

PUNJAB STATE ELECTRICITY REGULATORY COMMISSION
SITE NO.3, SECTOR-18A, MADHYA MARG, CHANDIGARH-160018

No 54/2022/06

VACANCY CIRCULAR

Applications are invited from eligible persons for filling up of 03 posts of Sr. Scale Stenographer on deputation/contract. The detail of qualifications, qualifying service and nature of experience prescribed for the post as per Punjab State Electricity Regulatory Commission (Appointment & Service conditions of Employees) Regulations, 2015, is as under:-

Post	Minimum Qualification and Experience
Sr.Scale Stenographer (03 posts)	<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 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, spread sheet, presentation and data base applications.</p> <p>ii) Matric pass in Punjabi language.</p>

Pay, Allowances and other terms & conditions

The eligibility criteria, pay, allowances and other terms & conditions of the service will be as per Punjab State Electricity Regulatory Commission (Appointment & Service conditions of Employees) Regulations, 2015 notified vide notification dated 24.12.2015 available on Commission's website www.pserc.gov.in.

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(s) on the basis of qualifications, qualifying service and nature of experience. The term of appointment shall be as per the Regulations, however, initial period of 3 months will be on probation (for contractual employees) during which the services can be terminated at any time without serving any notice. Test(s) will be conducted for this post.

Applications complete in all respect and supported by photocopies of all certificates related to education qualification, qualifying service, nature of experience be submitted on

specified proforma to the undersigned **latest by 21.7.2022**. However serving employees should submit their applications through proper channel **latest by 28.07.2022** with an advance copy to the Commission within specified period. Applications received late or without supporting documents shall not be considered.

Secretary

PROFORMA OF APPLICATION

1. Name of the Applicant:.....
2. Name of the post applied for.....
3. Date of Birth.....
4. Present Address with telephone no.....
5. Present post held.....
6. Name of Office/Department where presently employed.....
7. Date of appointment to the present post
8. Present Grade pay & scale of pay
9. Educational qualifications
10. Whether having working knowledge of computer with exposure to word processing, spread sheet, presentation and data base applications
11. Whether Matric pass in Punjabi language
12. Details of Employment: (Enclose a separate sheet duly authenticated by your signature, if the separate space below is insufficient)

Paste self attested passport size photograph here
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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	Nature of experience

Signature of the Candidate