

**ODISHA ELECTRICITY REGULATORY COMMISSION
BIDYUT NIYAMAK BHAWAN
PLOT NO.4, CHUNOKOLI, SHAILASHREE VIHAR,
BHUBANESWAR – 751021
TEL. No. 2721048, 2721049/ FAX : 2721053/2721057
E-mail : orierc@gmail.com/Website : www.orierc.org

APPOINTMENT

The Commission invites applications for the post of **Commission Secretary** in prescribed format to be filled up through direct recruitment/deputation/contract basis. The persons having Graduate Degree from recognized University with 10 years of Judiciary or administrative experience out of which five years at management level are eligible to apply. The post carries a pay scale at level 17, Cell-1 of 7th Pay Commission matrix. The experience in the Government sector, demonstrated knowledge and/or experience in a Regulated Industry or with a Regulatory Body or in a judicial body is desirable. The candidates should not be more than 57 years of age as on last date of application. Retired employees of Judiciary, State/Central Government/Regulatory bodies are also eligible to apply provided they fulfill the other eligibility conditions. Detailed advertisement is available in the website of the Commission i.e. www.orierc.org. The last date of submission of application is **26.09.2022**. The earlier advertisement for the post of Commission Secretary dated 02.03.2019 published in the newspaper on 03.03.2019 stands cancelled.

**Sd/-
SECRETARY**

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ADVERTISEMENT

Dt:10.08.2022

1. Odisha Electricity Regulatory Commission (OERC), a statutory body constituted by Government of Odisha as per Odisha Electricity Reform Act 1995, invites application for filling up the post of **Commission Secretary** on direct recruitment / deputation /contract basis from the officials of **Judiciary, Central/State Governments, Public Sector Undertakings, Power Utilities, Regulatory Commissions, Autonomous Bodies under Government etc.** The details of posts like scales of pay, minimum / essential qualifications and additional desirable qualifications and experience etc. are given in **Annexure-I**. The duration of employment on contractual basis shall be for a period not exceeding two (2) years.
2. The age of the applicant should not be more than 57 years as on the last date of submission of the application i.e. 26.09.2022.
3. The application of eligible and interested candidates must be submitted in the prescribed **Format-A** and must reach the Secretary, Odisha Electricity Regulatory Commission (OERC), Plot No.4, Chunokoli, Shailashree Vihar, Bhubaneswar -751021, Odisha on or before **26.09.2022**. The application received after last date i.e. **26.09.2022** shall not be entertained. The application can also be e-mailed at orierc@gmail.com.
4. The application of the candidate applying on Deputation basis from Judiciary/ Government / Public Sector Undertakings / Regulatory Commissions must be routed through proper Channel with an advance copy to OERC. However, all the candidates from Government Sector shall produce “No Objection Certificate” at the time of interview.
5. References of two persons may be provided whom OERC may contact to ascertain the ability, integrity, knowledge and capability of the candidate in handling /managing functions of the Secretary of the Commission.
6. Incomplete application will be rejected. Only Short listed candidates shall be called for personal interview and no TA/DA shall be paid for attending interview. The Commission may conduct interview through virtual mode, if required. The Commission reserves the right to cancel this advertisement at any stage without assigning any reason thereof.
7. The Advertisement is available in website of OERC (Website:<http://www.orierc.org>)

Format-A

BIO-DATA

1. Post Applied for :
2. Name of the Applicant :
3. Age of Applicant (as on 26th September 2022): -- Years - Months - Days
4. Father's Name:
5. Marital Status:
6. Nationality:
7. Permanent Address:
8. Address for Communication:
9. Mobile No.:
10. e-mail id:
11. Name, Designation, Address and Contact Tel. No. of : Reference (i)
Reference(ii)
12. Educational Qualification:

Recent Passport
size Photograph
with signature on
the front

Institution / University/College	Degree	Year of Passing	% of Mark / CGPA	Subject / Specialisation	Achievement if any

13. Professional Experience:

Sl. No.	Post Held/ Designation	Organisation	From	To

14. **Previous experience with specific reference to Judiciary or administrative work and dealing with regulatory matters in brief:**

15. **Declaration:**

The information furnished above is correct to the best of my knowledge and nothing has been suppressed, I understand that in the event of my selection, if it is found at a later stage that any information furnished above is false or misrepresented or any information or fact is suppressed, my selection is liable to be cancelled.

