



Court of the Lok Pal (Ombudsman), Electricity Punjab,
66 KV Grid Sub Station, Indl. Area Plot No.2 Phase-1,
S. A. S. Nagar (Mohali) -160055
Phone: 0172 – 2270234 – 235,

No.02/2019

VACANCY CIRCULAR

Applications are invited from eligible Candidates for appointment to the post of Senior Scale Stenographer (01) and Computer Operator/Clerk (01) purely on contract basis. The details of eligibility criteria viz. 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, are as under:-

Post	Minimum Qualification and Experience
Senior Scale Stenographer	<p>a) <u>Minimum Education Qualifications</u></p> <p>Graduate in any discipline from a recognised University</p> <p>b) <u>Qualifying Service</u></p> <p>Serving/Retired employees of the Central/State Government or PSU under State/Central Government having experience of working on the post of Stenographer Or Should have an overall experience of 3 years in Stenography/Computer typing with proficiency in English Typing (40 WPM).</p> <p>c) <u>Nature of Experience</u></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. (iii) Preference will be given to Candidates having</p>

	knowledge of Punjabi Typing in addition to English Typing .
Computer Operator/ Clerk	<p>a) <u>Minimum Education Qualifications</u></p> <p>Graduate in any discipline from a recognised University/Institute. Diploma in Computer Education with minimum one year duration. Typing speed of 35 W.P.M, in English on Computer and preference will be given to candidates knowing Punjabi Typing in addition.</p> <p>b) <u>Qualifying Service</u></p> <p>Minimum 3 years experience of working as Computer Operator/Clerk as equivalent</p> <p>c) <u>Knowledge of Punjabi.</u></p> <p>Matric Pass in Punjabi language.</p>

Pay, Allowance and other terms and conditions:

The pay, allowances and other terms and 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 PSERC's website www.pserc.gov.in.

The term of appointment shall be as per the Regulations, ibid. However, initial period of six months will be on probation during which, the services can be terminated at any time without serving any notice. The contract of the employee so appointed will stand automatically terminated in the event of a regular incumbent posted by the PSPCL.

Applications complete in all respect and supported by photo copies of all certificates related to educational qualifications, qualifying service, nature of experience along with two recent passport size photographs be submitted to the undersigned latest by 20.06.2019. Serving employees should submit their applications Through Proper Channel with an advance copy to this office by the said date. Applications received late and without supporting documents shall not be considered.

Intimation regarding test/interview shall be sent through e-mail/SMS. The candidates called for Test/Interview must bring with them the Original Certificates in support of qualifications and experience

The intending candidates must possess a good moral character and should not be involved in any criminal/police case.

Secretary

APPLICATION FOR THE POST OF _____.

**(Paste self attested
Passport Size Photo)**

1. Name of the Applicant : _____
2. Father/Husband's name : _____
3. Date of birth : _____
4. Present Address : _____
5. Telephone/Mobile No
6. Educational qualifications:

Examination	Year of Passing	Name of Board/University	Marks obtained
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7. Details of Employment: (Enclose a separate sheet duly signed, if the separate space below is insufficient)

Name of the Office/Organisation	Post Held	Nature of appointment whether regular, adhoc, deputation, contract etc.	From- To (Dates)	Scale of Pay and Basic Pay & GP	Nature of Experience
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It is certified that the above information is correct and also that no Criminal prosecution is pending against me.

Signature of the Candidate