

OFFICE OF THE ELECTRICITY OMBUDSMAN

(A Statutory Body of Govt. of NCT of Delhi under the Electricity Act of 2003)
B-53, Paschimi Marg, Vasant Vihar, New Delhi-110057
Tel. No.: 011-26144979, E-mail: elect_ombudsman@yahoo.com

ADVERTISEMENT INVITING APPLICATIONS

The Office of the Electricity Ombudsman established under Section 42(6) of Electricity Act 2003 invites application from suitable candidates for filling up vacancies on contract as per the provisions of Regulation 54 and Regulation 55(d) of Delhi Electricity Regulatory Commission (Guidelines for establishment of the Forum and the Ombudsman for redressal of grievances of Electricity Consumers) Regulations, 2024 as follows;

1. General Conditions regarding Eligibility for Appointment

S. No	Vacancy	No of vacancies	Essential Qualification	Desirable Qualification	Consolidated Remuneration *
1.	Personal Assistant	01	Graduate degree from a recognized university. Must have proficiency in shorthand (80 wpm) in English & typing in English at least 45 wpm. 3 years' service in a Central/State Govt. OR any PSUs of Central/ State Govt. OR any other organization of repute involving exposure to computer operations.	Diploma in Office Management & Secretarial procedure. The persons having experience of working in any Electricity Consumers redressal system will be given preference & considered first among equals. Hindi Typing	Rs. 55,000/

* Note - With provision of 5% increment per annum.

2. Terms and Conditions of Service

- 2.1 **Age Limit:** The maximum age limit for applying for the above mentioned post shall be sixty-two (62) years.
- 2.2 **Tenure:** The appointment of the candidate on contractual basis for the above said post shall be for a period not exceeding three years in the first instance which is extendable/ renewable for another period of three years at the discretion of the Delhi Electricity Regulatory Commission:

Provided that the staff shall not continue in the office on attaining the age of sixty-five (65) years.

- 2.3 The position carries full-time responsibilities and accordingly, the selected candidate shall devote his/her whole time to the affairs of the office. He /She shall not undertake any other part time / honorary / independent practice during the tenure.

Other Terms & Conditions of Service

- 2.4 The selected candidate shall be entitled to 30 days of Earned Leave for every year of service completed and 08 days Casual Leave and 2 Restricted Holidays in a Calendar Year. The restricted holidays will have to be from within the list of Restricted Holidays as brought out by the Govt. of NCT of Delhi on calendar year basis.
- 2.5 The selected candidate shall draw a consolidated remuneration as given against the post as given above.
- 2.6 The selected candidate shall not be entitled to any Medical Facilities / Dearness Allowance, City Compensatory Allowance and House Rent Allowance.

General Instructions;

- 2.7 The Ombudsman reserves the right to determine the criteria for shortlisting the candidates. Only shortlisted candidates will be called for skill test and interview as applicable and mere fulfillment of eligibility criteria does not entail a candidate to be shortlisted and called for interview.
- 2.8 Applications not forwarded as per format are likely to be rejected. Copies of self attested testimonials / certificates relating to educational, work experience and proof of date of birth are to be attached and a self attested passport size photograph is to be affixed on the application form.
- 2.9 Applicants who have retired from government service / working in private sector or presently not working, are requested to furnish an undertaking as per formats, given out in **Annexure-I and Annexure- II** respectively (formats provided on Electricity Ombudsman's website link: <https://electricityombudsmandelhi.co.in>). Additional information, if any, may be provided in a separate sheet.

2.10 The duly completed application is to be submitted to the **Secretary, O/o the Electricity Ombudsman, B-53, Paschimi Marg, Opposite Tagore International School, Vasant Vihar, New Delhi - 110057.** The envelope containing the application should be superscribed as "Applied for the post of Personal Assistant."

3. **The last date for receipt of applications is 17.06.2026 i.e. within 30 days from the date of advertisement dated 18.05.2026.**

**Sd/-
Secretary
O/o the Electricity Ombudsman**

PROFORMA OF APPLICATION FOR THE POST OF PERSONAL ASSISTANT

Affix Passport size photograph

1. Name (Block Capital Letters)_____
2. Fathers Name(Block Capital Letters)_____
3. Date of birth (dd/mm/yy)_____
4. Age____Years____Months____Days____
5. Address (Present)_____
- Pin code:_____
6. Address(Permanent)_____
- Pin code:_____
7. Mobile No.:_____Phone No.:_____
8. E-mail Id:_____
9. Educational Qualifications (in reverse chronological order starting from latest qualifications)(submit self attested copy of testimonials)

S No.	Qualification Achieved	University/College/Institute/School/Board	From	To	Percentage

10. Service Particulars(in reverse chronological order starting from present occupation if any)(submit self attested copy of testimonials)

S No.	Department /Office/Organization	Designation	From	To	Pay Scale	Reasons For Leaving

11. Additional information if any, attach as a separate sheet duly signed by the candidate.
12. Description of testimonials attach, as a separate sheet duly signed by the candidate.

Date:

Signature of candidate

Place:

Name : _____

UNDERTAKING

(FOR THE POST OF PERSONAL ASSISTANT IN THE OFFICE OF THE ELECTRICITY OMBUDSMAN)

(Applicable in respect of employees who have retired/ resigned from Government / PSU / Autonomous Body / Statutory Body / Local Body / Corporations etc.)

1. I certify that all statements made in this application are true, complete and correct to the best of my knowledge and belief.
2. I certify that I am eligible for the post applied for vis-à-vis the qualifications and experience prescribed for the said post.
3. I certify that no prosecution for criminal charge is pending against me in any court of law.
4. I certify that no vigilance /disciplinary case was pending against me in the Ministry / Department / Organisation at the time of my retirement / resignation.

Note: Please enclose copy of Pension Payment Order (if applicable) and Order notifying your discharge from service on retirement / resignation.

SIGNATURE OF CANDIDATE _____

NAME OF CANDIDATE _____

PLACE: _____

DATE: _____

UNDERTAKING

(FOR THE POST OF PERSONAL ASSISTANT IN THE OFFICE OF THE ELECTRICITY OMBUDSMAN)

(Applicable in respect of employees serving in private sector organization / presently not working)

1. I certify that all statements made in this application are true, complete and correct to the best of my knowledge and belief.
2. I certify that I am eligible for the post applied for vis-à-vis the qualifications and experience prescribed for the said post.
3. I certify that no prosecution for criminal charge is pending against me in any court of law.
4. I certify that no punitive action was taken against me for any misconduct during my present / previous employment in private sector organization.

Note: Please enclose copy of last relieving Order / Certificate from private sector

SIGNATURE OF CANDIDATE _____

NAME OF CANDIDATE _____

PLACE: _____

DATE: _____