

MAHARASHTRA ELECTRICITY REGULATORY COMMISSION

Maharashtra Electricity Regulatory Commission (Recruitment and Conditions of Service of Employees) Regulations, 2007.

In exercise of the powers conferred on it under sub-sections (2) and (3) of Section 91 of the Electricity Act, 2003, the Maharashtra Electricity Regulatory Commission, with the approval of the State Government, hereby makes the following Regulations. Save as otherwise provided in these Regulations, these Regulations supersede the "Maharashtra Electricity Regulatory Commission (Recruitment and Conditions of Service of Employees) Regulations, 2000".

CHAPTER-I - PRELIMINARY

Short Title and Commencement

- 1 These regulations may be called the Maharashtra Electricity Regulatory Commission (Recruitment and Conditions of Service of Employees) Regulations, 2007.
- 2 They shall come into force on the date of their publication in the Official Gazette.

Applicability

- 3 These Regulations shall be applicable to all employees of the Maharashtra Electricity Regulatory Commission.

Definitions

- 4 (i) In these Regulations, unless there is anything repugnant to the subject or context:-
 - (a) "Act" means the Electricity Act, 2003 (36 of 2003);
 - (b) "Appendix" means the Appendix appended to these Regulations;
 - (c) "Chairperson" means the Chairperson of the Commission;
 - (d) "Commission" means the Maharashtra Electricity Regulatory Commission;
 - (e) "Competent Authority" means the Chairperson or such other Officer of the Commission designated for the purpose by the Commission, in accordance with these Regulations;
 - (f) "Employees" include all persons appointed as officers or staff on deputation, contract or regular basis, in accordance with these Regulations;
 - (g) "Functions" means and includes all works relating to the activities of the Commission;
 - (h) "Member" means a Member of the Commission;
 - (i) "Officer" means an Employee of the Commission in the category of 'officer' in accordance with these Regulations;
 - (j) "Secretary" means the Secretary of the Commission;

- (k) "Service" means the service by officers and staff of the Commission;
- (l) "State Government" means the Government of Maharashtra;
- (m) "Staff" means an Employee of the Commission in the category of 'staff' in accordance with these Regulations;
- (n) "Year" means Calendar year.
- (ii) Words or expressions occurring in these Regulations and not defined herein but defined in the Act shall have the meanings assigned in the Act and/ or the rules and regulations made thereunder.

CHAPTER-II

CATEGORISATION OF POSTS AND MODE OF RECRUITMENT

Categorisation of Post

- 5 The categories of employees of the Commission, their pay scales, sanctioned strength shall be as shown in the Appendix-A.
- 6 The posts shown at serial numbers 1 to 5 in the Appendix 'A' shall be in the category of 'officers', and the remaining posts shall be in the category of 'staff'.
- 7 The Commission shall have the authority to amend the categories of posts from time to time.

Qualification, Experience & Mode of Recruitment

- 8 The educational qualifications, experience, other conditions and mode of appointment to the posts on the establishment of the Commission shall be as prescribed in Appendix - 'B'.
- 9 The employees shall be appointed by the Commission either:
 - (i) on a regular basis; or
 - (ii) on deputation; or
 - (iii) on a contract basis.
- 10 The Commission shall have the power to determine the mode of recruitment/appointment to a particular vacancy or a group of vacancies or all vacancies.

Re-designation of Posts

- 11 (i) Without changing the pay-scale of a post, the Commission may, at its discretion, re-designate that post to indicate its functional requirements:
 - (ii) The Commission may alter, amend or revise the number, categories, pay-scale, qualifications or other provisions contained in Appendix A and Appendix B considering its functional requirements with the prior approval of the State Government.

Provided that the Commission shall notify such re-designation of posts or modification to Appendix A and Appendix B.

CHAPTER - III
PROCEDURE FOR RECRUITMENT AND APPOINTMENT

Appointing Authority

12 All appointments of Officers and Staff shall be made by the Commission.

Announcement of vacancies

13 Except as provided in these Regulations, the Commission shall advertise for the vacancies to be filled in on a regular basis and shall notify the same to the Employment Exchanges wherever required:

Provided that the vacancies to be filled in by deputation shall be circulated to any Government departments and public sector undertakings.

