

**EDUCATIONAL QUALIFICATION, EXPERIENCE AND QUALIFYING SERVICE  
FOR STAFF ON DEPUTATION ON FOREIGN SERVICE TERMS / SHORT-TERM CONTRACT**

S/No	Post	Scale of Pay	Minimum Educational Qualification	Nature of Experience	Qualifying Service
1	2	3	4	5	6
1.	Secretary	Rs. 18400-500-22400	Graduate Degree	Must have experience in Secretariat functioning in the Central Government as well as experience and knowledge of the functioning of State Governments Prior experience and exposure to regulation and infrastructure management will be preferable.	Officers under Central Government /State Government:- i) Holding analogous posts on regular basis; or ii) With 2 yrs regular service in the scale of Rs. 16400-20000 or equivalent; or iii) With 3 yrs. Regular service in the scale of Rs. 14300-18300 or equivalent
2.	Chief (Engineering)	Rs. 18400-500-22400	Degree in Engineering	Familiarity with the latest technological developments in transmission, generation system planning, designing and operation and preferably familiarity with techno-economic appraisal. Experience in any of these areas both hands on as well as design and planning.	- do -
3.	Chief (Finance)	Rs. 18400-500-22400	MBA in Finance or certified Chartered Accountant or certified Cost Accountant preferably with Engineering Degree	Tariff formulation or cost analysis or financial management.	- do -

4.	Deputy Chief (Economics)	Rs. 14300-400-18300	Post Graduate Degree in Economics with specialization in Econometrics or PG Degree in Mathematics with specialization in O.R. (Operation Research) or PG Degree in Statistics.	Application of regulatory Economics, demand forecasting or modeling.	Officers under Central Government /State Government:- i) Holding analogous posts on regular basis; or ii) With 5 yrs. regular service in the scale of Rs. 12000-16500 iii) With 10 yrs. regular service in the scale of Rs. 10000-15200 or equivalent; or With 15 years regular service in the scale of Rs. 8000-13500 or equivalent;
5.	Deputy Chief (Legal)	Rs. 14300-400-18300	Degree in Law preferably with specialization in regulation	Judicial/Quasi-judicial legal matters including proceedings, petitions, pleadings, listing of the case laws etc.	- do -
6.	Assistant Secretary	Rs. 10000-325-15200	Graduate Degree	Must have experience in Secretariat functioning in the Central Govt./State Govt. i.e. General Administration matters, Personal Management, maintenance of discipline.	Officers under Central Government /State Government:- i) Holding analogous posts on regular basis; or ii) With 5 yrs. regular service in the scale of Rs. 8000-13500 or equivalent; or iii) With 6 yrs. combined regular service in the scale of Rs. 7500-12000 and Rs. 7450-11500 or equivalent; or iv) With 8 yrs. regular service in the scale of Rs. 6500-10500 or equivalent.
7.	Assistant Chief (Engineering)	Rs. 10000-325-15200	Graduate Degree in Engineering with a relaxation to Diploma in Engineering for members of the CPE (Group 'A')	Hands-on experience in system planning and operation, transmission maintenance and operation, gas generation technologies, coal thermal or hydro power, preferably	-do -

			Services promoted from feeder service.	familiarity with techno-economic appraisal.	
8.	Assistant Chief (Finance)	Rs. 10000-325-15200	MBA in finance or certified Chartered Accountant or certified Cost Accountant – preferably with Engineering Degree	Tariff formulation or cost analysis or financial management.	-do -
9.	Bench Officer	Rs. 10000-325-15200	Degree in Law	Judicial/Quasi-judicial legal matters including proceedings, petitions, pleadings, listing the case law etc.	-do -
10.	Principal Private Secretary	Rs. 10000-325-15200	Must be Computer-literate, proficient in using MS Office.	Working as Secretariat Staff	Officers under Central Government /State Government:- i) Holding analogous posts on regular basis; or ii) With 5 yrs. regular service in the scale of Rs. 8000-13500 or equivalent; or iii) With 6 yrs. regular service in the scale of Rs. 7500-12000 or equivalent; or. iv) With 7 yrs. Regular service in the scale of Rs. 7450-11500 or equivalent; or iv) With 8 yrs. regular service in the scale of Rs. 6500-10500 or equivalent.
11.	Pay & Accounts Officer	Rs. 8000-275-13500	Graduate Degree preferably in Commerce.	Having knowledge of Central Government Accounting procedure such as the procedural details for budget, drawing and disbursement, receipts and payments, statutory recoveries, funds etc. their accounting & financial control.	Officers under Central Government /State Government:- i) Holding analogous posts on regular basis; or ii) With combined 3 yrs. regular service in the scale of Rs. 7500-12000 and Rs. 7450-11500. iii) With 4 yrs. regular service in the scale of Rs. 6500-10500 or

