

## Detailed Advertisement

Punjab Water Regulation and Development Authority (PWRDA) constituted under the Punjab Water Resources (Management and Regulation) Act, 2020 (2 of 2020) with the objective of ensuring the judicious, equitable and sustainable utilization and management of water resources of the State, invites applications for the following post to be filled on contract basis for one year.

| Name And Number of Posts     | Gross Monthly Emoluments (Fixed) | Qualifications/Experience   | Maximum Age Limits as on last date of application |
|------------------------------|----------------------------------|---|---|
| Private Secretary (One post) | Rs 45,000/-                      | a) To be filled from amongst Public Sector employees, serving or retired who have worked as Private Secretary or Superintendent for one year; or as a Personal Assistant for 3 years; or as Senior Assistant for 5 years.<br>b) The candidates will be tested for their skills in taking dictation in shorthand, typing and working on computers. | 65 Years  |

**Note:**

1. 'Public Sector' means Union Government or any State Government, Public institutions, organizations managed or owned Government, including statutory bodies, Urban Local Bodies, Panchayati Raj institutions, Public Sector Undertakings and Autonomous Bodies.

**Important Points**

1. Last date for submission of complete applications is 10.01.2024 Applications received after 5.00 pm on the last date will not be entertained.
2. Applications must be sent by email to: pwrda.recruitment@gmail.com.
3. The candidate must not be less than 21 years of age as on 10.01.2024.
4. Appointments will be on a contract for a period of one year. The employee

- will have no right to renewal of the contract.
5. The appointment will be governed by the terms of the contract and the PWRDA Employees Service Regulations as amended from time to time. Employees on deputation will be governed by the terms of their deputation.
  6. PWRDA may short list the candidates on the basis of the information given in the application and call the short-listed candidates for written test or/and interview. No candidate will have any vested right of being called for written test/interview.
  7. Selected candidate will have no claim for regular employment against the post on which he is recruited.
  8. PWRDA reserves the right to terminate the employment at its absolute discretion without assigning any reasons, after giving a notice of one month, or pay in lieu thereof. However, PWRDA shall also have the right to terminate the contract without notice for any misconduct, negligence, or unsatisfactory performance.
  9. The application must be signed and scanned properly. All documents attached with the application must be scanned clearly and self-attested.
  10. Applications must be in the given format. All columns must be filled.
  11. The self-declaration is mandatory.
  12. The candidate must mention whether he is opting for a contractual appointment or wants to join on deputation. Only a serving person can opt for deputation. His application must be routed through his parent department.
  13. Application must be complete and correct. Incomplete applications are liable to be summarily rejected.
  14. PWRDA has the right to post pone the selection process for any post at its sole discretion without assigning any reasons.
  15. Applicants must keep visiting the PWRDA website [pwrda.punjab.gov.in](http://pwrda.punjab.gov.in) for updates regarding the selection process. All communication to the applicants will be made at the email address given in the application form.

## Indicative Duties

**Private Secretary**

He will assist the senior decision makers in the Authority to manage all aspects of their office. He will provide executive assistance for all types of communication, oral as well as written in digital format, for which purpose he will be independently responsible for preparing, drafting, editing, circulation and presenting deliverables such as documents, spreadsheets, presentations, emails, reports, etc. He must be excellent in computer typing and proficient in working in a digitized office environment. He will independently follow up assigned tasks. He will be required to draft letters and take dictation and type in English and Punjabi. He may also be required to take notes of hearings conducted by the officer and orders passed therein.

**Application Format**

- A. i) Application for the post of \_\_\_\_\_  
 ii) Whether seeking contractual appointment or Deputation (Specify): \_\_\_\_\_
- B. Details of Personal particulars: -
1. Name of Applicant: \_\_\_\_\_
  2. Father's Name: \_\_\_\_\_
  3. Date of Birth and Age: \_\_\_\_\_
  4. Nationality: \_\_\_\_\_
  5. Email ID: \_\_\_\_\_
  6. Mobile: \_\_\_\_\_
  7. Permanent Address: \_\_\_\_\_
  8. Correspondence Address: \_\_\_\_\_
  9. i) Whether working or retired:  
 ii. If retired, indicate date of retirement/post last held/ name of organization: \_\_\_\_\_  
 iii. If working, indicate name of post/Organization/period of service: \_\_\_\_\_  
 iv. Last Pay/Grade Pay/Gross Emoluments (attach proof also): \_\_\_\_\_
  10. Qualifications:

| S. no | Stream | Board/University | Marks Obtained | Year of Passing | Remarks, if any |
|-------|--------|------------------|----------------|-----------------|-----------------|
|-------|--------|------------------|----------------|-----------------|-----------------|

## 11. Experience Details (last fifteen years):

| S.No | Designation | Pay Scale Band Pay + Grade Pay | Name of Organization | Experience In years & months (Approx.) | Time Period From/To |
|------|-------------|--------------------------------|----------------------|--|---------------------|
|------|-------------|--------------------------------|----------------------|--|---------------------|

179500/2023

C. Brief Note on how the candidate is suitable for the job (Not more than 150 words):

D. Declaration:

Declaration regarding criminal proceedings or vigilance/departmental inquiry initiated in the past or pending against the applicant. If the applicant has faced or is facing any criminal proceedings or vigilance/departmental inquiry, give details of the same.

E. Declaration that the information furnished in the application and copies of documents attached are true and that nothing material has been concealed.

**DATE:**

**(SIGNATURE AND FULL NAME)**

Enclosures: (Enclose scanned and copies self attested)

1. ID Proof
2. Proof of Service/Retirement
3. Certificates of educational qualifications
4. Proof of experience, if required.

**ApplicationFormat**

Affix a recent  
passport size  
photograph

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- ii) Whether seeking contractual appointment or Deputation (Specify): \_\_\_\_\_

A. Details of Personal particulars: -

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- 2. Father's Name: \_\_\_\_\_
- 3. Date of Birth and Age: \_\_\_\_\_
- 4. Nationality: \_\_\_\_\_
- 5. Email ID: \_\_\_\_\_
- 6. Mobile: \_\_\_\_\_
- 7. Permanent Address: \_\_\_\_\_
- 8. Correspondence Address: \_\_\_\_\_
- 9. i) Whether working or retired: \_\_\_\_\_
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|       |        |                  |                |                 |                |

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|-------|-------------|--------------------------------------|-------------------------|--|---------------------------|
|       |             |                                      |                         |  |                           |

B. Brief Note on how the candidate is suitable for the job (Not more than 150 words):

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