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PUNJAB STATE ELECTRICITY REGULATORY COMMISSION

NOTIFICATION

The 8th August, 2023

No. PSERC/Secy./Regu/178.—In exercise of the powers conferred under sub-section (2) (zk) of Section 181 read with sub-section (2) and (3) of Section 91 of the Electricity Act, 2003 (36 of 2003) and all other powers enabling it in this behalf, the Punjab State Electricity Regulatory Commission, with the approval of the State Government, hereby makes the following amendments to the Punjab State Electricity Regulatory Commission (Appointment & Service conditions of Employees) Regulations, 2015 (hereinafter referred as “the Principal Regulations”) namely:-

1. Short Title and Commencement:

- (a) These Regulations may be called the “Punjab State Electricity Regulatory Commission (Appointment & Service Conditions of Employees) (First Amendment) Regulations, 2023”.
- (b) These Regulations shall come into force from the date of their notification in the official gazette of the Government of Punjab.

2. The Annexure-'A' appended to the Principal Regulations under Regulation 3 (a), shall be substituted as under:-

Annexure-‘A’

Classification and number of posts in the Commission

Sr. No.	Category	No. of posts
<u>GROUP-“A”</u>		
1.	Secretary	1

2.	<u>Director:</u> i) Director/Tariff ii) Director/Gen. & RE iii) Director/Finance	3
3.	Registrar/Joint Director (Legal)	1
4.	<u>Joint Director:</u> i) Joint Director/Tariff ii) Joint Director/Regulation & DSM iii) Joint Director/Gen. & RE iv) Joint Director/Finance	4
5.	<u>Dy. Director:</u> i) Dy. Director/Tariff ii) Dy. Director/Regulations & DSM iii) Dy. Director/Gen. & RE iv) Dy. Director/Finance	4
6.	Dy. Secretary/Admn.	1
7.	Deputy Registrar/Dy. Director (Legal)	1
8.	Assistant Director/General Services	1
9.	Sr. Private Secretary	3
10.	Accounts Officer	1
11.	Supdt. Grade-1	1
12.	Private Secretary	1

GROUP –“B”

13.	Personal Assistant	4
14.	Asstt. Accounts Officer	1
15.	Senior Scale Stenographer	6
16.	Sr. Assistant	6
17.	IT Officer	1

GROUP –“C”

18.	Office Assistant-cum-Data Entry Operator	5
19.	Drivers	8
20.	Receptionist-cum-Assistant	1

21.	Security Guards	5
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GROUP –“D”

22.	Peons	16
23.	Sweeper	4

Grand Total (A+B+C+D) = 79

3. Regulation 4 of the Principal Regulations i.e. **“Mode of appointment to service”** shall be substituted as under:-

“4 Mode of appointment to service

Appointment to the post (s) in the Commission shall be made by any one of the following methods:-

- (a) Direct appointment.
- (b) Deputation.

Provided that direct appointments shall be only on contract or services can be outsourced.”

4. Regulation 5 (b) of the Principal Regulations i.e. **“Qualifications and experience for appointment”** shall be substituted as under:-

“5 (b) In case of increase in work or where necessity arises requiring specialized or expert knowledge, the Commission may engage consultants/persons of requisite qualifications and experience on such terms as it may decide.”

5. Regulation 6 of the Principal Regulations i.e. **“Terms & Conditions of appointment”** shall be substituted as under:-

“6. Terms & Conditions of appointment

- a) The appointment on deputation basis to any post shall initially be for three years, which may extend upto a maximum period of five years. The Commission may consider extension beyond this period with the consent of the parent department. The employees taken on deputation will be governed by such terms and conditions of deputation as are prescribed by their respective parent department and in consonance with their service rules. The Commission may, however, repatriate any employee taken on deputation to his/her parent organization even before the expiry of his/her deputation period.
- b) The Commission may consider suitable persons having requisite qualifications and experience for appointment on contract basis. Applications will be invited through advertisement in the press and through Commission’s website. Such appointment shall be made initially for one year which can be extended from time to time by appointing authority.

- c) The Services of employee appointed on contract basis shall be terminable with a notice of two months or salary in lieu thereof on either side. In exceptional cases, the Commission may condone the condition of notice to be given by an employee.
- d) The maximum duration of service will be up to 65 years of age for the employee taken on contract basis.
- e) The age of the candidate should not be more than 62 years on the last date of receiving application for the post on contract.
- f) There will be a probation period of six months during which services can be terminated without notice.”

