



HARYANA ELECTRICITY REGULATORY COMMISSION
Bays No. 33 - 36, Sector – 4, Panchkula-134109
Telephone No. 0172-2582531; Fax No. 0172-2572359
Email: - herc-Chd@nic.in, Website: - herc.gov.in

NOTICE

The Commission invites applications from the eligible candidates for filling up the post of Senior Private Secretary and Private Secretary on contract basis having the following qualifications and experience: -

For the post of Senior Private Secretary

- 1) Bachelor's Degree from a recognized University/ Institution.
- 2) Fifteen years experience as Private Secretary in a organization of repute.
- 3) English shorthand at speed of 120 w.p.m and transcription thereof at speed of 40 w.p.m.
- 4) Hindi shorthand at speed of 80 w.p.m. and transcription thereof at speed of 20 w.p.m
- 5) Computer literacy.
- 6) 10+2 or equivalent qualification with Physics/ Maths/ Economics.
- 7) Matric with Hindi/Sanskrit from recognized Board/ Institution.

Desirable

Preference will be given to persons working in judicial/ power sector.

For Private Secretary

- 1) Bachelor's Degree from a recognized University/ Institution.
- 2) Twelve years experience as Personal Assistant in a organization of repute.
- 3) English shorthand at speed of 120 w.p.m and transcription thereof at speed of 40 w.p.m
- 4) Hindi shorthand at speed of 80 w.p.m and transcription thereof at speed of 20 w.p.m
- 5) 10+2 or equivalent qualification with Physics/ Maths/ Economics



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6) Matric with Hindi/Sanskrit from recognized Board/ Institution.

Desirable

Preference will be given person working in judicial/ power sector.

The applicant should not be more than 62 years of age as on 31.07.2015. Senior Private Secretary and Private Secretary shall be paid fixed monthly emoluments of Rs. 30,000/- and 25,000/- respectively. Application giving complete details of qualification and experience should reach in this Commission by 06.08.2015. Only meritorious candidate shall will be considered.

Secretary
HERC