

KERALA STATE ELECTRICITY REGULATORY COMMISSION

KPFC BHAVANAM, C.V. RAMAN PILLAI ROAD, VELLAYAMBALAM,
THIRUVANANTHAPURAM, KERALA, PIN 695 010

Phone: 0471 273 5544, FAX 0471 273 5599, Website: www.erckerala.org

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No.2681/Admn./2023/KSERC

Date: 11.09.2023

NOTIFICATION

The Kerala State Electricity Regulatory Commission invites applications from eligible candidates for the engagement of Confidential Assistant on contract basis. The details are given below.

SI No	Name of the post	No. of Post	Qualification	Desirable Qualification	Method of appointment	Nature of appointment
1	Confidential Assistant)	One	<p>Graduation with</p> <ol style="list-style-type: none">1) Type Writing English Higher and Malayalam Lower and Short hand English Higher with 80words per minute2) Proficiency in Computer Application3) Typing skills on Computer4) Data Entry skill with 50 words per minute <p>OR</p> <p>Plus two with Diploma in Secretarial Practice/Commercial Practice from Poly Technic</p> <p>In addition to the above, the details may also be furnished in the prescribed table given among general condition Item Number -2</p>	For graduates with qualifications in type writing etc , it is desirable to have Diploma in Secretarial Practice	Contract	For a period of one year, extendable based on performance of candidate and requirement of the Commission.

General Conditions

1. The provisions in the Kerala State Electricity Regulatory Commission (Terms & Conditions of Officers and Other Employees) Regulations, 2016, as amended from time to time shall be applicable.

2. Details of Educational Qualifications:

Name of the Course	Name of the School/ College	Name of the Board University	Subject Studied	% of marks obtained	Class or Grade
SSLC					
Plus Two					
Degree					

3. Mode of Selection:- After Skill Test/ Practical Test and Interview

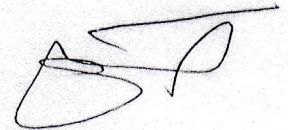
4. The remuneration payable shall commensurate to qualifications, experience and achievements as fixed by the Commission from time to time.

5. Minimum 21 years Maximum 35 years.

6. The last date for receipt of applications shall be 29.09.2023.

7. The Commission reserves the right to cancel/modify this notification at any time without stating any reason whatsoever.

8. The envelope is to be superscribed with the name of post applied for and forwarded to Secretary, Kerala State Electricity Regulatory Commission, KPFC Bhavanam, C.V Raman Pillai Road, Vellayambalam. Thiruvananthapuram- 695010.



Secretary

FORMAT OF APPLICATION FOR THE POST OF
CONFIDENTIAL ASSISTANT

1. Name :
2. Permanent address :
3. Present address :
4. Age and Date of Birth :
5. Qualifications :
6. Whether belonging to general/SC/
ST/OBC/Physically Challenged/Other
Special Categories :
7. Details of Experience
(Please list in details, the nature and type of
Employment held, if any) :
8. Significant Achievements With
Appropriate References :
9. Details of Current Employment :
10. Details of Past Employment :
11. Certificate of Employment From
Current Employer/ Employers :
12. Certificates Mentioned In General
Conditions :
13. References : (1)
(List 2 referees who can vouch for professional
Experience and competence of the applicant) : (2)
14. Land Line No/ Mobile No :
15. E-Mail ID :

Passport size
photo

I hereby certify that the above details are true and factual. I agree that if after appointment, any information provided herein/therein if found to be false or incorrect on any later date it shall make me liable for disciplinary action and other legal action.

Name & Signature With Date