6. Regulation 7(b) of the Principal Regulations i.e. **“Procedure for appointment”** shall be substituted as under:-

“7 (b) Filling up of vacancies:

The posts shall be filled up either on deputation by circulating vacancies to concerned departments of the State Government/State Power Utilities, by advertisement in the press and/or Commission’s website or on contract by advertisement in press and on Commission’s website. The services of the employees listed at Sr.No.19 to Sr.No.22 as shown in **Annexure–B** shall be outsourced.”

7. Regulation 8 (b) of the Principal Regulations i.e. **“Pay and Allowances”** shall be substituted as under:-

“8 (b) Those appointed on contract will be entitled to draw monthly lumpsum payment as per **Annexure–B** as approved in these Regulations for that particular post. On completion of each year of service, the annual raise in the monthly lumpsum payment of officers and employees of the Commission will be 8%.”

8. The **Annexure-‘B’** appended to the Principal Regulations under Regulation 8 (b), shall be substituted as under:-

ANNEXURE-‘B’

LUMPSUM PAYMENT IN CASE OF CANDIDATES EMPLOYED ON CONTRACT BASIS

Sr. No.	Name of the post	Lumpsum payment to be made
1.	Secretary	Lumpsum Rs.1.50 Lacs
2.	Director	Lumpsum Rs.1.35 Lacs
3.	Registrar/Joint Director (Legal)	Lumpsum Rs.1.10 Lacs
4.	Joint Director	Lumpsum Rs.1.10 Lacs
5.	Deputy Director	Lumpsum Rs.85,000/-

6.	Dy. Secretary/Admn.	Lumpsum Rs.85,000/-
7.	Dy. Registrar/Dy. Director (Legal)	Lumpsum Rs.85,000/-
8.	Assistant Director/General Services	Lumpsum Rs. 67,000/-
9.	Sr. Private Secretary	Lumpsum Rs. 67,000/-
10.	Accounts Officer	Lumpsum Rs. 60,000/-
11.	Supdt Grade-1/ Pvt. Secretary	Lumpsum Rs. 60,000/-
12.	IT Officer	Lumpsum Rs.55,000/-
13.	Personal Assistant	Lumpsum Rs.50,000/-
14.	Asstt. Accounts Officer	Lumpsum Rs. 50,000/-
15.	Sr. Assistant	Lumpsum Rs. 45,000/-
16.	Sr. Scale Stenographer	Lumpsum Rs. 45,000/-
17.	Office Assistant-cum-Data Entry Operator	Lumpsum Rs.35,000/-
18.	Receptionist	Lumpsum Rs.35,000/-
19.	Driver	As per rates approved by Deputy Commissioner
20.	Security Guard	As per rates approved by Deputy Commissioner
21.	Peon	As per rates approved by Deputy Commissioner
22.	Sweeper	As per rates approved by Deputy Commissioner

Note: In no case, the lumpsum payment to be made to the employees listed at Sr. No.19 to 22 above will be less than the rates approved by Deputy Commissioner for the corresponding period.

9. The **Annexure-'C'** appended to the Principal Regulations under Regulation 5 (a), shall be substituted as under:-

ANNEXURE - 'C'

Details of qualifications, experience and pay scales for the posts of Secretary, Officers and Employees of the Commission

Sr. No.	Post	Minimum Qualification and Experience
1.	Secretary	Serving officer from IAS/IRS/IA&AS or EIC/CE with a total experience of 20 years.

