

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

No.57/2022/11

VACANCY CIRCULAR

1. The Punjab State Electricity Regulatory Commission which is a body corporate under Section 82 of the Electricity Act, 2003, invites applications from interested eligible persons for selection and appointment to the **post of Ombudsman** under the provisions of PSERC (Forum and Ombudsman) Regulations, 2016, notified vide notification No. PSERC/Secy/Regu.117, dated 26.12.2016 and amended from time to time.
2. The Ombudsman shall consider and decide the representations of the consumers against non-redressal of their grievances as envisaged under sub section (6) and (7) of section 42 of the Electricity Act, 2003 read with PSERC (Forum and Ombudsman) Regulations, 2016 and shall also carry out any other functions duties entrusted to him under the provisions of PSERC (Forum and Ombudsman) Regulations, 2016.
3. In order to be eligible for consideration of appointment as Ombudsman, the applicant shall be a person of ability, integrity and standing who has adequate knowledge of, and has shown capacity in dealing with problems relating to engineering, finance, commerce, economics, law or management. The person should be a retired civil service officer not below the rank of Secretary to State Government or a retired senior judicial officer/district judge or a person who has held a position of a member or Chairperson of a statutory quasi-judicial body at the State level for at least for 3 years. The Ombudsman shall have working knowledge of Punjabi.
4. The appointment shall be for a period of three years which may be extended by the Commission upto a maximum of five years subject to age limit of 70 years.
5. The Ombudsman appointed shall devote his whole time to the affairs of his office. He shall not undertake any other part-time or honorary work.
6. The remuneration including allowances and other terms & conditions of the service of the Ombudsman shall be such as may be approved by the Commission. Ombudsman shall also be entitled to office facilities, as admissible to Grade-1 officers of State Government.
7. The office of Ombudsman is located at SAS Nagar, Mohali.
8. The interested persons may send their applications with the following bio-data along with copies of certificates/documents in respect of proof of age, qualifications, experience etc. to the Secretary, Punjab State Electricity Regulatory Commission, Site No.3, Sector-18A, Madhya Marg, Chandigarh, **latest by 13.12.2022** :-
 - a) Name
 - b) Age & Date of Birth
 - c) Present assignment, if any
 - d) Educational Qualification
 - e) Whether the candidate possesses working knowledge of Punjabi.
 - f) Details of posts previously held and experience.
 - g) Experience/knowledge of power sector in Punjab and/or other States/Centre.
 - h) Familiarity with the consumer affairs and arbitration matters.

- i) Details of association with non-governmental organization
 - j) Any other relevant information.
9. In case the interested person is already in service, he should furnish an undertaking from his employer to the effect that he will be relieved from service in the event of his being selected for nomination.
10. The envelope containing application may be superscribed as “Application for the post of Ombudsman”.
11. The decision of the Commission in all matters would be final and binding and no correspondence in this regard shall be entertained. An application received late or incomplete will not be entertained.

Secretary

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

No.57/2022/11

VACANCY CIRCULAR

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

Post	Minimum Qualification and Experience
Sr.Scale Stenographer (01 post)	<p>a) <u>Minimum Educational Qualifications</u> Graduate in any discipline from a recognized university.</p> <p>b) <u>Qualifying Service</u> Serving/Retired employee of the Central/State Government or PSU under State/Central Government must have experience of working on the post of Stenographer.</p> <p style="text-align: center;">or</p> <p>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.</p> <p>ii) Matric pass in Punjabi language.</p>

Note: Test(s) will be conducted for this post.

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 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.

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 **06.12.2022**.

Contd....

Applications will tend to get rejected if not received in time and if not supported by documentary proof.

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/Lumpsum amount	Nature of experience
Signature of the Candidate					