



# U.P. ELECTRICITY REGULATORY COMMISSION

Kisan Mandi Bhawan, II Floor, Gomti Nagar, Lucknow-226010

Phone 2720426 Fax 2720423 E-mail secretary@uperc.org

No. UPERC/Secy./Appt./2017/1867

Lucknow: Dated 02 January, 2017

## 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 2017 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 on 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 February, 2017 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.
- Commission reserves the right to cancel the selection process at any stage.

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

- Name of the Applicant: .....
- Present Post held : .....
- Name of Office/Department where presently employed: .....
- Date of appointment to the Present Post's grade: .....
- Present pay & scale of pay: .....
- Date of Birth: .....
- Whether SC/ST/OBC: .....

Paste Self  
Attested  
Passport Size  
Photograph  
Here

8. (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 any basic pay	Nature of Duties

9. 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:

Signature of the Candidate

Place:

**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 and Seal of the Employer

