



सत्यमेव जयते

दिल्ली विद्युत विनियामक आयोग  
Delhi Electricity Regulatory Commission

विनियामक भवन, सी-ब्लॉक, शिवालिक,  
मालवीय नगर, नई दिल्ली-110017  
Viniyamak Bhawan, C-Block, Shivalik,  
Malviya Nagar, New Delhi-110017



No. F.1(457)/Estt./DERC/2021-22/Part file /1777

Dated: 26.10.2023

To

1. Hon'ble Supreme Court & all High Courts
2. All Ministries / Departments of the Government of India.
3. All the State Governments / State Electricity Regulatory Commissions / Statutory Bodies/State Utilities / Public Sector Undertakings / Autonomous Bodies.

**Subject: Filling up of various posts in Delhi Electricity Regulatory Commission.**

Sir,


The Delhi Electricity Regulatory Commission, a statutory body established under the Electricity Act, 2003 has invited applications through Employment News of 21.10.2023 to 27.10.2023 for filling up the various posts on deputation /direct recruitment / contract basis. The details of the posts are given below and may also be seen on the website of Delhi Electricity Regulatory Commission i.e. [www.derc.gov.in](http://www.derc.gov.in).

Sl No	Name of post	Pay scale with Grade Pay	No. of post
1.	Deputy Director (Law)	Pay Matrix Level – 11 (7 <sup>th</sup> CPC) (Rs.67,700-2,08,700)	1
2.	Personnel Officer	Pay Matrix Level 8 (7 <sup>th</sup> CPC) (Rs.47,600-1,51,000)	1
3.	Private Secretary	Pay Matrix Level 8 (7 <sup>th</sup> CPC) (Rs.47,600-1,51,000)	1
4.	Personal Assistant	Pay Matrix Level – 7 (7 <sup>th</sup> CPC) (Rs.44,900-1,42,400)	1

It is requested that wide publicity may please be given to the enclosed Recruitment Notice. The **last date** for submission of ON-LINE APPLICATION is **15.12.2023** and its HARD COPY is to be submitted by **22.12.2023**.

Encl: as above.

Yours faithfully,

  
(Rajesh Dangi)  
Secretary  
26/10/23





S/No	Name of the Post, Scale of Pay, Group, Number of vacancy, mode of recruitment.	Essential Qualification	Desirable Qualification
2.	<p>Personnel Officer</p> <p>Pay Matrix Level – 8 (7<sup>th</sup> CPC)</p> <p>Pay Band -3 (pre-revised) (Rs.47,600-1,51,100) with Grade Pay- Rs.4800/-</p> <p>Group – B (One post)</p> <p>Anticipated</p> <p><u>Mode of recruitment:-</u></p> <p>Deputation / Direct / Contract</p>	<p>1. Graduate degree from a recognised university.</p> <p>2. Officers holding analogous post on regular basis in Central/State Govt. or any PSU under Central/ State Govt.</p> <p style="text-align: center;">OR</p> <p>With 6 yrs. regular Service in the Pay Matrix Level – 6 (7<sup>th</sup> CPC) / Pay scale of 6<sup>th</sup> CPC, Pay Band – 2 (pre-revised) Rs.9300-4800 with Grade Pay Rs 4200/-</p>	<p>1. Administrative experience in Managerial Capacity / Drawing disbursing officer in Central / State Govt.</p> <p>2. Sound knowledge of Service and accounts matter.</p>
3.	<p>Private Secretary</p> <p>(Rs47600-151100) Pay Matrix level-8(7<sup>th</sup> CPC)</p> <p>Pay Band –2 Rs. 9300-34800 with Grade Pay – Rs.4800</p> <p>Group-B (One post)</p> <p>Anticipated</p> <p><u>Mode of recruitment:-</u></p> <p>Deputation / Direct / Contract</p>	<p>1. Graduate Degree from a recognised university.</p> <p>2. Well versed in computerised word processing.</p> <p>3. Proficient in shorthand &amp; typing.</p> <p>4. Holding analogous post on regular basis in Central / State Govt.</p> <p style="text-align: center;">OR</p> <p>With 2 years regular service in the Pay Matrix Level - 7 (7<sup>th</sup> CPC) / PB-2 (pre-revised) Rs.9300-34800 with Grade Pay Rs 4600/-</p> <p style="text-align: center;">OR</p> <p>With 6 years regular service in the Pay Matrix Level - 6 (7<sup>th</sup> CPC) / PB-2 (pre-revised) Rs.9300-34800 with Grade Pay Rs 4200/- or equivalent.</p>	<p>1. Experience of working as Personal Assistant to HoD for 05 years in Central / State Govt. OR any PSU / Corporation under Govt.</p> <p>2. Diploma in office management &amp; secretarial procedure.</p>

