

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

No 35/2019/06

VACANCY CIRCULAR

Applications are invited from eligible persons for filling up of 02 posts of Sr. Assistant 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:-

Post	Minimum Qualification and Experience
Sr. Assistant (2 no)	<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. 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.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 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. Noting/drafting test will be conducted for the post of Senior Assistant.

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 **latest by 04.07.2019**. 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