2.	Director/Tariff	<p>a) <u>Minimum Educational Qualifications</u> Degree in Electrical/Mechanical/Electronics & Communication/ Electronics and Instrumentation Engineering.</p> <p>b) <u>Qualifying Service</u> Serving/Retired Officers of the Central/State Government or PSU under State/Central Government, having experience of working on the post of Chief Engineer or its equivalent in the scale of Rs.148800-218600 on regular basis.</p> <p style="text-align: center;">or</p> <p>Serving/Retired Officers of the Central/State Government or PSU under State/Central Government with minimum 4 years' 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;">or</p> <p>Minimum twenty years' experience of working in power sector out of which three 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) <u>Nature of Experience</u> Familiarity with electricity laws, regulatory affairs and latest development in the power sector. Preference shall be given to candidates with exposure in matters relating to tariff determination, techno-economic appraisal of power projects/schemes, open access, demand side management, power system planning, operation, distribution and other activities relevant to the working of the Commission.</p>
3.	Director/Gen & RE	<p>a) <u>Minimum Educational Qualifications</u> Degree in Electrical/Mechanical/Electronics & Communication/Electronics and Instrumentation Engineering.</p> <p>b) <u>Qualifying Service</u> Serving/Retired Officers of the Central/State Government or PSU under State/Central Government having experience of working on the post of Chief Engineer or its equivalent in the scale of Rs.148800-218600 on regular basis.</p> <p style="text-align: center;">or</p> <p>Serving/Retired Officers of the Central/State Government or PSU under State/Central Government with minimum 4 years' 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;">or</p> <p>Minimum twenty years' experience of working in power sector out of which three years' experience in a senior assignment relating to Electricity laws,</p>

		<p>regulatory/commercial affairs and other activities relevant to the working of the Commission.</p> <p>c) <u>Nature of Experience</u> 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 & thermal generation, techno-economic appraisal of power projects/schemes and other commercial matters relevant to the working of the Commission.</p>
4.	Director/ Finance	<p>a) <u>Minimum Educational Qualifications</u> Chartered Accountant/ Cost Accountant/ MBA (Finance) or officer from IRS/IA&AS/ Indian Economic Service.</p> <p>b) <u>Qualifying Service</u> Serving/Retired Officers of the Central/State Government or PSU under State/Central Government having experience of working on the post in the scale of Rs.148800-218600 on regular basis.</p> <p style="text-align: center;">or</p> <p>Serving/Retired Officers of the Central/State Government or PSU under State/Central Government with minimum 4 years' experience on the post in the scale of Rs.123100-209600 on regular basis.</p> <p style="text-align: center;">or</p> <p>Minimum 20 years' experience of working in Finance out of which three years' experience in a senior assignment relating to financial management.</p> <p>c) <u>Nature of Experience</u> Familiarity with Electricity laws, Regulatory affairs and latest development in the power sector. Preference shall be given to candidates with experience in tariff formulation, cost analysis, financial management.</p>
5.	Registrar/Joint Director (Legal)	<p>a) <u>Minimum Educational Qualifications</u> Degree in Law from a recognized university.</p> <p>b) <u>Qualifying Service</u> Serving/Retired Officers of the Central/State Government or PSU under State/Central Government holding analogous post, Judicial officers of State/Central Government) or equivalent post of District & Sessions Judge in the scale of Rs.123100-209600 on regular basis.</p> <p style="text-align: center;">or</p> <p>Minimum 5 years' experience of working on the post of Additional District & Sessions Judge or equivalent in the scale of Rs.83600-203100.</p> <p>c) <u>Nature of Experience</u> Judicial/Quasi-Judicial legal matters preferably relating to electricity laws/regulations including</p>

		proceedings, petitions, pleadings, listing of the case laws, drafting statutes/or legislation.
6.	Joint Director (Tariff)	<p>a) <u>Minimum Educational Qualifications</u> Degree in Electrical/ Mechanical/ Electronics & Communication/Electronics and Instrumentation Engineering.</p> <p>b) <u>Qualifying Service</u> 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;">or</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;">or</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) <u>Nature of Experience</u> Familiarity with electricity laws, regulatory affairs and latest development in the power sector. Preference shall be given to the candidates with exposure in the matters relating to tariff determination, techno-economic appraisal of power projects/schemes, open access, demand side management, power system planning, operation, distribution and other activities relevant to the working of the Commission.</p>
7.	Joint Director (Regulation & DSM)	<p>a) <u>Minimum Educational Qualifications</u> Degree in Electrical/ Mechanical/ Electronics & Communication/ Electronics and Instrumentation Engineering.</p> <p>b) <u>Qualifying Service</u> 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;">or</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;">or</p> <p>Minimum experience of 12 years of working in power</p>