Minimum educational qualification

14 The minimum educational qualifications required for a post shall not be relaxed.

Reservation of posts

15 Vacancies shall be reserved for such categories as may be so specified in the applicable policy of the State Government.

Medical Certificate

16 Excepting in the case of deputation, or appointment on contract basis, all candidates shall, before their appointment, furnish a medical fitness certificate as may be required by the Commission.

17 All appointments shall be subject to verification of the character and antecedents as may be decided by the Commission from time to time:

Provided such verifications shall not be applicable in case of candidates who are already in the employment of Government or public sector organizations prior to joining the Commission.

Upper Age limit

18 The upper age limit for appointment to the posts by nomination on a regular basis shall be as prescribed in Appendix-B subject, however, to the provisions of Regulation 47;

Provided that in case a higher age limit is applicable to certain categories of candidates for appointment by the State Govt., then such higher limit would apply to such person;

Provided further that the upper age limit shall not be applicable for appointment to the posts on deputation or on contract basis.

19 Persons retired on superannuation shall be eligible for appointment in the service of the Commission on a contract basis only.

Probation

20 Except as provided in these Regulations, a candidate appointed by nomination on a regular basis shall be on probation for a period of one year.

- 21 The services of the probationer may be terminated by the Commission after giving thirty days clear notice, if his performance is unsatisfactory in the opinion of the Commission.
- 22 The probationer may resign from service by giving thirty days clear notice or equivalent salary in lieu thereof.
- 23 Such terminated probationer shall not be entitled to any compensation upon termination.
- 24 The period of probation shall not include the period spent on earned leave, extraordinary leave, medical leave and the period of unauthorized absence but shall include any period spent on casual leave.
- 25 The Commission may extend the probation period by a further period of one year, if it deems appropriate, based on the performance of the probationer during the period of probation.

Seniority

- 26 The seniority of an employee in a particular cadre shall be reckoned from the date of his appointment in that cadre and subject to his placement in the merit list recommended by the Selection Committee.

Provided that such date shall be reckoned as the date of appointment in the Commission in case of employees who are already in service with the Commission prior to the formulation of these Regulations.

Selection Committee

- 27 All appointments to the various posts except that of Secretary, by nomination on a regular basis, shall be made on the recommendations of the Selection Committee.
- 28 The Selection Committee for the posts of Officers shall be the Commission and shall also include the Secretary of the Commission as Member-Secretary.
- 29 The Commission may co-opt one or more experts as members of the Officers' Selection Committee to assist it.
- 30 The Selection Committee for the posts of Staff shall be chaired by the Secretary and shall consist of such Officers as may be designated by the Commission.
- 31 The Committee may co-opt one or more experts as members of the Staff Selection Committee to assist it.
- 32 The Selection Committees shall, in consultation with the Commission, from time to time devise the mode and procedure of selection of candidates to various posts.

Superannuation

- 33 The employees shall retire from the service of the Commission on attaining the age of superannuation as may be laid down by the State Government from time to time.

Resignation

- 34 An employee of the Commission appointed on a regular basis may resign from his post by giving ninety day's clear notice to the Commission or by depositing three month's salary in lieu of such notice:

Provided that the Commission, at its discretion, may relax this condition in exceptional cases after recording the reasons therefor.

Appointment on Deputation

- 35 The vacancies of Officers and Staff may also be filled in by deputation of employees from a Government department or public sector undertakings or public utility.

- 36 The Commission shall determine the vacancies to be filled in by deputation and the period of such deputation from time to time:

Provided that the period of deputation may be extended by mutual consent between the Commission, the individual concerned and the concerned Government department/ undertaking/utility.

- 37 If the Commission decides that the services of the person on deputation are no longer required, the incumbent shall be repatriated to his parent organization even before the completion of the normal period of his deputation.

- 38 The pay, allowances and other benefits and conditions of service of a person on deputation from a Government department shall be governed by the relevant provisions of the Maharashtra Civil Services (Joining time, foreign service and payments during suspension, dismissal and removal) Rules, 1981 or such other rules or regulations governing the same as may be in force from time to time.

