

**CENTRAL ELECTRICITY REGULATORY COMMISSION**  
8<sup>th</sup> Floor, Tower-B, World Trade Centre, Nauroji Nagar,  
New Delhi 110029

No. ADMN-11017/9/2024-CERC

Dated, the 25<sup>th</sup> July, 2025

**“Engagement of Staff Consultant on the position of  
Research Officer (HR) in CERC”**

**Introduction**

1.1 The Electricity Regulatory Commissions Act, 1998 paved way for creation of the Regulatory Commissions at the Center and in the States. Since the enactment of Electricity Act 2003 the power sector has undergone major structural changes.

1.2 The Electricity Act, 2003 has significantly enlarged the spectrum of responsibility of CERC. Under the ERC Act, 1998 only the tariff fixation powers were vested in CERC. The new law of 2003 has entrusted on the CERC several other responsibilities in addition to the tariff fixation powers, for instance, the powers to grant license for inter-State transmission, inter-State trading and consequently to amend, suspend and revoke the license, the powers to regulate the licensees by setting performance standards and ensuring their compliance, etc.

**2. Scope of work for the Staff Consultant**

The duties of the Staff Consultant shall be as under:

- a. Well-versed with the activities pertaining to Establishment and Administrative Matters, including government Rules, Regulations and Procedures
- b. Initiation of File, Notes, Draft Letters, Office Orders, Work Orders, Contracts, Agreements, file maintenance, meeting schedules, managing appointments, routine correspondence etc.
- c. Procurement of Goods & Services etc., Vendor Management
- d. Coordination & Liaisoning with other departments & organizations, etc.
- e. Planning and organizing Official events
- f. Recruitment and supervision of office support staff
- g. Undertake any other assignments, which may be assigned from time to time by the Divisional Head.
- h. Handling work related to the recruitment of staff
- i. Any other work as assigned by the Commission.

3. **Qualification and experience required for Staff Consultant: -**

Level of Staff Consultant	No. of posts	Qualifications, Experience	Consolidated professional fees*
Research Officer (Human Resource)	02	<p><b>Qualification: Master of Business Administration (Human Resource) from a reputed Institution/ university.</b></p> <p><b>Experience:</b> Applicants shall have minimum four years' working experience with regard to handling the Administrative work as specified in para 2.</p> <p><b>Competencies:</b></p> <ul style="list-style-type: none"> <li>a. Excellent written and communication skills</li> <li>b. Strong analytical skills</li> <li>c. Adept at working on computers, including MS Office.</li> </ul>	Rs. 64,000/- to Rs. 1,10,000/- per month depending on qualifications and experience.

\* Monthly fee paid shall be excluding G.S.T, if applicable. Consolidated salary shall be fixed taking into consideration the salary drawn in immediate previous employment.

4. **General Terms and Conditions: -**

4.1 Normal working hours will be 9.30 A.M to 6.00 P.M (05 days week) including half an hour lunch break. The personnel may be called on Saturdays/ Sundays and other gazetted holidays, and required to be present beyond normal working hours in case of exigencies.

4.2 In addition to holidays notified by Central Government, the Staff Consultant shall be entitled for fifteen (15) days leave in a calendar year (January to December) which shall be credited in advance, on quarterly basis, as under. The intervening Saturdays/ Sundays / holidays, if any, shall not be counted as leave. Unutilised leave shall not be carried forward to the next calendar year and is not encashable. Leave of any other nature is not admissible

- (a) 1<sup>st</sup> Quarter: (January to March) – 04 days
- (b) 2<sup>nd</sup> Quarter: (April to June) – 04 days
- (c) 3<sup>rd</sup> Quarter: (July to September) – 04 days
- (d) 4<sup>th</sup> Quarter: (October to December) – 03 days

4.3 The Staff Consultant shall not be entitled to any professional fees for the period of absence beyond the entitled leave of 15 days as above. Any un-availed leave during a calendar year shall not be carried forward to the next calendar year or qualify for encashment.

4.4 In case the Staff Consultant remain absent for more than 15 days beyond the entitled leave in a calendar year, without any prior intimation/prior sanction, except in



case of emergency, CERC will be free to terminate the services of the said Staff Consultant.

4.5 In the event of absence on the ground of sickness, the Staff Consultant shall be required to submit a proper medical and fitness certificate. However, any leave including the leave on medical grounds beyond the cumulative period of 15 days shall be without any professional fees.

4.6 In case of tour within India, the Commission shall reimburse the expenses for journey undertaken for official work by the Consultants as per the following entitlement:-

- a. By air- Economy class ;
- b. By train (AC-II tier),
- c. For local travel - Non AC taxi.

5. **Age limits:** The age of the applicant as on 01<sup>st</sup> January of the year of advertisement would be in accordance to CERC (Appointment of Consultants) Regulations, 2010 and amendments thereafter.

