

**VACANCY CIRCULAR**

Applications are invited from eligible persons for filling up of 01 post of Personal Assistant and 01 post of Office Assistant-cum-Data Entry Operator in PSERC 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:-

1	Personal Assistant  (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> 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. or Minimum 5 years as Sr. Scale Stenographer / Equivalent post or Should have an overall experience of 7 years in Stenography/Computer typing with proficiency in English typing (40 wpm).</p> <p>c) <b><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>
2	Office Assistant-cum-Data Entry Operator  (01post)	<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.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 07. 12.2021 (03 weeks)**. 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 14. 12.2021 (04 weeks)**. 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

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