- 39 The pay, allowances, other benefits and conditions of service of a person on deputation from a public sector undertaking or public utility shall be governed by the relevant rules of his parent organization:

Provided that in the absence of any such rules, the provisions of Maharashtra Civil Services (Joining time, foreign service and payment during suspension, dismissal and removal) Rules, 1981 or such other rules or regulations governing the same as may be in force from time to time, shall be applied.

- 40 The Commission may absorb a deputationist in the Commission's services permanently.

Provided that such deputationist's terminal benefits shall be protected in such a way that the individual concerned is not adversely affected upon absorption.

Appointment on contract

- 41 The vacancies of Officers and Staff may also be filled in by appointing persons on a contract basis, so as to obtain experienced and/or qualified or otherwise suitable candidates.

- 42 The duration of the first appointment on contract basis shall not exceed five years:

Provided that the duration of the contract may be further renewed by the Commission from time to time for a period not exceeding two years at a time, for each subsequent extension.

43 Persons appointed on contract shall be entitled to a consolidated remuneration, which would remain fixed during the contract period:

Provided that, where the period of such contract exceeds one year, the Commission may consider increasing such remuneration, but not more often than once a year;

Provided further that, while determining such remuneration, the pay and the other monetary benefits and allowances available to a regular employee in that category or post shall be taken into consideration:

Provided further that, the Commission may, at its discretion, compensate for the fixed nature of the remuneration in such cases by suitable placement of the selected candidate in the scale of pay of that category or post.

44 The remuneration may be revised at the discretion of the Commission when it decides to extend or renew the contract of an employee who was initially appointed on contract:

Provided that the increase in remuneration at the time of every renewal shall be limited to a maximum of 25% of the original amount.

45 An employee appointed on a contract basis shall be eligible for earned leave on average pay for thirty days, and casual leave for eight days during a calendar year or part thereof.

46 Where an employee has been appointed on a contract basis, then such employee or the Commission shall be entitled to terminate the contract and discontinue the employment by giving thirty day's clear notice in writing to the other party or by depositing one month's pay in lieu of such notice.

47 An employee appointed on contract basis may, upon termination of his contract and upon recommendation made by the Selection Committee, be appointed on nomination on a regular basis:

Provided that the period for which such employee was employed on a contract basis prior to his appointment on a regular basis shall not be less than one year:

Provided further that the provisions of Regulation 13 and Regulation 20 shall not apply in respect of such appointment made by the Commission:

Provided however that such appointment shall be subject to the employee meeting the upper age limit for the applicable post in accordance with Regulation 18 at the time of his original appointment on a contract basis.

CHAPTER - IV PAY AND ALLOWANCES

Pay Scale

48 The scales of pay of the employees shall be such as prescribed in Appendix `A' or as may be revised by the Commission from time to time to be at par with employees of corresponding grade/ pay-scale of the State Government.

Increment

- 49 The employees shall be eligible to draw annual increments as a matter of course unless it is withheld under the orders of the competent authority.
- 50 Except in case of confirmation after probation, an increment shall become payable on the first day of the month in which it becomes due.

Pay Fixation

- 51 The pay of an employee on his first appointment on a regular basis shall be fixed at the minimum stage of pay-scale of the respective cadre:

Provided that the Commission shall have the discretion to fix the salary of any employee, in the pay-scale applicable to him, on initial appointment in such way as to protect reasonably the emoluments of such employee in the earlier employment or as deemed appropriate by the Commission.

- 52 When an employee is appointed to a higher post on promotion, his initial pay in the time scale of the higher post shall be fixed at the stage next above the pay notionally arrived at by increasing his pay in the lower post by one increment at the stage at which such pay has accrued:

Provided that in case of an employee drawing pay at the maximum of the pay-scale, the amount of last increment shall be taken into account for pay fixation in the aforesaid manner.

- 53 When an employee is appointed from a higher post to a lower post due to reversion or due to reduction of establishment, his pay in the lower post shall be fixed at the stage in the time scale of the lower post at which he would have drawn his pay had he been not appointed to the higher post.
- 54 The pay of an employee, reappointed on regular basis after a physical break of more than 24 hours, due to any reason shall be fixed at the minimum of the time-scale.
- 55 When a competent authority orders reversion of an employee from a higher post to a lower post as a penalty, the pay of such employee shall be fixed at a stage, not exceeding the maximum of the lower post.

