

**THE HARYANA ELECTRICITY REGULATORY COMMISSION
BAYS NO. 33-36, SECTOR-4, PANCHKULA, HARYANA**

NOTIFICATION

The 25th February, 2022

**THE HARYANA ELECTRICITY REGULATORY COMMISSION (OFFICERS
AND EMPLOYEES CONDITIONS OF SERVICE REGULATIONS, 2022**

Regulation No. **HERC/56/2022** :- In exercise of the powers conferred on it by section 181 of the Indian Electricity Act 2003 and all the enabling provisions in that behalf, Haryana Electricity Regulatory Commission in supersession of HERC Regulations 2016 notified on 13.12.2018 makes the following Regulations:-

1. Short title, commencement, interpretation.-

(1) These regulations may be called the Haryana Electricity Regulatory Commission (Officers and Employees Conditions of Service) Regulations, 2022.

(2) These regulations shall come into force from the date of their publication in the official Gazette.

(3) Haryana Civil Services Rules 2016, as applicable to the State of Haryana shall apply qua the interpretation of these regulations .

2. Applicability.- These regulations shall apply to all the officers and employees of the Haryana Electricity Regulatory Commission.

3. Definitions.- In these regulations unless the context otherwise requires:-

- a) "Government" means Government of Haryana or Government of India, as the context may require;
- b) "Commission" means the Haryana Electricity Regulatory Commission constituted as per Section 82 of the Electricity Act, 2003;
- c) "Chairperson " means the Chairperson of the Haryana Electricity Regulatory Commission;
- d) "Recognized University" means:-
 - i) any University established by Central or State Law in India or;
 - ii) Any other Institute / Board / University / Deemed University which is declared by the Government or appropriate authority to be a recognized University for the purpose of these rules.

4. Number, Nature and Categories of posts.-

(1) The number, nature and categories of officers and employees required to assist the Commission in discharge of its functions, shall be as per Appendix 'A' to these regulations, as amended from time to time.

(2) The Commission may increase or decrease the number, nature and categories of its officers and employees, with the prior approval of the Government.

5. Nationality, domicile and character of a person to be appointed in the Commission.-

- (1) No person shall be appointed to any post in the Commission, unless he is
- a) a citizen of India, or
 - b) a subject of Nepal, or
 - c) a subject of Bhutan, or
 - d) a Tibetan refugee who came over to India before the 1st day of January 1962, with intention of permanently settling in India, or
 - e) a person of Indian origin who has migrated from Pakistan,

Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (Formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire and Ethiopia with the intention of permanently settling in India;

Provided that a person belonging to any of the categories b), c), d) or e) above shall be a person in whose favour a certificate of eligibility has been issued by the competent authority and presented before the Commission.

- (2) All appointments under these regulations shall be subject to verification of character and antecedents, as per the Government instructions issued from time to time.

6. Modes of Appointment. - Recruitment to the posts under these regulations shall be made by any of the following modes:-

- (a) By direct recruitment - A post can be filled up by giving wide publicity by way of advertisement in at least two newspapers, Employment News and by hosting it on the official website of the Commission;
- (b) By deputation - A post can be filled by way of deputation from amongst the employees of Government Departments, Public Sector Undertakings/ Power Utilities (Centre and States), State Electricity Regulatory Commissions, etc. initially for a fixed term, which can be extended from time to time by the Commission;
- (c) By contractual appointment - A post can be filled on contract basis for a fixed tenure on a fixed remuneration;
- (d) By promotion from amongst the officers and employees of the Commission;
- (e) By permanent absorption - A post can be filled on permanent absorption basis from amongst the officers and employees who are already working on deputation basis in the Commission for at least last three years.

7. Appointing Authority.-

- (1) The Commission shall be the appointing authority in respect of all the posts

mentioned in Part 'A' of Appendix 'A' to these regulations;

(2) The Chairperson shall be the appointing authority in respect of all the posts, mentioned at Sr. No. 1 to 10 in part 'B' of Appendix 'A' to these regulations;

(3) Secretary to the Commission shall be the appointing authority in respect of all the posts mentioned at Sr. No. 11 & 12 in part 'B' of Appendix 'A' to these regulations.

8. Selection Committee: - There shall be a Selection Committee comprising of such persons as decided by Commission to select the personnel for appointment as officers and employees of the Commission. The Commission may lay down the procedure to be followed by the Selection Committee in the selection of the personnel.

9. Reservations: - The Commission shall follow the Government instructions, issued from time to time, regarding reservation and other concessions required to be provided for Scheduled Castes and Scheduled Tribes and / or other special categories of persons.

10. Age Limit: - (1) The age limit for the direct recruitment to the posts mentioned in Part 'B' of Appendix 'A' shall be as per the prevailing rules of the Government;

Provided that in exceptional circumstances the Commission may relax the upper age limit, after recording the reasons in writing, with the approval of the Government.

11. Qualifications.- No person shall be appointed to any post in the Commission under these regulations, unless he is in possession of qualifications and experience specified in Appendix 'C' to these regulations;

Provided that the qualifications and experience specified in Appendix 'C' to these regulations shall not be applicable in case of appointment to any post by promotion ;

Provided further that in exceptional circumstances the Commission may relax the qualification criteria and experience specified in Appendix 'C' to these regulations after recording the reasons in writing, with the prior approval of the Government.

12. Disqualifications.

-No person

a) who has entered into or contracted a marriage with a person having a spouse living, or

b) who is having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to any post in the Commission;

Provided that the Commission may exempt any person from the operation of this regulation, with the approval of the Government, if the Government is satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for doing so.

13. Medical Examination.-

(1) A person to be appointed in the Commission, on any post should be of sound health;

- (2) Every candidate who is directly recruited for appointment shall be got medically examined as per the Government rules. A candidate, who is declared medically unfit, by the competent medical board, shall not be appointed on a regular basis;
- (3) The condition of medical examination shall not apply to those persons who have been appointed either on contract or on deputation.