					equivalent; or iii)With 8 yrs. regular service in the scale of Rs. 5500-9000;
12.	Private Secretary	Rs. 6500-200-10500	Must be Computer-literate, proficient in using MS Office.	Working as Secretariat Staff.	Persons under Central Government /State Govt:- i) Holding analogous posts on regular basis; or ii) With 3 yrs. regular service in the scale of Rs. 5500-9000 or equivalent; or iii)With 6 yrs. regular service in the scale of Rs. 5000-8000 or equivalent iv)With 8 yrs. regular service in the scale of Rs. 4500-7000 or equivalent
13.	Personal Assistant	Rs. 5500-175-9000	Preferably computer - literate and proficient in MS Office.	Working as Secretariat Staff.	Persons under Central Government /State Govt:- i) Holding analogous posts on regular basis; or ii) With 3 yrs. regular service in the scale of Rs. 5000-8000 or equivalent; or iii)With 3 yrs. regular service in the scale of Rs.4500-7000 or equivalent or With 10 yrs. regular service in the scale of Rs.4000-6000 or equivalent.

**Eligibility criteria for direct recruitment/short term contract.**

- 1. Stenographer:** Must have passed High School. Having strong skills in taking dictation directly onto the computer as well as in shorthand. Must be familiar with file keeping and record management. Must have a pleasing personality and must have proven capability in functioning as a team.

**Age limits:** The age of the applicant should be between 18 to 27 years as on the date of advertisement of the vacancies. However, usual age relaxation will be admissible to SC, ST, OBC, etc. as per Government Orders in force.

- 2. Clerk-cum-operator:** Must have passed High School. The candidate must have a pleasing personality and good interpersonal skills. Proven capability of handling high density electronic and audio messages will be an asset. The candidate must have relevant experience in managing a telephone switch board, receipt/dispatch of mail, keeping leave records and attending to visitors. Proficiency in spoken English is essential.

**Age limits:** The age of the applicant should be between 18 to 27 years as on the date of advertisement of the vacancies. However, usual age relaxation will be admissible to SC, ST, OBC, etc. as per Government Orders in force.

- 3. Cashier/Bill Clerk:** Must have passed 12 Standard. Must be capable of preparing salary and other bills, disbursement of pay and other allowances to the Staff of the Commission and maintaining books of accounts. Must have working knowledge of English and Hindi.

**Age limits:** The age of the applicant should be between age limit 18 to 27 years as on the date of advertisement of the vacancies. However, usual age relaxation will be admissible to SC, ST, OBC, etc. as per Government Orders in force.

- 4. Despatch Clerk:** Must have passed High School. Must have clerical ability and aptitude.

**Age limits:** The age of the applicant should be between age limit 18 to 27 years as on the date of advertisement of the vacancies. However, usual age relaxation will be admissible to SC, ST, OBC, etc. as per Government Orders in force.

**For appointment on promotion basis**

S/No	Post	Scale of Pay	Qualifying Service (from the date of absorption in the Commission)
1	2	3	5
1.	Principal Private Secretary	Rs. 10000-325-15200	8 years regular service in the scale of Rs. 6500-10500.
2.	Private Secretary	Rs. 6500-200-10500	5 years regular service in the scale of Rs. 5500-9000 .
3.	Personal Assistant	Rs. 5500-175-9000	10 years regular service in the scale of Rs. 4000-6000.
4.	Clerk-cum-operator/Cashier/Bill Clerk	Rs. 4000-100-6000	8 years regular service in the scale of Rs. 3050-4590

By the Order of the Commission with the prior approval of the Government of India

Sd/- LALBIAKTLUANGA  
Assistant Secretary  
Joint Electricity Regulatory Commission  
for Manipur & Mizoram  
Aizawl

