

VACANCY CIRCULAR
Recruitment Notice Reference No.69/2025/07

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

Post	Eligibility Criteria
Personal Assistant (01 post)	<p>a) <u>Minimum Educational Qualification:</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 and 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) <u>Nature of Experience:</u></p> <p>i) Should have working knowledge of computer with exposure to word processing, spreadsheet, presentation and database applications; and</p> <p>ii) Matric pass in Punjabi language</p>

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

Pay, Allowances and other terms & conditions

The eligibility criteria, pay, allowances and other terms & conditions of the service for the post of Personal Assistant will be as per Punjab State Electricity Regulatory Commission (Appointment & Service conditions of Employees) Regulations, 2015, as amended from time to time, available on Commission's website www.pserc.punjab.gov.in, under 'Regulations' tab. The selection will be made by the competent authority on the recommendation of the Screening-cum-Selection Committee of PSERC 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. For the candidates, applying on deputation, the parent Department will forward the applications of eligible and interested candidates after due verification and 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.

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An advance copy in the prescribed proforma must also be sent by the candidate applying on deputation. The candidates applying on contract should submit the applications in the prescribed proforma complete in all respect and supported by self-attested copies of all certificates related to educational qualification, qualifying service, and nature of experience.

Applications should reach to the Secretary, PSERC on or before 24/08/2025 (45 days from issuance of the advertisement). Applications will get rejected if not received in time and if not supported by documentary proof. (Last date - 24.08.2025)

PROFORMA OF APPLICATION

Name of the post applied for.....
 Name of the Applicant
 S/o D/o W/o.....
 Date of Birth*
 Present Address with telephone no.....
 Permanent Address with alternate telephone no.....
 Email ID:
 Name of Office/Department where presently employed.....
 Present post held.....
 Date of appointment to the present post.....
 Present Grade pay & scale of pay/lumpsum amount.....
 Educational qualifications.....
 Nature of experience :

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

Paste self attested passport size photograph here

* The age of the candidate should not be more than 62 years on the last date of receiving application for the post on contract.

Signature of the Candidate


 Secretary