

**VACANCY CIRCULAR**

Applications are invited from eligible persons for filling up of 01 post of Personal Assistant on deputation/contract basis. 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:-

Personal Assistant  (01 post)	<p>a) <b><u>Minimum Educational Qualifications</u></b></p> <p>Graduate in any discipline from a recognized university.</p> <p>b) <b><u>Qualifying Service</u></b></p> <p>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.</p> <p style="text-align: center;">or</p> <p>Minimum 5 years as Sr. Scale Stenographer / Equivalent post</p> <p style="text-align: center;">or</p> <p>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.</p> <p>ii) Matric pass in Punjabi language.</p>
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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 **18.10.2022**. 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.....

Paste self attested passport size photograph here
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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.....

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/Lump sum amount	Nature of experience

Signature of the Candidate