SINo	Name of the Post, Scale of Pay, Group, Number of vacancy, mode of recruitment.	Essential Qualification	Desirable Qualification
4.	<p>Personal Assistant</p> <p>(Rs.44,900-1,42,400) Pay Matrix Level – 7 (7<sup>th</sup> CPC)</p> <p>Pay Band –2 (pre-revised) Rs.9300-34800 with Grade Pay – Rs.4600</p> <p>Group-B (One Post)</p> <p>Existing</p> <p><u>Mode of recruitment:-</u></p> <p>Deputation / Direct / Contract</p>	<p>1. Graduate with proficiency in English Typing (40 wpm), English Shorthand (80 wpm).</p> <p>2. Diploma / Certificate in Office Management &amp; Secretariat Procedure OR equivalent from recognised / reputed institution.</p>	<p>Three years service in Central / State Govt. OR any PSUs of Central / State Govt. involving exposure for computer operations.</p>

#### **GENERAL INSTRUCTIONS**

1. The preferred mode of appointment for the above post is Deputation from Central / State / UT Government Departments, Statutory/Autonomous/ Constitutional/Cooperative/Local Govt. Bodies and Public Sector Undertakings, Corporations etc. under administrative control of Central/State/UT Governments. In the event of non availability of suitable candidate for appointment on deputation, the post can be filled up on contract recruitment basis. The Commission shall have full discretion to fill up the post through any of the three modes viz. Deputation /Direct /Contract recruitment as per the specific requirement. The Commission's decision in this regard shall be final.
2. The number of vacancies against the post may vary and the Commission reserves the right not to fill any of the above mentioned existing / anticipated vacancies. The Commission may consider and extend the Deputation/Contract of the present incumbent in the post against which the anticipated vacancy mentioned above is advertised. In case of any eventuality, no action on the application received against this existing / anticipated vacancy shall be taken by the Commission and the advertisement of such vacancy shall be treated as withdrawn.
3. All candidates should have fulfilled the minimum eligibility on the date of application. Further, merely fulfilling the minimum qualifications or the eligibility criteria does not entitle a candidate to be necessarily considered or called for interview. More stringent criteria may be applied for short-listing the candidates to be called for skill test / interview.

4. The Commission shall follow the Government's policy on reservation for SC/ST/OBC/PH candidates in the case of direct recruitment.
5. The age limit is subject to general guidelines issued by Central Govt. / Govt. of NCT of Delhi. The crucial date for determining eligibility criteria / age limit would be date of submission of application.

Sl. No.	Name of Post	Age Limit		
		Direct	Deputation	Contract
1.	Deputy Director (Law)	45 yrs.	56 yrs.	62 yrs.
2.	Personnel Officer	30 yrs.	56 yrs.	62 yrs.
3.	Private Secretary	30 yrs.	56 yrs.	62 yrs.
4.	Personal Assistant	30 yrs.	56 yrs.	62 yrs.

