

THE STATE ELECTRICITY OMBUDSMAN

D.H. Road & Foreshore Road Junction, Near Gandhi Square,

Ernakulam, Kerala 682 016

Ph: 0484-2346488, MoB: 8714356488

Email: ombudsman.electricity@gmail.com

No. Kseo/1.Date: 12/07/2024**NOTIFICATION**

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

Sl No	Name of the post	No. of Post	Qualification	Desirable Qualification	Method of appointment	Nature of appointment
1	Confidential Assistant)	One	Graduation with 1) Type Writing English Higher and Malayalam Lower and Short hand English Higher with 80words per minute 2) Proficiency in Computer Application 3) Typing skills on Computer 4) Data Entry skill with 50 words per minute OR Plus two with Diploma in Secretarial Practice/Commercial Practice from Poly Technic In addition to the above, the details may also be furnished in the prescribed table given among general condition Item Number -2	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 o candidate and requirement of the State Electricity Ombudsman.

General Conditions

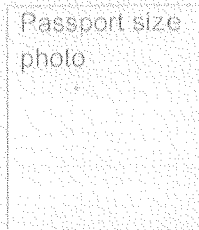
1. The provisions in the Kerala State Electricity Regulatory Commission (Terms & Conditions of Officers and Other Employees) Regulations, 2016, as amended from time to time shall be applicable.
2. Details of Educational Qualifications:

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. Details of experience
4. Mode of Selection:- After Skill Test/ Practical Test and Interview
5. The remuneration payable shall commensurate to qualifications, experience and achievements as fixed by the Kerala State Electricity Regulatory Commission by time to time.
6. Minimum 21 years Maximum 35 years.
7. The last date for receipt of applications shall be ...31/07/2024.....
8. The State Electricity Ombudsman reserves the right to cancel/modify this notification at any time without stating any reason whatsoever.
9. The candidate qualified Plus Two having more than 20 years of similar experience (Typing and Stenography) and retired from Central/ State Government or PSU with age below 62 years (on the date of notification) also will be considered.
10. Application as per the format enclosed herewith is to be submitted. The envelope is to be superscribed with the name of post applied for and forwarded to **The State Electricity Ombudsman, DH Road & Foreshore Road junction, Gandhi Square, Ernakulam-682016**


State Electricity Ombudsman

FORMAT OF APPLICATION FOR THE POST OF CONFIDENTIAL ASSISTANT ON
CONTRACT BASIS



1. Name :
2. Age and Date of Birth :
3. Educational Qualifications :
4. Permanent Address :
5. Present Address :
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 in studies/service
as the case may be with appropriate
references :

9. Details of current employment

10. Details of past employment

11. Certificates proving age and qualifications & experience

12. References : (1)
(List 2 referees who can vouch for professional experience and competence of the applicant) (2)

13. Landline No/ Mobile No

14. E-mail id

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