



ASSAM ELECTRICITY REGULATORY COMMISSION

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

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

e-mail : aerc_ghy@hotmail.com

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

No. AERC. 671/2018/Pt.-VII/1

Dated Guwahati the 7th November, 2022

Recruitment Notice

Sub: Vacancies to be filled 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 Secretaries in AERC.
2. Detailed 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 self 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 **25.11.2022**.
4. Application should be accompanied by a 'No Objection Certificate' from their parent department/organization.
5. Short listed candidates based on their educational qualification, experience etc. may have to appear for written examination or personal interview or both.
6. All candidates appointed, will be on probation initially for 1 year which may be regularised based on the satisfactory performance of the candidate.
7. 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.
8. The Commission may consider appointment at a lower post if suitable candidates are not available as per requirement.
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	Private Secretary
2.	No. of Post	2 (two)
3.	Scale of pay	Rs. 22000-87000/-, GP: 9100/-
4.	Other Allowances	Dearness allowance, House Rent allowance, Medical allowances as per Govt. of Assam Rules.
5.	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.
6.	Desirable Additional Qualification/ Experience	Must have worked as PA under any Heads of Department in Government or Public Sector Undertaking for atleast 3 years and must have an experience of 10 years in service.
7.	Age limit	Maximum 40 years as on 1 st January, 2022.

ANNEXURE-II

APPLICATION FORMAT 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 as on 01.01.2022: Years _____ Month _____ Days _____
5. Address for correspondence: _____
_____ Pin Code: _____

6. Permanent Address: _____
_____ Pin code: _____

7. Mobile No: _____ E-mail Id: _____

8. Educational Qualification details:

Course	Board/University	Year of passing	Percentage

9. Service/ Experience details :

Sl.No.	Department/office/Organization	Designation	From	To	Pay

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: _____