

**PUNJAB STATE ELECTRICITY REGULATORY COMMISSION  
SITE NO-3, SECTOR-18-A, MADHYA MARG, CHANDIGARH- 160018**

No.61/2023/02

**Engagement of Staff Consultant (Finance)**

Applications are invited for engagement of 01 Staff Consultant (Finance) to assist the Commission in Financial Tariff related matters and in its day to day functions. The details of qualifications, eligibility criteria and other terms & conditions are as under:-

Staff Consultant/ Finance	<b>Minimum Qualification and Experience</b>
	<b>a) <u>Minimum Educational Qualifications</u></b> CA/ICWA/CFA/CPA or MBA with specialization in Finance.
	<b>b) <u>Experience</u></b> Minimum 07 years experience in financial management/ commercial/accounts/revenue matters. Candidates having experience of preparation/processing of Multi Year ARR/Tariff orders of distribution/ transmission/generation will be preferred.

**Terms and Conditions**

- The term of engagement will be as decided by the Commission.
- The lump sum emoluments will be Rs. 80,000/- per month during term of engagement.
- The applications complete in all respect along with passport size photograph, photocopies of all certificates related to educational qualification, qualifying service, nature of experience etc. must reach to the undersigned latest by **26.06.2023**. Applications received late or without supporting documents shall not be considered.

Secretary

**VACANCY CIRCULAR**

Applications are invited from eligible persons for filling up of 01 post of Assistant Accounts Officer and 01 post of Personal Assistant in PSERC on deputation/contract basis. The detail of qualifications, qualifying service and nature of experience prescribed for the posts as per Punjab State Electricity Regulatory Commission (Appointment & Service conditions of Employees) Regulations, 2015, is as under:-

Assistant Accounts Officer (01 post)	<p><b>a) <u>Minimum Educational Qualifications</u></b></p> <p>Bachelor's Degree in any discipline from a recognized university and should have passed Sectional Officer Grade examination conducted by CAG of India or SAS examination conducted by the State Government/PSPCL or similar entities ;</p> <p><b>b) <u>Nature of Experience</u></b></p> <p>Minimum of five years experience on analogous post in managing office budget and pay rolls.</p> <p>i) Working knowledge of Computer. ii) Matric pass in Punjabi language.</p>
Personal Assistant (01 post)	<p><b>a) <u>Minimum Educational Qualifications</u></b></p> <p>Graduate in any discipline from a recognized university.</p> <p><b>b) <u>Qualifying Service</u></b></p> <p>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><b>c) <u>Nature of Experience</u></b></p> <p>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>

Note: Test(s) will be conducted for the post of Personal Assistant.

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 under "**Regulations**" tab.

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 posts 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.

The Parent Department will forward the applications of eligible and interested candidates for deputation whose services can be spared in the event of their selection along with bio-data & ACRs for the last five years and information regarding pending and decided vigilance, disciplinary cases if any.

The applications should reach the Secretary, PSERC on or before **26.06.2023**. Applications will tend to get rejected if not received in time and if not supported by documentary proof.

Secretary

**PRESCRIBED FORMAT**

Name of the post applied for.....  
 Name of the Applicant:.....  
 Date of Birth.....  
 Present Address with telephone no.....  
 Permanent Address with alternate telephone no.....  
 .....  
 Email ID: .....  
 Present post held.....  
 Name of Office/Department where presently employed.....  
 Date of appointment to the present post.....  
 Present Grade pay & scale of pay/lumpsum amount.....  
 Educational qualifications.....  
 Nature of Experience : (i) working knowledge of computer with exposure to word processing, spread sheet, presentation and data base applications.....  
 (ii) Matric pass in Punjabi Language.....

Paste self attested passport size photograph here
---

Details of Employment: (Enclose a separate sheet duly authenticated by your signature, if the separate space below is insufficient)

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/Lump sum amount	Nature of experience

Signature of the Candidate