		<p>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) <u>Nature of Experience</u> Familiarity with Electricity laws, Regulatory affairs and latest development in the power sector. Preference shall be given to candidates with exposure in matters relating to framing of Regulations, Demand Side management, open access, grid code, supply code and performance standards, commercial matters, power system planning/operation and other activities relevant to the working of the Commission.</p>
8.	Joint Director (Finance)	<p>a) <u>Minimum Educational Qualifications</u> Chartered Accountant/ Cost Accountant/ MBA (Finance) or officer from IRS/IA&AS/ Indian Economic Service.</p> <p>b) <u>Qualifying Service</u> Serving/Retired Officers of the Central/State Government or PSU under State/Central Government having experience of working on the post of Chief Accounts Officer (CAO)/Chief Auditor (CA) or its equivalent in the scale of Rs.123100-209600 on regular basis.</p> <p style="text-align: center;">or</p> <p>Minimum 6 years' experience of working in the Central/State Government or PSU under State/Central Government on the post of Deputy Chief Accounts officer (Dy.CAO)/ Deputy Chief Auditor (Dy. CA) or its equivalent in the scale of Rs.83600-203100 on regular basis.</p> <p style="text-align: center;">or</p> <p>Minimum 12 years' experience of working in Finance out of which two years' experience in a senior assignment relating to financial management.</p> <p>c) <u>Nature of Experience</u> Familiarity with electricity laws, regulatory affairs and latest development in the power sector. Preference shall be given to candidates with experience in tariff formulation, cost analysis, financial management.</p>
9.	Joint Director/ Gen & RE	<p>a) <u>Minimum Educational Qualifications</u> Degree in Electrical/ Mechanical/ Electronics & Communication/ Electronics and Instrumentation Engineering.</p> <p>b) <u>Qualifying Service</u> 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;">or</p> <p>Minimum 6 years' experience of working in the</p>

		<p>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;">or</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) <u>Nature of Experience</u> 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 & thermal generation, techno-economic appraisal of power projects/schemes and other commercial matters relevant to the working of the Commission.</p>
10.	Deputy Director (Tariff)	<p>a) <u>Minimum Educational Qualifications</u> Degree in Electrical/ Mechanical/ Electronics & Communication /Electronics and Instrumentation Engineering.</p> <p>b) <u>Qualifying Service</u> Serving/Retired Officers of the Central/State Government or PSU under State/Central Government having experience of working 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;">or</p> <p>Minimum 7 years' experience of working in the Central/State Government or PSU under State/Central Government on the post of Assistant Engineer (AE) or its equivalent in the scale of Rs.56100-177500 on regular basis.</p> <p style="text-align: center;">or</p> <p>Minimum 7 years' experience of working in power sector out of which minimum of two years' experience relating to power distribution, regulatory/commercial matters and tariff setting.</p> <p>c) <u>Nature of Experience</u> Familiarity with electricity laws, regulatory affairs and latest development in the power sector. Preference shall be given to candidates with exposure in matters relating to tariff determination, techno-economic appraisal of power projects/schemes, open access, demand side management, power system planning, operation, distribution and other activities relevant to the working of the Commission.</p>
11.	Dy. Director (Regulation & DSM)	<p>a) <u>Minimum Educational Qualifications</u> Degree in Electrical/ Mechanical/ Electronics & Communication/Electronics and Instrumentation</p>

		<p>Engineering.</p> <p>b) <u>Qualifying Service</u> Serving/Retired Officers of the Central/State Government or PSU under State/Central Government having experience of working 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;">or</p> <p>Minimum 7 years' experience of working in the Central/State Government or PSU under State/Central Government on the post of Assistant Engineer (AE) or its equivalent on regular basis in the scale of Rs.56100-177500.</p> <p style="text-align: center;">or</p> <p>Minimum 7 years' experience of working in power sector out of which minimum of two years' experience relating to power distribution, regulatory/commercial matters and tariff setting.</p> <p>c) <u>Nature of Experience</u> Familiarity with electricity laws, regulatory affairs and latest development in the power sector. Preference shall be given to candidates with exposure in matters relating to framing of regulations, demand side management, open access, grid code, supply code and performance standards, commercial matters, power system operation and other activities relevant to the working of the Commission.</p>
12.	Dy. Director (Gen. & RE)	<p>a) <u>Minimum Qualifications</u> Degree in Electrical/ Mechanical/ Electronics & Communication /Electronics and Instrumentation Engineering.</p> <p>b) <u>Qualifying Service</u> Serving/Retired Officers of the Central/State Government or PSU under State/Central Government having experience of working 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;">or</p> <p>Minimum 7 years' experience of working in the Central/State Government or PSU under State/Central Government on the post of Assistant Engineer (AE) or its equivalent on regular basis in the scale of Rs.56100-177500.</p> <p style="text-align: center;">or</p> <p>Minimum 7 years' experience of working in power sector out of which minimum of two years' experience relating to power distribution, regulatory/commercial matters and tariff setting.</p> <p>c) <u>Nature of Experience</u> Familiarity with electricity laws, regulatory affairs and latest development in the power sector. Preference shall</p>

