

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

No.16/2017/09

VACANCY CIRCULAR

Applications are invited from eligible persons for a vacancy of Private Secretary on deputation/contract basis. The details of qualifications, qualifying service and nature of experience prescribed for the post is as under:-

| Sr. No | Post | Minimum Qualification and Experience |
|--------|-------------------|--|
| 1. | Private Secretary | <p>a) <u>Minimum Educational Qualifications</u> (i) Graduate in any discipline from a recognized University.</p> <p>b) <u>Qualifying Service:</u> Serving/Retired Officers of the Central/State Government or PSU under State/Central Government must have experience of working on the post of PS/Equivalent post or Minimum three Years regular service as PA/ Equivalent post And Should have an overall experience of 10 years in Stenography/ Computer Typing.</p> <p>c) <u>Nature of Experience</u> i) Should have working knowledge of computer with exposure to word processing spread sheet. Presentation and data base applications. ii) Matric pass in Punjabi language.</p> |

Pay, Allowances and other terms & conditions

The pay, allowances and other terms & conditions 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.nic.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 6 months will be on probation 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 to the undersigned **latest by 06.10.2017**. Serving employees should submit their applications through proper channel with an advance copy to the Commission within specified period. Applications received late, through email or without supporting documents shall not be considered.

Secretary