



**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. 4650/HERC/Admn.293

dated: 09.01.2019

**VACANCY CIRCULAR**

Haryana Electricity Regulatory Commission (HERC), a statutory body in supersession of its earlier advertisement dated 19.12.2018, invites applications for filling up posts of Director (Technical), Joint Director (Distribution – II), Deputy Director (Distribution – Power Procurement/ System operations), Deputy Director (Distribution – II), Law Officer, Deputy Director (Media), Private Secretary, Section Officer, Personal Assistant, Care Taker, Senior Consultant and Junior Consultant. The details of posts, number of posts, scales of pay, requisite qualifications and experience and mode of recruitment etc. are as under:-

Sr. No.	Name of the post	No. of posts	Mode of recruitment Recruitment and promotion policy	Qualifications
1	Director (Technical)  (128900 – 219600)  (Pay Matrix level 19)	1	By direct recruitment OR By promotion from amongst Joint Directors (Transmission/ Distribution/Power Procurement) having minimum five years post qualification experience as such or equivalent in the Commission. OR By deputation OR By permanent absorption of the officer, who is already working on the post on deputation in the Commission, after completion of three years of post qualification service in the Commission. However, in case of permanent absorption of an officer, who was working as Joint Director (Transmission /Distribution/Power Procurement) in the Commission on deputation basis for the last three years and has been promoted as Director (Technical), the condition for serving for three years on deputation in the Commission on the post of Director (Technical) shall not be applicable.	<b><u>Minimum required Qualification</u></b> i) 10+2 in 1 <sup>st</sup> Division with Science or its equivalent from recognized Board/ Institution. ii) Master Degree in Electrical Engineering /Power Engineering/ Power Technology with 1st Division from AICTE approved University / Institution. iii) Twelve years post qualification experience of professional engineering with at least one year experience at Superintending Engineer (SE) level/holding analogous post on a regular basis in a large power utility/organization with generation, transmission and distribution in the business of power. iv) Planning/ design/ operational experience in generation, transmission and distribution, with particular experience in all matters related to network reliability and stability, power quality and flows. ii) Computer literacy. iii) Matric with Hindi/Sanskrit from recognized Board/ Institution. <b><u>Additional Desirable Qualification</u></b> i) MBA (Finance) / Power or Degree in Law from recognized University/ Institution. ii) Experience in the development of tariffs in regulated industries and power sector reform in India. iii) Management or operational experience in all three utility functional areas i.e. generation, transmission and distribution. iv) Experience in commercial issues, or power purchase agreement.
2	Joint Director (Distribution – II)  (123600-210300)  (Pay matrix level 16)	1	By direct recruitment OR By promotion from amongst Deputy Directors (Transmission/ Distribution having minimum of three years post qualification experience in the Commission as such and in case of Joint Director (Power Procurement & System Operation) having minimum of three years experience as System Manager in the Commission as such or its equivalent. OR By deputation OR	<b><u>Minimum required Qualification</u></b> i) 10+2 in 1 <sup>st</sup> Division with Science or its equivalent from recognized Board/ Institution ii) M. Tech in Electrical / Power Engineering or Mechanical Engineering or MBA in Power Management with 1 <sup>st</sup> division on regular basis from AICTE approved University/ Institution. iii) Nine years post qualification professional experience with a minimum of one year at the Executive Engineer level in a large power utility / organization with generation, transmission and distribution facilities. iv) The candidate should have significant design / planning / operational experience in Planning and



