

Punjab State Electricity Regulatory Commission

SCO No. 220-221, Sector-34-A, Chandigarh

No 30 /2018/10

VACANCY CIRCULAR

Applications are invited from eligible persons for filling up of 01 no. post of Joint Director/M&F, 01 no. post of Assistant Accounts Officer, 01 no. post of Personal Assistant and 04 no. posts of Senior Scale Stenographer 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.	Post	Minimum Qualification and Experience
1	Joint Director/ M&F (1no. post)	<p>a) <u>Minimum Educational Qualifications</u> CA/CFA/CPA or MBA in Finance.</p> <p>b) <u>Qualifying Service</u> 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 37400-67000 + 8700 Grade Pay. Or Minimum 6 years experience of working on the post of Dy.CAO/Dy.CA/equivalent in the scale of Rs.15600-39100 + Rs.7600/- Grade Pay equivalent post or Minimum 15 years experience of working in PSU under State/Central Government out of which three years experience in a senior assignment relating to financial management.</p> <p>c) <u>Nature of Experience</u> Tariff formulation or cost analysis or financial management.</p>

2	Assistant Accounts Officer (1no. post)	<p>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 ;</p> <p>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.</p>
3	Personal Assistant (1no.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 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) <u>Nature of Experience</u> 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>
3.	Sr.Scale Stenographer (4 no. posts)	<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. 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> 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>

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. Short hand and type test will be conducted for the post of Sr. Scale Stenographer.

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 26. 11.2018**. 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 APPLILCATION

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