

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

No 32/2019/01

VACANCY CIRCULAR

Applications are invited from eligible persons for filling up of 01 no. post of Assistant Accounts Officer on deputation/ contract basis. The detail of qualifications, qualifying service and nature of experience prescribed for this 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	Assistant Accounts Officer (1no. post)	a) <u>Minimum Educational Qualifications :</u> 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 ; b) <u>Nature of Experience</u> Minimum of five years experience on analogous post in managing office budget and pay rolls. i) Working knowledge of Computer. ii) Matric pass in Punjabi language.

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. 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.

Applications complete in all respect and supported by photocopies of all certificates related to educational qualification, qualifying service, nature of experience be submitted **on specified proforma** to the undersigned **latest by 06.02.2019**. 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

PROFORMA OF APPLICATION

1. Name of the Applicant:.....
2. Name of the post applied for.....
3. Date of Birth.....
4. Present Address with telephone no.....
5. Present post held.....
6. Name of Office/Department where presently employed.....

Paste self attested passport size photograph here
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7. Date of appointment to the present post
8. Present Grade pay & scale of pay
9. Educational qualifications
10. 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	Nature of experience

Signature of the Candidate