14. Probation.-

- (a) All direct recruits shall be on probation for a period of two years from the date of his/her joining.
- (b) The period of probation shall not include the period spent on Earned leave or Extraordinary Leave and Medical Leave or any period of unauthorised absence from duty as decided by the Commission.
- (c) In case of the performance of the appointee during the period of probation not being found satisfactory by the Commission, the period of probation may be suitably extended subject to maximum of one year or the services of the appointee may be terminated forthwith subject to payment of one month's salary by the Commission to such discharged employee.
- (d) Any decision for extension of the period of probation shall be taken ordinarily within eight weeks after expiry of the previous period of probation and communicated to the concerned officer in writing giving reasons for doing so.

15. Seniority.-

- (1) Inter-se seniority of the officers and employees of the Commission shall be determined by the length of continuous service on any post in the Commission.
- (2) where there are different divisions in the Commission, the seniority shall be determined separately for each division;
- (3) in the case of an officer or an employee appointed by direct recruitment, the order of merit determined by the appointing authority at the time of appointment, shall not be disturbed in determining the seniority;
- (4) in the case of two or more officers or employees appointed on the same date, their seniority shall be determined as follows:
 - a) an officer or an employee appointed by direct recruitment shall be senior to the officer or employee appointed by any other mode of appointment;
 - b) an officer or an employee appointed by promotion shall be senior to the officer or employee appointed by deputation or permanent absorption;
 - c) in case of the officers or employees appointed by promotion, seniority shall be determined according to the seniority of such officers or employees in the posts from which they were promoted; and

- d) in case of officers or employees appointed by transfer from different division from within the Commission, their seniority shall be determined according to pay, preference being given to an officer or employee who was drawing higher pay in the previous post; and if the pay drawn is also the same, then by the length of their service in the post, and if the length of such service is also the same, in such a case, the age of the employee shall be reckoned with while determining seniority.

16. Liability to serve.- An officer or employee of the Commission shall be liable to serve at any place, within or outside the state of Haryana, on being ordered by the appointing authority .

17. Pay, allowances, leave, pension.-

- (1)The scale of pay applicable to the posts and / or categories of the officers and employees of the Commission shall be as specified in Appendix 'B' to these regulations, as amended from time to time;
- (2)All the allowances including Dearness Allowance, House Rent Allowance, Travelling Allowance, Daily Allowance, Medical Allowance, Washing Allowance, Children Education Allowance, LTC, etc., as applicable to the Government employees, shall be admissible to the officers and employees of the Commission, as per the instructions of the Government issued from time to time;
- (3) The Commission may, from time to time, allow other allowances / reimbursements to the officers and employees of the Commission, which it may consider necessary for efficient functioning of the Commission;
- (4)The allowances, which the officers and employees of the Commission were drawing prior to the notification of these regulations, shall continue to be admissible to them;
- (5)The officers and employees of the Commission shall be governed by the Leave Rules as per the instructions of the Government issued from time to time;
- (6)The officers and employees of the Commission shall be governed by the rules as applicable to the Government employees for grant of retiral benefits such as pension, gratuity, encashment of leave salary, ex-gratia, etc. and other cognate matters not expressly provided for in these regulations;
- (7)Loans and advances such as house building advance, conveyance advance, marriage advance and any other advance shall be granted to the officers and employees of the Commission, as per terms and conditions applicable to the Government employees.

18. Other matters.- In respect of pay, leave and all other matters not expressly provided for in these regulations, the members of the Service shall be governed by such rules and regulations as may have been, or may hereafter be adopted or made by the competent authority under the constitution of India, or under any law for the time being in force made by the State Legislature.

19. Option to change Cadre- There shall be no option available to the officials to change Cadre.

20. Assured Career Progression Rules (ACP Rules).- The ACP Rules as per Haryana Government Finance Department Notification No. 1/20/2016(ACP)- 5PR(FD) dated 28.10.2016 as amended from time to time shall be applicable to the officers and employees of the Commission.

21. Death while in service.- In case of death of a regular officer or employee of the Commission while in service, financial assistance shall be admissible to the dependents of the deceased officer or employee as per the "Haryana Compassionate Assistance to the Dependents of the Deceased Government Employees Rules, 2006" as amended by the Government from time to time.

22. Retirement. -

- (1) The officers and employees, appointed on regular basis i.e. direct recruitment or on permanent absorption in the Commission shall retire from the service of the Commission on attaining the age of superannuation in accordance with the prevailing rules of the Government;
- (2) Medical benefits shall be admissible to the retired officers and employees of the Commission as per rules applicable to the Haryana Government retirees.

25. Resignation / premature retirement / compulsory retirement.- The officers and employees of the Commission shall be governed by the instructions issued in this regard by the Government from time to time.

26. Discipline, penalties and appeals.-

- (1) The disciplinary authority, appellate authority, and reviewing authority, in respect of the officers and employees of the Commission, shall be as specified in Appendix 'D' to these regulations;
- (2) The procedure for taking disciplinary action, levying of penalties etc. applicable to the officers and employees of the Commission shall be as applicable to the Government employees.

27. Conditions of Service. -

- (1) The Commission may specify conditions of service for its officers and employees, with the prior approval of the Government;
- (2) Subject to sub regulation (1) and other provisions of these regulations and conditions mentioned in Appendix 'A' to 'D' to these regulations, the service conditions applicable to employees appointed to any civil service or post in connection with the affairs of the State of Haryana, including the Government Employees (Conduct) Rules, 1966, the Haryana Civil Services (Punishment and Appeal) Rules, 2016 and other applicable rules and regulations in the case of the Civil Services in Haryana, shall apply mutatis mutandis to the officers and employees of the Commission. In case of any inconsistency between these regulations as amended from time to time and the terms and conditions contained

in the letters of appointment on the one part and the above rules and regulations of employees of Haryana Civil Services applied mutatis mutandis on the other part, the former shall prevail.