Allowances

- 56 The employees of the Commission shall be entitled to draw Dearness Allowances, City Compensatory Allowance, Conveyance Allowance and House Rent Allowance on such scales and subject to such conditions as may be made applicable to Government employees by the State Government from time to time.

- 57 Where any Staff undertakes any special functions, having regard to the multi-functional requirements of the Commission, or any additional functions pertaining to another post, owing either to a vacancy in such other post or to special circumstances resulting in an increase in workload of such other post, then such employee may be granted a special allowance for the additional functions so undertaken:

Provided that such special allowance shall be paid on a monthly basis on the recommendation of the Secretary and with the prior approval of the Commission:

Provided further that the amount of such special allowance shall be as determined by

the Commission and shall in no event exceed the 25% of basic salary applicable to such other post, payable for such period for which such additional functions were undertaken.

- 58 The employees of the Commission shall be entitled to draw overtime allowance on such terms and conditions as may be made applicable to the corresponding grade of the employees of the State Government, from time to time.

Ex-gratia Payment

- 59 The employees of the Commission shall be eligible for ex-gratia payment as per the scale and conditions laid down from time to time by the State Government for its employees.
- 60 The employees of the Commission shall be entitled to such other allowances as may be made applicable to its employees by the State Government from time to time.

Other

- 61 In respect of all matters relating to pay and allowances not specifically covered under these Regulations, the relevant provisions of the Maharashtra Civil Services (Pay) Rules, 1981 shall be applicable to the employees of the Commission.

CHAPTER V OTHER CONDITIONS OF SERVICE

Working Hours

- 62 The working hours of the Commission shall be from nine thirty a.m. to six p.m. for five working days (from Monday to Friday) every week.

Holiday

- 63 The employees of the Commission shall be entitled to such public holidays as may be declared by the State Government from time to time:

Provided that the Commission may direct an employee to work on holidays if the exigencies of service so demand.

Leave Travel Concession

- 64 “The employees of the Commission shall be eligible for ‘Leave Travel Concession’ to hometown once in a two-year block, and ‘Leave Travel Concession’ to any where in Maharashtra once in four-year block. The employee may avail of two hometown ‘Leave Travel Concession’ in four years or one hometown ‘Leave Travel Concession’ and one ‘Leave Travel Concession’ anywhere in Maharashtra in a four-year block. The four year block will be as prescribed by the State Government.”

Loans and Advances

- 65 The employees of the Commission shall be eligible for all types of interest bearing advances as well as non-interest bearing advances as per the scales sanctioned and conditions laid down by the State Government for its employees.

Promotion pay scale in lieu of stagnation

- 66 The staff of the Commission shall be granted next stage of higher pay scale on completion of 12 continuous years of service after assessing his performance in line with the relevant Government Orders/ Resolutions, if he has not been promoted to the higher post during this period.

Incentive

- 67 The Commission may grant advance increments to its employees in accordance with the guidelines/conditions applicable to State Govt .employees.

Medical

- 68 The Commission shall reimburse the medical expenses/ hospitalization charges incurred for the illness of regular employees of the Commission or any dependent member of his family:

Provided that such reimbursement shall be made on actual basis against medical bills/ vouchers, along with certificate from a registered medical practitioner and prescription of medicines submitted by the employee within a period of three (3) months from the date of completion of medical treatment:

Provided further that the amount of such reimbursement during a calendar year shall not exceed one (1) months salary (basic + dearness allowance) of the employee as on 1st January of such calendar year:

Provided also that such reimbursement, for all major illnesses declared by the State Government from time to time, shall be regulated by the provisions of the Maharashtra State Services (Medical Attendance) Rules, 1961 and/or other dispensation applicable in this regard to State Govt. employees.

Medical Check-up

- 69 The employees above 40 years of age shall be eligible to reimbursement of claim limited to Rs. 4,000/- (Rupees four thousand only) at a time once in 3 years for specialized health check up from reputed medical research centres and hospitals.

