

**Punjab State Electricity Regulatory Commission
SCO No. 220-221, Sector-34-A, Chandigarh**

No 31/2018/12

VACANCY CIRCULAR

Applications are invited from eligible persons for filling up the post of Senior Assistant (01 post) on deputation/ contract basis. 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:-

Sr. No.	Post	Minimum Qualification and Experience
1	Sr. Assistant (1 no. posts)	<p>a) <u>Minimum Educational Qualifications :</u> 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;</p> <p>b) <u>Qualifying Service:</u> Minimum Ten years experience of working on regular basis out of which atleast five years must be on analogous post in Government/Public Sector Undertaking;</p> <p>c) <u>Nature of Experience</u> Minimum of five years experience at secretariat level.</p> <p>i) Working knowledge of Computer. 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.in.

The selection will be made by the 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, 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.

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Engagement of Staff Consultants

Applications are also invited from eligible persons for engagement of 02 numbers Staff Consultant on contract basis to assist the Commission in its day to day functions. The details of qualifications/eligibility criteria and other terms & conditions are as under:-

Post	Minimum Qualification and Experience
Staff Consultant/ Monitoring & Finance (01 no.)	a) <u>Minimum Educational Qualifications</u> CA/ICWA/CFA/CPA or MBA in Finance. b) <u>Experience</u> Minimum 3 years experience in financial management/ commercial matters. Candidates having experience of preparation/processing of Multi Year ARR/Tariff orders of distribution/transmission/generation will be preferred.
Staff Consultant/ Technical (Generation & Renewable Energy) (01 no.)	a) <u>Minimum Educational Qualifications</u> Degree in Electrical /Mechanical Engineering. b) <u>Experience</u> Should have worked at the level of Superintending Engineering or above with minimum 10 years of working experience in matters relating to thermal generation and RE matters.

Terms and Conditions

- The Staff Consultant will be paid fixed monthly emoluments depending upon qualifications and experience as decided by the Commission.
- The term of engagement will be for one year, however initial period of 3 months will be on probation during which the services can be terminated at any time without serving any notice and without assigning any reason.

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 26.12.2018**. 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.....

Paste self
attested
passport size
photograph
here

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).

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
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Signature of the Candidate