

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

To

1. Secretary, Government of Punjab,
Department of General Administration,
Punjab Civil Secretariat-1, Chandigarh.
2. Chief Engineer/HRD,
Punjab State Power Corporation Limited (PSPCL)
The Mall, Patiala.
3. Chief Engineer/HR,
Punjab State Transmission Corporation Limited (PSTCL),
The Mall, Patiala.
4. All SERC's

Memo No. 20/0-2013/PSERC/Gen./Admn/414

Dated: 28/9/2022

Subject: Filling up the 01 post of Personal Assistant in PSERC on deputation basis.

Kindly refer to the subject cited above.

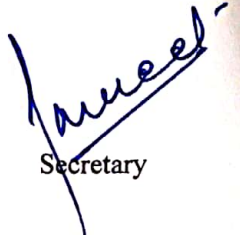
2. The Commission intends to fill up 01 post of Personal Assistant in PSERC on deputation/ contract basis. The eligibility criteria prescribed in the Punjab State Electricity Regulatory Commission (Appointment and Service Conditions of Employees), Regulations, 2015 for this post is as under:-

1	Personal Assistant (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 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></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.

2. It is therefore requested that the names 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 be sent latest by **18 10.2022**.


Secretary