



Punjab State Power Corporation Limited

Regd. Office: PSEB HEAD OFFICE, THE MALL, PATIALA-147001 (PUNJAB)
CIN No: U40109PB2010SGC033813, GSTIN No.: 03AAFCP5120Q1ZC, PAN No.
AAFCP5120Q

CRA-313/2025

Recruitment for the post of Company Secretary (CS) in PSPCL

Punjab State Power Corporation Limited (PSPCL), a Power Generating and Distribution company owned by Government of Punjab, which has played a key role in implementation of Punjab Government plans for 24*7 uninterrupted quality power supply in the State of Punjab, is looking for dynamic & experienced candidate with brilliant academic record for the **post of Company Secretary**.

IMPORTANT DATES	
Start date of online registration/submission of application and fee Deposit	20.03.2025
Last date of online registration/submission of application	09.04.2025
Last date of deposit of fee	13.04.2025

Note:

- I. Submission of application shall be considered complete only if the requisite application fee has been deposited. Application without deposit of requisite fee shall be rejected.
- II. Candidates are advised not to wait till the last date & time and should submit their application well within the stipulated time. Applications received after last date submission of application and deposition of fee shall be rejected.

1. PAY- SCALE:

Pay-scale for the post of Company Secretary (CS) shall be as per instructions issued by Govt. of Punjab, Department of Finance (Finance Personnel-1 Branch) vide its letter No. 7/42/2020-5FP1/741-746, Chandigarh dated 17.07.2020. Any clarification/amendment, in this regard issued from time to time by Punjab Government shall be applicable.

Note:

**During the probation period mentioned in the offer of appointment or extended probation period whichever is more, newly appointed candidates shall be paid 'minimum admissible pay' only as per Department of Finance (Finance Personnel 1 Branch) Chandigarh, letter No. 7/42/2020-5FP1/741-746, Chandigarh dated 17.07.2020 and it will not include any Grade pay, Dearness allowance, annual increment or any other allowance except the travelling allowance and medical*

reimbursement if any, as per the entitlement of the post held by such candidate. However, in case of appointment of candidates already in service of PSPCL, their pay shall be protected, if the 'minimum admissible pay' in the offer of appointment is lower than the pay actually drawn by them on the post they actually hold lien. But they will not be given any increment or allowance except TA and medical reimbursement during the probation period.

****The probation period for these posts will be 3 years or as per instructions issued by Govt. of Punjab from time to time.****

2. **TENTATIVE VACANCY FOR THE POST OF COMPANY SECRETARY:**

Table 'A' - CRA 313/2025		
Sr. No.	Post	No. of vacancies
1	Company Secretary	1

3. **ESSENTIAL QUALIFICATION AND MODE OF SELECTION:**

Table 'B' - CRA 313/2025			
Sr. No.	Name of Post/ Cadre	Academic qualification	Knowledge/ Qualification of Punjabi
1	Company Secretary (CS)	<p>Membership of the Institute of Company Secretaries of India, New Delhi. Membership of ICAI/ICWAI shall be added advantage.</p> <p>Experience required: Candidate should have worked in a PSU or Listed Company for at least 5 years as Company Secretary.</p>	<p>The candidates must have passed Punjabi of at least Matriculation or its equivalent level.</p>
Mode of selection for (100% direct recruitment)		<ol style="list-style-type: none"> 1. 50% weightage to marks obtained in the final examination conducted by ICSI. 2. 15% weightage of membership of ICAI/ICWAI 3. 20% weightage to experience as Company Secretary. 4. 15% weightage of marks for interview. <p>Note: While calculating experience, completion of minimum 180 days will be considered as six months experience. 1 mark/weightage of 1% shall be awarded for each completed 6 months experience. No marks shall be awarded for having experience less than 6 months. Candidate should have minimum experience of 5 years and maximum experience to be counted will be up to 10 years even if the candidate has experience of more than 10 years (maximum 20 marks for experience).</p>	