28. Power to issue Instructions. - The Commission may from time to time issue such instructions or directions as may, in its opinion, be necessary for giving effect to or carrying out the provisions of these regulations .

29. Interpretations. - In case any question arises regarding interpretation of any of the provisions of these regulations, the same shall be decided by the Commission. However, doubt, if any, remains even after the interpretation by the Commission then the matter shall be referred to the Government, whose interpretation shall be final and binding.

30. Power to relax.- The Commission may, after recording the reasons in writing, relax any of the provisions of these regulations, in appropriate cases, with the prior approval of the Government.

31. Savings and repeal.-

- (1) These regulations shall not be detrimental in any sense to those officers and employees who have joined the commission prior to notification of these regulations;
- (2) In case any officer or employee who was appointed on regular basis prior to notification of these regulations and is aggrieved by any of the provisions of these regulations, then such officer or employee shall continue to be governed by the provisions of those regulations under which he was appointed as a measure personal to him;
- (3) These regulations shall repeal regulation no. 41/2018 dated 13th December 2018 i.e. Haryana Electricity Regulatory Commission (Officers and Employees Conditions of Service) Regulations 2016 from the date of notification of these regulations,

By Order of the Commission

Number, Nature and Categories of Posts

PART-A

Sr. No.	Designation of posts	No. of sanctioned posts	Category of Post
1.	Commission's Secretary	1	Equivalent to Group 'A' in Haryana Government
2.	Director (Tariff)	1	--do--
3.	Director (Technical)	1	--do--
4.	Joint Director (Accounts)	1	--do--
5.	Joint Director (Economics)	1	--do--
6.	Joint Director (Finance)	1	--do--
7.	Joint Director (Transmission)	1	--do--
8.	Joint Director (Distribution) - I	1	--do--
9.	Joint Director (Distribution) - II	1	--do--
10.	Joint Director (Law)	1	--do--
11.	Deputy Director (Accounts)	1	--do--
12.	Deputy Director (Economics)	1	--do--
13.	Deputy Director (Finance)	1	--do--
14.	Deputy Director (Transmission)	1	--do--
15.	Deputy Director (Distribution) - I	1	--do--
16.	Deputy Director (Distribution) - II	1	--do--
17.	System Manager	1	--do--
18.	Law officer	2	--do--
19.	Deputy Director (Media)	1	--do--
20.	Deputy Secretary (Personnel)	1	--do--
21.	Assistant Director (Accounts)	1	Equivalent to Group 'B' in Haryana Government
22.	Senior Private Secretary	3	--do--
23.	Private Secretary	3	--do--

PART-B

1.	Section Officer (Accounts)	1	Equivalent to Group 'C' in Haryana Government
2.	Personal Assistant	8	--do--
3.	Assistant	4	--do--
4.	Care-taker	1	--do--
5.	Cashier	1	--do--
6.	Senior Scale Stenographer	3	--do--
7.	Junior Scale Stenographer	3	--do--
8.	Assistant Librarian	1	--do--
9.	Driver	6	--do--
10.	Clerk	5	--do--
11.	Process Server	1	Equivalent to Group 'D' in Haryana Government
12.	Peon	18	--do--

APPENDIX 'B'

Scale of pay of Officers and Employees
PART-A

Sr. No.	Designation of posts	Pay Structure as per HCS (Revised Pay) Rules, 2016	
		Pay Matrix Level	Revised Pay Scale
1.	Commission's Secretary	19	128900-219600
2.	Director (Tariff)	19	128900-219600
3.	Director (Technical)	19	128900-219600
4.	Joint Director (Accounts)	16	123600-210300
5.	Joint Director (Economics)	16	123600-210300
6.	Joint Director (Finance)	16	123600-210300
7.	Joint Director (Transmission)	16	123600-210300
8.	Joint Director (Distribution) - I	16	123600-210300
9.	Joint Director (Distribution) - II	16	123600-210300
10.	Joint Director (Law)	16	123600-210300
11.	Deputy Director (Accounts)	15	118700-208400
12.	Deputy Director (Economics)	15	118700-208400
13.	Deputy Director (Finance)	15	118700-208400
14.	Deputy Director (Transmission)	15	118700-208400
15.	Deputy Director (Distribution) - I	15	118700-208400
16.	Deputy Director (Distribution) - II	15	118700-208400
17.	System Manager	15	118700-208400
18.	Law officer	15	118700-208400
19.	Deputy Director (Media)	15	118700-208400
20.	Deputy Secretary (Personnel)	15	118700-208400
21.	Assistant Director (Accounts)	9	53100-167800
22.	Senior Private Secretary	7	44900-142400
23.	Private Secretary	7	44900-142400
PART-B			
1.	Section Officer (Accounts)	7	44900-142400
2.	Personal Assistant	6	35400-112400
3.	Assistant	6	35400-112400
4.	Caretaker	6	35400-112400
5.	Cashier	6	35400-112400
6.	Senior Scale Stenographer	4	25500-81100
7.	Junior Scale Stenographer	4	25500-81100
8.	Assistant Librarian	4	25500-81100
9.	Driver	4	25500-81100
10.	Clerk	2	19900-63200
11.	Process Server	Group-D	16900-53500
12.	Peon	Group-D	16900-53500

Note: All posts are in revised pay structure as per approval of GOH vide memo No.2/13/2009-1 Power dated 19.04.2017. Clerk-cum-Computer Operator has been re-designated as Clerk and Clerical Assistant/ Cashier/ Caretaker has been re-designated as Assistant in same pay scale.

