

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

No 36/2019/07

**VACANCY CIRCULAR**

Applications are invited from eligible persons for filling up of 02 posts of Deputy Director/Technical, 01 post of Personal Assistant and 02 posts of Sr. Scale Stenographer on deputation/contract basis. The detail of qualifications, qualifying service and nature of experience prescribed for the post(s) as per Punjab State Electricity Regulatory Commission (Appointment & Service conditions of Employees) Regulations,2015, is as under:-

1.	Deputy Director/ Technical  (02posts)	<p>a) <b><u>Minimum Educational Qualifications</u></b> : Degree in Electrical/Mechanical/Electronics &amp; Communication Engineering.</p> <p>b) <b><u>Qualifying Service:</u></b>  Serving/Retired Officers of the Central/State Government or PSU under State/Central Government must have experience of working on the post in the scale of Rs. 15600-39100+Rs.7600/- Grade Pay. or Minimum 7 years experience of working on the post of AE/equivalent in the scale of Rs. 15600-39100+Rs.5400/- Grade Pay. or 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 in a large scale power utility.</p> <p>c) <b><u>Nature of Experience</u></b>  Familiarity with Electricity laws, Regulatory affairs and latest techno-commercial development in the power sector. Preference shall be given to candidates with exposure in matters relating to techno-economic appraisal of power projects/schemes, tariff setting, demand side management, power system planning and operation and other activities relevant to the working of the Commission.</p>
2	Personal Assistant  (1 post)	<p>a) <b><u>Minimum Educational Qualifications</u></b> Graduate in any discipline from a recognized university.</p> <p>b) <b><u>Qualifying Service</u></b> Serving/Retired employee of the Central/State Government or PSU under State/Central Government must have experience of working on the post of PA/Equivalent post. or 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><b>c) <u>Nature of Experience</u></b></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>
4	<p>Sr.Scale Stenographer</p> <p>(2 posts)</p>	<p><b>a) <u>Minimum Educational Qualifications</u></b> Graduate in any discipline from a recognized university.</p> <p><b>b) <u>Qualifying Service</u></b> 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><b>c) <u>Nature of Experience</u></b></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>

Note: Number of posts at Sr.No.1 may vary.

#### **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](http://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 posts 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. Stenography and Type test will be conducted for the post of Personal Assistant and Sr. Scale Stenographer.

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 08.08.2019**. Serving employees should submit their applications through proper channel 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. 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

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