

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

No 25 /2018/03

**VACANCY CIRCULAR**

Applications are invited from eligible persons for appointment of 01 no. post of Sr. Private Secretary and 01 no. post of Office Assistant-cum Data Entry Operator on contract/deputation basis. The detail of qualifications, qualifying service and nature of experience for these posts prescribed 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.	<b>Sr. Private Secretary</b>	<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 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) <b><u>Nature of Experience</u></b> Should have working knowledge of computer with exposure to word processing spread sheet, presentation and data base applications.</p>
2	<b>Office Assistant-cum Data Entry Operator</b>	<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>

**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.nic.in](http://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 (for contractual

employees) 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 31.03.2018**. 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