		be given to candidates with exposure in renewable energy, hydro & thermal generation, techno-economic appraisal of power projects/ schemes and other commercial matters relevant to the working of the Commission.
13.	Dy. Director (Finance)	<p>a) <u>Minimum Qualifications</u> Chartered Accountant/ Cost Accountant/ MBA (Finance) or officer from IRS/IA&AS/ Indian Economic Service.</p> <p>b) <u>Qualifying Service</u> Serving/Retired Officers of the Central/State Government or PSU under State/Central Government having experience of working on the post of Deputy Chief Accounts officer (Dy.CAO)/ Deputy Chief Auditor (Dy. CA) or its equivalent in the scale of Rs.83600-203100 on regular basis.</p> <p style="text-align: center;">or</p> <p>Minimum 7 years' experience of working in the Central/State Government or PSU under State/Central Government on the post of Accounts officer (AO) or its equivalent on regular basis in the scale of Rs.59900-189800.</p> <p style="text-align: center;">or</p> <p>Minimum 7 years' experience of working in Finance out of which minimum of two years' experience relating to financial management.</p> <p>c) <u>Nature of Experience</u> Familiarity with electricity laws, regulatory affairs and latest development in the power sector. Preference shall be given to candidates with experience in tariff formulation, cost analysis, financial management.</p>
14.	Dy. Secretary (Admn.)	<p>a) <u>Minimum Qualifications</u> MBA in HR from a recognized university.</p> <p>b) <u>Qualifying Service</u> Serving/Retired Officers of the Central/State Government or PSU under State/Central Government must have experience of working on the equivalent post in the scale of Rs.83600-203100 on regular basis.</p> <p style="text-align: center;">or</p> <p>Minimum 7 years' experience of working in the field of General Administration and Personnel Management.</p> <p>c) <u>Nature of Experience</u> Preference shall be given to candidates with experience in the field of Service matters and Personnel Management.</p>
15.	Dy. Registrar/ Dy. Director (Legal)	<p>a) <u>Minimum Qualifications</u> Degree in law from a recognised university.</p> <p>b) <u>Qualifying Service</u> Serving/Retired Officers of the Central/State Government or PSU under State/Central Government holding equivalent post of Judicial officer of State/Central Government in the scale of Rs.83600-</p>

		<p>203100 on regular basis.</p> <p style="text-align: center;">or</p> <p>Minimum 7 years' experience of handling Legal/quasi-judicial matters.</p> <p>c) <u>Nature of Experience</u> Should have excellent writing skills especially in drafting regulations/ judicial orders/ legal notices. Candidate must have working knowledge of computers. Preference will be given to candidates with experience relating to electricity laws/regulations including proceedings, petitions, pleadings, listing of the case laws.</p>
16.	Assistant Director (General Services)	<p>a) <u>Minimum Educational Qualification</u> Bachelor's Degree in any discipline from a recognized university.</p> <p>b) <u>Qualifying Service</u> Serving/Retired Officers of the Central/State Government or PSU under State/Central Government must have experience of working on the equivalent post in the scale of Rs.56100-177500 on regular basis.</p> <p style="text-align: center;">or</p> <p>Minimum 5 years' experience in dealing with General Administration, Hospitality and/or Personnel Management.</p> <p>c) <u>Nature of Experience</u> The candidate from Central/State Government or PSU must have 5 years' experience in General Administration, Hospitality and/or Personnel Management.</p>
17.	Sr.Private Secy.	<p>a) <u>Minimum Educational Qualifications</u> Graduate in any discipline from a recognized University.</p> <p>b) <u>Qualifying Service</u> Serving/Retired officers of the Central/State Government or PSU under State/Central Government must have experience of working on the equivalent post of Sr. Private Secretary in the scale of Rs.67400-201200 on regular basis.</p> <p style="text-align: center;">or</p> <p>Serving/Retired officers of the Central/State Government or PSU under State/Central Government having minimum 4 years' experience of working on the equivalent post of Private Secretary in the scale of Rs.56100-177500 on regular basis.</p> <p style="text-align: center;">or</p> <p>Serving/Retired officers of the Central/State Government or PSU under State/Central Government having minimum experience of 10 years working on the equivalent post of Personal Assistant/equivalent post.</p> <p>c) <u>Nature of Experience</u> Candidate must have: i) Working knowledge of Computer; and</p>