**POST- WISE QUALIFICATIONS AND EXPERIENCE
PART-A**

Sr. No.	Name of Post	Minimum Required Qualifications and Experience	Additional Desirable Qualifications
1.	Secretary	<ul style="list-style-type: none"> • Pay Matrix 128900-219600 • Level 19 • Number of Post 1 <p><u>Required Qualification:-</u></p> <ul style="list-style-type: none"> • Bachelor's Degree from a recognized university • Officers holding analogous post on regular basis <p style="text-align: center;">OR</p> <p>with two-year regular service in the pre-revised scale of Rs. 16400-20000 or equivalent</p> <p style="text-align: center;">OR</p> <p>with 3 years regular service in the pay scale of Rs. 14300-18300 or equivalent or with 20 years of regular services in Central/State/UT Civil Services out of which minimum 10 years in the pay scale of Rs. 12000-16500</p> <p><u>Mode of appointment:-</u></p> <p>by direct recruitment on contract basis</p> <p style="text-align: center;">OR</p> <p>by deputation of the officers of Indian Administrative Services or of Haryana Civil Service (Executive Branch) officers in selection Grade and above or other eligible officer in accordance with regulation 6 (b)</p>	<ul style="list-style-type: none"> • Experience of working in Regulatory agency/ Administrative Services will be preferred.
2.	Director (Tariff)	<ul style="list-style-type: none"> • Pay Matrix 128900-219600 • Level 19 • Number of Post 1 <p><u>Required Qualification:-</u></p> <ul style="list-style-type: none"> • Master's degree in Economics /MBA (Finance)/ M. Com/ CA/ ICWA from a recognized university. <p style="text-align: center;">OR</p> <p>Graduate Degree in Electrical/ Power engineering or equivalent from a recognised institution</p> <ul style="list-style-type: none"> • Fifteen years professional experience in economic / financial 	<ul style="list-style-type: none"> • Experience as professional Economist/ Power Engineer • Experience in development of Tariff in Power Sector Utilities. • Experience in Commercial Enterprises. • Demonstrated capabilities in analytical modelling

		<p>/ accounting analysis of which at least five years in managing professional employees</p> <p>Mode of appointment:- by direct recruitment on contract basis OR By promotion from amongst Joint Directors (Accounts/ Finance/ Economics) having minimum of seven years experience. OR by deputation from State Government/ Central Government/ PSUs</p>	
3.	Director (Technical)	<ul style="list-style-type: none"> • Pay Matrix 128900-219600 • Level 19 • Number of Post I <p>Required Qualification:-</p> <ul style="list-style-type: none"> • Bachelor's degree in Electrical/Power Engineering or equivalent • Fifteen years of professional engineering experience with atleast one year of experience at Superintendent Engineer (SE) level in a large power utility/ organization with generation, transmission and distribution in the business of power • Planning/ design /operational experience in generation, transmission, and distribution, with particular experience in all matters related to network reliability and stability, power quality and flows <p>Mode of appointment:- by direct recruitment on contract basis OR By promotion from amongst Joint Directors (Technical) having minimum of seven years experience. OR by deputation from Power Utilities/ State Government/ Central Government/PSUs</p>	<ul style="list-style-type: none"> • Experience in the development of tariffs in regulated industries and power sector reform in India. • Experience in commercial issues, or power purchase agreements. • Demonstrated capability in analytical modelling.

4.	Joint Director (Accounts)	<ul style="list-style-type: none"> • Pay Matrix 123600-210300 • Level 16 • Number of Post 1 <p><u>Required Qualification:-</u></p> <ul style="list-style-type: none"> • Master's degree in Commerce from a recognized university or CA or MBA(Finance) or ICWA • Hindi/Sanskrit upto Matriculation • Twelve years of professional experience in accounting with at least seven years of experience as Deputy Director (Accounts) or equivalent • Demonstrated capability in generally accepted accounting practices, financial analysis, spreadsheets <p><u>Mode of appointment:-</u> by direct recruitment on regular/ contract basis</p> <p style="text-align: center;">OR</p> <p>by promotion from amongst Deputy Directors (Accounts) having minimum of seven years experience as Deputy Director</p> <p style="text-align: center;">OR</p> <p>by deputation</p> <p style="text-align: center;">OR</p> <p>by permanent absorption</p>	<ul style="list-style-type: none"> • Experience in employees and budget management • Database and modelling capabilities • Knowledge of regulatory / commercial accounting
5.	Joint Director (Economics)	<ul style="list-style-type: none"> • Pay Matrix 123600-210300 • Level 16 • Number of Post 1 <p><u>Required Qualification:-</u></p> <ul style="list-style-type: none"> • Master's degree in Economics from a recognized university, with specialization in micro-economics • Hindi/Sanskrit upto Matriculation • Minimum twelve years of professional experience as an economist with at least seven years of experience as Deputy Director (Economics) or equivalent • Demonstrated capability in economic analysis, modelling, and statistical techniques and database capabilities • Strong familiarity with theory and practice of tariff design and rate-making <p><u>Mode of appointment:-</u> by direct recruitment on regular/ contract basis</p> <p style="text-align: center;">OR</p>	<ul style="list-style-type: none"> • Knowledge of accounting and principles of finance

		<p>by promotion from amongst Deputy Directors (Economics) having minimum of seven years experience as Deputy Director</p> <p style="text-align: center;">OR</p> <p>by deputation</p> <p style="text-align: center;">OR</p> <p>by permanent absorption</p>	
6.	Joint Director (Finance)	<ul style="list-style-type: none"> • Pay Matrix 123600-210300 • Level 16 • Number of Post I <p><u>Required Qualification:-</u></p> <ul style="list-style-type: none"> • Master's degree in Commerce or MBA with specialization in finance from a recognized university or Chartered Accountant or ICWA • Hindi/Sanskrit upto Matriculation • Minimum twelve years of professional experience in finance with at least seven years of experience as Deputy Director (Finance) or equivalent • Demonstrated capability in financial modelling, and spreadsheets analysis <p><u>Mode of appointment:-</u></p> <p>by direct recruitment on regular/ contract basis</p> <p style="text-align: center;">OR</p> <p>by promotion from amongst Deputy Directors (Finance) having minimum of seven years experience as Deputy Director</p> <p style="text-align: center;">OR</p> <p>by deputation</p> <p style="text-align: center;">OR</p> <p>by permanent absorption</p>	<ul style="list-style-type: none"> • Experience in Financial Analysis of investment decisions in Power Sector. • Sound knowledge of financial procedures in commercial enterprises. • Experience in employee management • Database capabilities • Knowledge of accounting
7.	Joint Director (Transmission) Joint Director (Distribution)-1 Joint Director (Distribution)-11	<ul style="list-style-type: none"> • Pay Matrix 123600-210300 • Level 16 • Number of Post 3 (1 each) <p><u>Required Qualification:-</u></p> <ul style="list-style-type: none"> • Bachelor's degree in Electrical /Power Engineering or Mechanical Engineering • Hindi/Sanskrit upto Matriculation • Twelve years experience, with a minimum of seven years at the Executive Engineer level in a large power utility / organization with generation, transmission and 	<ul style="list-style-type: none"> • Familiarity with electricity tariff issues and power sector reform • power procurement / systems operations- competitive procurement, power purchase agreement, least-cost planning, scheduling and dispatch.

