



**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. 4958/HERC/Admn.293

dated: 08.03.2019

**VACANCY CIRCULAR**

Haryana Electricity Regulatory Commission (HERC), a statutory body invites applications for filling up posts of Assistant Director (Accounts), Private Secretary, Personal Assistant, Junior Scale Stenographer and Peon. 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	Assistant Director (Accounts) (53100-167800) (Pay Matrix level 9)	1	By direct recruitment OR By promotion from Section Officer (Accounts) having minimum of seven years post qualification experience as such or equivalent OR By deputation OR By permanent absorption of the officer, who is already working on the post of Assistant Director in the Commission, after completion of Two year of post qualification service in the Commission. However, in case of permanent absorption of an officer, who was working as Section Officer (Accounts) in the Commission for the last two years and has been promoted as Assistant Director, the condition for serving for two years on deputation in the Commission on the post of Assistant Director shall not be applicable.	<p><b><u>Minimum required Qualification</u></b></p> <ol style="list-style-type: none"> <li>1) 10+2 in 1st Division with Economics / Commerce / Science from a recognized Board/Institution.</li> <li>2) B.Com with 65% marks from recognized University/ Institution.</li> <li>3) Ph.D in Commerce/ Finance Management OR Post Graduate degree with 75% marks in Commerce with specialization in Micro Economics / Economics OR MBA (Finance) with 75% marks on regular basis or Chartered Accountant or ICWA from a recognized University/ Institution with two year post qualification professional experience in Accounting in an Organization of repute.</li> <li>4) Demonstrated capability in generally accepted accounting practices, financial analysis, spreadsheets.</li> <li>5) Matric with Hindi / Sanskrit from recognized Board/ Institution.</li> </ol> <p><b><u>Additional Desirable Qualification</u></b></p> <ol style="list-style-type: none"> <li>1) MBA in Power or Degree in Law from a recognized University/ Institution.</li> <li>2) Experience in employees and budget management.</li> <li>3) Database capabilities</li> <li>4) Knowledge of regulatory as well as of commercial accounting</li> <li>5) Member of the Institute of Chartered Accountants / Institute of Cost Accountants of India.</li> </ol> <p><b>Note:</b> Appointment for the post of Assistant Director (Accounts) from those candidates who have 1<sup>st</sup> division in B.Com and are having experience in power sector may be considered for appointment with the prior approval from the State Government.</p>
2	Private Secretary (44900-142400) (Pay matrix level 7)	1	By direct recruitment OR By Deputation  <b>Note:-</b> 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.	<p><b><u>Minimum required Qualification</u></b></p> <ol style="list-style-type: none"> <li>i) 10+2 or equivalent qualification with Science/ Economics/Commerce with 2<sup>nd</sup> division from recognized Board / institution.</li> <li>ii) Bachelor's Degree from a recognized University/ Institution.</li> <li>iii) Ten years post qualification experience as Personal Assistant in an organization of repute.</li> <li>iv) English shorthand at speed of 120 w.p.m and transcription thereof at speed of 40 w.p.m</li> <li>v) Hindi shorthand at speed of 80 w.p.m and transcription thereof at speed of 20 w.p.m</li> <li>vi) Matric with Hindi/Sanskrit from recognized Board/ Institution.</li> </ol> <p><b><u>Additional Desirable Qualification</u></b></p> <ol style="list-style-type: none"> <li>i) Degree in Law/Engineering</li> <li>ii) Preference will be given to persons working under judicial/ power sector.</li> </ol>



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				iii) Diploma in Stenography in English/Hindi or ITI Stenography in English/ Hindi or Diploma in Computer Application from recognized University/Board/ Institution.
3	Personal Assistant (35400 – 112400)  (Pay matrix level 6)	1 <b>(Ex-Serviceman Category)</b>	By direct recruitment  OR By Deputation basis <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 & 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.	<b>Minimum required Qualification</b> i) 10+2 with Economic & Commerce /Science from a recognized Board/Institution or its equivalent ii) Graduate in law/ Science / Commerce / Economics with 2 <sup>nd</sup> Division from recognized Board / University with two years post qualification experience as Sr. Scale Stenographer/ Computer Operator in a organization of repute. iii) Matric with Hindi/Sanskrit from recognized Board/ Institution. iv) English shorthand at a speed of 80 words per minute and transcription thereof at a speed of 20 words per minute and <b>Additional Desirable Qualification</b> i) Diploma in Stenography in English / Hindi or ITI Stenography in English / Hindi or Diploma in Computer Application from recognized University / Board / Institution. ii) Preference will be given to persons working under judicial/ power sector.
4	Junior Scale Stenographer  (25500-81100)  (Pay matrix level 4)	2	By direct recruitment  OR By promotion amongst Clerk's having two years post qualification experience as such and having English shorthand at a speed of 100 words per minute and transcription thereof at a speed of 20 words per minute and Hindi shorthand at a speed of 80 words per minute and transcription thereof at a speed of 15 words per minute and has passed the test conducted by the Commission  OR By permanent absorption of the Junior Scale Stenographer, who may be already working on the post in the Commission after completion of three years of post qualification service in the Commission	<b>Minimum required Qualification</b> 1) 10+2 with Science/ Commerce/ Economics or its equivalent with 2 <sup>nd</sup> Division or its equivalent from a recognized Education Board / University or Graduate with Science/ Commerce/ Economics from a recognized University. 2) Diploma in Stenography English / Hindi or ITI Stenography in English / Hindi or Diploma in Computer Application from a recognized Institution / Board and University with three years post qualification experience in an organization of repute. 3) Matric with Hindi/Sanskrit from recognized Board/ Institution. 4) English shorthand at a speed of 80 words per minute and transcription thereof at a speed of 20 words per minute and 5) Hindi shorthand at a speed of 60 words per minute and transcription thereof at a speed of 15 words per minute 6) Computer literacy <b>Additional Desirable Qualification</b> Preference will be given to persons having worked in judicial/ power sector.
5	Peon  (16900-53500)	10 <b>[Gen- (3+3) ESM Gen-1 BC(A) - 1 BC(B) - 1 SC - 1]</b>	By direct recruitment  OR By permanent absorption of the Group D, who may be already working on the post in the Commission after completion of three years of post qualification service in the Commission. <b>Note:</b> Out of 18 peons, 15 peons will work as peon-cum-Chowkidar and two peons will work as Peon-Cum- Sweeper in addition to his duties without any extra remuneration.	<b>Minimum required Qualification</b> 1) Matriculation with Hindi/Sanskrit from recognized Board/ Institution. <b>Additional Desirable Qualification</b> 10+2 pass with science or economic or commerce from recognized University/Board.

