

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

To

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16/1/23

1. Sr. Xen/Personnel The Principal Secretary, Government of Punjab.
 2. Sr. Xen/Admn. Department of General Administration.
 3. Sr. Xen/Rectt Punjab Civil Secretariat-1,
 Chandigarh
 4. ASE/Trg. Cell
 5. Dy. Secy/ Estt. 2. Chief Engineer/HRD,
 Punjab State Power Corporation Limited (PSPCL)
 6. Dy. Secy/ General The Mall, Patiala.
 7. US/ RTI/ Court Cases
 3. Chief Engineer/HR.
 Punjab State Power Transmission Limited (PSTCL),
 The Mall, Patiala.

ਉਪ ਮੁੱਖ ਇਜ਼./ਐਚ ਆਰ ਅਤੇ ਪ੍ਰਬੰਧਕੀ
 ਉਪ ਮੁੱਖ ਇਜ਼./ਐਸ ਅਤੇ ਡੀ
 ਉਪ ਮੁੱਖ ਇਜ਼./ਆਈ ਟੀ
 ਸੀਨੀ. ਨਿਜੀ ਸਕੱਤਰ

ਪ੍ਰਮੁੱਖ ਵਿੱਚ./ਐਚ ਐਸ ਡੀ

Dairy No. 69 /EIC/HIS & D
 Dated. 09/01/2023

Dy. CE/HR & Admn. 4. All SERC's

Memo No. 46-49 /PSERC/Gen./Admn/414(Vol-II)
 Dated: 4/1/2023

Subject: Filling up the post of Senior Scale Stenographer (01) on deputation/contract basis in PSERC.

Kindly refer to the subject cited above.

2. The Commission intends to fill up a vacancy of Senior Scale Stenographer on deputation/contract basis. The terms and conditions prescribed in the Punjab State Electricity Regulatory Commission (Appointment and Service Conditions of Employees), Regulations, 2015 for this post are as under:-

Post	Minimum Qualification and Experience
Sr.Scale Stenographer (1 post)	<p>a) Minimum Educational Qualification Graduate in any discipline from a recognized university.</p> <p>b) Qualifying Service Serving/Retired employee of the Central/State Government or PSU under State/Central Government must have experience of working on the post of Stenographer.</p> <p align="center">or</p> <p>Should have an overall experience of 3 years in Stenography/ Computer typing with proficiency in English typing (40 wpm).</p> <p>c) Nature of Experience</p> <p>i) Should have working knowledge of computer with exposure to word processing, spread sheet, presentation and data base applications. ii) Matric pass in Punjabi language.</p>

Note: 1. The number of post may vary
 2. Test(s) will be conducted for this post.

2. It is therefore requested that the names of eligible and interested candidates for

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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 24.01.2023.

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Secretary