



TELANGANA STATE ELECTRICITY REGULATORY COMMISSION

D.No. 11-4-660, 5th Floor, Singareni Bhavan, Red Hills, Hyderabad - 500 004.

ABSTRACT: TSERC – Estt. – Terms and conditions of service of the staff of Ombudsman of Telangana State – Commission orders – issued

Proceedings No: A-Estt- 177

Dt: 02.11.2017

Read the following:

1. Regulation No. 3 of 2015 being regulation on appointment on Ombudsman
2. Lr No. Ombdusman/Staff/D No 98/Dt. 26.09.2017

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ORDER:

Ombudsman has made a proposal vide reference 2nd cited, for engaging the staff on regular basis in the office of Ombudsman and also sought additional posts. In terms of clause No 3.13 of reference 1st cited, the Commission shall provide to the Ombudsman a Secretariat. The staff strength of the said secretariat and terms and conditions of appointment of the staff shall be determined by the Commission from time to time. After careful consideration of the proposal of the Ombudsman and in terms of the regulation to the Ombudsman under Clause No 3.13 of reference 1st cited, the Commission has approved the following terms and conditions for the staff of the office of Ombudsman. Provisions of these orders shall come into force with immediate effect and are applicable to all the persons appointed to the office of Ombudsman.

1. The following posts were sanctioned by the Commission:

(i) Technical Officer	-	one post
(ii) Executive Officer	-	one post
(iii) Private Secretary	-	one post
(iv) Office Executive – cum- computer operator	-	one post
(v) Accounts Assistant	-	one post
(vi) Liaison Assistant	-	one post
(vii) Multi Tasking Assistant	-	Two posts

2. Appointing Authority:

The appointing authority for all the posts shall be the Ombudsman for the State of Telangana, Hyderabad

3. Method of Appointment:

The appointment to the posts mentioned in column (2) of the table below shall be made in the manner specified against them in column (3) thereof:

Sl No	Name of the Post	Method of appointment
1	Technical Officer	On deputation from any state owned Licensee
2	Executive Officer	By Direct recruitment / On contract / on deputation / through service provider
3	Private Secretary	By Direct recruitment / On contract / on deputation / through service provider
4	Office Executive- cum- computer operator	By Direct recruitment / On contract / on deputation / through service provider
5	Accounts Assistant	By Direct recruitment / On contract / on deputation / through service provider
6	Liasion Assistant	By Direct recruitment / On contract / on deputation / through service provider
7	Multi Tasking Assistant	By Direct recruitment / On contract / on deputation / through service provider

4. Pre-requisites for Direct Recruitment:

No person shall be eligible for appointment to the service of Ombudsman for the State of Telangana unless he / she satisfies the following namely:-

- a) He is a citizen of India;
- b) He / she is in sound health, active habits and free from any bodily defect or infirmity making him / her unfit for the service.
- c) His / her character and antecedents are such as would not disqualify him / her for the service.
- d) He / She has completed the age of 18 years and must not have completed the age of 34 years as on the date of notification subject to paragraph 9 (xi).
- e) He / She Should comply with the definition of a Local person as defined by the Government of Telangana State.

5. The Ombudsman shall appoint an employee in the master scale prescribed by the Government of Telangana State and at present the Master Scale is:

Rs.13000-390-14170-430-15460-470-16870-510-18400-550-20050-590-21820-640-23740-700-25840-760-28120-820-30580-880-33220-950-36070-1030-39160-1110-42490-1190-46060-1270-49870-1360-53950-1460-58330-1560-63010-1660-67990-1760-73270-1880-78910-2020-84970-2160-91450-2330-100770-2520-110850(80) and as amended from time to time.

6. Qualifications & Experience required for direct recruitment:

No person shall be eligible for appointment to the services of Ombudsman unless he / she possesses the educational qualification(s) and experience mentioned against each category specified in the following table.

S.No.	Designation	Qualification	No. of posts	Weightage	pay
1	Technical Officer	A Degree in Electrical Engineering from any recognised university.	one	The candidate Should have worked as Assistant Divisional Engineer / Divisional Engineer having experience in commercial operations of a State owned Licensee.	Pay and Allowances of parent organisation plus deputation allowance @ 10% of basic pay subject to a maximum of Rs.10,000/- per month but does not include benefits.
2	Executive Officer	Any Graduate from a recognised university with skills in computer operation. Desirable to have a Post Graduate Diploma in Computer Application, Desk Top Printing etc.	One	2 years experience in a reputed or government organisation. Preference shall be given to a candidate having experience in power sector	Scale of Pay: 25,840-760-28,120
3	Private Secretary	Any Graduate from a recognised university. Should possess good communication skills and computer knowledge – MS Word and MS Excel.	one	2 years of experience in a reputed or Government organisation. Preference shall be given to (i) a candidate having experience in power sector and Quasi-judicial functioning.	23,740-700-25,840

