

Regd. Office:PSPCL HEAD OFFICE THE MALL, PATIALA-147001 (PUNJAB)

**RECRUITMENT OF ASSISTANT COMPANY SECRETARY AGAINST
ADVERTISEMENT NO. CRA 287/15**

**Applications are invited for the post of Assistant Company Secretary in Punjab State
Power Corporation Limited at Head Office Patiala.**

BASIC QUALIFICATIONS:

Membership of the Institute of Company Secretaries of India.

AGE:

Existing age limit is 20 to 37 years as on 1.1.2015. Relaxation in age will be given as per the following:

- a) In case of the following, the upper age limit shall be 40 years:
 - i. Widows;
 - ii. Women who are legally separated from their husbands or have been divorced;
 - iii. Women whose husbands have been ordered by Civil or Criminal courts to pay maintenance to them;
 - iv. Women who have because of their desertion, been living separately from their husbands for more than two years.
 - v. Women whose husbands have re-married; and
 - vi. Wives of the serving military personnel and wives of those who are disabled while in Military service.
- b) For serving employees of PSPCL/Pb. Govt.: - To the extent of service rendered in PSPCL or erstwhile PSEB/Pb. Govt.

KNOWLEDGE OF PUNJABI:

Qualification of Punjabi is essential: All the candidates must have passed Punjabi atleast Matriculation or its equivalent level upto the date of document checking.

Note: Relaxable for Sikh Migrants upto the extent that they will have to acquire such qualification within two years after joining the service failing which their services shall be liable to be terminated.

NUMBER OF POSTS:

One.

EXPERIENCE:

Two years post membership experience is required as on the date of document checking.



FEES:

Candidates need to deposit Rs 1000/- as application fees for applying to the post of Assistant Company Secretary, PSPCL in the form of Demand Draft made through State Bank of Patiala only. Demand Draft is to be drawn in favour of Accounts Officer/Cash, PSPCL, Patiala.

PAY SCALE:

10900 – 34800 + 5500 G.P.

Note: During the probation period mentioned in the offer of appointment or extended probation period whichever is more, newly appointed candidates shall be paid 'fixed monthly emoluments' of initial pay only and will not include any Grade pay, dearness allowances , annual increment or any other allowance except the travelling allowance as per entitlement of the post held by such candidate. However, in case of appointment of candidates already in service in PSPCL, their pay shall be protected if the 'fixed monthly emoluments' in the offer of appointment are lower than the pay actually drawn by them on the post on which they hold lien. But they will not be given any increment or any other allowance except TA during the probation period. When the services of a Government employee are regularized in that case the period spent on probation by them shall not be treated to be time spent on such post.

SELECTION PROCESS:

The selection of candidate would be done on the basis of merit which will be prepared as per the marks scored in the qualifying degree.

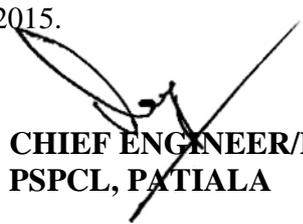
PLACEMENT:

The selected candidates shall undergo training at TTI Patiala as per PSPCL instructions.

HOW TO APPLY:

Application neatly typed in English (as per Performa at Annexure-A) and duly signed alongwith photocopies of certificate/documents in respect of proof of age, Basic/Essential qualifications, experience & "No Objection Certificate" from the concerned organization where already employed must be sent by Registered post in an envelop subscribed **APPLICATION FOR THE POST OF "ASSISTANT COMPANY SECRETARY" IN PUNJAB STATE POWER CORPORATION LIMITED AT PATIALA AGAINST CRA 287/15** and should reach in the office of Chief Engineer/HRD (Recruitment), PSPCL , The Mall, Patiala in the prescribed Performa latest by Dated 1.10.2015.

DATE: 15.09.2015


**CHIEF ENGINEER/HRD
PSPCL, PATIALA**

Annexure-A



Punjab State Power Corporation Limited

RECRUITMENT OF ASSISTANT COMPANY SECRETARY AGAINST CRA 287 of 2015

NAME:		Photograph to be pasted duly attested by Gazetted Officer			
FATHER NAME:					
DOB:					
CATEGORY:					
MARITAL STATUS :		GENDER:			
<u>PERMANENT ADDRESS:</u>		<u>CORRESPONDENCE ADDRESS:</u>			
PHONE NO.		MOBILE NO.			
WHETHER PUNJABI PASS AT MATRIC LEVEL OR NOT:					
QUALIFICATION DETAILS:					
Qualification	Course/Branch/Subjects	Board/University	Year Of Passing	Marks Obtained	Max Marks
MATRIC					
DIPLOMA/+2					
GRADUATION					
QUALIFYING DEGREE i.e ICSI					
BANK DETAILS:					
Fee Amount:					
Demand Draft No:					
Demand Draft Date:					

I Accept Terms and conditions in CRA 287 of 2015

I hereby declare that the particulars filled are true correct and complete to the best of my knowledge and belief and nothing has been concealed. In case any of the information is found to be false, incorrect or misleading at any stage, I shall have no claim against cancellation of my candidature and/or taking other legal action as deemed fit by PSPCL.

DATE:

SIGNATURE OF THE CANDIDATE