

GOVERNMENT OF GUJARAT
General Administration Department,
Circular No. AIS/33.2014/877768/G.
Sachivalaya, Gandhinagar.
Dated the 4th December, 2015.

Vacancy Circular:-

The Government of Gujarat invites applications in the prescribed format for the following posts to be filled up by Deputation:-

1	Name of the Post.	Secretary, Gujarat Electricity Regulatory Commission, Gandhinagar.
2	Pay Band & Grade Pay of Pay Scale.	Holding analogous post of Scale of Rs.37400-67000/- with Grade Pay of Rs.10,000/- Or 5 years experience in Rs.37400-67000 with Grade Pay Rs.8700 and above.
3	Tenure	3 Years. Can be extension up to 1 Year after consultation with State Govt.
4	Job Requirement	He should be able to tackle issues with State/Central Govt. and with Stakeholders / General Public.
5	Age limit	Not above 50 Years.
6	Educational Qualifications	Graduate/Post Graduate degree from recognized university. Experience in HR management will be preferred. Demonstrate ability to handle the complex tasks. Excellent written and verbal communication skills.
7	Experience	Experience in Secretariat Functioning in State Govt. /Govt. of India as Senior Officer is must. Having held similar post previously with experience and exposure to regulations and infrastructure management will be preferable.
8	Other Conditions.	----

The following documents also need to be sent with the application:-

- Vigilance Clearance.
- Integrity Certificate.
- Major/Minor penalty statement during the last 10 years;
- Cadre clearance from the cadre controlling/appointing authority, if applicable and;
Photocopies of ACRs/APARs of last five years i.e. from 2010-11 to 2014-15 duly attested by an officer not below the rank of Under Secretary to the Government. If for some reasons, the ACRs/APARs of the officers have not been written for a particular year or apart for (for more than three months) of a year, a "No Report Certificate" (NRC) for that period may be sent along with the ACRs/APARs of the corresponding previous year(s).

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डायरी नं 106145
दिनांक 24.12.15

Applications in the prescribed format should be sent through the cadre controlling authority/Department of applicant to Shri Ashok Dave, Joint Secretary (Services), General Administration Department, Government of Gujarat, Block No.1, Sixth Floor, Sardar Bhavan, Sachivalaya, Gandhinagar. Controlling authority concerned may forward the applications of interested and eligible officers whose services can be spared in the event of their selection to the offices under Govt. of Gujarat on or before 31.12.2015.

By order and in the name of the Governor of Gujarat,


(Ashok Dave)

Officer on Special Duty &
Joint Secretary to the Govt. of Gujarat,
General Administration Department.

To,

- Chief Secretaries to State Government(all)
- Secretaries of all Departments, Govt. of India.
- The Principal Secretary to H.E. the Governor of Gujarat, Gandhinagar.
- The Chief Principal Secretary to Hon. Chief Minister, Gandhinagar.
- The Personal Secretary to All Ministers/Ministers of State.
- The Deputy Secretary to Chief Secretary, Sachivalaya, Gandhinagar.
- All Departments of Govt. of Gujarat, Sachivalaya, Gandhinagar.
- The Accountant General, (A&E), Ahmedabad.
- The Accountant General, (Audit), Gujarat, Rajkot.
- The Resident Commissioner for Government of Gujarat, Gujarat Bhavan, 11, Kautilya Marg, Chanakyapuri, New Delhi-110021.
- The Secretary to Govt. of India, Ministry of Personnel, Public Grievances and Pensions, Department of Personnel & Training, New Delhi.
- The Establishment Officer & Additional Secretary to Govt. of India, Ministry of Personnel, Public Grievances and Pensions, Department of Personnel & Training, New Delhi.
- The Research Officer, Career Management Division, Department of Personnel & Training, Room No.215, North Block, New Delhi-110001.
- The General Administration Department /Computer Cell (for placing this resolution on department's website:[http://gad.gujarat.gov.in/personnel/in what's new section](http://gad.gujarat.gov.in/personnel/in%20what's%20new%20section))
- The General Administration Department /HRMS Cell. (for Placing this resolution in SATIII News.
- The Select file.

FORMA FOR APPLICATION FOR THE POSTS

ON DEPUTATION.

Post applied for _____

Pay Band & Grade Pay of
of the post applied for: _____Passport
size
photograph

1. (a) Name (in block letters):
- (b) Service to which you belong:
- (c) Office Address (with Tele.No.):
- (d) Residential Address (with Tele.No.):
- (e) E-mail Address:
- (f) Sex (Male/Female):
2. Date of Birth:
3. Date of Retirement:
4. Present Pay drawn, (Pay Band Pay & Grade Pay):
5. Educational Qualifications (Graduation onward):

Exams passed	University/ Instt./Board	Year of Passing	Duration of Course	Subjects	Percentage of Marks

6. Details of employment in chronological order (if needed, enclose a separate sheet duly authenticated by your signature in the format below):

Office/ Instt./Org.	Post held	Period		Nature of Appointment (Regular/ Ad-hoc/ Deputation)	Scale of Pay and Basic Pay / Pay Band & Grade Pay.	Nature of Duties
		From	To			

Applicants not holding the posts in Pay Band/GP pertaining to Central Government should indicate the equivalence of the pay scale vis a vis the Central Govt.'s pay scales (with proof).

7. Details of experience in chronological order, if any.
8. Nature of present employment i.e. Temporary /Permanent.
9. In case the present employment is held on deputation, please state
 - (a) the date of initial appointment.
 - (b) period of appointment on deputation with address:
 - (c) Name of the parent office/organization with address to which you belong.
10. Details of training undergone, if any:
11. Details of proficiency in computer:
12. Whether belongs to SC/ST/OBC:
13. Any other information, which you want to furnish:
14. Please state briefly how you find yourself best suitable for the post applied for.

Date :

(Signature of the Applicant)

Place:

Recommendation of the Competent Authority:

- i) Service particulars given by the applicant are verified w.r.t. service records and found to be correct. Photocopies of the ACRs/APARs for preceding 5 years are enclosed.
- ii) The Officer is clear from vigilance angle.
- iii) If the Officer is selected for appointment on deputation, he/she will be relieved within 15 days of receiving the intimation in this Ministry/Department/Organization.

(Signature of the Competent Authority
with office seal)