6. (i) The tenure of appointee on contract basis though shall be initially for three years, but the same is subject to satisfactory performance appraisal every year within the three years period.
- (ii) The tenure of appointment on deputation initially for 3 years which shall be extendable by each year, subject to concurrence of Parent Department of Deputationist.
- (iii) For Direct recruitment, the probation period shall be 02 years from the date of appointment.
7. Canvassing in any form shall be a disqualification for the post. No correspondence with the applicants will be entertained.
8. The Pay & Allowances and other terms and conditions of appointments on deputation basis will be regulated in accordance with the instructions contained in the Department of Personnel & Training OM. No. 6/8/2009-Estt. (Pay II) dated 17.06.2010, as amended from time to time. The pay package of the appointee on Contract, shall be in accordance with the DERC (Management & Development of Human Resources) Regulations 2001, as amended from time to time.
9. For fulfilling the eligibility criteria of the post, regular service of certain years in various pay scales has been prescribed as essential qualification. The pay scale shown in the eligibility criteria are Central Government Scale/ Delhi Government Scale of Pay and Dearness Allowance pattern applicable w.e.f. 01.01.2016 and the eligibility of candidates shall be accordingly determined with reference to the pay scales.

10. The eligibility of such candidates who are working in Public Sector Undertakings or other Govt. Organizations where Industrial / Variable Dearness Allowance pattern is applicable shall be determined by equating their IDA/VDA pattern Pay scale with the requisite CDA pattern Pay scales of eligibility in the following manner:

Central DA pay scale	=	Industrial/Variable DA pay scale
7 <sup>th</sup> CPC Pay Matrix Level (Rs. (Rs.67,700-2,08,700) – DD(Law) (Rs.44,900-1,42,400) –PA ( Rs. 47600-151100 ) – PO & PS  (Pre-revised 6 <sup>th</sup> CPC 2006, Minimum of Pay Band + Grade Pay) + Applicable Central Dearness Allowance on Pay)		Minimum of Pay scale held by the candidate + Dearness pay, if any + Applicable Industrial / Variable Dearness Allowance

Further, only those applicants who hold the post as well as the pay scale of that post on substantive basis shall be considered eligible for appointment. The Competent Authority may, however, in most deserving cases, consider relaxation in the eligibility criteria in public interest.

#### 11. How to Apply:

**ONLINE APPLICATION:** The candidates must submit application through **ONLINE** mode only for which a provision has been made in DERC website. The candidates should click "**APPLY ONLINE**" link provided in the notice for vacancy to open **ONLINE** Application Form . Please follow the instructions and proceed to fill the form. Please note that all fields to be filled and no column should be left blank. You are also requested to upload relevant documents at appropriate column to substantiate essential qualifications possessed by you along with last 03 months salary slips, IT Statements, FORM-16 (for verification purpose). It is mandatory for the candidates after successfully submitting application **ONLINE**, to take a **Print Out** of the application form together with copies of the testimonials and supporting documents already sent online and the same be forwarded to the Secretary, DERC at the given below :

**The Secretary,**  
**Delhi Electricity Regulatory Commission**  
**Viniyamak Bhawan, 'C' Block, Shivalik**  
**Malviya Nagar, New Delhi – 110017**

The envelope containing the application must mention the name of the post applied for.

**12. Submission of Undertaking :**

The candidate has to give Undertaking as mentioned below:-

The employees serving in Government / PSU / Autonomous Body / Statutory Body / Local Body / Corporations etc. must submit Undertaking as per Annexure – I.

The employees who have retired or resigned from Government / PSU / Autonomous Body / Statutory Body / Local Body / Corporations must give Undertaking as per Annexure – II.

The employees other than Annexure-I & Annexure-II must give Undertaking as per Annexure – III.

**13. Last date of application:**

The **last date** for submission of ON-LINE application is eight weeks from the date of publication of advertisement in newspaper.

The **last date** for receipt of hard copy of ON-LINE application is seven days after expiry of eight weeks from the date of publication of advertisement in newspaper.

**14. APPLICANTS IN CENTRAL/STATE/UT GOVERNMENT SERVICE OR IN THE SERVICE OF AUTONOMOUS / STATUTORY BODY / PSU / CORPORATIONS ETC. SHOULD APPLY THROUGH PROPER CHANNEL ONLY. THE APPLICATIONS OF SUCH APPLICANTS SHOULD BE FORWARDED THROUGH PROPER CHANNEL WITH ATTESTED COPIES OF ANNUAL CONFIDENTIAL REPORTS OF LAST FIVE YEARS AND VIGILANCE CLEARANCE CERTIFICATE. NO ADVANCE COPY SHALL BE ENTERTAINED.**

**15. Incomplete application or application submitted in a different format is liable to be summarily rejected.**

Sd/-  
Secretary



APPLICATION FOR THE POST OF DEPUTY DIRECTOR (LAW) / PERSONNEL OFFICER / PRIVATE SECRETARY / PERSONAL ASSISTANT

UNDERTAKING

(Applicable to candidates serving in Government / PSU / Autonomous Body / Statutory Body / Local Body / Corporations etc.).

