

NO.712/Admn/2010 dated 10/12/2010

NOTICE

Applications are invited from Graduate persons having a minimum of 10 years experience in Govt Office Administration and proficiency in Computer applications for the post of Secretary in the Office of the Electricity Ombudsman, Kochi. Preference will be given to retired Government Officials.

Min: Qualification : A University Degree

Experience : 10--15 Years in Govt Office Administration

Desirable : (i) Graduation in Law
(ii) Proficiency in Computer-MS Office, Internet operation

Responsibility/Task : Office administration, Correspondence with public as well as with Govt Offices. Keeping Cash/Vehicle accounts. Assisting Ombudsman in scrutinizing appeals/representations, registering the same. Assisting the Ombudsman in the conduct of Hearing, recording minutes/proceedings and in preparing Orders.

Last date of submission of Application : 15 days from the date of Notification

Secretary

Kerala State Electricity Regulatory Commission