		<p>distribution facilities</p> <ul style="list-style-type: none"> Depending on whether the Joint Director position is for transmission, distribution, or power procurement/systems operations, the candidate should have adequate design / planning/operational experience in one of the following areas: <p>For the post of Joint Director (Transmission):</p> <ul style="list-style-type: none"> transmission - planning and operation with particular experience in network reliability, stability, power quality and flows <p>(Distribution):</p> <ul style="list-style-type: none"> distribution - planning and operation, network reliability as well as commercial aspects of distribution (metering, billing, collection etc) <p><u>Mode of appointment:-</u></p> <p>by direct recruitment on regular / contract basis</p> <p style="text-align: center;">OR</p> <p>by promotion from amongst Deputy Directors (Transmission/Distribution) having minimum of seven years experience as Deputy Director</p> <p style="text-align: center;">OR</p> <p>by deputation</p> <p style="text-align: center;">OR</p> <p>by permanent absorption</p>	
8.	Joint Director (Law)	<ul style="list-style-type: none"> Pay Matrix 123600-210300 Level 16 Number of Post I <p><u>Required Qualification:-</u></p> <ul style="list-style-type: none"> Degree in law from recognized university Hindi/Sanskrit upto Matriculation Must be a Member of Bar Association Twelve years experience in legal practice with minimum seven years experience in Electricity Laws before APTEL/any State Regulatory Commission. Excellent written and oral communication skills Computer literacy <p><u>Mode of appointment:-</u></p> <p>by direct recruitment on regular/ contract basis</p> <p style="text-align: center;">OR</p>	<ul style="list-style-type: none"> Experience in regulatory laws Demonstrated knowledge and/ or experience in the power sector Experience in handling litigation Adequate experience in contract and / or administrative law and civil procedure

		<p>by promotion from amongst Law Officers having minimum of seven years experience as Law Officer</p> <p style="text-align: center;">OR</p> <p>by deputation</p> <p style="text-align: center;">OR</p> <p>by permanent absorption</p>	
9.	Deputy Director (Accounts/ Finance)	<ul style="list-style-type: none"> • Pay Matrix 118700-208400 • Level 15 • Number of Post 2 (1 each) <p>Required Qualification:-</p> <ul style="list-style-type: none"> • Master's degree in Commerce or MBA Finance from a recognized university or CA or ICWA • Hindi/Sanskrit upto Matriculation • Nine years of professional experience in accounting/finance • Demonstrated capability in generally accepted accounting practices, financial analysis, spreadsheets <p>Mode of appointment:-</p> <p>by direct recruitment on regular/ contract basis</p> <p style="text-align: center;">OR</p> <p>by promotion from amongst Assistant Directors (Accounts /Finance) having minimum of seven years experience as Assistant Directors</p> <p style="text-align: center;">OR</p> <p>by deputation</p> <p style="text-align: center;">OR</p> <p>by permanent absorption</p>	<ul style="list-style-type: none"> • Good written and verbal communication skills • Knowledge of microeconomics • Demonstrated knowledge and/ or experience in the power sector • Member of professional accountancy organization • Knowledge of Hindi
10.	Deputy Director (Economics)	<ul style="list-style-type: none"> • Pay Matrix 118700-208400 • Level 15 • Number of Post 1 <p>Required Qualification:-</p> <ul style="list-style-type: none"> • Master's degree in Economics with specialization in micro-economics from a recognized university • Hindi/Sanskrit upto Matriculation • Minimum nine years of professional experience as an economist • Demonstrated capability in economic analysis, modelling, and statistical techniques and database capabilities • Strong familiarity with theory and practice of tariff design and rate-making <p>Mode of appointment:-</p> <p>by direct recruitment on regular/ contract basis</p> <p style="text-align: center;">OR</p> <p>by deputation</p> <p style="text-align: center;">OR</p>	<ul style="list-style-type: none"> • Good written and verbal communication skills • Knowledge of accounting and principles of finance • Demonstrated knowledge and/ or experience in the power sector • Knowledge of Hindi

		by permanent absorption	
11.	Deputy Director (Transmission) Deputy Director (Distribution)-I Deputy Director (Distribution)-II	<ul style="list-style-type: none"> • Pay Matrix 118700-208400 • Level 15 • Number of Post 3 (1 each) <p>Required Qualification:-</p> <ul style="list-style-type: none"> • Bachelor's degree in Electrical/Power Engineering or Mechanical Engineering • Hindi/Sanskrit upto Matriculation • Nine years experience, with a minimum of two years at the Executive Engineer level in a large power utility / organization with generation, transmission and distribution facilities • Depending on whether the Deputy Director position is for transmission, distribution, or power procurement/ systems operations , the candidate should have adequate design /planning/operational experience in one of the following areas: For the post of Deputy Director (Transmission): <ul style="list-style-type: none"> • transmission - planning and operation with particular experience in network reliability, stability, power quality and flows (Distribution) : <ul style="list-style-type: none"> • distribution - planning and operation, net work reliability as well as commercial aspects of distribution (metering, billing, collection etc) <p>Mode of appointment:- by direct recruitment on regular/ contract basis OR by deputation OR by permanent absorption</p>	<ul style="list-style-type: none"> • Familiarity with electricity tariff issues and power sector reform • power procurement / systems operations - competitive procurement, power purchase agreements, least-cost planning, scheduling and dispatch
12.	System Manager	<ul style="list-style-type: none"> • Pay Matrix 118 700-208400 • Level 15 • Number of Post 1 <p>Required Qualification:-</p> <ul style="list-style-type: none"> • Bachelor in Engineering or Information Technology/ B.Tech/ MCA/ Masters in Computer Science. • Hindi/Sanskrit upto Matriculation • Nine years experience in information technology 	