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			<p>BY permanent absorption of the officer, who is already working on the post on deputation in the Commission, after completion of two years of post qualification 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 two years and has been promoted as Joint Director (Transmission/ Distribution/ Power Procurement &amp; System Operation), the condition for serving for two years on deputation in the Commission on the post of Joint Director (Transmission/ Distribution/ Power Procurement &amp; System Operation) shall not be applicable.</p> <p><b>Note:</b> The Joint Director having eight years experience in the Commission and if there are no chances of his/her further promotion, then the officer will be designated as Additional Director without any financial benefit of the said post.</p>	<p>operation, network, reliability as well as commercial aspects of distribution (metering, billing, collection etc.)</p> <p><b>Additional Desirable Qualification</b></p> <p>i) Ph.D holder in Power Engineering or Degree in Law on regular basis from recognized Universities / Institution.</p> <p>ii) Familiarity with electricity tariff issues and power sector reform.</p> <p>iii) Power procurement/ systems operations-competitive procurement, power least-cost planning scheduling and dispatch.</p>
3	<p>Deputy Director (Distribution)-I (Power Procurement/ System operations)</p> <p>(118700-208400)</p> <p>(Pay matrix level 15)</p>	1	<p>By direct recruitment OR By deputation.</p> <p>OR</p> <p>By permanent absorption of the officer, who may be already working on the post on deputation in the Commission after completion of two years of post qualification service in the Commission.</p>	<p><b>Minimum required Qualification</b></p> <p>i) 10+2 in 1st Division with Science or its equivalent from recognized Board/ Institution</p> <p>ii) M. Tech in Electrical / Power Engineering or Mechanical Engineering or MBA in Power Management with 1st division on regular basis from AICTE approved University/ Institution.</p> <p>iii) Five years post qualification professional experience in a large power utility / organization with generation, transmission and distribution facilities.</p> <p>iv) The candidate should have design / planning / operational experience in Competitive procurement, power purchase agreement, least-cost planning, scheduling, dispatch and knowledge of Law.</p> <p>v) Computer literacy.</p> <p>vi) Matric with Hindi/Sanskrit from recognized Board/ Institution.</p> <p><b>Additional Desirable Qualification</b></p> <p>i) PhD holder in Power Engineering or Degree in Law on regular basis from recognized Universities / Institution.</p> <p>ii) Familiarity with electricity tariff issues and power sector reform.</p> <p>iii) Power procurement/ systems operations-competitive procurement, power least-cost planning scheduling and dispatch.</p>
4	<p>Deputy Director (Distribution)-II</p> <p>(118700-208400)</p> <p>(Pay matrix level 15)</p>	1	<p>By direct recruitment OR By deputation.</p> <p>OR</p> <p>By permanent absorption of the officer, who may be already working on the post on deputation in the Commission after completion of two years of post qualification service in the Commission.</p>	<p><b>Minimum required Qualification</b></p> <p>i) 10+2 in 1st Division with Science or its equivalent from recognized Board/ Institution</p> <p>ii) M. Tech in Electrical / Power Engineering or Mechanical Engineering or MBA in Power Management with 1st division on regular basis from AICTE approved University/ Institution.</p> <p>iii) Five years post qualification professional experience in a large power utility / organization with generation, transmission and distribution facilities.</p> <p>iv) The candidate should have design / planning / operational experience in Planning and operation, network, reliability as well as commercial aspects of distribution (metering, billing, collection etc);</p> <p>v) Computer literacy.</p> <p>vi) Matric with Hindi/Sanskrit from recognized Board/ Institution.</p> <p><b>Additional Desirable Qualification</b></p>