Date:
Place:

Signature
Name

Annexure-I

Eligibility criteria of Commission's Secretary

Name of the Post	Scale of Pay	No. of Post	Qualification and Experience
Commission's Secretary	Level-17, Cell- 1 of 7 th Pay Matrix (Initial basic pay of Rs.1,35,100/- per month) (Pre-revised scale of pay Rs.37400-67000 + Grade pay of Rs.9000) with DA & HRA as sanctioned by the State Government from time to time. Other Allowances are also admissible as per the sanction of the OERC.	One	Minimum Required Qualification: (a) Graduate degree from recognized University. (b) 10 years Judiciary or administrative experience out of which 5 years at the management level. (c) Demonstrated ability to organize complex tasks. (d) Excellent written & verbal communication skills. Additional Desirable Qualification: (a) Work experience in a Govt. Organization. (b) Demonstrated knowledge and/ or experience in a regulated industry or with a regulatory body or in a judicial body.

- (i) In appropriate case the Commission may consider pay protection to the deserving candidate.
- (ii) High School Certificate (HSC) shall be considered as proof of age.
- (iii) Every person for appointment who has not passed from Odia Medium School shall produce a certificate that he has passed a test in Odia equivalent to at least M.E. Standard,
- (iv) The Self attested copy of HSC, Bachelor Degree, Post Graduate Degree, Professional Degree Certificates issued by Govt. recognised University / Institution and self attested copy of higher Qualification, if any, are to be submitted along with application.
- (v) All the candidates shall produce the originals of the certificates at the time of requirement / viva voce test and before joining, if selected.

Sd/-

SECRETARY

Functions and Duties of the Secretary and Delegation of powers as per Regulation 6 of OERC (Conduct of Business) Regulations, 2004:-

- 1) The Secretary shall exercise such functions as are assigned to him by these Regulations or otherwise by the Commission or the Chairperson.
- 2) In particular and without prejudice to the generality of the provision of the clause (1) above, the Secretary shall have the following functions, namely:
 - i) he shall receive or cause to receive all petitions, applications, other fillings or references pertaining to the Commission;
 - ii) he shall prepare or cause to prepare the briefs and summaries of all such filings presented before the Commission ;
 - iii) he shall assist the Commission in proceedings conducted by the Commission;
 - iv) he shall authenticate the orders passed by the Commission;
 - v) he shall ensure compliance of the orders passed by the Commission; and
 - vi) He shall have the right to collect from the State Governments, the Central Government and their agencies, the State Electricity Boards or other offices, companies and firms or any other person as may be directed by the Commission, such information as may be considered useful for the purpose of efficient discharge of the functions of the Commission under the Central Act and the State Act.
- 3) The Secretary shall have the custody of the seal and records of the Commission.
- 4) The Secretary may, with the approval of the Commission, delegate to any other Officer of the Commission any function required by these Regulations or otherwise, to be exercised by the Secretary.
- 5) In the absence of the Secretary, such other Officer of the Commission, as may be nominated by the Chairperson, may exercise the functions of the Secretary.
- 6) The Commission shall always have the authority, either on an application made by any interested or affected party or suo motu, to review, revoke, revise, modify, amend, alter or otherwise change any order made or action taken by the Secretary or other Officers of the Commission, if the Commission considers it to be appropriate.
- 7) Subject to the provisions of Section 97 of the Act, the Commission may by general or special order delegate to its Officers such functions including functions to be exercised by the Secretary on terms and conditions the Commission may direct for the purpose.
- 8) The terms and conditions of the services of the Secretary, Officers and Staff of the Commission shall be as per Orissa Electricity Regulatory Commission (Method of Recruitment and Conditions of Service) Regulations, 1997 notified by the Commission.

In addition to above, the State Government has declared the Secretary of the Commission as Head of the Department (HoD) who will exercise administrative and financial power subject to overall control and guidance of Chairman, OERC.