Note:

- i) The applicants must possess the above requisite qualifications/experience up to last date of submission of application.
- ii) Only those candidates who fulfil the criteria w.r.t. qualification, age, experience etc. and other requirements as mentioned in this CRA are eligible to apply against this recruitment. The candidate not meeting the above criteria will be rejected during checking of documents or at any time thereafter if found ineligible.
- iii) The candidates must possess the above requisite qualifications/experience up to last date of submission of application & shall submit the proof in this regard at the time of document checking. Candidate who fails to do so, shall not be considered even if he/she is qualified and no relaxation shall be given in this regard.

4. AGE LIMIT:

As per Punjab Govt. Notification G.S.R.20/Const./Art.309/Amd.(10)/2010 dated 24.05.2010, candidate should not be below 18 years and above 37 years of age as on 01/01/2025 to be eligible for these posts and relaxation in age will be as per Govt. of Punjab instructions.

• **Relaxation in Upper Age Limit:**

Upper age limit relaxation is as admissible under rules/instructions of PSPCL/Punjab Government adopted by PSPCL from time to time. Relaxation in upper age in different categories is subject to the condition that the candidate is meeting other eligibility criteria for the post as given below:

a) In case of the following, the upper age limit shall be 40 years:

- i. Widow;
- ii. Women who are legally separated from their husbands or have been divorced;
- iii. Women whose husbands have been ordered by Civil or Criminal courts to pay maintenance to them;
- iv. Women who have, because of their desertion, been living separately from their husbands for more than two years.
- v. Women whose husbands have re-married; and
- vi. Wives of the serving military personnel and wives of those who are disabled while in Military service.

b) For serving employees of PSPCL/PSTCL/Punjab Govt.:

To the extent of service rendered in PSPCL or erstwhile PSEB/PSTCL/Punjab Govt.

5. APPLICATION FEE: -

Table 'C'				
Fees Details (Non-Refundable):				
Sr. No.	Category	Application fees	Applicable GST @ 18%	Total
A	B	C	D	E (C+D)
1	All Categories except SC, Person with Disability	Rs. 2000/- per Application	360	Rs 2360/-+ Bank Charges (if applicable)
2	SC Category/ Person with Disability Category.	Rs. 1400/- per Application	252	Rs 1652/- + Bank Charges (if applicable)

**GST rate shall be applicable as per Gov norms issued from time to time.*

Note: The relaxation of fee amount is applicable for reserve category candidates of Punjab Domicile only and candidate has to provide valid proof alongwith his/her application form.

- **Fee will be accepted by online mode only. No other mode for depositing fee will be accepted.**
- Submission of online application shall be considered complete only if the requisite application fee has been deposited. Application without deposit of requisite fee shall be rejected.
- The fee once paid shall not be refunded under any circumstances.

7. PROCESS OF DOCUMENT CHECKING:

Candidates who shall apply for this post will be called for the process of document checking. Candidates must produce original documents/certificates before the document checking committee wherein their eligibility w.r.t. to qualification, age, experience etc. as per CRA shall be checked and thereafter, original documents shall be returned to the candidates on the same day. However, the candidates must submit duly self-attested photocopy of all the documents to the document checking committee. The date of document checking shall be notified through registered e-mail ID as mentioned by the candidate in his/her online application form and on PSPCL's website (www.pspcl.in) only. Thus, candidates are advised to mention their email IDs in the application form very carefully and also visit PSPCL site frequently.

Note:

- i) It is clarified that mere calling of any candidate for document checking doesn't entitle him/her for selection/appointment to the said post.
- ii) In case candidate does not appear on the 1st scheduled date, then 2nd chance (final chance) would be given to such candidate and in case he/she again fails to appear for document checking even on 2nd chance (final chance), then no further chance would be given & his/her candidature shall be cancelled/forfeited without any further notice.
- iii) Candidate has to himself/herself appear for the process of document checking. Nobody on candidate's behalf can appear in the document checking. In case candidate himself/herself fails to appear before the document checking committee within stipulated time, then his/her candidature will be cancelled/forfeited without any further notice.