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				<p>i) PhD holder in Power Engineering or Degree in Law on regular basis from recognized Universities / Institution.</p> <p>ii) Familiarity with electricity tariff issues and power sector reform.</p> <p>iii) Power procurement/ systems operations-competitive procurement, power least-cost planning scheduling and dispatch.</p>
5	<p>Law Officer (118700-208400)  (Pay matrix level 15)</p>	1	<p>By direct recruitment OR By promotion from Deputy Secretary (Personnel) having LL.B. Degree and minimum two years post qualification experience in the Commission as such. OR By deputation OR By permanent absorption of the officer, who is already working on the post in the Commission, after completion of two years of post qualification service in the Commission. However in case of permanent absorption of an officer, who was working as Deputy Secretary (Personnel) or Officer in the Commission on deputation basis for the last two years and has been promoted as Law Officer, the condition for serving for two years on deputation in the Commission on the post of Deputy Secretary (Personnel) or Officer shall not be applicable. Note: One of the Law Officers will act as Registrar in addition to his duties without any extra remuneration.</p>	<p><b>Minimum required Qualification</b></p> <p>i) 10+2 in 1st Division with Economics/Commerce/ Science or its equivalent from recognized Board/ Institution.</p> <p>ii) Degree of Bachelor of Law (Professional) on regular basis with 60% marks from recognized University/ Institution.</p> <p>iii) Should have enrolled as an advocate with Bar Council.</p> <p>iv) A minimum of Seven years post qualification experience in managerial capacity in the upper bracket of any middle level managerial position in any reputed law firm/ suitable organization that deals inter-alia with power sector matter. OR A minimum of Seven years post qualification experience of independent practice of law or LLM degree with 1st division/ CGP 7.5 on regular basis from recognized University/ Institution with two years practice of law in any High Court and knowledge of power sector matter. OR A minimum of Seven years post qualification experience in managerial capacity in the upper bracket of any middle level managerial position in any reputed law firm/ suitable organization that deals inter-alia with power sector matter. OR A minimum of Seven years post qualification experience in any constituted Judicial Service OR A minimum of Seven years post qualification experience as Additional Director/ DA in Prosecution Department, Haryana or Law Officer in CERC/SERCs. OR A minimum of Seven years post qualification experience as Professor in the Department of Law in any recognized University /Institution.</p> <p>v) Excellent communication skills. vi) Computer literacy. vii) Matric 1st division with Hindi/Sanskrit from recognized Board/ Institution.</p> <p><b>Additional Desirable Qualification</b></p> <p>i) PhD or LLM / MBA (Power/Finance) from recognized University / Institution on regular basis. ii) Legal practice in power sector. iii) Graduate with Science/ Engineering/ Commerce/ Economics from a recognized University/ Institution on regular basis.</p>
6	<p>Deputy Director (Media) (118700-208400)  (Pay matrix level 15)</p>	1	<p>By direct recruitment OR By deputation. OR By permanent absorption of the officer, who may be already working in the Commission after completion of two years of post qualification service in the Commission.</p>	<p><b>Minimum required Qualification</b></p> <p>i) 10+2 in 2nd Division from a recognized Board/Institution.</p> <p>ii) Graduate with Science/ Engineering/Commerce/ Economics with minimum 50% marks from a recognized University/ Institution on regular basis.</p> <p>iii) Master's degree in relevant discipline (e.g. journalism or mass communication) with 55% marks from a recognized University/ Institution.</p> <p>iv) Nine years of post qualification professional / Media experience in journalism, mass communications, or Public Relations or in an</p>



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				<p>organization of repute.</p> <p>v) Excellent communication skills.</p> <p>vi) Sound knowledge of Internet and Social Media.</p> <p>vii) Computer skills, especially word processing and presentation programs.</p> <p>viii) Outstanding knowledge in power sector/electricity matters background in financial/economics writing/ analysis.</p> <p>ix) Matric in 1st Division with Hindi/Sanskrit from recognized Board/ Institution.</p> <p><b>Additional Desirable Qualification</b>  Master degree from a recognized University/ Institution.</p>
7	Private Secretary (44900-142400) (Pay matrix level 7)	4	<p>By direct recruitment  OR  By promotion having five years post qualification experience as Personal Assistant(s) in the HERC.  OR  By Deputation  OR  By permanent absorption of the officer, who may be already working on the post on deputation in the Commission after completion of three years of post qualification 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 two years and has been promoted as Private Secretary, the condition for serving for two years on deputation in the Commission on the post of Private Secretary shall not be applicable.  <b>Note:- A person having more than twenty five years experience in administrative wing / cadre out of which ten years experience in supervisory capacity can be appointed.</b></p>	<p><b>Minimum required Qualification</b></p> <p>i) 10+2 or equivalent qualification with Science/ Economics/Commerce with 2nd division from recognized Board / institution.</p> <p>ii) Bachelor's Degree from a recognized University/ Institution.</p> <p>iii) Ten years post qualification experience as Personal Assistant in an organization of repute.</p> <p>iv) English shorthand at speed of 120 w.p.m and transcription thereof at speed of 40 w.p.m</p> <p>v) Hindi shorthand at speed of 80 w.p.m and transcription thereof at speed of 20 w.p.m</p> <p>vi) Matric with Hindi/Sanskrit from recognized Board/ Institution.</p> <p><b>Additional Desirable Qualification</b></p> <p>i) Degree in Law/Engineering</p> <p>ii) Preference will be given to persons working under judicial/ power sector.</p> <p>iii) Diploma in Stenography in English/Hindi or ITI Stenography in English/ Hindi or Diploma in Computer Application from recognized University/Board/ Institution.</p>
8	Section Officer (44900-142400) (Pay matrix level 7)	1	<p>By direct recruitment.  OR  By promotion from amongst the Care Taker/ Cashier /Clerical Assistants having five years post qualification experience as such (with knowledge of Accounts and Establishments matters), and B.Com or SAS or equivalent from a recognized University.  OR  By deputation.  OR  By permanent absorption of the employee, who is already working in the Commission, after completion of three years of post qualification 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 and Establishment), the condition for serving for three years in the Commission on the post of Section Officer (Accounts and Establishment) shall not be applicable</p>	<p><b>Minimum required Qualification</b></p> <p>i) 10+2 with Economic &amp; Commerce /Science from a recognized Board/Institution or its equivalent.</p> <p>ii) Subordinate Accounts Service Or B.Com with First Division from recognized university/ institution</p> <p>iii) Three years post qualification professional experience accounts and establishment matters in an organization of repute.</p> <p>iv) Excellent communication skills.</p> <p>v) Computer literacy.</p> <p>vi) Matric with Hindi/Sanskrit from recognized Board/ Institution.</p> <p><b>Additional Desirable Qualification</b>  One year certificate course in computer applications.</p>
9	Care Taker  (35400 – 112400)  (Pay matrix level 6)	1	<p>By direct recruitment  OR  By promotion from amongst Clerk's having knowledge of Communication Engineering minimum five years post qualification experience.  OR</p>	<p><b>Minimum required Qualification</b></p> <p>i) 10+2 with Economic &amp; Commerce./Science with 1st Division from a recognized Board/Institution or its equivalent.</p> <p>ii) Bachelor of Engineering Electronics Communication/ Electrical Engineering minimum CGPA 6.20 from recognized university/ institution.</p>



