

JHARKHAND STATE ELECTRICITY REGULATORY COMMISSION

2nd Floor, Rajendra Jawan Bhawan-cum-Sainik Market, Main Road, Ranchi-834001

Website: www.jserc.org Email-Info@jserc.org Tel: 0651-2330838 Fax:651-2330924

VACANCY NOTICE

Jharkhand State Electricity Regulatory Commission (JSERC), a statutory body discharging its functions under the provisions of the Electricity Act, 2003, invites applications for filling up the post of Senior Personal Secretary in the Pay Band of Rs.9300-34,800 with Grade Pay Rs.4,800 on contract. The applications are to be submitted as per instructions given herein:

Minimum educational qualifications & experience	Additional qualifications/ experience desirable.
<ol style="list-style-type: none">1. Bachelor Degree from a recognized University.2. Experience of 10 years in the analogous post in the District Courts/High Court/Tribunals as well as the Secretariat.3. Excellent interpersonal relation, writing and verbal communication skill (both Hindi & English).	<ol style="list-style-type: none">1. Should have capability of taking dictation in Shorthand (both in English & Hindi) and transcribing efficiently and smoothly.2. Computer Literacy.

General instructions:-

1. The application in the enclosed format is to be submitted by registered/speed post upto **16.02.2015** to the Secretary, Jharkhand State Electricity Regulatory Commission, 2nd Rajendra Jawan Bhawan-cum-Sainik Market, Main Road, Ranchi-834001 along with:-
 - a) Self attested copies of certificates/marks sheet for educational qualifications (starting from matriculation) and experience.
 - b) Passport size recent photograph.
2. The Commission reserves the right to shortlist the applications. Only short-listed candidates will be called for interview, if necessary, as may be decided.
3. Candidate must mention on the top of the Envelop "Application for the post of Senior Personal Secretary on Contract basis."
4. Incomplete applications or submitted in different format are likely to be summarily rejected. Applications received after the last date will not be considered.
5. The Commission reserves the right not to fill up the above post. In the case of such eventuality, the notice of such vacancy shall be treated as withdrawn.
6. Canvassing in any form will render the candidate disqualified from the post.

Date: 27.01.2015

Sd/-
(A.K.Mehta)
Secretary

APPLICATION FORMAT

Self attested recent
Photograph

Applied for the post of _____

1. Name of the applicant:
2. Father's Name:
3. Present address (in full) along with Telephone/Mobile/E-mail/Fax No.
Office:
.....
Residence:
.....
4. Date of Birth (in Christian era):
5. Age (as on 31.01.2015):
6. Sex (Male/Female):
7. Marital Status:
8. Present designation/post held:.....
9. Parent office address, if any:.....
10. Scale of Pay & Basic pay:
11. Educational and professional qualification:

a) Academic Qualification (in ascending order, starting from High School onward)

Sl. No.	Examination passed	Board/ University	Year of passing	Percentage of marks
1.	2.	3.	4.	5.

b) Technical qualification, if any:

Sl. No.	Examination passed	Board/ University	Year of passing	Percentage of marks
1.	2.	3.	4.	5.

c) Proficiency in Hindi & English:

	Speaking (Level)	Reading (Level)	Writing (Level)
Hindi			
English			

12. Details of employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office/ Institute/ Organization	Post Held	Nature of appointment whether regular/adhoc, temporary, deputation, contract etc.	Period of service ----- From To	Scale of pay, basic pay and total monthly emoluments	Nature of duty

13. Details of additional academic qualifications, professional training and work experience, if any.
14. In case the present employment is held on deputation/contract basis, please state:
 a) The date of initial appointment on deputation/contract basis:
 b) Period of appointment or deputation/contract:
 c) Name of the parent office/Organization to which belong:.....
 (Address of parent organization)
 d) Name, date & pay scale of the post held
 e) Name of office/organization and address of present posting.
15. Additional details about the present employment:
 a) Central Government:
 b) State Government:
 c) Central/State Autonomous Organization:
 d) Central/State Government Undertaking:
 e) Central/State University:
 f) Private Organization.:
 g) If working under (a) to (e), are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised and revised scale of pay.
16. Total emoluments per month now drawn:
 (Please attach pay statement/LPC)
17. Any other information that the applicant may wish to give.....
 (If the space is insufficient enclose a separate sheet)
18. Whether belongs to reserved category.
 If yes, please state the category viz. SC/ST/OBC
19. Remarks, if any.

DECLARATION

I Son/Daughter/Wife of

Solemnly declare that the particulars furnished above are correct to the best of my knowledge and belief. I understand that in the event of any of the particulars of information given herein being found false or incorrect, my candidature for the selection is liable to be rejected or cancelled and in the event of any wrong statement/discrepancy in the particulars being detected at any stage even after appointment my services are liable to be terminated without any notice.

Place:

Signature of the applicant

Date:

List of Enclosures: