



Uttar Pradesh Electricity Regulatory Commission

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No. UPERC/Secy./Apptt./2015/1167

Lucknow: Dated 02 September, 2015

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

UPERC, a statutory body constituted under Electricity Regulatory Commission Act, 1998 (since replaced by Electricity Act, 2003) invites applications from candidates in the age group of 54-58 years on 1st Oct 2015 with qualifications & experience mentioned below for the post of Secretary in the pay scale of Rs. 37,400-67,000 (GP Rs. 10,000) 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	37,400-67,000 (GP Rs. 10,000)	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.

- Application must be sent on specified format to reach latest by 15th October, 2015 to the office of the undersigned.
- Serving officers are required to send their applications through proper channel alongwith attested copies of ACRs for the last 5 years and vigilance clearance certificate.
- Application of serving 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 from private/corporate sector, as per rules.

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
- Whether SC/ST/OBC :
- (a) Educational Qualifications & Other Qualifications required for the post are satisfied (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
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- Present Address (in full)
 - Office
 - Residence

10. Any other information that the candidate may wish to give.

11. 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 there is no vigilance enquiry and disciplinary proceeding are pending against him/her. As per his/her service record, no major/minor penalties have been imposed on him/her.

Date:

Place:

Signature and Seal of the Employer