6. MERIT:

- a) The merit list of candidates, who fulfils the eligibility criteria mentioned above, shall be prepared on the basis of criteria (mode of selection) mentioned in para 3.
- b) Further, if two or more candidates have secured same marks, then their relative merit shall be determined by their age where higher age candidate shall be placed at higher merit.

8. OFFER OF APPOINTMENT/JOINING:

Qualified candidate after successfully completing the process of document checking relating to the various qualifications and eligibility criteria such as age, academic qualification, experience, passing of Punjabi language etc. and have been found eligible as per criteria mentioned in mode of selection, shall be considered on the selection panel for appointment on the said post.

Note:

- i) The candidature of a candidate will be rejected without any notice if any information, certificate or document provided by the candidate is found to be wrong/fake/fictitious/forged or bogus or does not meet with the eligibility criteria(s) as mentioned in the CRA. The candidate must acquire the requisite qualification upto the last date of submission of application and shall produce proof for the same. Candidate, who fails to do so even if he/she is qualified shall not be considered and no relaxation shall be given in this regard.
- ii) The offer of appointment, for the vacancy to be filled, shall be issued by the appointing authority to the candidate brought on the selection panel.

- iii) Candidate who has been issued appointment letter shall be given 21 days to join the services of PSPCL. In case, candidate does not report for joining on scheduled date, then final/last notice of maximum 21 days will be given to such candidate. In case, the selected candidate fails to join PSPCL within stipulated time period, his/her appointment letter shall automatically be cancelled without any further notice.
- iv) Candidate has to deposit all his/her original documents at the time of joining in the office of appointing authority for getting the same verified by appointing authority.
- v) Validity of selection panels for above said post will be one year from the date of approval of 1st selection panel by the competent authority. After the expiry of validity of panel, waiting list shall cease to exist and candidates in waiting list will not be considered for selection. Even if document checking process of a candidate has been completed, he/she will not be considered for selection/issuance of appointment letter after expiry of validity of panel **as mere calling of any candidate for document checking doesn't entitle him/her for selection/appointment to the said post.**
- vi) Candidates working in Government/Semi-Government, public sector undertakings or Cooperative organizations shall have to submit "No objection certificate" from their organization after resigning and before joining PSPCL, failing which their candidature may not be considered.
- vii) Educational qualifications must be from a recognized Institution/University/Board.

9. **TRAINING:**

If required, PSPCL may depute the selected candidate to undergo training at Technical Training Institute, PSPCL, Patiala or any other institute in India.

10. **GUIDELINES FOR SUBMISSION OF ONLINE APPLICATION FORM: -**

- a) Carefully read the advertisement and the guidelines regarding filling/submission of online application form.
- b) Candidates will apply online through PSPCL website in English only. **No other means/mode of submission of applications including manual/paper will be accepted under any circumstances.**
- c) Candidate should have a valid personal mobile number and personal e-mail ID. These should be kept active during the entire recruitment process. After submission of requisite details for registration, Registration number will be sent on registered mobile number. Communication for document checking or any other communication will be sent through the registered e-mail ID and will be uploaded on PSPCL website. The candidates are, therefore, requested to check their registered e-mail and visit PSPCL website on regular basis for any communication from PSPCL. Under no circumstances, the candidate should share/mention e-mail ID password to any other person.