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			By permanent absorption of the Care Taker, who may be already working on the post in the Commission after completion of three years of post qualification service in the Commission.	<ul style="list-style-type: none"> <li>iii) Excellent communication skills.</li> <li>iv) Knowledge of Solar System</li> <li>v) Computer literacy</li> <li>vi) Matric with Hindi/Sanskrit from recognized Board/ Institution.</li> </ul> <p><b>Additional Desirable Qualification</b> MBA (Power/Finance) from recognized University / Institution on regular basis.</p>
10	Personal Assistant (35400 – 112400)  (Pay matrix level 6)	Gen – 4 SC – 1 BC (A) – 1 ESM – 1 Other – 1 (Reservation as per Haryana Govt. policy / rules / instructions)	<p>By direct recruitment OR</p> <p>By promotion having five years post qualification experience as Senior scale Stenographer in the HERC.</p> <p>OR</p> <p>By permanent absorption of the Personal Assistant, who may be already working on the post in the Commission after completion of three years of post qualification service in the Commission.</p> <p><b>Note:</b> Atleast 30% of the posts of Personal Assistants could be assigned the work of Legal Assistants having the qualification of LL.B &amp; two years experience as an Advocate in the pay scale of Personal Assistant and 30% of the post of Personal Assistant could be assigned the work of Record Keeper having Graduation qualification in addition to their duties and that too without any extra remuneration.</p>	<p><b>Minimum required Qualification</b></p> <ul style="list-style-type: none"> <li>i) 10+2 with Economic &amp; Commerce /Science from a recognized Board/Institution or its equivalent</li> <li>ii) Graduate in law/ Science / Commerce / Economics with 2nd Division from recognized Board / University with two years post qualification experience as Sr. Scale Stenographer/ Computer Operator in a organization of repute.</li> <li>iii) Matric with Hindi/Sanskrit from recognized Board/ Institution.</li> <li>iv) English shorthand at a speed of 80 words per minute and transcription thereof at a speed of 20 words per minute and</li> </ul> <p><b>Additional Desirable Qualification</b></p> <ul style="list-style-type: none"> <li>i) Diploma in Stenography in English / Hindi or ITI Stenography in English / Hindi or Diploma in Computer Application from recognized University / Board / Institution.</li> <li>ii) Preference will be given to persons working under judicial/ power sector.</li> </ul>
11	Senior Consultant (Individual consultant)	1	On contract basis	<p><b>Minimum required Qualification</b></p> <ul style="list-style-type: none"> <li>i) 10+2 in 1<sup>st</sup> Division with Science or its equivalent from recognized Board/ Institution.</li> <li>ii) Master Degree in Electrical Engineering /Power Engineering/ Power Technology with 1stDivisionfrom AICTE approved University / Institution.</li> <li>iii) Twenty years post qualification experience of professional engineering with at least one year experience at Superintending Engineer (SE) level/holding analogous post on a regular basis in a large power utility/organization with generation, transmission and distribution in the business of power.</li> <li>iv) Planning/ design/ operational experience in generation, transmission and distribution, with particular experience in all matters related to network reliability and stability, power quality and flows.</li> <li>v) Computer literacy.</li> <li>vi) Matric with Hindi/Sanskrit from recognized Board/ Institution.</li> </ul> <p><b>Additional Desirable Qualification</b></p> <ul style="list-style-type: none"> <li>i) MBA (Finance) / Power or Degree in Law from recognized University/ Institution.</li> <li>ii) Experience in the development of tariffs in regulated industries and power sector reform in India.</li> <li>iii) Management or operational experience in all three utility functional areas i.e. generation, transmission and distribution.</li> <li>iv) Experience in commercial issues, or power purchase agreement.</li> </ul>
12	Junior Consultant (Individual consultant)	1	On contract basis	<p><b>Minimum required Qualification</b></p> <ul style="list-style-type: none"> <li>i) 10+2 in 1<sup>st</sup> Division with Science or its equivalent from recognized Board/ Institution</li> <li>ii) M. Tech in Electrical / Power Engineering or Mechanical Engineering or MBA in Power Management with 1st division on regular basis</li> </ul>