1. I certify that all statements made in this application are true, complete and correct to the best of my knowledge and belief.
2. I certify that I am eligible for the post applied for vis-à-vis the age or qualifications or experience prescribed for the said post.
3. I certify that no vigilance / disciplinary case is pending against me.
4. I certify that no major or minor penalty was imposed on me during the last 10 years of my service in the Ministry / Department / Organization.
5. I certify that no prosecution for criminal charge is pending against me in any court of law.

SIGNATURE OF CANDIDATE

NAME OF THE CANDIDATE

PLACE:

DATE:

APPLICATION FOR THE POST OF DEPUTY DIRECTOR (LAW) / PERSONNEL OFFICER / PRIVATE SECRETARY / PERSONAL ASSISTANT

UNDERTAKING

(Applicable to candidates who have retired / resigned from Government / PSU / Autonomous Body / Statutory Body / Local Body / Corporations etc.).

1. I certify that all statements made in this application are true, complete and correct to the best of my knowledge and belief.
2. I certify that I am eligible for the post applied for vis-à-vis the age or qualifications or experience prescribed for the said post.
3. I certify that no prosecution for criminal charge is pending against me in any court of law.
4. I certify that no vigilance / disciplinary case was either pending or contemplated against me in the Ministry / Department / Organisation at the time of my retirement / resignation. (Please enclose a copy of PPO (if applicable) and Order notifying your discharge from service on retirement / resignation).
5. I certify that I have never been convicted, charge sheeted or ever had a vigilance case/ punishment and major/ minor penalties imposed on me during my present / previous employment or otherwise.

SIGNATURE OF CANDIDATE

NAME OF THE CANDIDATE

PLACE:

DATE:

APPLICATION FOR THE POST OF DEPUTY DIRECTOR (LAW) / PERSONNEL OFFICER / PRIVATE SECRETARY / PERSONAL ASSISTANT

UNDERTAKING

(Applicable to candidates other than Annexure- I & Annexure-II )

1. I certify that all statements made in this application are true, complete and correct to the best of my knowledge and belief.
2. I certify that I am eligible for the post applied for vis-à-vis the age or qualifications or experience prescribed for the said post.
3. I certify that no prosecution for criminal charge is pending against me in any court of law.
4. I certify that no punitive action was taken against me for any misconduct during my present / previous employment / organization.
5. I certify that I have never been convicted, charge sheeted or ever had a vigilance case/ punishment and major/ minor penalties imposed on me during my present / previous employment or otherwise .

**Note: Please enclose copy of last relieving Order / Certificate from previous employer/ employment.**

SIGNATURE OF CANDIDATE

NAME OF THE CANDIDATE

PLACE:

DATE:





# Delhi Electricity Regulatory Commission

Viniyamak Bhawan, C-Block, Shivalik

Malviya Nagar, New Delhi - 110017

Fax No.: 26682147; 41080416

## RECRUITMENT NOTICE

### ADVERTISEMENT INVITING APPLICATIONS FOR THE POST OF DEPUTY DIRECTOR (LAW), PERSONNEL OFFICER, PRIVATE SECRETARY AND PERSONAL ASSISTANT

Delhi Electricity Regulatory Commission invites applications from eligible candidates to consider filling up following existing / anticipated vacancies. The vacancies shall be filled up in accordance with the Delhi Electricity Regulatory Commission (Management & Development of Human Resources) Regulations 2001 (as amended from time to time). The preferred mode of recruitment is Deputation. The Regulations can be accessed / downloaded from DERC's website: www.derc.gov.in

