



## **ASSAM ELECTRICITY REGULATORY COMMISSION**

**A.S.E.B. Campus, Dwarandhar,**

**G. S. Road, Sixth Mile, Guwahati – 781 022**

e-mail : [aerc\\_ghy@hotmail.com](mailto:aerc_ghy@hotmail.com)

Phone: (0361) 2234442 Fax: (0361) 2234432

**No. AERC. 61/2003/Pt.-II/12**

**Dated Guwahati the 21<sup>st</sup> May, 2022**

### **Vacancy circular**

**Sub: Vacancies to be filled on deputation/ absorption basis in Assam Electricity Regulatory Commission, Guwahati.**

1. The Assam Electricity Regulatory Commission invites applications from intending eligible candidates who are citizen of India for filling up of 2 (two) nos. of vacant posts of Private Secretary in AERC on deputation/absorption basis.
2. Detailed post-wise norms for recruitment such as education qualification, experience, age limit etc. are at Annexure-I.
3. Applications in the prescribed format as given in Annexure-II, duly completed and signed, along with attested photocopy of all relevant documents in support of age, educational qualifications, experience, etc. may be forwarded to the Secretary, Assam Electricity Regulatory Commission, ASEB Campus, Six Mile, Guwahati – 781001 within **21.06.2022**.
4. Application should be accompanied by a 'No Objection Certificate' from their parent department/organization and submitted through proper channel only. However, intending candidates may submit "Advanced Copy" of their applications directly to this office.
5. Short listed candidates based on their educational qualification, experience etc. will be called for personal interview.
6. While applying for the above post, the applicant must ensure that he/she fulfils the eligibility criteria including academic and professional qualifications as per Recruitment Norms mentioned in Annexure-I. In case, it is detected at any stage of recruitment/selection that a candidate does not fulfil the prescribed eligibility norms and/or that he/she has furnished any incorrect/false/wrong information or has suppressed any fact(s), his/her candidature will automatically stand cancelled. If any of the above shortcoming(s) is/are detected even after appointment, his/her service is liable to be terminated without any notice.
7. The Commission may consider appointment at a lower post if suitable candidates are not available as per requirement.
8. The normal period of deputation shall be initially for the period of 3 (three) years which may be extended/absorbed based on the satisfactory performance of the candidate.
9. The Commission reserves the right to cancel/restrict/enlarge/modify/alter the recruitment process, if required, without issuing any further notice/reference or assigning any reason.

Sd/-

Secretary,

Assam Electricity Regulatory Commission



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### ANNEXURE-I

1.	Name of post	<b>Private Secretary</b>
2.	Scale of pay	Rs. 22000-87000/-, GP: 9100/-
3.	Other allowances	Dearness allowance, House Rent allowance, Medical allowances as per Govt. of Assam Rules.
4.	Minimum Required Qualification	(a) Degree in Law or Commerce from a recognised University. (b) He/she should have good knowledge in Word Processing in Computer.
5.	Desirable Additional Qualification/ Experience	(a) Must have worked as PA under any Heads of Department in Government or Public Sector Undertaking for atleast 3 years. (b) Good written and verbal communication skills.
6.	Age limit	Maximum 40 years as on 1 <sup>st</sup> January, 2022.

**ANNEXURE-II**

**PROFORMA OF APPLICATION FOR THE POST OF PRIVATE SECRETARY,  
AERC**

1. Name (Block Capital Letters): \_\_\_\_\_
2. Father's Name (Block Capital Letters): \_\_\_\_\_
3. Date of birth(dd/mm/yy): \_\_\_\_\_
4. Age: Years \_\_\_\_\_ Month \_\_\_\_\_ Days \_\_\_\_\_
5. Address for correspondence: \_\_\_\_\_  
\_\_\_\_\_ Pin code: \_\_\_\_\_
6. Permanent Address: \_\_\_\_\_  
\_\_\_\_\_ Pin code: \_\_\_\_\_
7. Mobile No: \_\_\_\_\_ Phone No: \_\_\_\_\_
8. E-mail Id: \_\_\_\_\_
9. Educational Qualifications:
10. Service/ Experience details :

Affix Passport  
Size  
Photograph

Sl.No.	Department/office/Organization	Designation	From	To	PBP+GP (Scale of pay)

11. Additional information if any. (to be attached as a separate sheet duly signed by the candidate).

I certify that all statements made in this application are true, complete and correct. I agree that if after appointment, information provided herein is found to be false or incorrect at a later date, it shall make me liable for disciplinary and other legal action.

Date:

Signature of candidate

Place:

Name: \_\_\_\_\_