

**PUNJAB STATE TRANSMISSION CORPORATION LIMITED**  
(Regd. Office: PSEB, Head Office, The Mall, Patiala-147001, Punjab, India,)  
Corporate Identity Number: U40109PB2010SGC033814  
**OFFICE OF Dy.CE/HR & ADMN., SHAKTI SADAN, PATIALA**

FAX NO:- 0175-2220054 TELEPHONE NO:- 0175-2970693 Website : pstcl.org

Office Order No. 506 /HR & Admn/PSTCL Dated: 23.09.2020

The PSTCL Accounts & General Service (Class-1 and II Officers), Regulations, 1972 is hereby amended for appointment of Company Secretary-Cum-Legal Advisor to the extent as under:-

Education Qualification	(i) Membership in The Institute of Company Secretaries of India. (ii) Punjabi Pass of at least Matriculation or its equivalent level. (iii) Degree in Law from any recognized University in India with minimum 50% marks.
Experience Required	Minimum 5 Years experience, preferably in power sector, (after obtaining Membership in The Institute of Company Secretaries of India) as Company Secretary in PSU or listed company.
Mode of Selection (100% Direct Recruitment)	Selection will be purely on merit basis prepared by assigning: 1. 50% weightage to marks obtained in the Final Examination conducted by the Institute of Company Secretaries of India. 2. 15% weightage of marks obtained in Bachelors Law Degree Course. 3. 20% weightage to experience. While calculating experience, completion of minimum 180 days will be considered as six months experience. Two Marks shall be awarded for each completed 6 months experience. No marks shall be awarded for having experience less than 6 months and 4. 15% weightage of marks for interview.
Minimum/ Maximum Age Limit	21/37 Years
Salary	Rs. 16650-39100/-+Rs.8500/-p.m (un-revised) (Dy.CAO Scale)
Probation	As per Punjab Govt. instructions issued from time to time.
Other terms & conditions	As per standard terms & condition of PSTCL.

The other Clauses of Accounts & General Services (Class I and II Officers) Regulations, 1972 except as proposed in the above table applicable to Dy.CAO rank officers will be applicable to Company Secretary-Cum-Legal Advisor for all intents and purposes. The officer will be entitled to be placed in a Chief Accounts Officer Scale (i.e. S.E Scale) after completing 9 years of qualifying service as Company Secretary in PSTCL.

This issues with the approval of competent authority.

Sd/-  
**Dy.CE/HR & Admn.,  
PSTCL, Patiala**

Copy of the above is forwarded to following for information & further necessary action, please:-

1. All EIC/CE, PSTCL
2. CFO, PSTCL, Patiala
3. CAO(F&A), PSTCL Patiala
4. All Dy.CE/SE, PSTCL
5. All Addl.SE/Sr.Xen./Dy.Secy., PSTCL
6. Company Secy., PSTCL, Patiala w.r.t. his U.O. No. 1096/BOD/61.37 dated 19.09.20.
- 7/ ✓ Sr.Xen/IT, PSTCL, Patiala is requested to upload this order on pstcl.org.

  
**Dy.CE/HR & Admn.,  
PSTCL, Patiala**

**CC: 10566/69 Dated: 23.09.2020**

1. Sr. PS to CMD, PSTCL Patiala.
2. Sr. PS to Director/Admn., PSTCL, Patiala
3. Sr. PS to Director/F&C, PSTCL, Patiala.
4. Sr. PS. to Director/Tech., PSTCL, Patiala.