		<p>management, network management, and software development</p> <ul style="list-style-type: none"> • Experience with managing employees and budgets. Excellent communication skills • Knowledge of Hindi/Sanskrit upto Matriculation. <p><u>Mode of appointment:-</u> by direct recruitment on regular/ contract basis OR by deputation OR by permanent absorption</p>	
13.	Law Officer	<ul style="list-style-type: none"> • Pay Matrix 118700-208400 • Level 15 • Number of Post 2 <p><u>Required Qualification:-</u></p> <ul style="list-style-type: none"> • Degree in law from recognized university • Hindi/Sanskrit upto Matriculation • Must be a Member of Bar Association • Ten years experience in legal practice out of which four years in Electricity Laws before APTEL or Any State Regulatory Commission. • Excellent written and oral communication skills <p><u>Mode of appointment:-</u> by direct recruitment on regular/ contract basis OR by deputation OR by permanent absorption</p>	<ul style="list-style-type: none"> • Experience in handling legal matters in middle level position in Central or State Government or any PSU involving administrative, commercial and contract law • Experience in drafting statutes and /or legislations.
14.	Deputy Director (Media)	<ul style="list-style-type: none"> • Pay Matrix 118700-208400 • Level 15 • Number of Post 1 <p><u>Required Qualification:-</u></p> <ul style="list-style-type: none"> • Master's degree in relevant discipline (e.g. journalism, or mass communications) from a recognized university • Hindi/Sanskrit upto Matriculation • Nine years of professional experience in journalism, mass communications, or public relations • Excellent written and verbal communication skills • Background in financial or economic writing/analysis. • Computer skills, especially word-processing and presentation 	<ul style="list-style-type: none"> • Experience in two or more of various forms of media (press, TV, radio, multimedia) • Knowledge of electricity industry • Experience in writing corporate and other organizational annual reports • Knowledge of Hindi

		<p>programs</p> <ul style="list-style-type: none"> • Adequate experience preparing and delivering public presentations <p><u>Mode of appointment:-</u> by direct recruitment on regular/ contract basis</p> <p style="text-align: center;">OR</p> <p>by deputation</p> <p style="text-align: center;">OR</p> <p>by permanent absorption</p>	
15.	Deputy Secretary (Personnel)	<ul style="list-style-type: none"> • Pay Matrix 118700-208400 • Level 15 • Number of Post 1 <p><u>Mode of appointment:-</u></p> <ul style="list-style-type: none"> • MBA (HR) or Post Graduate Diploma in Human Resource Development from any recognised university/institution • Hindi/Sanskrit upto Matriculation • Nine years professional experience in personnel management and administrative matters • Excellent interpersonal and communication skills <p><u>Mode of appointment:-</u> by direct recruitment on regular/ contract basis</p> <p style="text-align: center;">OR</p> <p>by deputation</p> <p style="text-align: center;">OR</p> <p>by permanent absorption</p>	<ul style="list-style-type: none"> • Administrative experience in Managerial capacity in Human Resource Development.
16.	Assistant Director (Accounts)	<ul style="list-style-type: none"> • Pay Matrix 53100-167800 • Level 9 • Number of Post 1 <p><u>Required Qualification:-</u></p> <ul style="list-style-type: none"> • B.Com / M.Com from recognised university or institution/ CA/ ICWA • Hindi/Sanskrit upto Matriculation <p><u>Mode of appointment:-</u> by direct recruitment on regular/ contract basis</p> <p style="text-align: center;">OR</p> <p>by promotion from Section Officer (Accounts) having minimum of seven years experience as Section Officer</p> <p style="text-align: center;">OR</p> <p>by deputation</p> <p style="text-align: center;">OR</p> <p>by permanent absorption</p>	<ul style="list-style-type: none"> • Demonstrated capability in generally accepted accounting practices, financial analysis, spreadsheets • Knowledge of Regulatory and Commercial Accounting
17.	Senior Private Secretary	<ul style="list-style-type: none"> • Pay Matrix 44900-142400 • Level 7 • Number of Post 3 <p><u>Required Qualification:-</u></p> <ul style="list-style-type: none"> • Graduate from any recognized university or institution • Hindi /Sanskrit upto Matriculation 	<ul style="list-style-type: none"> •

		<ul style="list-style-type: none"> • Twelve years post qualification as Private Secretary in a organization of repute • English shorthand at speed of 100 w.p.m and transcription thereof at speed of 40 w.p.m • Hindi shorthand at speed of 80 w.p.m and transcription thereof at speed of 20 w.p.m <p><u>Mode of appointment:-</u> by direct recruitment on regular/ contract basis</p> <p style="text-align: center;">OR</p> <p>by promotion from amongst Private Secretaries having minimum of five years experience as Private Secretary</p> <p style="text-align: center;">OR</p> <p>by deputation</p> <p style="text-align: center;">OR</p> <p>by permanent absorption</p>	
18.	Private Secretary	<ul style="list-style-type: none"> • Pay Matrix 44900-142400 • Level 7 • Number of Post 3 <p><u>Required Qualification:-</u></p> <ul style="list-style-type: none"> • Graduate from any recognised university or institution • Hindi/Sanskrit up to Matriculation • Ten years post qualification as Personal Assistant in an organisation of repute <p>English shorthand at speed of 100 w.p.m and transcription thereof at speed of 40 w.p.m</p> <ul style="list-style-type: none"> • Hindi shorthand at speed of 80 w.p.m and transcription thereof at speed of 20 w.p.m <p><u>Mode of appointment:-</u> by direct recruitment on regular/ contract basis</p> <p style="text-align: center;">OR</p> <p>by promotion from amongst Personal Assistants having minimum of five years experience as Personal . Assistant</p> <p style="text-align: center;">OR</p> <p>by deputation</p> <p style="text-align: center;">OR</p> <p>by permanent absorption</p>	

