

Punjab State Electricity Regulatory Commission
SCO No. 220-221, Sector-34-A, Chandigarh.
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No.4/2015/04

VACANCY CIRCULAR

Applications are invited for filling up a post of Senior Private Secretary in the pay scale of Rs.16650-39100+6850 GP, Senior Assistant in the pay scale of Rs.10900-34800 + Rs.4950 GP and Upper Division Clerk in the pay scale of Rs. 6400-20200 +3800 GP on deputation/contract basis :

1. **Senior Private Secretary (1 No.)**
 - (a) **Minimum Educational Qualifications**

Graduate in any discipline from a recognized University.
 - (b) **Qualifying Service**

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;

or

Minimum 4 years as PS/Equivalent post and
Should have an overall experience of 19 years in stenography
 - (c) **Nature of Experience**

Should have working knowledge of Computer with exposure to word processing, spread sheet, presentation and data base applications.
 - (d) Matric pass in Punjabi language.
2. **Senior Assistant (1 No)**
 - (a) **Minimum Educational Qualifications**

Graduate in any discipline from a recognized University and should have passed Ministerial Accounts Examination/Senior Assistant Accounts Examination conducted by the State Government /PSPCL or similar entities
 - (b) **Qualifying Service**

Minimum ten years experience of working on regular basis out of which atleast five years must on analogous post in Government/Public Sector Undertakings.
 - (c) **Nature of Experience**

Minimum of five years experience at Secretariat level .

- (d) Working knowledge of Computer
 - (e) Matric pass in Punjabi language.
3. **Upper Division Clerk (1 No.)**
- (a) **Minimum Educational Qualifications:**
Graduate in any discipline from a recognized University.
 - (b) **Qualifying service**
Serving /retired employee of the Central/State Government or PSU under State/Central Government must have experience of working on the post of as UDC/equivalent post
Or
Minimum five years experience of working as LDC/Clerk/equivalent post.
 - (c) **Nature of Experience**
Working knowledge of Computer
 - (d) Matric pass in Punjabi language.
2. **Pay and Allowances:**
- (i) In the case of deputationists they shall continue to draw the pay scale of their parent departments plus deputation allowance. The employees on deputation will be entitled to draw all admissible allowances at such rates and subject to such conditions as may be applicable to the employees of the parent department or as mutually agreed between the Commission and the parent department.
 - (ii) Those appointed on contract will be entitled to draw pay and allowances or fixed remuneration as decided by the Commission.
3. Those applying on contract basis should not be more than 62 years of age as on 01.05.2015.
4. Appointment shall be initially for a period of one year which would be extendable.
5. Applications should be submitted to the undersigned upto 05.05.2015. Serving employees should submit their applications through proper channel with an advance copy to the Commission within specified period.