Provident Fund

- 70 The provisions of the Employees Provident Fund & Miscellaneous Provisions Act, 1952 and the Employees' Provident Fund Scheme, 1952, as may be in force from time to time, shall apply to all regular employees of the Commission.

Pension & Gratuity

- 71 The provisions of the Employees Pension Scheme, 1995, as may be in force from time to time, shall be made applicable to the regular employees of the Commission.
- 72 The regular employees of the Commission shall be governed by the provisions of the Gratuity Act, 1972.

Leave

- 73 The employees in regular service of the Commission shall be governed by the provisions of Maharashtra Civil Services (Leave) Rules, 1981 and any other applicable laws, rules and regulations of the State Govt. in the matter of admissibility and regulation of leave.

Conduct & Discipline

- 74 The provisions of the Maharashtra Civil Services (Conduct) Rules, 1979 and the Maharashtra Civil Services (Discipline and Appeal) Rules, 1979, as amended from time to time and any other applicable laws, rules and regulations, as applicable to employees of the State Government, shall apply to the employees in the regular service of the Commission.
- 75 The appointing authority, disciplinary authority, appellate authority and reviewing authority in respect of the officers and staff of the Commission shall be as specified in Appendix-`C'.

Traveling Allowance and Daily Allowance

- 76 The employees of the Commission shall be governed by the rules applicable to the State Government employees for the purposes of traveling allowance and daily allowance.

Provided that, the Daily Allowance on tour will be either at the rate prescribed in TA rules or on the basis of actuals, within the limits decided by the Commission, in the event of Government accommodation not being available. The reimbursement of actual expenses shall be subject to production of supporting vouchers.

CHAPTER - VI MISCELLANEOUS

Record of Service

- 77 A record of service of all employees shall be maintained as per the format followed for State Govt. employees.

Performance Appraisal

- 78 The performance of the officers and staff shall be assessed and reviewed annually in the manner and in the form laid down by the Commission.

Residential Telephone

- 79 The Commission shall decide the eligibility for residential telephone to its officers on the basis of functional requirements.

Training

- 80 The employees may have to undergo such training as may be decided by the Commission.

Authority for service matter

- 81 In respect of any service matter not specifically mentioned in these Regulations, the

relevant provisions of the Maharashtra Civil Services Rules and/or other dispensation of the State Govt. in this behalf shall be applicable to the employees of the Commission.

Saving of inherent power of the Commission

- 82 Nothing in these Regulations shall bar the Commission from adopting a procedure which is at variance with any of the provisions of these Regulations, if the Commission, in view of the special circumstances of the matter or class of matters and for reasons to be recorded in writing, deems it necessary or expedient to depart from the procedure prescribed in the Regulations.

Power to remove difficulties

- 83 If any difficulty arises in giving effect to any of the provisions of these Regulations the Commission may, by general or special order, do anything not being inconsistent with the provisions of the Act which appears to it to be necessary or expedient for the purpose of removing the difficulties.

APPENDIX - A

**Category of Officers and Staff, sanctioned strength and pay scales
(See Regulation 5)**

Sr. No.	Designation Of Post	Scale of Pay	Sanctioned Strength
01	Secretary	Rs.18400-500-22400	1
02	Director	Rs.16400-450-20900	2
03	(a) Under Secretary or (b) Deputy Secretary (as may become available)	Rs.10000-325-15200 Rs.12000-375-16500	1
04	Section Officer	Rs.6500-200-10500	2
05	Asst Accounts Officer	Rs.5500-175-9000	1
06	Personal Assistant (Selection Grade)	Rs.7450-225-11500	3
07	Personal Assistant (Higher Grade)	Rs.6500-200-10500	1
08	Receptionist-cum-Telephone Operator –cum-Office Assistant	Rs.3050-75-3590-80-4590	1
09	Clerk Typist-cum-Office Assistant	Rs.3050-75-3590-80-4590	4
10	Driver-cum-General Assistant	Rs.3050-75-3590-80-4590	4
11	Peon	Rs.2550-55-2660-60-3200	4

APPENDIX 'B'

Educational Qualifications, Experience and Other Conditions for Recruitment (See Regulation 8)

A **Secretary**

Recruitment to the post of Secretary shall be either

- (i) by deputation of a person from the State Government (equivalent to the post of Secretary to the State Govt.), preferably having qualifications or established experience in electrical engineering, finance, management or law. He should also have sufficient experience of secretariat functions in Central or State Government, or
- (ii) by nomination of a person on contract or regular basis having qualifications experience as at (i) above.