- i. Closing Date: Applications giving complete details of qualification and experience for the said posts should reach in this Commission by 05.04.2019 up to 5.00 p.m. positively.
- ii. Candidates may appear for written test for the post of Peon 11.04.2019 at 3.15 PM.
- iii. Candidates may appear for the Interview on 11.04.2019 at 10.00 AM for the post of Assistant Director (Accounts),



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Private Secretary, Personal Assistant and Junior Scale Stenographer along with original testimonials at Haryana Electricity Regulatory Commission, Bays no. 33-36, Sector-4, Panchkula.

- iv. The age limit as on 11.04.2019 for the direct recruitment to the posts shall be as per the prevailing rules of the Government and regulations issued by the Commission.
- v. 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.
- vi. 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.
- vii. If any candidate wants to apply for more than one post may apply in separate application otherwise will not be entertained.
- viii. Candidates are requested to mention the category under which the application being submitted alongwith documentary evidence.
- ix. **Only eligible candidates shall be interviewed. Application of non-eligible candidate shall be rejected out rightly.**
- x. For detailed terms and conditions for the aforesaid posts 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.
- xi. Reservation will be applicable as per Haryana Government policy / rules / instructions.

**Note: - Criteria for selection on the post of Peon (Class –IV).**

The Commission shall prepare merit list on the basis of the marks of the applicants as per the educational and socio-economic criteria. In case the number of applications exceeds 10 times the number of posts, the Commission shall shortlist the candidates on the basis of the merit list as per educational and socio-economic criteria. Written examination of the so shortlisted candidates only shall be held. Minimum 50% qualifying marks are necessary for qualifying in the written examination. The candidates who fail to secure the minimum qualifying marks, shall be ineligible for further consideration irrespective of his overall merit. The combined merit list on the basis of marks of the eligible candidates in the written examination as well as educational, socio-economic criteria shall be prepared. In the event of the candidates securing the same merit, preference shall be given to the candidates in the following order:-Orphans shall be preferred to other candidates. If no orphan is available, then the candidates in whose family no body is in Govt. Service shall be considered. If the candidates are of the same date of birth, preference will be given to candidate older in age.

Evaluation in written examination shall be of general awareness, reasoning, knowledge of Haryana & academic qualification of Matriculation level.

The selection criteria for 200 Marks will be as under:-

<i>Marks for written test/examination</i>  <i>100 Marks</i>	Educational qualifications: 1) Matriculation:10 2) Martic with 2 <sup>nd</sup> Div.: 12 3) Matric with 1st Div. 13 10+2 : 5 Nos. Extra	25 marks will be awarded to candidates in whose family no one is in	25 Marks to orphans having domicile	25 Marks to candidates whose both parents
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<i>50% qualifying marks are essential</i>	10+2 with 2 <sup>nd</sup> Division: 6 Nos. Extra 10+2 with 1st Division: 7 Nos. Extra Diploma from ITI in the trade of Computer/ Electrical /Electronics/ Mechanical/ Plumber): 5 Nos. extra	Govt. service and having domicile of Haryana	of Haryana	suffer physical diversity to the extent of 75% and above and having domicile of Haryana
<i>Total: 100 Marks</i>	Total: 25 Marks	Total 25 Marks	Total: 25 Marks	

All future information regarding examination as well as interview will be hosted on HERC website only. This may be noted by all candidates.

**Only eligible candidates shall be interviewed who will clear the written test for the post of Peon. Application of non-eligible candidate shall be rejected out rightly.**

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

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