

COURT OF THE LOK PAL (OMBUDSMAN),
ELECTRICITY, PUNJAB,
PLOT NO. A-2, INDUSTRIAL AREA, PHASE-1,
S.A.S. NAGAR (MOHALI).

VACANCY CIRCULAR No. 01/2020

Applications are invited from eligible candidates for filling up one post of Private Secretary purely on contract basis. The details of eligibility requirements such as educational qualifications, experience etc and other terms and conditions prescribed for the post are as follows:

1. Educational Qualifications

- (i) Graduate in any discipline from a recognized University.
- (ii) Matric Pass in Punjabi.

2. Experience

- (A) Serving or Retired Officers having worked on the post of Private Secretary or higher post in Central/State Govt./PSPCL/PSTCL/PSU.
- (B) The intending candidates should have proficiency in English and Punjabi typing on computer.

3. Pay/allowances and Other Terms & Conditions:

- (i) The incumbent will be given fixed remuneration of ₹ 35,000/- per month with annual increase as approved by PSERC from time to time. In addition, Mobile Allowance @ ₹ 400/- per month will also be paid.
- (ii) The maximum duration of contract service will be upto 65 years of age.
- (iii) The initial term of contract service will be two years out of which, six months will be on probation.
- (iv) The services of employees appointed on contract basis shall be terminable with notice of three months or Salary in lieu thereof on either side.
- (v) The candidates presently in service must submit NOC alongwith the application.

Applications giving the details in the prescribed format (attached) with two passport size photographs and copies of qualifications & experience certificates and also copy each of Aadhar and PAN cards must be sent by e-mail (oe.p.mohali@gmail.com) or registered post or in person to

reach this office at the above address on or before 19.06.2020 upto 5.00 PM. Incomplete applications received without prescribed documents shall not be considered.

Sd/-

Secretary

**APPLICATION FOR THE POST OF PRIVATE
SECRETARY (On Contract)**

(Paste self attested
Passport Size Photo)

1. Name of the Applicant : _____
2. Father's/Husband's name : _____
3. Date of birth : _____
4. Age as on 19.06.2020 : _____
5. Present Address : _____
6. Telephone/Mobile No. : _____
7. E-mail Address : _____
8. Educational qualifications : _____

Examination	Year of Passing	Name of Board/University	Marks obtained
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9. Details of Employment (Enclose a separate sheet duly signed, if the separate space below is insufficient)

Name of the Office/Organization	Post Held	Period	Scale of Pay/Basic Pay & GP	Nature of Experience

10. Proficiency in English & Punjabi typing on computer.
11. Matric Pass with Punjabi (Yes/No)

It is certified that the above information is correct and also that no Criminal prosecution is pending against me.

Signature of the Candidate