B. **Director (Electrical Engineering)**

Recruitment to the post of Director (Electrical Engineering) shall be either :

- 1. By nomination on regular basis,
or
- 2. By appointment on deputation from a Government Department, or a Public Undertaking or a Public Utility or an University,
or
- 3. By appointment on contract.

Educational qualification:

- a. Post Graduate in Electrical Engineering.

Experience:

- a. Minimum experience of five years in Electricity Sector/ Power Utility/Licensee.
- b. Familiarity with the latest developments in Generation, Transmission and Distribution System and Planning.
- c. Proficiency in written and verbal communication skills.
- d. Computer literacy essential.

Age: Unless already in service, not more than 45 years.

C. Director (Tariff)

Recruitment to the post of Director (Tariff) shall be either :

1. By nomination on regular basis,
or
2. By appointment on deputation from a Government Department, or a Public Undertaking or a Public Utility or an University,
or
3. By appointment on contract.

Educational qualifications:

Masters Degree in Economics/Commerce

or

Degree in Electrical/Power Engineering

or

MBA (Financial Management) or a Chartered Accountant or a Cost Accountant or a Chartered Financial Analyst.

Experience:

- a. Preferably 5 years experience in tariff related matters.
- b. Knowledge of electricity industry.
- c. Demonstrated ability in Economic Analysis, Modeling and Statistical techniques.
- d. Proficiency in written and verbal communication skills.
- e. Computer literacy essential.

Age : Unless already in service, not more than 45 years.

D. Under Secretary /Deputy Secretary

Recruitment to the post of Under Secretary/Deputy Secretary, as may be applicable shall be either :

1. By nomination on regular basis,
or
2. By appointment on deputation from a Government Department, or a Public Undertaking or a Public Utility or other Public Sector Organization.
or
3. By appointment on contract.
or
4. By promotion from the cadre of Section Officer (in case of Under Secretary)

Educational qualification: Degree from a recognized university.

Experience:

- a. 10 years' experience in law and/or administration and/or finance.
- b. Computer literacy preferred.
- c. Proficiency in written and verbal communication skills.

Age: Unless already in service, not more than 45 years.

E. **Section Officer**

Recruitment to the post of Section Officer shall be either:

1. By nomination on regular basis,
or
2. By appointment on a deputation from a Government Department, or a Public Undertaking or a Public Utility,
or
3. By appointment on contract.
or
4. By promotion from the cadre of Assistant Accounts Officer.

Educational qualification: Degree from a recognized university

Experience:

- a. 5 years experience in administration or finance or law.
- b. Computer literacy preferred.
- c. Proficiency in written and verbal communication skills.

Age: Unless already in service, not more than 35 years.

F. **Assistant Accounts Officer**

Recruitment to the post of Assistant Accounts Officer shall be either:

1. By nomination on regular basis,
or
2. By appointment on deputation from a Government Department, or a Public Undertaking or a Public Utility,
or
3. By appointment on contract.

Educational qualification: Degree from a recognized university, preferably in Accountancy, Commerce, or Statistics.

Experience:

- a. 5 years' experience in accounting procedures in a Government Department or

- a. Public Undertaking or a Public Utility.
- b. Knowledge of operating accounting software is essential.
- c. Proficiency in written and verbal communication skills.
- d. Computer literacy preferred

Age: Unless already in service, not more than 35 years.

G. **Personal Assistant (Selection Grade)**

Recruitment to the post of Selection Grade Personal Assistant shall be either:

1. By nomination on regular basis,
or
2. By deputation from a Government Department, or a Public Undertaking or a Public Utility,
or
3. By appointment on contract basis.
or
4. By promotion from the cadre of Personal Assistant (Higher Grade).