6. **Duration of Contract:** The Staff Consultant shall now be engaged for the period of two years. However, the period of engagement may be extended, based on the satisfactory performance of the candidate, for the period upto one year on each occasion, whereas it is limited to total period of four years at the maximum. In deserving cases, an escalation up to 10% on the fee may be given with the approval of the Chairperson based on the performance during the preceding year.

7. **Payment Terms:** The consultant shall be paid lump sum monthly professional fees on completion of the month. TDS shall be deducted as per relevant rules.

## **TERMINATION OF AGREEMENT**

### **With Notice**

8.0 This agreement is liable to be terminated after completion of one year of service by either party, by mutual consent, by giving one month notice in writing or one month consolidated professional fees in lieu of such notice. In case, any consultant chooses to leave CERC within one year, they have to serve three months' notice in writing or three month's consolidated professional fees in lieu of such notice.

8.1 In case the Staff Consultant is unable to perform the assigned work or the work undertaken by them is not to the satisfaction of the Controlling Officer/Competent authority in CERC, the Staff Consultant shall be liable to be terminated after one month notice in writing.

### **Without Notice**

8.2 In case the Staff Consultant, despite notice as in para 8 above, is unable to perform the given assignment to the satisfaction of the Controlling officer/Competent authority in CERC, consultant, shall be liable to be terminated in public interest, without any notice and without assigning any reason.

8.3 In case the Staff Consultant is absent from duty, for a period of more than 30 days, without prior intimation/prior sanction and is not covered under medical emergency consultant, shall be liable to be terminated, in public interest, without any notice and without assigning any reason

8.4 On pre-mature termination of the assignment, CERC shall pay the Staff Consultant, the profession fees for the work performed by him/her till the date of such termination, after deductions, if any.

9. Engagement under this assignment shall be on purely contract basis for a limited period only. Such engagement shall not vest any right what so ever to claim for regular appointment or continued contractual engagement in CERC.

10. Relaxation in essential qualifications/experience can be considered in deserving cases.

11. CERC reserves the right not to fill up all or any of the above positions, without assigning any reasons, what so ever.

12. CERC reserves the right either to increase or decrease the number of posts in any of the categories, at any given time, without assigning any reasons, what so ever.

**13. Selection Process:**

- a. The selection process is through interaction. However, written examination shall be conducted, if required, based on the decision of the Consultancy Evaluation Committee (CEC).
- b. Only candidates who strictly fulfill the eligibility criteria and submitted necessary documentary evidence, as required by CERC, will be shortlisted and called for written examination and/or interaction;
- c. Only the candidates who qualify in the written examination will be called for interaction;
- d. The final selection of the candidates shall be based on the ranking/merit of combined score of the qualification, experience, performance in written examination and interaction.
- e. Candidates called for interaction would be required to bring original documents relating to qualification, experience and salary slip for the past six months. These documents shall be examined before interaction with the selection committee.
- f. In case of non-submission of the salary slip for the last six months of employment, the candidate will be considered for selection at the minimum range of the scale.
- g. No TA/DA shall be admissible for attending written examination and interaction for advertised post at New Delhi.
- h. The decision of CERC shall be final.

14. Interested and eligible candidates may send their application, in the prescribed format given in Annexure-I to the Deputy Chief (Admin), 8<sup>th</sup> Floor, Tower-B, World Trade Centre, Nauroji Nagar, New Delhi – 110 029 by **25<sup>th</sup> August, 2025 by 5.00 PM.** Incomplete applications or applications received after the due date will be rejected.



(Rajiv Kumar)  
Deputy Chief (Admin)  
Tel: 23353503



**POST APPLIED FOR :**

Recent passport  
size colour photo

**I Personal Details -**

**RESUME**

1. Name :
2. Gender :
3. Date of Birth :
4. Father's Name :
5. Marital Status :
6. Permanent Address :
7. Contact Address :
8. Tel No :
- Mobile No :
- E Mail Id :
9. Post applied for :
10. Last Pay drawn :

**II Academic / Professional Qualification (Tenth standard onwards):**

- a. Tenth standard onwards. (Attach self-attested copy of certificates)

Course / Degree and no. of years	Institute/ University College	Year of passing	Regular Distance education	% of marks	Subjects specialized	Achievements, if any

(Attach self-attested copy of certificates)

**(b) Diplomas, if any.**

(Attach self attested copy of certificates)

Course and No. of years	University / College / Institute	Year of passing	Regular / Distance education	% of marks	Subjects specialized	Achievements, if any

**III Experience**

Organisation Institute / Office	Post held	Period		No. of years and months	Description of duties	Detail of Salary	Remarks
		From	To				

(Attach self attested copies of experience certificates and salary slips in chronological order. Enclose a separate sheet, duly authenticated by your signature, if space is insufficient)

**IV Other Details : Additional information/ specific professional achievement/ contribution**

**V Please state why you want to take up this role and are suitable for the post in 100 words.**

**Date :**

(Signature of the candidate)