

VACANCY CIRCULAR
Recruitment Notice Reference No. 64/2023/12

Applications are invited from eligible persons for filling up of the post of Dy. Director/Gen.&RE, Personal Assistant, Sr. Scale Stenographer (one post each) and Office Assistant-cum-Data Entry Operator (03 posts) on deputation/contract basis. The detail of qualifications, qualifying service and nature of experience prescribed for these posts as per Punjab State Electricity Regulatory Commission (Appointment & Service conditions of Employees) Regulations, 2015, as amended from time to time is as under:-

| Sr. No | Name of the post | Eligibility Criteria |
|--------|---|---|
| 1. | Dy. Director/ (Gen.&RE) (01 post) | <p>a) <u>Minimum Educational Qualifications :</u> Degree in Electrical/Mechanical/Electronics & Communication/ Electronics & Instrumentation Engineering.</p> <p>b) <u>Qualifying Service:</u></p> <p>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></p> <p>Familiarity with Electricity laws, Regulatory affairs and latest development in the power sector. Preference shall be given to candidates with exposure in renewal energy, hydro & thermal generation, techno-economic appraisal of power projects/schemes and other commercial matters relevant to the working of the Commission.</p> |
| 2. | Personal Assistant (01 post) | <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> <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> |

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| 3. | Sr. Scale Stenographer (01 post) | <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 or 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> i) Should have working knowledge of computer with exposure to word processing, spread sheet, presentation and data base applications. ii) Matric pass in Punjabi language.</p> |
| | Office Assistant- cum- Data Entry Operator (03 posts) | <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> |

Note: Test will be conducted for the post of Personal Assistant, Sr. Scale Stenographer and Office Assistant-cum-Data Entry Operator.

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, as amended from time to time, available on Commission's website www.pserc.gov.in, under 'Regulations' tab. 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 and 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 should reach to the Secretary, PSERC on or before **02.02.2024**. Applications will tend to get rejected if not received in time and if not supported by documentary proof.

Secretary

PROFORMA OF APPLICATION

Name of the post applied for.....
 Name of the Applicant:.....
 Date of Birth*
 Present Address with telephone no.....
 Permanent Address with alternate telephone no.....
 Email ID:
 Present post held.....
 Name of Office/Department where presently employed.....
 Date of appointment to the present post.....
 Present Grade pay & scale of pay/lumpsum amount.....
 Educational qualifications.....
 Nature of experience :
 Details of Employment: (Enclose a separate sheet duly authenticated by your signature, if the separate space below is insufficient)

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| 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/Lumpsum amount | Nature of experience |
|---------------------------|-----------|--|-----------------|--|----------------------|
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* The age of the candidate should not be more than 62 years on the last date of receiving application for the post on contract.

Signature of the Candidate