Educational Qualifications:

- a. Degree from a recognized university.
- b. Should possess Government Commercial Certificate with the speed of 120 words per minute in shorthand and 40 words per minute in English typewriting.
- c. Computer literacy is essential.

Experience:

- a. Working experience of 5 years, preferable as Personal Assistant to the Chief Executive of a large organization.
- b. Proficiency in written and verbal communication skills.

Age: Unless already in service, not more than 35 years.

H. **Personal Assistant (Higher Grade)**

Recruitment to the post of Higher Grade Personal Assistant shall be either :

1. By appointment on nomination on regular basis,
or
2. By appointment on deputation from a Government Department, or a Public Undertaking or a Public Utility,
or
3. By appointment on contract.

or

4. By promotion from the cadre of Clerk-Typist-cum-Office Assistant.

Educational Qualifications:

- a. Degree from a recognized University.
- b. Should possess Government Commercial Certificate with the speed of 120 words per minute in shorthand and 40 words per minute in English typewriting.
- c. Computer literacy is essential.

Experience:

- a) Proficiency in written and verbal communication skills.

Age: Unless already in service, not more than 35 years.

I. **Receptionist-cum-Telephone Operator-cum Office Assistant**

Recruitment to the post of Receptionist-cum-Telephone Operator-cum-Office Assistant shall be either:

1. By nomination on regular basis,
or
2. By appointment on a deputation from a Government Department, or a Public Undertaking or a Public Utility,
or
3. By appointment on contract.

Educational Qualification:

- a) Degree from a recognized University.
- b) Diploma/Certificate in Web-Programming and Computer Applications.

Experience:

- a) Proficiency in use of the latest version of MS Office suite/Windows Operating System, internet and e-mail applications.
- b) Proficiency in written and verbal communication skills.
- c) Should be able to handle modern communication equipments.

Age: Unless already in service, not more than 35 years.

J. **Clerk-Typist-cum-Office Assistant**

Recruitment to the post of Clerk-Typist-cum-Office Assistant shall be either:

1. By nomination on regular basis,
or

2. By appointment on deputation from Government Department, or a Public Undertaking or a Public Utility,
or
3. By appointment on contract.

Educational Qualifications:

- a. Degree from a recognized university.
- b. Diploma/Certificate in Computer Applications.
- c. Computer literacy preferred.

Experience:

- a. 1 year working experience of computer operation, including use of the latest version of MS Office suite/Windows Operating System, internet and e-mail applications.
- b. Proficiency in written and verbal communication skills.

Age: Unless already in service, not more than 35 years.

K. Driver-cum- General Assistant

Recruitment to the post of Driver-cum-General Assistant shall be either:

1. By nomination on regular basis,
or
2. By appointment on deputation from a Government Department, or a Public Undertaking or a Public Utility,
or
3. By appointment on contract

Educational Qualifications:

- a. Passed 8th standard examination from a school recognized by the Government.
- b. Licence to drive Light Motor Vehicles for 5 years'.

Experience:

- a. At least 5 years' experience of driving motor vehicles.
- b. Must have clean record and working knowledge of repairs of motor cars or a jeep.
- c. Knowledge of local area and routes.

Age: Unless already in service, not more than 35 years

L. **Peon**

Recruitment to the post of Peons shall be either:

1. By nomination on regular basis,
or
2. By appointment on deputation from a Government Department, or a Public Undertaking or a Public Utility,
Or
3. By appointment on contract.

Educational Qualification:

- a. Must have passed 8th standard examination from a school recognized by the Government.

Other Conditions:

- a. Must possess good physique
- b. Experience of office working
- c. Proficiency in written and verbal communication skills.
- d. Computer literacy preferred.

Age: Unless already in service, not more than 35 years

APPENDIX 'C'

Competent Authority for the purposes of disciplinary action and appeals

(See Regulation 75)

Description	Designated Authority	Class of employees
Appointing authority	Commission	Officers
		Staff
Disciplinary Authority	Chairperson	Secretary
	Secretary	Other Officers & Staff.
Appellate Authority	Commission	Officers
		Staff

SMT. MALINI SHANKAR

**Secretary
MAHARASHTRA ELECTRICITY
REGULATORY COMMISSION**

Mumbai
Dated the 16th January 2007.