Sl. No.	Name of the Post, Scale of Pay, Group, Number of vacancy, mode of recruitment.	Essential Qualification	Desirable Qualification
1.	<b>Dy. Director (Law)</b> (Rs. 57,700-2,08,700) Pay Matrix Level - 11 (7th CPC) Pay Band - 3 (pre-revised) Rs. 15600-39100 with Grade Pay Rs. 6000/- Group-A (One Post) Anticipated Mode of recruitment:- Deputation / Direct / Contract	1. Law degree from recognized university / Law school. 2. Officers holding analogous Posts on regular basis OR 3. With 3 years regular service in the Pay Matrix Level - 10 (7th CPC) / PB-3 (pre-revised) Rs. 15600-39100 with Grade Pay Rs. 5400/- OR With 5 years regular service in the Pay Matrix Level - 8 (7th CPC) / PB-2 (pre-revised) Rs. 9300-34800 with Grade Pay Rs. 4800/- OR With 8 years regular service in the Pay Matrix Level - 6 (7th CPC) / Pay Band - 2 (pre-revised) Rs. 9300-34800 with Grade Pay Rs. 4200/-	1. Experience of handling legal matters in middle level position in Central Govt. OR State Govt. OR any PSU involving administrative, commercial & contract law. 2. Experience in drafting statutes and / OR legislations.
2.	<b>Personnel Officer</b> Pay Matrix Level - 8 (7th CPC) Pay Band - 3 (pre-revised) (Rs. 47,600-1,51,100) with Grade Pay: Rs. 4800/- Group-B (One Post) Anticipated Mode of recruitment:- Deputation / Direct / Contract	1. Graduate degree from a recognized university 2. Officers holding analogous post on regular basis in Central/State Govt. or any PSU under Central/State Govt. OR With 6 yrs. regular service in the Pay Matrix Level - 6 (7th CPC) / Pay scale of 6th CPC, Pay Band - 2 (pre-revised) Rs. 9300-34800 with Grade Pay Rs. 4200/-	1. Administrative experience in Managerial Capacity / Drawing disbursing officer in Central / State Govt. 2. Sound knowledge of Service and accounts matter.
3.	<b>Private Secretary</b> (Rs. 47600-151100) Pay Matrix Level-8 (7th CPC) Pay Band - 2 Rs. 9300-34800 with Grade Pay - Rs. 4800 Group-B (One post) Anticipated Mode of recruitment:- Deputation / Direct / Contract	1. Graduate degree from a recognised university 2. Well versed in computerised word processing 3. Proficient in shorthand & typing 4. Holding analogous post on regular basis in Central / State Govt. OR With 2 years regular service in the Pay Matrix Level - 7 (7th CPC) / PB-2 (pre-revised) Rs. 9300-34800 with Grade Pay Rs. 4800/- OR With 5 years regular service in the Pay Matrix Level - 6 (7th CPC) / PB-2 (pre-revised) Rs. 9300-34800 with Grade Pay Rs. 4200/- or equivalent	1. Experience of working as Personal Assistant to HoD for 05 years in Central / State Govt. OR any PSU / Corporation under Govt. 2. Diploma in office management & secretarial procedure.
4.	<b>Personal Assistant</b> (Rs. 44,900-1,42,400) Pay Matrix Level - 7 (7th CPC) Pay Band - 2 (pre-revised) Rs. 9300-34900 with Grade Pay - Rs. 4600 Group-B (One Post) Existing Mode of recruitment:- Deputation / Direct / Contract	1. Graduate with proficiency in English Typing (40 wpm), English Shorthand (80 wpm). 2. Diploma / Certificate in Office Management & Secretarial Procedure OR equivalent from recognised / reputed institution.	Three years service in Central / State Govt. OR any PSUs of Central / State Govt. involving exposure for computer operations.

