



Office/Court of the Lok-Pal (Ombudsman), Electricity Punjab,
66 KV Grid Sub Station, Plot No: A-2,
Industrial Area Phase-1, S.A.S. Nagar (Mohali)
Phone: 0172 – 2270234, 2270235

No 01/2018

VACANCY CIRCULAR

Applications are invited from eligible persons for appointment to the post of Office Assistant-cum-Data Entry Operator purely on contract basis. The detail of qualifications, qualifying service and nature of experience for these posts prescribed as per Punjab State Electricity Regulatory Commission (Appointment & Service Conditions of Employees) Regulations-2015, are as under:-

Post	Minimum Qualification and Experience
Office Assistant-cum-Data Entry Operator	<p>a) <u>Minimum Educational Qualifications</u> Graduate in any discipline from a recognized University/Institute. Diploma in Computer Education with minimum one year duration. Typing speed of 35 W.P.M. in English on Computer.</p> <p>b) <u>Qualifying Service</u> Minimum 3 years experience of working as Office Assistant-cum-Data Entry Operator or equivalent.</p> <p>c) <u>Knowledge of Punjabi</u>. Matric pass in Punjabi language.</p>

Pay, Allowances and other terms & conditions

The eligibility criteria, pay, allowances and other terms & conditions of the service will be as per Punjab State Electricity Regulatory Commission (Appointment & Service conditions of Employees) Regulations, 2015 notified vide Notification dated 24.12.2015 available on Commission's website www.pserc.nic.in.

The term of appointment shall be as per the Regulations, *ibid* However, initial period of six months will be on probation during which the services can be terminated at any time without serving any notice.

Applications complete in all respect and supported by photocopies of all certificates related to educational qualification, qualifying service, nature of experience along with two recent passport size photographs be submitted to the undersigned **latest by 09.03.2018**. Serving employees should submit their applications through proper channel with an advance copy to this office by the said date. Applications received late and without supporting documents shall not be considered.

Intimation regarding test/interview shall be sent through e-mail/sms. The applicants may send their bio data along with e-mail address & mobile numbers.

Sd-
Secretary