

VACANCY CIRCULAR

Central Electricity Regulatory Commission (CERC) is providing Secretariat services to Forum of Regulators (FOR) and South Asia Forum for Infrastructure Regulation (SAFIR). FOR/SAFIR invites applications for the below mentioned posts to be filled on **Contract basis**. The period of contract will be two years from the date of joining. Further extension of one more year can be considered at the discretion of the Competent Authority depending on the performance and need.

S. No.	Name of the Post	No. of Post	Minimum Educational / Other Qualifications	Salary / Pay (Lump Sum / Consolidated)
01.	Accounts Assistant	01	Commerce Graduate with proficiency in Tally, Balance Sheet, Bank Reconciliation and maintenance of computerized accounts, TDS, filing of e-TDS returns etc.	Negotiable
02.	Stenographer	02	Graduate Degree, English stenography 80 words per minutes and proficiency in MS Word, Excel, Power Point etc.	Negotiable

The applications as per prescribed format given below, duly completed and signed must reach to the FOR/SAFIR, Secretariat : C/o. CERC, 3rd & 4th Floor, Chandralok Building, 36, Janpath, New Delhi – 110 001 by **28th February, 2013**. Short-listed candidates will be called for test and interview for which no TA/DA will be paid for this purpose.

Application Form : – 1. Post applied for, 2. Name, 3. Father's Name, 4. Address & Tel. No., 5. Date of Birth/Age, 6. Educational/Professional Qualification, 7. Experience in the relevant field, 8. Name of the Organization working presently (including salary drawn, duties/responsibilities etc.), 9. Any other information, and 10. Signature of Applicant.

Assistant Secretary, FOR/SAFIR
Dated : 08.02.2013