#### GENERAL INSTRUCTIONS:

- The preferred mode of appointment for the above post is Deputation from Central/State/UT Government Departments, Statutory/Autonomous/ Constitutional/Cooperative/Local Govt. Bodies and Public Sector Undertakings, Corporations etc. under administrative control of Central/state/UT Governments. In the event of non availability of suitable candidate for appointment on deputation, the post can be filled up on contract recruitment basis. The Commission shall have full discretion to fill up the post through any of the three modes viz. Deputation / Direct / Contract recruitment as per the specific requirement. The Commission's decision in this regard shall be final.
- The number of vacancies against the post may vary and the Commission reserves the right not to fill any of the above mentioned existing / anticipated vacancies. The Commission may consider and extend the Deputation/Contract of the present incumbent in the post against which the anticipated vacancy mentioned above is advertised in case of any eventually, no action on the application received against this existing / anticipated vacancy shall be taken by the Commission and the advertisement of such vacancy shall be treated as withdrawn.
- All candidates should have fulfilled the minimum eligibility on the date of application. Further, merely fulfilling the minimum qualifications or the eligibility criteria does not entitle a candidate to be necessarily considered or called for interview. More stringent criteria may be applied for short-listing the candidates to be called for skill test/interview.
- The Commission shall follow the Government's policy on reservation for SC/ST/OBC/PH candidates in the case of direct recruitment.
- The age limit is subject to general guidelines issued by Central Govt. / Govt. of NCT of Delhi. The crucial date for determining eligibility criteria / age limit would be date of submission of application.

Sl. No.	Name of Post	Age Limit		
		Direct	Deputation	Contract
1.	Deputy Director (Law)	45 yrs.	56 yrs.	62 yrs.
2.	Personnel Officer	30 yrs.	56 yrs.	62 yrs.
3.	Private Secretary	30 yrs.	56 yrs.	62 yrs.
4.	Personal Assistant	30 yrs.	56 yrs.	62 yrs.

- (i) The tenure of appointee on contract basis though shall be initially for three years, but the same is subject to satisfactory performance appraisal every year within the three years period.

(ii) The tenure of appointment on deputation initially for 3 years which shall be extendable by each year, subject to concurrence of Parent Department of Deputationist.

(iii) For Direct recruitment, the probation period shall be 02 years from the date of appointment.

- Conveying in any form shall be a disqualification for the post. No correspondence with the applicants will be entertained.
- The Pay & Allowances and other terms and conditions of appointments on deputation basis will be regulated in accordance with the instructions contained in the Department of Personnel & Training OM. No. 5/8/2009-Est. (Pay II) dated 17.05.2010, as amended from time to time. The pay package of the appointee on contract shall be in accordance with the DERC (Management & Development of Human Resources) Regulations 2001, as amended from time to time.
- For fulfilling the eligibility criteria of the post, regular service of certain years in various pay scales has been prescribed as essential qualification. The pay scale shown in the eligibility criteria are Central Government Scale/Delhi Government Scale of Pay and Dearness Allowance pattern applicable w.e.f. 01.01.2010 and the eligibility of candidates shall be accordingly determined with reference to the pay scales.
- The eligibility of such candidates who are working in Public Sector Undertakings or other Govt. Organizations where Industrial / Variable Dearness Allowance pattern is applicable shall be determined by equating their IDA/VDA pattern pay scale with the requisite CDA pattern pay scales of eligibility in the following manner:

Central DA pay scale	Industrial/Variable DA pay scale
7th CPC Pay Matrix Level (Rs. (Rs. 67,700-2,08,700) - DD (Law) (Rs. 44,900-1,42,400) - PA (Rs. 47600-151100) - PO & PS (Pre-revised 6th CPC 2006, Minimum of Pay Band + Grade Pay) + Applicable Central Dearness Allowance on Pay)	Minimum of Pay scale held by the candidate + Dearness pay, if any + Applicable Industrial / Variable Dearness Allowance

Further, only those applicants who hold the post as well as the pay scale of that post on substantive basis shall be considered eligible for appointment. The Competent Authority may, however, in most deserving cases, consider relaxation in the eligibility criteria in public interest.

