

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

No. 3/2016/04

VACANCY CIRCULAR

Applications are invited from interested eligible persons for one vacancy of **Sr. Private Secretary** from serving/ retired officers of Central/ State Governments or PSUs (under Central/ State Government) on deputation/ contract basis:

A. DETAILS OF QUALIFICATIONS, EXPERIENCE AND PAY SCALES

1.	Sr. Private Secretary	<p>a) <u>Minimum Educational Qualifications</u> 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 Sr.PS/equivalent post Or Minimum 4 years as PS/equivalent post and Should have an overall experience of 15 years in Stenography.</p> <p>c) <u>Nature of Experience</u> Should have working knowledge of computer with exposure to word processing, spread sheet, presentation and data base applications.</p>
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B. Pay and Allowances

- (a) The employees on deputation shall continue to draw the pay and allowances in the pay band and Grade Pay of their parent departments. The employees on deputation will be entitled to draw all admissible allowances at such rates and subject to such conditions as may be applicable to the employees of the parent department or as mutually agreed between the Commission and the parent department.
- (b) Those appointed on contract will be entitled to draw fixed remuneration as per Annexure B of the 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.

A. Terms & Conditions of appointment

- (a) The appointment on deputation basis to any post shall initially be for three years which may extend upto for a maximum period of five years. The Commission may consider extension beyond this period with the approval of the State Government. The employees taken on deputation will be governed by such terms and conditions of deputation as are prescribed by their respective parent departments and in consonance with their service rules. The Commission may however, repatriate any employee taken on deputation to his/her parent organization even before the expiry of his/her deputation period.
- (b) The Commission may consider suitable persons having requisite qualifications and experience for appointment on contract basis. Such appointment shall be made initially for one year which can be extended from time to time by appointing authority.
- (c) The Services of employee appointed on Contract basis shall be terminable with a notice of three months or salary in lieu thereof on either side.
- (d) The maximum duration of service will be up to 65 years of age for the employee taken on contract basis.
- (e) 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 weightage of Interview for the selection will not be more than 12.5%.

- (f) Applications should be submitted to the undersigned upto 29.03.2016 Serving employees should submit their applications through proper channel with an advance copy to the Commission within specified period.

Secretary