10.1 STEP-I: REGISTRATION FOR ONLINE APPLICATION FORM:

- 10.1.1** Please visit PSPCL website www.pspcl.in and click on "**Recruitment**" tab on website's home page and then click on - **Recruitment for 1 no. post of Company Secretary in PSPCL against CRA 313/2025** and follow the instructions on this link.
- 10.1.2** Select CRA and then Click on 'NEW REGISTRATION' (for first time registration) or 'REGISTERED CANDIDATE' (if already registered).
- 10.1.3** **New Registration:** Enter Post Applied, Name, Date of Birth (DOB). Fill other details and verify the OTP received on registered e-mail ID and mobile number.
- 10.1.4** After successful verification, fill all the details, on the next screen, required in the online application form (including Photo and sign).
- 10.1.5** "Save Draft" is for partial saving of information entered. A candidate can edit or view his/her information any time.
"Save and Preview" will save the complete information and will show the preview of completely filled form to the candidate for confirmation. Here the candidate can "Submit" or go back to edit any information. If a candidate clicks "SUBMIT" button on confirmation screen, he/she will not be able to edit his/her information anymore.
- 10.1.6** Before submission of his/her Step-I details, by clicking check boxes, accept the Terms & Conditions and Self-declaration.
- 10.1.7** On completion of Step-I, a message will be sent to candidate's registered mobile number conveying his/her completion of online application and will be informed to deposit the application fee. This completes the Step-I of online registration process.
- 10.1.8** Instructions regarding scanning of Photograph of applicant, Signature of applicant and other documents/certificates: Candidates should upload the scanned (digital) image of their photograph, signature in JPG/JPEG format and other documents/certificates in PDF format, as per the process given below:

a) Photograph:

- Dimensions should be 150 x 200 pixels (preferred).
- Size of file should be between 20kb-50kb and should not be more than 50 kb. Photograph must be a recent passport size colour picture.

b) Signature:

- Dimensions should be 140x60 pixels (preferred).
- Size of file should be between 10kb-20kb and should not be more than 20 kb.
- The applicant has to sign on white paper with **Black** ink pen only.
- The signatures must be signed by the applicant herself/himself only and not by any other person.

c) Other documents to be uploaded with application:

Candidates are required to upload documents/certificates as proof of their eligibility for this post as per the size mentioned in online application portal.

10.2 STEP-II: DEPOSITING ONLINE APPLICATION FEE (NON REFUNDABLE):

It is advised to deposit the requisite fee as and when the application form is submitted and do not wait for the last date of fee deposit. PSPCL shall not be held responsible, if any candidate(s) are not able to submit application and fee due to last time rush or any internet issue or any other reason whatsoever. After successful submission of online application, the candidate shall be directed to fee payment link, where the candidate should deposit the requisite application/processing fee and bank charges (if applicable). If candidate has not submitted the fee at the time of application submission the candidate can pay the fees as under.

- 10.2.1 Please visit PSPCL website www.pspcl.in and go to "**Recruitment**" tab on website's home page and then click on – "**Recruitment for 1 no. post of Company Secretary in PSPCL against CRA 313/2025**".
- 10.2.2 Click on "Pay Fee" button, which will be redirected to Payment Page of SBI Payment Gateway.
- 10.2.3 Select the On-line payment option i.e. Internet Banking/UPI/Credit Card/Debit Card. Kindly make the online payment and retain the transaction number for future reference.
- 10.2.4 Applicants are informed that at the time of online fee deposit, if fee receipt is not generated due to some technical reasons, then probably payment failure message will be received from the bank within one hour and applicants shall have to deposit the fee again. In such cases fee shall be refunded back to applicant's account in few days. Otherwise, applicants may wait for 48 hours for success of their fee deposit.
- 10.2.5 After successful completion, the candidate should **take printout of Payment Receipt (Subject to Realization)**.

10.3 STEP III: PRINT APPLICATION FORM:

- 10.3.1 After successful deposit of online application fee, login again after clicking on **REGISTERED CANDIDATE**.
- 10.3.2 **Check Fee Status:**
 - If fee status is Not Paid, then payment is still not updated,
 - If fee status is Paid, then payment is updated.
- 10.3.3 Click on **PRINT APPLICATION FORM**. It should be noted that no e-mail will be sent to the registered candidates containing final application form. It is suggested that candidates should download and retain the application form carefully for future reference.
- 10.3.4 On successful registration of online application, candidates are advised not to attempt for registration for the same post again since multiple registration numbers may create problem for candidates in future.

