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20/6/23

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

To

1. The Comptroller and Auditor General of India,
9, Deen Dayal Upadhyay Marg,
New Delhi-110124.
2. The Deputy Accountant General/Admn,
O/o Principal Accountant General (Audit), Punjab,
Sector-17, Chandigarh.
3. The Deputy Accountant General/Admn,
O/o Principal Accountant General (A&E), Punjab,
Sector-17, Chandigarh
4. Principal Secretary, Government of Punjab,
Department of General Administration,
Punjab Civil Secretariat-1, Chandigarh.
5. Chief Engineer/HRD,
Punjab State Power Corporation Limited (PSPCL)
The Mall, Patiala.
6. Chief Engineer/HR,
Punjab State Trans
mission Corporation Limited (PSTCL),
The Mall, Patiala.
7. All SERC's

1. Sr. Xen/Personnel
2. Sr. Xen/Admn.
3. Sr. Xen/Recd
4. A&E/Trg. Cell
5. Dy. Secy/ Estt.
6. Dy. Secy/General
7. US/ RTI/ Court Cases

K. 10/6/2023
Dy CE/HR & Admn

Memo No. 1038-1044 /PSERC/Gen./Admn/414

Dated: 6/6/2023

Subject: Filling up the post of Assistant Accounts Officer and Personal Assistant (01) in PSERC on deputation basis.

Kindly refer to the subject cited above.

2. The Commission intends to fill up 01 post of Assistant Accounts Officer and 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 these posts is as under:-

Assistant Accounts Officer (01 post)	<p>a) <u>Minimum Educational Qualifications</u></p> <p>Bachelor's Degree in any discipline from a recognized university and should have passed Sectional Officer Grade examination conducted by CAG of India or SAS examination conducted by the State Government/PSPCL or similar entities ;</p> <p>b) <u>Nature of Experience</u></p> <p>Minimum of five years experience on analogous post in managing office</p>
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AM/HR

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*CI/HR/Admn
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	<p>budget and pay rolls.</p> <p>i) Working knowledge of Computer. ii) Matric pass in Punjabi language.</p>
<p>Personal Assistant (01 post)</p>	<p>a) <u>Minimum Educational Qualifications</u></p> <p>Graduate in any discipline from a recognized university.</p> <p>b) <u>Qualifying Service</u></p> <p>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.</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, spread sheet, presentation and data base applications. ii) Matric pass in Punjabi language.</p>

Note: Test will be conducted for the post of Personal Assistant.

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 26.06.2023.

Aneel
Secretary