be desirable) or a post graduate degree / diploma in Commerce, Economics, Engineering, Law or Management with 15 years experience in a managerial capacity dealing with problems relating to Finance, Commerce, Engineering, Law or Management in a corporation / public undertaking. |

- Appointment will be initially on deputation/contract for a period of 3 years and further extendable for 2 years.
- Application must be sent on specified format to reach **latest by 28<sup>th</sup> February, 2019** to the office of the undersigned.
- Applicant serving in Government department/ PSU are required to send their applications through proper channel along with attested copies of ACRs for the last 5 years. • Application of such officer, not sent through proper channel shall not be accepted. • The covering envelope must mention name of post applied for. • Incomplete application submitted in a different format is liable to be summarily rejected. • Commission may consider giving higher emoluments to an exceptionally qualified candidate, as per rules. • Commission reserves the right to cancel the selection process at any stage.

**Secretary**

**PROFORMA OF APPLICATION FOR THE POST OF SECRETARY IN UPERC**

- Name of the Applicant: .....
- Present Post held: ..... Paste Self
- Name of Office/Department where presently employed..... Attested
- Date of appointment to the Present Post's grade: ..... Passport Size
- Present pay & scale of pay: ..... Photograph
- Date of Birth: ..... Here
- (a) Educational Qualifications & Other Qualifications required for the post are specified (if any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same). Please mention the essential and desirable qualifications required and possessed by the candidate in the following format:

| Qualifications / Experience required |  | Qualifications / Experience possessed by the candidate |
|--------------------------------------|--|--|
| Essential (1)                        |  |  |
| (2)                                  |  |  |
| (3)                                  |  |  |
| Desirable (1)                        |  |  |
| (2)                                  |  |  |

(b) Details of Employment, in reverse chronological order.

| Office / Instt. / Orgn. | Post Held | Nature of appointment Whether regular, ad-hoc, deputation, contract etc. | From - To | Scale of pay and basic pay | Nature of Duties |
|-------------------------|-----------|--|-----------|----------------------------|------------------|
|-------------------------|-----------|--|-----------|----------------------------|------------------|

- Present Address (in full)
  - Office
  - Residence
  - Telephone/Mobile No.
  - Email;

- Any other information that the candidate may wish to give.
- Notice period/number of days likely to be availed for relieving from parent department on being found fit for appointment.

Date:  
Place:

Signature of the Candidate

**Verification Certificate by the Competent Authority**

Mr./Mrs. ....has been working in this organization since.....and no vigilance enquiry and/or disciplinary proceedings are pending against him/her. As per his/her service record, no major/minor penalties have been imposed on him/her.

Date:  
Place:

Signature, Designation and Seal of the Employer