**For any queries/issues faced in applying online the candidates may write an email to the Helpdesk at helpdesk-recruitment@pspcl.in.*

11. ACTION AGAINST MISCONDUCT:

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered, fabricated or should not suppress any material information while filling up the application form. If at any stage (during document checking/issue of appointment letter/even after his/her joining PSPCL) any information, certificate or document provided by the candidate is found to be wrong/fake/fictitious/forged/bogus or does not meet the eligibility criteria(s) as mentioned under the CRA, the candidature of a candidate will be rejected ab initio and action may be taken against him/her as per law.

12. OTHER TERMS & CONDITIONS:

- a) Please note that the above procedure is the only valid procedure for applying. No other mode of application shall be accepted.
- b) Candidates are advised to keep a copy of application form and online fee receipt for future use.
- c) **Candidate should note that his/her candidature is purely “PROVISIONAL” subject to eligibility verification/checking during document checking. Mere submission of application for PSPCL recruitment will not imply that his/her candidature has been finally cleared by the PSPCL. Before submitting the application, the candidate must ensure that he/she fulfills all the eligibility criteria as laid down in this advertisement or amendments if any issued subsequently.**
- d) Candidates are advised in their own interest to apply much before the closing date and not to wait till the last date for depositing the fee and submitting his/her application.
- e) PSPCL does not undertake any responsibility for the candidates not being able to submit their applications within the stipulated period.
- f) Candidates serving in Govt./Quasi Govt. offices, public sector undertakings are required to submit "No objection Certificate" from their employer at the time of joining, failing which their candidatures may not be considered.
- g) The decision of the PSPCL about the mode of selection to the post and eligibility conditions shall be final and binding. No correspondence will be entertained in this regard.
- l) No TA/DA will be paid for the journeys performed for the document checking/ counseling etc.
- j) All information including qualifications, experience, age etc. declared by the candidate in their application is presumed to be correct subject to its checking by document checking committee. There is no mechanism to verify the information/data filled in the application form. If, at any stage (during document checking, before issue of appointment letter or even after his/her joining the PSPCL), any information of the candidate is found to be wrong forged/fictitious/bogus, the candidature of such candidate will be cancelled ab initio and action may be taken against him/her according to law.

- k) Only those Government employees, if selected shall be eligible to join who are certified by the Head of the Department (where he/she is working), as not having any pending disciplinary proceedings or undergoing punishment under Punjab Civil Services (Punishment & Appeal) Rules, 1970, or any other applicable rules, as the case may be, not undergoing any trial/prosecution or any other material disqualification in terms of integrity and professional misconduct and necessary NOC should be obtained from the Head of the Department.
- l) The selected candidates will be governed by PSPCL Rules & Regulations amended from time to time.
- m) In case the candidate fails to deposit the requisite fee, his/her application shall stand automatically cancelled/rejected and shall not be considered for further processing.
- n) The venue, date and time of document checking/counseling of the candidates in merit will be available on the website www.pspcl.in. Candidates will be informed individually about the document checking schedule only on their registered email id filled in application form. So, candidates are advised to register email id in application form that is personally used by them.
- o) Candidates are advised to regularly visit PSPCL official website (www.pspcl.in) for any updates regarding this advertisement.
- p) In case of any ambiguity/dispute or interpretation, decision of the PSPCL shall be final and binding on the candidate. Legal jurisdiction shall be subject to Local Courts at Patiala only.

In case of any difficulty or query related to online application only, please contact through email id: helpdesk-recruitment@pspcl.in by quoting the registration number.

Date : 12.03.2025
Place : Patiala

-Sd-
Chief Engineer/HRD
PSPCL, Patiala.