Continued on page 53



**एडवॉस्ड वेपन्स एंड इक्विपमेंट इंडिया लिमिटेड**  
**ADVANCED WEAPONS AND EQUIPMENT INDIA LIMITED**

सरकार का उपक्रम / A Government of India Enterprise  
 रक्षा मंत्रालय / Ministry of Defence  
 अंतिम शक्ति प्रणाली आपूर्तिकर्ता / Ultimate Weapon System Provider

विज्ञापन संख्या 11/2023 / Advt No. 11/2023

सरकार / Government of India  
 खोज-चुन-सिलेक्शन समिति / Search-cum-Selection Committee  
 रक्षा उत्पादन विभाग / Department of Defence Production  
 रक्षा मंत्रालय / Ministry of Defence

यदि इस विज्ञापन के तहत कोई आवेदन आमंत्रित किया जाये है। Invites applications for the post of

एडवॉस्ड वेपन्स एंड इक्विपमेंट इंडिया लिमिटेड में निदेशक (मानव संसाधन)  
**DIRECTOR (HUMAN RESOURCE)**

IN  
**ADVANCED WEAPONS AND EQUIPMENT INDIA LIMITED**

दोहरा/एचआरओ में आवेदन प्राप्त होने की अंतिम तिथि है

Last date of receipt of application in DDP/MoD is

15:00 घंटे तक / Upto 15:00 hours on

16 नवंबर, 2023 / 16th November, 2023

विषय के लिए वेबसाइट पर सफाई करें / For details login to website

<http://www.ddpmo.gov.in/vacancyandcircular>

EN 30/137



**एडवॉस्ड वेपन्स एंड इक्विपमेंट इंडिया लिमिटेड**  
**ADVANCED WEAPONS AND EQUIPMENT INDIA LIMITED**

सरकार का उपक्रम / A Government of India Enterprise  
 रक्षा मंत्रालय / Ministry of Defence  
 अंतिम शक्ति प्रणाली आपूर्तिकर्ता / Ultimate Weapon System Provider

विज्ञापन संख्या 10/2023 / Advt No. 10/2023

सरकार / Government of India  
 खोज-चुन-सिलेक्शन समिति / Search-cum-Selection Committee  
 रक्षा उत्पादन विभाग / Department of Defence Production  
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एडवॉस्ड वेपन्स एंड इक्विपमेंट इंडिया लिमिटेड में निदेशक (ऑपरेशन्स)  
**DIRECTOR (OPERATIONS)**

IN  
**ADVANCED WEAPONS AND EQUIPMENT INDIA LIMITED**

दोहरा/एचआरओ में आवेदन प्राप्त होने की अंतिम तिथि है

Last date of receipt of application in DDP/MoD is

15:00 घंटे तक / Upto 15:00 hours on

16 नवंबर, 2023 / 16th November, 2023

विषय के लिए वेबसाइट पर सफाई करें / For details login to website

<http://www.ddpmo.gov.in/vacancyandcircular>

EN 30/138

Continued from page 52

**11. How to Apply:**

**ONLINE APPLICATION:** The candidates must submit application through ONLINE mode only for which a provision has been made in DDEC website. The candidates should click "APPLY ONLINE" link provided in the notice for vacancy to open ONLINE Application Form. Please follow the instructions and proceed to fill the form. Please note that all fields to be filled and no column should be left blank. You are also requested to upload relevant documents at appropriate column to substantiate essential qualifications possessed by you along with last 03 months salary slips, IT Statements, FORM-16 (for verification purpose). It is mandatory for the candidates after successfully submitting application ONLINE to take a Print Out of the application form together with copies of the testimonials and supporting documents already sent online and the same to be forwarded to the Secretary, DERC at the given below:

The Secretary  
 Delhi Electricity Regulatory Commission  
 Vinayak Bhawan, 'C' Block, Shivaji  
 Mahiya Nagar, New Delhi - 110017

The envelope containing the application must mention the name of the post applied for

**12. Submission of Undertaking:**

The candidate has to give Undertaking as mentioned below:-  
 The employees serving in Government/PSU/Autonomous Body/Statutory Body/Local Body/Corporations etc. must submit Undertaking as per Annexure-I. The employees who have retired or resigned from Government / PSU / Autonomous Body / Statutory Body / Local Body / Corporations must give Undertaking as per Annexure-II. The employer other than Annexure-I & Annexure-II must give Undertaking as per Annexure III

**13. Last date of application:**

The last date for submission of ON-LINE application is eight weeks from the date of publication of advertisement in newspaper.

