



# 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](http://www.erckerala.org)  
E-mail: [kserc@erckerala.org](mailto:kserc@erckerala.org)

No.712/Admn/2010/KSERC

31/3/2014

## NOTIFICATION

Applications are invited for appointment to the post of Secretary in the Office of the Electricity Ombudsman, Kochi, on contract basis.

### Minimum qualification

- i. Degree from a recognized University
- ii. Proficiency in Computer – MS Office
- iii. Minimum 2 years experience in office administration

Additional qualification: Graduation in Law.

Preference will be given to retired Government officials.

Responsibility/Task : Office administration, correspondence with public as well as with Govt. offices. Keeping cash/vehicle accounts. Assisting Ombudsman in scrutinizing appeals /representations, registering the same. Assisting the Ombudsman in the conduct of hearing, recording minutes/proceedings and in preparing orders.

Last date of submission of application: 19/4/2014.

SECRETARY