

Punjab State Electricity Regulatory Commission
SCO No. 220-221, Sector-34-A, Chandigarh.

No.04/2016/06

VACANCY CIRCULAR

Applications are invited from eligible persons for one vacancy each of Dy. Registrar, Dy. Secretary (Admn), Assistant Director (General services), Superintendent Grade-1 and Programmer on deputation/ contract basis. The details of qualifications, qualifying service and nature of experience prescribed for these posts is 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.nic.in, as under:-

Sr. No.	Post	Minimum Qualification and Experience
1.	Dy. Registrar	<p>a) <u>Minimum Educational Qualifications</u> Degree in law from a recognized University ;</p> <p>b) <u>Highly desirable:</u> Degree in law from National Law University;</p> <p>c) <u>Nature of Experience</u> i) Five years experience in handling legal matters. ii) Excellent writing skills especially in drafting regulations, writ petitions, statutes etc. iii) Working knowledge of Computer.</p>
2.	Dy. Secretary (Admn)	<p>a) <u>Minimum Qualifications</u> MBA in HR from a recognized university</p> <p>b) <u>Qualifying Service</u> Minimum 7years experience of working in HR in Public/Private Sector. <p style="text-align: center;">Or</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 plus Rs.7600/- Grade Pay.</p> <p>c) <u>Nature of Experience</u> Must have 7 years experience in General Administration and Personnel Management matters in the State/Central Government or PSU under State/Central Government or Private Sector.</p>

3.	Assistant Director (General Services)	<p>a) <u>Minimum Educational Qualification</u> Bachelor's Degree in any discipline from a recognized university</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 Rs. 15600-39100 + Rs. 5400/- Grade Pay or Minimum 5 years regular service in the pay band of Rs.10900-34800 + Rs.4800/- Grade Pay or equivalent in the Private sector.</p> <p>c) <u>Nature of Experience</u> Must have 5 years experience in General Administration, Hospitality and/or Personnel Management in the State/Central Government or PSU under State/Central Government/Private Sector.</p>
4.	Supdt. Grade-1	<p>a) <u>Minimum Educational Qualifications</u> Bachelor's Degree in any discipline from a recognized university and should have passed Ministerial Accounts Examination/ Senior Assistant Accounts Examination conducted by the State Government/PSPCL or similar entities ;</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 of Supdt Gr. 1/Equivalent post or Minimum 4 years regular service as Supdt.Gr.II / Equivalent post</p> <p>c) <u>Nature of Experience</u> Minimum of five years experience in establishment and service matters at secretariat level.</p> <p>i) Working knowledge of Computer. ii) Matric pass in Punjabi language.</p>
5.	Programmer	<p>a) <u>Minimum Educational Qualifications</u> Masters in Computer Application (MCA)/ B.E./B.Tech. in Computer Engineering/ Computer Science/ Information Technology or equivalent.</p> <p>b) <u>Qualifying Service</u> Person holding analogous post on regular basis in Central/State Government or any PSU under Central/State Government.</p> <p>c) <u>Nature of Experience</u> Should have 2 years experience in management of Information Technology, website operation, data management and proficiency to word processing, spread sheet, presentation and data base applications.</p> <p>i) Working knowledge of Computer. ii) Matric Pass in Punjabi Language</p>

Pay, Allowances and other terms & conditions

The pay, allowances and other terms & conditions 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.nic.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 Selection Committee will be constituted by the Chairperson.

The term of appointment shall be as per the Regulations including initial period of 6 months on probation 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 to the undersigned latest by 23.05.2016. 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