

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

No 27 /2018/05

**VACANCY CIRCULAR**

Applications are invited from eligible persons for filling up of vacant/ to be vacant (during next 6 months) 01 no. post of Deputy Director/Technical, 01 no. Post of Accounts Officer/Monitoring, 01 no. post of Private Secretary, 03 no. posts of Senior Assistant, 03 no. posts of Personal Assistant, 02 no. post of Senior Scale Stenographer and 04 no. posts of Office Assistant-cum- Data Entry Operator on contract/deputation basis. The detail of qualifications, qualifying service and nature of experience prescribed for these posts 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.	Deputy Director/ Technical  (01 no. post)	<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.	Accounts Officer/ Monitoring  (01 no. post)	<p>a) <b><u>Minimum Educational Qualifications</u></b> CA/ICWA/CFA/CPA or MBA in Finance.</p> <p>b) <b><u>Qualifying Service</u></b>  Minimum 3 years of regular service in financial management, commercial matters and tariff settings.</p>

3.	Private Secretary  ( 01 no. 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 Officers of the Central/State Government or PSU under State/Central Government must have experience of working on the post of PS/Equivalent post.</p> <p style="text-align: center;">or</p> <p>Minimum three years regular service as PA/Equivalent post.</p> <p style="text-align: center;">And</p> <p>Should have an overall experience of 10 years in Stenography/Computer Typing.</p> <p>c) <b><u>Nature of Experience</u></b> 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>
4	Personal Assistant*  (3 no. posts)	<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</p> <p style="text-align: center;">or</p> <p>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>c) <b><u>Nature of Experience</u></b> 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>
5	Sr. Assistant  (3 no. posts)	<p>a) <b><u>Minimum Educational Qualifications :</u></b> 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) <b><u>Qualifying Service:</u></b> 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) <b><u>Nature of Experience</u></b> Minimum of five years experience at secretariat level. i) Working knowledge of Computer. ii) Matric pass in Punjabi Language.</p>

6	Sr.Scale Stenographer*  ( 2 no. posts)	<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 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>c) <b><u>Nature of Experience</u></b> 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>
7	Office Assistant-cum -Data Entry Operator*  (4 no. posts)	<p>a) <b><u>Minimum Educational Qualifications :</u></b> Graduate in any discipline from a recognized University/Institute. Diploma in Computer Education with minimum one year duration. Typing speed of 35 W.P.M in English on Computer.</p> <p>b) <b><u>Qualifying Service:</u></b> Minimum 3 years experience of working as Office Assistant-cum-data Entry Operator or equivalent.</p> <p>c) <b><u>Nature of Experience</u></b> Matric pass in Punjabi Language.</p>

\* Number of posts mentioned at Sr. No. 4, 6 and 7 may vary/are subject to change

#### **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. On the recommendation of the Selection Committee, a list of candidates arranged in order of merit shall be prepared which shall remain valid for a period of one year or for such extended period as the appointing authority may specify. The term of appointment shall be as per the Regulations, however, initial period of 6 months will be on probation (for contractual employees) during which the services can be terminated at any time without serving any notice. Type test will be conducted for the post(s) of Personal Assistant, Sr. Scale Stenographer and Office Assistant-cum-Data Entry Operator.

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 16.06.2018**. 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