

Punjab State Electricity Regulatory Commission
Site No.3, Sector-18A, Madhya Marg, Chandigarh-160018

No 46/2021/05

VACANCY CIRCULAR

Applications are invited from eligible persons for filling up of 01 post of Sr. Private Secretary on deputation/ contract basis. The details of qualifications, qualifying service and nature of experience prescribed for this post as per Punjab State Electricity Regulatory Commission (Appointment & Service conditions of Employees) Regulations, 2015, is as under:-

Post	Minimum Qualification and Experience
Sr. Private Secretary	<p>a) <u>Minimum Educational Qualifications :</u></p> <p>Graduate in any discipline from a recognized University.</p> <p>b) <u>Qualifying Service:</u></p> <p>Serving/Retired Officers of the Central/State Government or PSU under State/Central Government must have experience of working on the post of Sr.PS/equivalent post.</p> <p style="text-align: center;">or</p> <p>Minimum 4 years as PS/Equivalent post.</p> <p style="text-align: center;">and</p> <p>Should have an overall experience of 15 years in Stenography.</p> <p>c) <u>Nature of Experience</u></p> <p>Should have working knowledge of computer with exposure to word processing spread sheet, presentation and data base applications.</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 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, 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.

Applications complete in all respect and supported by photocopies of all certificates related to educational qualification, qualifying service, nature of experience be submitted on specified proforma to the undersigned **latest by 28.06.2021**. Serving applicants should submit an advance copy of their application to the Commission within the specified period, however applications through proper channel shall be received **latest by 05.07.2021**. Applications received late or incomplete will not be entertained.

Secretary

PROFORMA

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. 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