



BIHAR ELECTRICITY REGULATORY COMMISSION

Ground floor, Vidyut Bhawan-II, J.L. Nehru Marg, Patna

No.-BERC-Estb-07/14-22

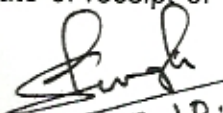

Dated- 20.10.2016

EMPLOYMENT NOTICE

Applications are invited for filling up the following posts on contract basis in Bihar Electricity Regulatory Commission. The desired qualification, experience and other terms and conditions are as under:-

S. N.	Name of the Posts	Mode of Appointment	Essential Educational Qualification & Qualifying Service	Desirable Qualification & Experience
	Stenographer	On Contract	1. Graduate Degree from a recognized University with proficiency in typing (40 wpm), shorthand (80wpm). 2. Knowledge of computer operation including MS office, internet and email.	Relevant experience of working in State/ Central Govt./ PSU/ Statutory Body or reputed non Govt. Organization.
	Pay band/Grade Pay - ₹ 5200-20200, G.P-₹ 2400			
	No. of Post -2 (Two) (One Reserve for EBC and One for SC only)			

The details Terms and Conditions alongwith prescribed format of application is available on the website www.berc.co.in of the Commission. The last date of receipt of application is **20.11.2016 till 5:00 PM.**


20.10.16
Secretary


Terms & Conditions in details

1. The Commission shall have full discretion to make appointment against all or one of these posts in any manner and Commission's decision in this regard shall be final.
2. (a) Minimum age limit for the posts advertised is 18 years and the maximum age will be as following :
 1. Backward Class/ Extremely Backward Class - 40 Yrs.
(Male and Female)
 2. Scheduled Castes/Scheduled Tribes - 42 Yrs.
(Male and Female)

(b) Maximum age for retired candidates should be 64 years on the last date of submission of application.
3. (a) Retired persons shall be appointed initially for one year which may be extended as per requirement for successive periods of 1 (one) year each up to maximum age limit of 67 years in special circumstances after review of his/her performance. The appointment on contract basis in case of non retired candidate, shall be initially for one year which may be extended as per requirement for further period if his/her work is found satisfactory after review.


(b) The pay of retired person will be fixed on the basis of last pay drawn minus pension or on minimum basic pay plus Dearness Allowance (DA) admissible in the scale of the related post whichever is less.
4. While selecting the candidates for appointment, the Commission will also consider the satisfactory performance/experience of the candidates working in any of the Regulatory Commission, Central Government, State Government, Power Sector Utilities, Statutory body or reputed non Government Organisation and other PSUs.
5. No column of application form is to be left blank. Name of the Post must be written on top of envelope. Incomplete application or applications received after due date i.e. after **5:00 PM on 20.11.2016** will be summarily rejected.
6. Eligible shortlisted candidates will have to appear before the Commission or the Selection Committee appointed by it for test in Typing & Stenography and Computer Operations.
7. Reservation will be applicable as per State Govt. norms to the applicants of permanent residents of Bihar.



8. The employee of the Commission shall not be eligible for over time allowance.
9. A contract employee of the Commission may be terminated on proper and sufficient reasons to be recorded in writing, giving one month's notice or payment of one month salary in lieu thereof. The contract employee will also have to give one month prior notice if he/she desires to leave the services of the Commission.
10. The Commission reserves the right to reject any or all applications at any stage without assigning any reason whatsoever.
11. Selected candidates shall be posted at Commission's Office at Patna.
12. Applicants shall fill-up a declaration (prescribed in the application form) that they have not been punished by their employer or by any other court.
13. Candidates working in any other organisation shall produce "No Objection Certificate" from their employer at the time of interview/test.
14. Along with the other certificates, Caste certificate & Residential certificate must be enclosed otherwise the claim of reservation will not be considered.
15. If any certificate will be found fake, their appointment will be cancelled and Legal action shall also be taken.
16. The application in the given format is to be submitted to **Secretary, Bihar Electricity Regulatory Commission, Vidhut Bhawan-II, J.L. Nehru Marg, Patna 800021** either by Registered post or Speed Post only so as to reach by **5:00 PM on or before 20.11.2016**. The application must be accompanied by self attested copies of all academic qualifications, mark sheets along with other testimonials.

Place : Patna

Date : 20.10.2016


20.10.16
Secretary
BERC

APPLICATION FOR THE POST OF "STENOGRAPHER"

1. Name of the applicant (in full) :
2. Father's Name :
3. Date of Birth of the applicant :
4. Age as on 20.11.2016 : Years Months Days
5. (a) Postal Address :

Affix Passport
Size Photo

(b) Permanent Address :

6. Reservation Category
(Gen./BC/EBC/SC/ST) :

7. In case of retired person
(a) Name of the Organisation :

(b) Designation :

(c) Date of retirement :

8. In case of employed candidate
(a) Name of the Organisation :

(b) Designation :

(c) Date of appointment :

(d) Mode of appointment :

9. (a) Telephone No. :
- (b) Mobile No. :
- (c) e-mail :

10. Educational & Professional Qualification (Please enclose a separate sheet, if the space below is insufficient) :

SI No.	Degree	Year of passing

[Handwritten Signature]

11. Experience (Please enclose a separate sheet, if the space below is insufficient)

Sl. No.	Designation	Organization	Place of posting	From	To	Pay scale/ emoluments	Job details

12. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.

13. Whether any punishment/censure awarded to the applicant during the last 10 years and also whether any action or inquiry is going on against him.

Yes

No

I hereby declare that all statements made and information provided hereinabove are true, complete and correct and in case any information is found incorrect, I shall be disqualified for the present engagement.

Date :

Place :

(Name and signature of the applicant)

Self Declaration

I hereby declare that I have neither been punished by my employer in the previous 10 (ten) years nor punished by any other court.

Signature of Applicant

Verification certificate by the sponsoring competent Authority

Shri have been working in this organization as since and there is no vigilance enquiry pending against him/her. As per his/her service record no major/minor penalties have been imposed upon him/her.

Signature and seal of Employer

List of certificates/testimonials attached

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| 1. | 4. |
| 2. | 5. |
| 3. | 6. |