The last date for receipt of hard copy of ON-LINE application is seven days after expiry of eight weeks from the date of publication of advertisement in newspaper.

**14. APPLICANTS IN CENTRAL/STATE/UT GOVERNMENT SERVICE OR IN THE SERVICE OF AUTONOMOUS/STATUTORY BODY/PSU CORPORATIONS ETC. SHOULD APPLY THROUGH PROPER CHANNEL ONLY. THE APPLICATIONS OF SUCH APPLICANTS SHOULD BE FORWARDED THROUGH PROPER CHANNEL WITH ATTESTED COPIES OF ANNUAL CONFIDENTIAL REPORTS OF LAST FIVE YEARS AND VIGILANCE CLEARANCE CERTIFICATE. NO ADVANCE COPY SHALL BE ENTERAINED.**

**15. Incomplete application or application submitted in a different format is liable to be summarily rejected.**

Secretary  
 ANNEXURE - I

APPLICATION FOR THE POST OF DEPUTY DIRECTOR (LAW) / PERSONNEL OFFICER / PRIVATE SECRETARY / PERSONAL ASSISTANT UNDERTAKING

(Applicable to candidates serving in Government / PSU / Autonomous Body / Statutory Body / Local Body / Corporations etc.)

- I certify that all statements made in this application are true, complete and correct to the best of my knowledge and belief.
- I certify that I am eligible for the post applied for vis-à-vis the age or qualifications or experience prescribed for the said post.

- I certify that no vigilance / disciplinary case is pending against me.
- I certify that no major or minor penalty was imposed on me during the last 10 years of my service in the Ministry / Department / Organization.
- I certify that no prosecution for criminal charge is pending against me in any court of law.

SIGNATURE OF CANDIDATE  
 NAME OF THE CANDIDATE

PLACE : .....

DATE : .....

ANNEXURE - II

APPLICATION FOR THE POST OF DEPUTY DIRECTOR (LAW) / PERSONNEL OFFICER / PRIVATE SECRETARY / PERSONAL ASSISTANT UNDERTAKING

(Applicable to candidates who have retired / resigned from Government / PSU / Autonomous Body / Statutory Body / Local Body / Corporations etc.)

- I certify that all statements made in this application are true, complete and correct to the best of my knowledge and belief.
- I certify that I am eligible for the post applied for vis-à-vis the age or qualifications or experience prescribed for the said post.
- I certify that no prosecution for criminal charge is pending against me in any court of law.
- I certify that no vigilance / disciplinary case was either pending or contemplated against me in the Ministry/Department / Organization at the time of my retirement/resignation. (Please enclose a copy of PPD (if applicable) and Order notifying your discharge from service on retirement/resignation).
- I certify that I have never been convicted, charge sheeted or ever had a vigilance case, punishment and major/minor penalties imposed on me during my present/previous employment or otherwise.

SIGNATURE OF CANDIDATE  
 NAME OF THE CANDIDATE

PLACE : .....

DATE : .....

ANNEXURE - III

APPLICATION FOR THE POST OF DEPUTY DIRECTOR (LAW) / PERSONNEL OFFICER / PRIVATE SECRETARY / PERSONAL ASSISTANT UNDERTAKING

(Applicable to candidates other than Annexure-I & Annexure-II)

- I certify that all statements made in this application are true, complete and correct to the best of my knowledge and belief.
- I certify that I am eligible for the post applied for vis-à-vis the age or qualifications or experience prescribed for the said post.
- I certify that no prosecution for criminal charge is pending against me in any court of law.
- I certify that no punitive action was taken against me for any misconduct during my present / previous employment / organization.
- I certify that I have never been convicted, charge sheeted or ever had a vigilance case, punishment and major/minor penalties imposed on me during my present/previous employment or otherwise.

Note: Please enclose copy of last relieving Order / Certificate from previous employer's employment.

PLACE : .....

DATE : .....

SIGNATURE OF CANDIDATE  
 NAME OF THE CANDIDATE

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