PART-B

Sr. No.	Name of Post	Minimum Required Qualifications and Experience	Additional Desirable Qualifications
1.	Section Officer (Accounts)	<ul style="list-style-type: none"> • Pay Matrix 44900-142400 • Level 7 • Number of Post 1 <p><u>Required Qualification:-</u></p> <ul style="list-style-type: none"> • B.Com with First Division from a recognized university or institute/ Subordinate Accounts Service examination • Hindi/Sanskrit upto Matriculation • Three years experience in reputed commercial organisation • One year certificate course in Computer Applications <p><u>Mode of appointment:-</u></p> <p>by direct recruitment on regular/ contract basis</p> <p align="center">OR</p> <p>by promotion from amongst the Caretaker/ Cashier/ Assistant having minimum of seven years experience as such (with knowledge of Accounts and Establishment matters and B.Com OR SAS Examination)</p> <p align="center">OR</p> <p>by deputation</p> <p align="center">OR</p> <p>by permanent absorption</p>	

2.	Personal Assistant	<ul style="list-style-type: none"> • Pay Matrix 35400-112400 • Level 6 • Number of Post 8 <p><u>Required Qualification:-</u></p> <ul style="list-style-type: none"> • Graduate from any recognised university or institution • Hindi/Sanskrit upto Matriculation • Five years post qualification experience as Senior Scale Stenographer in an organisation of repute • English shorthand at speed of 100 w.p.m and transcription thereof at speed of 20 w.p.m Hindi shorthand at speed of 80 w.p.m and transcription thereof at speed of 20 w.p.m <p><u>Mode of appointment:-</u> by direct recruitment on regular/contract basis</p> <p style="text-align: center;">OR</p> <p>by promotion from amongst Senior Scale Stenographers having minimum of five years experience as Senior Scale Stenographer</p> <p style="text-align: center;">OR</p> <p>by deputation</p> <p style="text-align: center;">OR</p> <p>by permanent absorption</p>	
3.	Assistant/ Caretaker	<ul style="list-style-type: none"> • Pay Matrix 35400-112400 • Level 6 • Number of Post 5 (4 Assistant, 1 Care Taker) <p><u>Required Qualification:-</u></p> <ul style="list-style-type: none"> • Graduate from any recognised university or institution • Matric or equivalent from a recognised Education Board (For ex-serviceman only) • Hindi /Sanskrit upto Matriculation <p><u>Mode of appointment:-</u> by direct recruitment on regular/contract basis</p> <p style="text-align: center;">OR</p> <p>by promotion from amongst Clerks having minimum of five years experience as Clerk with knowledge of Accounts or Establishment work</p> <p style="text-align: center;">OR</p> <p>by deputation</p> <p style="text-align: center;">OR</p> <p>by permanent absorption</p>	

4.	Assistant Librarian	<ul style="list-style-type: none"> • Pay Matrix 25500-81100 • Level 4 • Number of Post 1 <p><u>Required Qualification:-</u> Graduate from any recognised university or institution</p> <ul style="list-style-type: none"> • Bachelor in Library and Information Science or equivalent • One year course in computer applications • Hindi/Sanskrit upto Matriculation <p><u>Mode of appointment:-</u> by direct recruitment on regular/ contract basis</p> <p style="text-align: center;">OR</p> <p>by deputation</p> <p style="text-align: center;">OR</p> <p>by permanent absorption</p>	
5.	Senior Scale Stenographer	<ul style="list-style-type: none"> • Pay Matrix 25500-81100 • Level 4 • Number of Post 3 <p><u>Required Qualification:-</u></p> <ul style="list-style-type: none"> • Graduate /10+2 (2nd Division) / Matric (Ist Division) from any recognised university or institution or education board • English shorthand at speed of 100 w.p.m and transcription thereof at speed of 20 w.p.m • Hindi shorthand at speed of 80 w.p.m and transcription thereof at speed of 15 w.p.m • One year course in computer applications • Hindi/Sanskrit upto Matriculation • Two years post qualification experience as junior scale stenographer in an organisation of repute <p><u>Mode of appointment:-</u> by direct recruitment on regular/ contract basis</p> <p style="text-align: center;">OR</p> <p>by promotion from amongst Junior Scale Stenographers having minimum of five years experience as Junior Scale Stenographer</p> <p style="text-align: center;">OR</p> <p>by deputation</p> <p style="text-align: center;">OR</p> <p>by permanent absorption</p>	

6.	Junior Scale Stenographer	<ul style="list-style-type: none"> • Pay Matrix 25500-81100 • Level 4 • Number of Post 3 <p><u>Required Qualification:-</u></p> <ul style="list-style-type: none"> • Graduate /10+2 (2nd Division) / Matric (Ist Division) from any recognised university or institution or education board • English shorthand at speed of 100 w.p.m and transcription thereof at speed of 20 w.p.m • Hindi shorthand at speed of 80 w.p.m and transcription thereof at speed of 15 w.p.m • One year course in computer applications • Hindi/Sanskrit upto Matriculation <p><u>Mode of appointment:-</u> By direct recruitment on regular/ contract basis</p> <p style="text-align: center;">OR</p> <p>by promotion from amongst Clerks having minimum of two years experience as Clerk and having knowledge of English Shorthand at a speed of 100 w.p.m and transcription thereof at a speed of 20 w.p.m or Hindi shorthand at a speed of 80 w.p.m and transcription thereof at a speed of 15 w.p.m</p> <p style="text-align: center;">OR</p> <p>by deputation</p> <p style="text-align: center;">OR</p> <p>by permanent absorption</p>	
7.	Driver	<ul style="list-style-type: none"> • Pay Matrix 25500-81100 • Level 4 • Number of Post 6 <p><u>Required Qualification:-</u></p> <ul style="list-style-type: none"> • Matriculation with Hindi/Sanskrit from any recognised Board • Two years experience of driving light vehicle with driving license (light) <p><u>Mode of appointment:-</u> by direct recruitment on regular/ contract basis</p> <p style="text-align: center;">OR</p> <p>by promotion from amongst Group D employees of the Commission having minimum of two years experience of driving light vehicle after obtaining driving licence (light vehicle) from competent authority.</p>	

