



Regd. Office: PSPCL HEAD OFFICE THE MALL, PATIALA-147001 (PUNJAB)

CIN No: U40109PB2010SGC033813, GSTIN No.: 03AAFCP5120Q1ZC, PAN No. AAFCP5120Q

**RECRUITMENT OF DEPUTY SECRETARY/LEGAL ON CONTRACTUAL BASIS
AGAINST ADVERTISEMENT NO. CONT./DEPUTY SECRETARY/LEGAL/
02/2026**

Applications are invited for recruitment for the post of Deputy Secretary/Legal on contractual basis in Punjab State Power Corporation Limited at Head Office, Patiala.

IMPORTANT DATES	
Start date of online registration/submission of application	20.04.2026
Last date of online registration/submission of application	10.05.2026

Note: Applicants 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 shall be rejected.

1) MINIMUM REQUIREMENTS:

Table 'A'			
Sr. No.	Name of Post/ Cadre	Basic requirement	Knowledge/ Qualification of Punjabi
1	Deputy Secretary/Legal contractual basis	Retired Chief Judicial Magistrate (CJM) or of higher rank on contract basis.	The candidates must have passed Punjabi of at least Matriculation or its equivalent level.

2) PERIOD OF CONTRACT:

Minimum period for appointment on contract shall be 1 year and on the basis of satisfactory service, contractual period can be extended maximum to total 3 years or up to 65 years of age of contractual appointee whichever is earlier.

3) KNOWLEDGE OF PUNJABI:

Qualification of Punjabi is essential: All the applicants must have passed Punjabi at least till Matriculation or its equivalent level up to the last date of submission of online application.

4) NUMBER OF POSTS:

One.

5) PAY DURING CONTRACTUAL PERIOD:

The selected officer shall be entitled to remuneration equivalent to the last gross pay drawn at the time of retirement, reduced by the amount of gross pension.

6) OTHER ALLOWANCES:

- TA/DA will be admissible equivalent to Addl. SE of PSPCL.
- No other allowance will be admissible.

7) LEAVES ADMISSIBLE:

- Casual Leave will be admissible equivalent to Addl. SE of PSPCL.

8) TERMINATION OF CONTRACT:

Appointment can be terminated without assigning any reason with a notice of one month from either side.

9) GUIDELINES FOR SUBMISSION OF ONLINE APPLICATION FORM: -

- a) Carefully read the advertisement and the guidelines regarding filling/submission of online application form.
- b) Applicants shall 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) Applicants should have a valid personal mobile number and personal e-mail ID. These should be kept active during the entire selection process. After submission of requisite details for registration, Registration number will be sent on registered mobile number. Communication for document checking at later stage or any other communication will be sent through the registered e-mail ID and will be uploaded on PSPCL website. The applicants 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 applicant should share/mention e-mail ID password to any other person.

9.1 STEP-I: REGISTRATION FOR ONLINE APPLICATION FORM:

- 9.1.1. Please visit PSPCL website www.pspcl.in and click on "**Recruitment**" tab on website's home page and then click on – "**RECRUITMENT OF DEPUTY SECERETARY/LLEGAL ON CONTRACTUAL BASIS AGAINST ADVERTISEMENT NO. CONT./DSL/02/2026**" and then Click on the "**Link for applying for recruitment of Deputy Secretary/Legal on contractual basis against advertisement no. CONT./DSL/02/2026**" and follow the instructions there.
- 9.1.2. Select advertisement no. then Click on 'NEW REGISTRATION' (for first time registration) or 'REGISTERED CANDIDATE' (if already registered).
- 9.1.3. **New Registration Part-1:** Enter Post Applied and other details like Name Date of Birth (DOB), Father's Name, Mobile no. Email id etc.
- 9.1.4. **New Registration Part-2:** Verify the OTP received on registered e-mail ID and mobile number.
- 9.1.5. After successful verification, fill all the details, on the next screen, required in the online application form (including Photo, signatures and other documents).

Save and Preview" will save the complete information and will show the preview of completely filled form to the applicant for confirmation. Here the applicant can "Submit" or go back to edit any information. If applicant clicks "SUBMIT" button on confirmation screen, he/she will not be able to edit his/her information anymore.
- 9.1.6. Save Draft" is for partial saving of information entered. An applicant can edit or view his/her information any time.
- 9.1.7. Before submission of his/her Step-I details, by clicking check boxes, accept the Terms and Conditions and Self-declaration.
- 9.1.8. On completion of Step-I, a message will be sent to applicant's registered mobile/email conveying his/her completion of online

application.

9.1.9. Instructions regarding scanning of Photograph of applicant and Signature of applicant:

Applicants should upload the scanned (digital) image of their photograph and signature in JPG/JPEG 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 colored 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:

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

- Proof of age
- Self-attested copy of last pay slip
- Self-attested copy of retirement order
- Self-attested copy of pension pay order (PPO) from the concerned organization/department
- Self-attested copy of last 5 years ACR/APAR

9.2. **STEP II: PRINT APPLICATION FORM:**

9.2.1. After successful submission of online application, login again after clicking on **REGISTERED CANDIDATE**.

9.2.2. Click on **PRINT APPLICATION FORM**. It should be noted that

no e-mail will be sent to the registered applicants containing final application form. It is suggested that applicants should download and retain the application form carefully for future reference.

- 9.2.3. On successful registration of online application applicants are advised not to attempt for registering again for the same post again since multiple registration numbers may create problem for applicants in future.

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

10) 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) Applicants are advised to keep a copy of application form which will be checked by PSPCL during the process of document checking.
- c) **Applicant should note that his/her candidature is purely “PROVISIONAL” subject to eligibility verification/checking during document checking. Mere submission of online application for PSPCL contractual appointment will not imply that his/her candidature has been finally cleared by the PSPCL. Before submitting the application, the applicant must ensure that he/she fulfills all the eligibility criteria as laid down in this advertisement or amendments if any issued subsequently.**
- d) Applicants are advised in their own interest to apply much before the closing date and not to wait till the last date for submitting his/her online application.
- e) PSPCL does not undertake any responsibility for the applicants not being able to submit their online applications within the stipulated period.
- f) The decision of the PSPCL about the 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 applicant 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 online application form. If, at any stage (during document checking, before issue of contractual appointment letter or even after his/her joining PSPCL), any information of the applicant is found to be wrong forged/fictitious/bogus, the candidature of such applicant will be cancelled ab initio and action may be taken against him/her according to law.
- k) Applicants will be informed individually about the document checking schedule/Interview only on their registered email id filled in online application form. So, applicants are advised to register email id in application form that is personally used by them.
- l) In case of any ambiguity/dispute or interpretation, decision of PSPCL shall be final and binding on the applicant. Legal jurisdiction shall be subject to Local Courts at Patiala only.

In case of any difficulty or query related to advertisement, please contact personally at the O/o of Dy. Secy./Recruitment, Room No. 106 (3 storey building) PSPCL Head office, The Mall, Patiala.

DATE: 07.04.2026

**CHIEF ENGINEER/HRD
PSPCL, PATIALA**