		ii) Cleared matriculation examination with Punjabi as a subject.
18.	Accounts Officer	<p>a) <u>Minimum Educational Qualifications</u> B.Com or Bachelor's Degree in any discipline from a recognized university and should have passed Sectional Officer Grade examination conducted by CAG of India or SAS examination conducted by the State Government/ PSPCL or similar entities.</p> <p>b) <u>Qualifying Service</u> Serving/Retired Officers of the Central/State Government or PSU under State/Central Government must have experience of working on the post of Accounts Officer or its equivalent in the scale of Rs.56100-177500 on regular basis.</p> <p style="text-align: center;">or</p> <p>Serving/Retired Officers of the Central/State Government or PSU under State/Central Government with minimum 5 years regular service on post of SAS Acctt./ AAO or its equivalent in the scale of Rs.48700-154300 on regular basis.</p> <p>c) <u>Nature of Experience</u> Having knowledge of accounting procedure such as the procedural details for budget, drawing and disbursement, receipts and payments, statutory recoveries, fund etc., their accounting, the financial control and knowledge of Computer.</p>
19.	Supdt. Grade-1	<p>a) <u>Minimum Educational Qualifications</u> Bachelor's Degree in any discipline from a recognized university.</p> <p>b) <u>Qualifying Service</u> Serving/Retired Officers of the Central/State Government or PSU under State/Central Government must have experience of working on the post of Supdt Grade-1 or its equivalent in the scale of Rs.56100-177500 on regular basis.</p> <p style="text-align: center;">or</p> <p>Serving/Retired Officers of the Central/State Government or PSU under State/Central Government with minimum 4 years regular service on the post of Supdt. Grade-II or its equivalent in the scale of Rs.48200-152400 on regular basis.</p> <p>c) <u>Nature of Experience</u> Candidate must have: i) Working knowledge of Computer; and ii) Cleared Matriculation examination with Punjabi as a subject.</p>
20.	Private Secretary	<p>a) <u>Minimum Educational Qualifications</u> Graduate in any discipline from a recognized University.</p> <p>b) <u>Qualifying Service</u> Serving/Retired Officers of the Central/State Government or PSU under State/Central Government must have</p>

		<p>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;">or</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>c) <u>Nature of Experience</u> Candidate must have:</p> <ol style="list-style-type: none"> i) Working knowledge of Computer; and ii) Cleared matriculation examination with Punjabi as one of the subject.
21.	Personal Assistant	<p>a) <u>Minimum Educational Qualifications</u> Graduate in any discipline from a recognized university.</p> <p>b) <u>Qualifying Service</u> Serving/Retired employee of the Central/State Government or PSU under State/Central Government and must have experience of working on the post of PA/equivalent post.</p> <p style="text-align: center;">or</p> <p>Minimum 5 years as Sr.Scale Stenographer/Equivalent post</p> <p style="text-align: center;">or</p> <p>should have an overall experience of 7 years in Stenography/computer typing with proficiency in English typing (40 wpm).</p> <p>c) <u>Nature of Experience</u></p> <ol style="list-style-type: none"> i) Should have working knowledge of computer with exposure to word processing, spreadsheet, presentation and database applications; and ii) Matric pass in Punjabi language.
22.	Assistant Accounts Officer	<p>a) <u>Minimum Educational Qualification</u> B.COM</p> <p style="text-align: center;">or</p> <p>Bachelor's Degree in any discipline from a recognized university and should have passed Sectional Officer Grade examination conducted by CAG of India or SAS examination conducted by the State Government/ PSPCL or similar entities;</p> <p>b) <u>Qualifying Service</u> Serving/Retired employee of the Central/State Government or PSU under State/Central Government with minimum of five years' experience on equivalent post in the scale of Rs.48700-154300.</p> <p>c) <u>Nature of Experience</u> Candidate must have:</p> <ol style="list-style-type: none"> i) Experience in managing office budget and payrolls; ii) Working knowledge of Computer; and iii) Cleared matriculation examination with Punjabi as a subject.