4	Office Executive - cum- Computer Operator	Any Graduate from a recognised university. Should have computer skills in MS Word, MS Excel, MS Power point, Page Maker, uploading the orders to the website, maintaining the data, retrieval and manipulation, Maintenance of website. Preference shall be given to candidates with computer Engineering / IT background	one	2 years of experience in a reputed or Government Organisation. Preference shall be given to a candidate from the power sector	23,740-700-25,840
5	Accounts Assistant	A Commerce Graduate from a recognised university. Experience in operation of Accounting packages. Should have computer skills in MS Word, MS Excel and MS Power point.	one	2 years of experience in a reputed or Government organisation in Accounts department.	21,820-640-23,740
6.	Liaison Assistant	Any Graduate from a recognised university. Basic knowledge of computer operation. Should have hands on experience in liaison with various government offices	One	2 years of experience in a reputed or government organisation. Should have Two Wheeler / four Wheeler driving licence	18400-550-20,050
7	Multi tasking Assistant	Secondary School Certificate.	Two	1 year experience in a reputed or government organisation. Preference shall be given to a candidate having skill in operation of computer.	14170-430-15,460

7. RESERVATIONS IN APPOINTMENT:

Reservations as stipulated by the Government of Telangana State rules shall apply mutatis mutandis.

8. PROCEDURE FOR DIRECT RECRUITMENT: Method of selection:

- (i) A Vacancy is to be notified in the Newspapers having wide circulation.
- (ii) A Written examination and a Personal Interview are the criteria for selection of candidates. Written examination test carries a weightage of 80% and Interview carries a weightage of 20%.
- (iii) Every candidate shall submit his / her application in the prescribed form along with the prescribed fee and documents to the Ombudsman.
- (iv) The candidate must submit the following self certified copies along with his application:
 - a) Evidence of age, which should be the Secondary School Certificate.
 - b) Valid caste certificate from the competent authority in case of candidates belonging to SC, ST and OBC.
 - c) Certificate(s) of all educational qualifications
 - d) Certificate(s) of experience
- (v) The Ombudsman shall consider all valid applications received and conduct written examination for the selection of the candidates.
- (vi) The candidates qualified in the written examination shall be called for an interview by the Ombudsman.
- (vii) The results of written test and interview [combined] shall be notified on the website of the Ombudsman.
- (viii) The selected candidates list shall be prepared in the order of merit and the appointment order shall be issued to a successful candidate.
- (ix) At the time of joining, the candidates need to complete the joining formalities as prescribed.
- (x) The post that a staff member is to occupy at any time shall be decided by the Ombudsman.
- (xi) The persons who are working in the office of the Ombudsman on a contract basis prior to the commencement of this proceeding shall be eligible for being considered, along with the outsiders for the purpose of direct recruitment to various posts subject to upper age limit of 36 years as on the date of notification of the vacancy by the Ombudsman, provided they fulfil the prescribed eligibility criteria for being considered for the post.

- (xii) All shortlisted candidates shall produce the relevant originals at the time of the interview and again immediately before the joining, if selected.

10. Selection Committee:

The Ombudsman shall be the Chairman of the Selection Committee. He may co-opt any two members from the State owned Licensee / TSERC for evaluating the performance of a candidate in the interview.

11. PROBATION:

Every person appointed to the service by Direct Recruitment to any post shall be on probation for a total period of two years on duty within a continuous period of three years.

12. EMPLOYEE BENEFITS:

A. Remuneration: Master Scale applicable to the employees of Government of Telangana as amended from time to time is made applicable to the staff appointed. Dearness Allowance, House Rent Allowance and City Compensatory Allowance as stipulated by the Government of Telangana State from time to time are also applicable.

B. Gratuity: The provisions of The Payment of Gratuity Act, 1972 as amended from time to time, shall apply.

C. Provident Fund: The employees of the office of the Ombudsman, who are directly recruited to any post are entitled to the Employees Provident Fund and Miscellaneous Provisions Act, 1952.

D. Leave & other benefits of the employees of the Telangana State Electricity Regulatory Commission shall apply to the staff appointed in the office of Ombudsman.

E. Medical: Staff and their dependents are eligible for in-patient treatment in a hospital recognised by TSERC for its employees at the rates of Central Government Health Scheme. No reimbursement of Out-patient treatment is admissible.

F: Encashment of Leave: The rules framed by the Government of Telangana to its employees shall be applicable to the staff appointed in the office of Ombudsman.

G. Retirement Age: Staff appointed by the Ombudsman shall retire on attaining the age of 58 years or as amended from time to time by the Government of Telangana State.

H. Staff appointed by Ombudsman are not eligible for pension.

13. Applicability of General and Special Rules:

The Telangana State Government Conduct rules and the Telangana State Government CCA rules are applicable to the staff of Ombudsman. For all the posts mentioned, the

disciplinary authority is the Ombudsman, Appellate authority is the Secretary, TSERC and reviewing authority is Telangana State Electricity Regulatory Commission.

14. Savings:

No parlance can be drawn with any other authority or staff and provisions of these proceedings are standalone, which cannot be compared.

15. Interpretation:

If any question arises relating to the interpretation of these provisions, the interpretation of the Telangana State Electricity Regulatory Commission shall be treated as final.

16. Power to remove difficulties:

The Telangana State Electricity Regulatory Commission may by order make such provisions or give such directions as it may deem necessary for the removal of any difficulty that may arise in giving effect to these provisions.

(BY ORDER OF THE COMMISSION)

Dr. K. SRINIVAS REDDY IRS
Secretary
Telangana State Electricity
Regulatory Commission

Hyderabad,
Dated: 02.11.2017.