		<p style="text-align: center;">OR</p> <p>by deputation</p> <p style="text-align: center;">OR</p> <p>by permanent absorption</p>	
8.	Clerk	<ul style="list-style-type: none"> • Pay Matrix 19900-63200 • Level 2 • Number of Post 5 <p>Required Qualification:-</p> <ul style="list-style-type: none"> • Graduate from any recognised university or institution <p style="text-align: center;">OR</p> <p>10+2 or equivalent with first division</p> <ul style="list-style-type: none"> • One year course in computer applications • Hindi typing at speed of 25 w.p.m or English typing at speed of 30 w.p.m • Hindi/Sanskrit upto Matriculation <p>Mode of appointment:-</p> <ul style="list-style-type: none"> • by direct recruitment on regular/ contract basis <p style="text-align: center;">OR</p> <p>20% of post by promotion from amongst Class IV having minimum of five years experience and having basis qualification of Clerk having typing speed of 30 w.p.m of English or 25 w.p.m in Hindi.</p> <p style="text-align: center;">OR</p> <p>by permanent absorption</p> <ul style="list-style-type: none"> • Computer literacy. <p>Note:-</p> <p>The candidates/ employees possessing any of the following qualification shall be exempted from taking the State Eligibility test in computer Appreciation and Applications (SETC):-</p> <p>(i) M.Tech/ B.Tech (Computers), MCA, BCA or Diploma in computers from the recognized institution e.g. Govt. polytechnics, HK.CL, HARTRON, DOEACC/NIELIT;</p> <p>(ii) Basic Computer Literacy Certificate from any recognized centre established under the National Institution of Electronics & Information Technology (NIELIT) (erstwhile DOEACC Society);</p>	

		<p>(iii) Haryana State - Certificate in information Technology (HS-CIT) from the Authorised Learning Centres (ALCs) of the HKCL;</p> <p>(iv) Candidates / employees who have already passed the SETC and the same is valid at the time joining the service. The State Eligibility Test in Computer Appreciation and Application (SETC) passed by any candidate earlier shall be considered valid for a period of 5 years from the date of issue of such certificate by HARTRON or any other agency authorized by the Government.</p> <p>(v) Physically disabled candidates i.e. amputation of hand (Left and Right) Amputation of upper limbs. Paralysis of Radial Nerve (Redial Nerve Palsy) either upper limbs. Declination degenerative disorder effecting the nervous system which may cause paralysis and atrophy of the hand and its muscles and Visually Handicapped.</p> <p>However, these employees, with the exception of those mentioned under sub-para (v) above shall be required to clear the type test being part of the State Eligibility Test in Computer Appreciation and Application (SETC).</p>	
9.	Process Server	<ul style="list-style-type: none"> • Pay Matrix 16900-53500 • Group-D • Number of Post 1 <p><u>Required Qualification:-</u></p> <ul style="list-style-type: none"> • Matriculation with Hindi/Sanskrit from any recognised Board <p><u>Mode of appointment:-</u></p> <p>by direct recruitment on regular/ contract basis</p> <p style="text-align: center;">OR</p> <p>by deputation</p> <p style="text-align: center;">OR</p> <p>by permanent absorption</p>	

10.	Peon	<ul style="list-style-type: none"> • Pay Matrix 16900-53500 • Group-D • Number of Post 18 <p><u>Required Qualification:-</u></p> <ul style="list-style-type: none"> • Matriculation with Hindi/Sanskrit from any recognised Board <p><u>Mode of appointment:-</u></p> <p>by direct recruitment on regular/ contract basis</p> <p style="text-align: center;">OR</p> <p>by deputation</p> <p style="text-align: center;">OR</p> <p>by permanent absorption</p> <p><u>Note:-</u></p> <p>Peon can be assigned the job of Peon-cum-Chowkidar OR Peon-cum-Sweeper OR Peon-cum-Mali in addition to his/her duties without any extra remuneration.</p>	
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Note:-

1. The post of Clerical Assistant/Cashier/ Caretaker have been Re-designated as Assistant in the same pay scale and that of Clerk-Computer Operator has been Re-designated as Clerk as per Government of Haryana memo No. 42/1 64/2008-3GSI-I dated 07th November, 2013.
2. Commission may consider Officers/Officials for permanent absorption provided he/she has rendered minimum 3 years of service in Commission after obtaining NOC from parent department.
3. In case of direct recruitment on a post of Clerk/ Assistant/ Junior Scale Stenographer/ Senior Scale Stenographer/ Personal Assistant/ Private Secretary, new entrant will be required to pass SETC conducted by HARTRON as per policy of Haryana Government within probation period.

APPENDIX 'D'

COMPETENT AUTHORITY FOR PUNISHMENT AND APPEALS

a) For posts equivalent to Group A in Government of Haryana:

Appointing Authority	Commission
Disciplinary Authority	Commission
Appellate Authority	Commission

b) For posts equivalent to Group B and C in Government of Haryana:

Appointing Authority	Chairperson
Disciplinary Authority	Chairperson
Appellate Authority	Commission

c) For posts equivalent to Group D in Government of Haryana.

Appointing Authority	Secretary
Disciplinary Authority	Secretary
Appellate Authority	Chairperson