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				<p>from AICTE approved University/ Institution.</p> <p>iii) Two years post qualification professional experience in a large power utility / organization with generation, transmission and distribution facilities.</p> <p>iv) 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 Planning and operation, network, reliability as well as commercial aspects of distribution (metering, billing, collection etc);</p> <p>v) Computer literacy.</p> <p>vi) Matric with Hindi/Sanskrit from recognized Board/ Institution.</p> <p><b>Additional Desirable Qualification</b></p> <p>i) PhD holder in Power Engineering or Degree in Law on regular basis from recognized Universities / Institution.</p> <p>ii) Familiarity with electricity tariff issues and power sector reform.</p> <p>iii) Power procurement/ systems operations- competitive procurement, power least-cost planning scheduling and dispatch.</p>
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- i. Closing Date: Applications giving complete details of qualification and experience for the said posts should reach in this Commission by 29.01.2019 up to 5.00 p.m. positively.
- ii. Candidates may appear for the Interview on 30.01.2019 at 10.00 AM for the post of Director (Technical), Joint Director, Deputy Directors, Law Officer & Consultants and candidates for the post of Private Secretary, Section Officer, Personal Assistant and Care Taker may appear for interview on 31.01.2019 at 11.00 A.M. alongwith original testimonials with one set of attested copies at Haryana Electricity Regulatory Commission, Bays no. 33 – 36, Sector 4, Panchkula.
- iii. The age limit as on 31.01.2019 for the direct recruitment to the posts shall be as per the prevailing rules of the Government and regulations issued by the Commission.
- iv. 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.
- v. 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.
  1. Photocopies of the ACRs of the applicants for the last ten years duly attested by an authorized officer.
  2. Certificate to the effect that no vigilance enquiry is pending against the concerned official.
  3. Certificate to the effect that no penalty was imposed during the last ten years on the candidate official.
  4. Certificate to the effect that the integrity of the official remained above board during the last ten years.
  5. Certificate to the effect that no criminal case has been registered against the applicant in any court.
- vi. If any candidate wants to apply for more than one post may apply in separate application otherwise will not be entertained.
- vii. Candidates are requested to mention the category under which the application being submitted alongwith documentary evidence.
- viii. **Only eligible candidates shall be interviewed. Application of non-eligible candidate shall be rejected out rightly.**
- ix. For detailed terms and conditions for the aforesaid posts except at Sr. No. 11 and 12, please refer to the Haryana Electricity Regulatory Commission (Officers and Employees Conditions of Service) regulations, 2016 on the website of the Commission i.e. www.herc.gov.in. For Sr. No. 11 and 12 kindly refer to the section 4



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of Haryana Electricity Regulatory Commission (Engagement of Consultants) Regulations, 2007

- x. Reservation will be applicable as per Haryana Government policy / rules / instructions.

**Note: -** Candidates who have already applied in pursuance to earlier advertisement dated 19.12.2018 for the post of Deputy Director (Distribution), Private Secretary and Section Officer fulfilling the qualifications and experience as per above advertisement, needs not to apply again and requested to attend the interview on the above said date and time.

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

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