

**VACANCY CIRCULAR**

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

Sr. No.	Dy. Director/ Technical  (01post)	<p>a) <b><u>Minimum Educational Qualifications :</u></b> Degree in Electrical/Mechanical/Electronics &amp; Communication Engineering.</p> <p>b) <b><u>Qualifying Service:</u></b></p> <p>Serving/Retired Officers of the Central/State Government or PSU under State/Central Government must have experience of working on the post in the scale of Rs. 15600-39100+Rs.7600/- Grade Pay.</p> <p>or</p> <p>Minimum 7 years experience of working on the post of AE/equivalent in the scale of Rs. 15600-39100+Rs.5400/- Grade Pay.</p> <p>or</p> <p>Minimum 7 years experience of working in power sector out of which minimum of two years experience relating to power distribution, regulatory/commercial matters and tariff setting in a large scale power utility.</p> <p>c) <b><u>Nature of Experience</u></b></p> <p>Familiarity with Electricity laws, Regulatory affairs and latest techno-commercial development in the power sector. Preference shall be given to candidates with exposure in matters relating to techno-economic appraisal of power projects/schemes, tariff setting, demand side management, power system planning and operation and other activities relevant to the working of the Commission.</p>
2.	Receptionist  (01 post)	<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> Minimum five years working experience on equivalent post.</p> <p>c) <b><u>Nature of Experience</u></b></p> <p>i) Competency in handling EPABX system.</p> <p>ii) Good verbal and written communication skills in English, Hindi and Punjabi.</p> <p>iii) 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.gov.in](http://www.pserc.gov.in).

The selection will be made 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.

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 06.09.2021**. Serving applicants should submit an advance copy of their application to the Commission within the specified period, however applications through proper channel shall be received **latest by 13.09.2021**. Applications received late or incomplete will not be entertained.

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.....
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).

Paste self attested passport size photograph here
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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