

**VACANCY CIRCULAR**  
Recruitment Notice Reference No.65/2025/03

Applications are invited from eligible persons for filling up the post of Joint Director/Gen.&RE and Private Secretary on deputation/contract basis and for engagement of Staff Consultant/ Finance on contract. The detail of qualifications, qualifying service and nature of experience prescribed for the posts of Jt. Director/Gen.&RE and Private Secretary, as per Punjab State Electricity Regulatory Commission (Appointment & Service conditions of Employees) Regulations, 2015, amended from time to time and eligibility criteria for engagement of Staff Consultant/Finance is as under :-

Sr No	Name of the post	Eligibility Criteria
1.	Joint Director/ Gen.&RE (01 post)	<p>a) <b><u>Minimum Educational Qualifications</u></b> Degree in Electrical/Mechanical/Electronics &amp; Communication / Electronics and Instrumentation Engineering.</p> <p>b) <b><u>Qualifying Service</u></b></p> <p>Serving/Retired Officers of the Central/State Government or PSU under State/Central Government having experience of working on the post of Superintending Engineer or its equivalent in the scale of Rs. 123100-209600 on regular basis.</p> <p style="text-align: center;"><b>or</b></p> <p>Minimum 6 years' experience of working in the Central/State Government or PSU under State/Central Government on the post of Executive Engineer or its equivalent in the scale of Rs.83600-203100 on regular basis.</p> <p style="text-align: center;"><b>or</b></p> <p>Minimum experience of 12 years of working in Power sector out of which two years' experience in a senior assignment relating to Electricity laws, regulatory, commercial affairs and other activities relevant to the working of the Commission.</p> <p>c) <b><u>Nature of Experience</u></b></p> <p>Familiarity with electricity laws, regulatory affairs and latest development in the power sector. Preference shall be given to candidates with exposure in renewable energy, hydro &amp; thermal generation, techno-economic appraisal of power projects/ schemes</p>

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		and other commercial matters relevant to the working of the Commission.
2.	Private Secretary (01 post)	<p><b>c) <u>Minimum Educational Qualifications</u></b> Graduate in any discipline from a recognized University.</p> <p><b>d) <u>Qualifying Service</u></b> Serving/Retired Officers of the Central/State Government or PSU under State/Central Government must have experience of working on the post of Private Secretary or its equivalent in the scale of Rs. 56100-177500 on regular basis.</p> <p style="text-align: center;"><b>or</b></p> <p>Serving/Retired Officers of the Central/State Government or PSU under State/Central Government having Minimum experience of 8 years working on the post of Personal Assistant or its equivalent post.</p> <p><b>C) <u>Nature of Experience</u></b> Candidate must have: j) Working knowledge of Computer; and ii) Cleared matriculation examination with Punjabi as one of the subject.</p>
3	Staff Consultant/ Finance	<p><b>c) <u>Minimum Educational Qualifications</u></b> CA/ICW or MBA with specialization in Finance.</p> <p><b>b) <u>Experience</u></b> Minimum 15 years of Experience in financial management/commercial /accounts/revenue in Power Sector. Candidates having experience of 5 years or more in State Electricity Regulatory Commission in preparation and processing of Multi Year ARR/Tariff orders of distribution/ transmission/ generation/utilities will be preferred.</p> <p><b>c) <u>Terms and Conditions:</u></b> The term of engagement and remuneration will be as decided by the Commission on the basis of qualifications, experience and credentials of the candidate.</p>

**Pay, Allowances and other terms & conditions**

The eligibility criteria, pay, allowances and other terms & conditions of the service for the post of Joint Director/Gen.&RE and Private Secretary will be as per Punjab State Electricity

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Regulatory Commission (Appointment & Service conditions of Employees) Regulations, 2015, as amended from time to time, available on Commission's website www.pserc.gov in, under 'Regulations' tab. However, the eligibility criteria, emoluments and other terms & conditions of Staff Consultant/Finance will be as decided by the Commission. The selection will be made by the competent authority on the recommendation of the Screening-cum-Selection Committee keeping in view the suitability for the post on the basis of qualifications, qualifying service and nature of experience.

The term of appointment shall be as per the Regulations. The parent Department will forward the applications of eligible and interested candidates after due verification and whose services can be spared in the event of their selection, along with bio-data & ACRs for the last five years and information regarding pending and decided vigilance, disciplinary cases. An advance copy in the prescribed proforma must also be sent by the candidate applying on deputation. The candidates applying on contract should submit the applications in the prescribed proforma complete in all respect and supported by self-attested copies of all certificates related to educational qualification, qualifying service, and nature of experience.

Applications for Joint Director/Gen. & RE, Private Secretary and Staff Consultant/Finance should reach to the Secretary, PSERC on or before DATE (45 days from issuance of the advertisement). Applications will get rejected if not received in time and if not supported by documentary proof. *Last date is 18/11/2025.*

**PROFORMA OF APPLICATION**

Name of the post applied for.....

Name of the Applicant:.....

S/o/ D/o/W/o.....

Date of Birth\*.....

Present Address with telephone no.....

Permanent Address with alternate telephone no.....

Email ID: .....

Name of Office/Department where presently employed.....

Present post held.....

Date of appointment to the present post.....

Present Grade pay & scale of pay/lumpsum amount.....

Educational qualifications.....

Nature of experience : .....

Paste self  
attested  
passport size  
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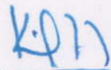
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Details of Employment: (Enclose a separate sheet duly authenticated by your signature, if the separate space below is insufficient)

Name of the office/ Orgn.	Post held	Nature of appointment whether regular, ad-hoc, deputation, contract etc.	From-To (Dates)	Scale of pay and basic pay & GP/ Lumpsum amount	Nature of experience

\* The age of the candidate for the post of Joint Director/Gen.&RE and Private Secretary should not be more than 62 years on the last date of receiving application for the post on contract. There shall be no age bar for engaging the Staff Consultant.

Signature of the Candidate

  
Secretary