23.	Sr. Scale Stenographer	<p>a) <u>Minimum Educational Qualifications</u> Graduate in any discipline from a recognized university.</p> <p>b) <u>Qualifying Service</u> Serving/Retired employee of the Central/State Government or PSU under State/Central Government and must have experience of working on the post of Stenographer.</p> <p style="text-align: center;">or</p> <p>should have an overall experience of 3 years in stenography/computer typing with proficiency in English typing (40 wpm).</p> <p>c) <u>Nature of Experience</u></p> <p>i) Should have working knowledge of computer with exposure to word processing, spreadsheet, presentation and database applications; and</p> <p>ii) Matric pass in Punjabi language.</p>
24.	Sr. Assistant	<p>a) <u>Minimum Educational Qualification</u> Graduate in any discipline from a recognized university;</p> <p>b) <u>Qualifying Service</u> Serving/Retired employee of the Central/State Government or PSU under State/Central Government must have experience of working on the post of Sr.Assistant or its equivalent in the scale of Rs.46000-151100 on regular basis.</p> <p style="text-align: center;">or</p> <p>Serving/Retired employee of the Central/State Government or PSU under State/Central Government must have experience of working on the post of Jr.Assistant or its equivalent for five years in the scale of Rs.38100-120400.</p> <p style="text-align: center;">or</p> <p>Minimum 10 years of experience of working on equivalent post of Clerk with one year Diploma in Computer Education;</p> <p>c) <u>Nature of Experience</u> Candidate must have</p> <p>i) Working knowledge of Computer; and</p> <p>ii) Cleared matriculation examination with Punjabi as a subject.</p>
25.	IT Officer	<p>a) <u>Minimum Educational Qualifications</u> B.Tech. Computer Science/ Information Technology/ Masters in Computer Application (MCA).</p> <p>b) <u>Qualifying Service</u> Should have 5 years' experience in website operation & data management and proficiency in programming, database applications etc.</p> <p>c) <u>Nature of Experience</u> Cleared matriculation examination with Punjabi as a subject.</p>

26.	Office Assistant-cum- Data Entry Operator	<p>a) <u>Minimum Educational Qualifications</u> Three year Diploma in IT/Computer Application/BCA or Graduate in any discipline from a recognized University/ Institute with one year diploma in Computer Education.</p> <p>b) <u>Qualifying Service</u> Minimum 2 years' experience of working as Office Assistant-cum- Data Entry Operator and should have typing speed of 35 W.P.M. in English on Computer.</p> <p>c) <u>Nature of Experience</u> Cleared matriculation examination with Punjabi as a subject.</p>
27.	Receptionist	<p>a) <u>Minimum Educational Qualifications</u> Graduate in any discipline from a recognized university.</p> <p>b) <u>Qualifying Service</u> Minimum five years' service working on the post of Receptionist.</p> <p>c) <u>Nature of Experience</u> Candidate must have: i) Competency in dealing with visitors in person and on telephone; ii) Good verbal and written communication skills in English, Hindi and Punjabi; and iii) Cleared matriculation examination with Punjabi as one of the subject.</p>
28.	Driver*	<p><u>Minimum Educational Qualifications</u></p> <p>i) Passed Matriculation examination with working knowledge of Punjabi language; ii) Possess Light Motor Vehicle Driving Licence with minimum of 5 years driving experience; iii) Proficient in driving and maintenance of the vehicles; and iv) A normal vision without glasses and should not have colour/night blindness.</p>
29.	Security* Guard	<p><u>Minimum Educational Qualifications</u></p> <p>i) Passed Matric Standard examination with knowledge of Punjabi language; and ii) Ex-Army personnel shall be preferred.</p>
30.	Peon*	Passed Middle Standard examination with working knowledge of Punjabi language.

* The services of the Driver, Security Guard and Peon shall be outsourced.

Sd/-
Secretary
Punjab State Electricity Regulatory Commission