

Advt. No. : CC/04/2023
Date: 31.05.2023
SPECIAL RECRUITMENT DRIVE FOR THE POST OF ASSISTANT TRAINEE (F&A)

A Maharatna Public Sector Enterprise under the Ministry of Power, Govt. of India and one of the largest Transmission Utilities in the World, is engaged in power transmission business with the mandate for planning, co-ordination, supervision and control over complete Inter-State Transmission System. POWERGRID operates around 1,74,601 circuit kms of transmission lines along with 273 Sub-stations (as on 30th April, 2023) and wheels about 50% of total power generated in the country through its transmission network.

POWERGRID also owns and operates approximately 82,294 kms of Telecom Network, with points of presence in approx. 458 locations, points of Interconnections in 780 locations and intra-city network in 256 cities across India. POWERGRID, with its strong in-house expertise in various facets of Transmission, Sub Transmission, Distribution and Telecom sectors also offers consultancy services at National and International level.

POWERGRID has been making profit since inception, having Gross Turnover of Rs. 42,697.90 Crores and Profit After Tax of Rs. 16,824.07 Crores (FY: 2021-22).

POWERGRID requires bright, committed and energetic professionals to be inducted as Assistant Trainee (F&A) for Corporate Centre, Gurugram.

POST & VACANCY

| Post ID | Name of Post | Vacancy | Posts identified suitable for PwBD category | |
|---------|-------------------------|-----------------|---|--|
| 252 | Assistant Trainee (F&A) | OBC(NCL) – 01** | Visually Impaired | Blind, Low vision |
| | | | Hearing impaired | Deaf, Hard of Hearing |
| | | | Locomotor Disability | One Arm, One Leg, Both Legs, One Arm & One Leg, Both Arms, Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victim, Muscular Dystrophy |
| | | | Intellectual Disability | Autism Spectrum Disorder (Mild, Moderate), Specific Learning Disability, Mental Illness |
| | | | Multiple Disabilities | All above |

****Backlog vacancy**
Note:

OBC [NCL] candidates belonging to PwBD category identified for the post mentioned above may also apply if the candidate meets the eligibility criteria prescribed for OBC [NCL] category. Candidates possessing temporary disability certificate shall not be considered under PwBD category.

JOB SPECIFICATION-POWERGRID

| Post ID | Name of Post | Qualification | Maximum Age (As on 14.06.2023) |
|---------|-------------------------|--|--|
| 252 | Assistant Trainee (F&A) | B.Com. with minimum 60% marks for OBC (NCL) candidates. (Qualification should be recognized in India and from a recognized university/ institution) Candidates with Post Graduate Degree/ Post Graduate Diploma/ CA/CMA or equivalent higher education qualification shall not be allowed to apply for the said post. POWERGRID reserves the right to decide the equivalency in qualification. | 30 (27 years +3 years relaxation for OBC(NCL)) |

RELAXATION, CONCESSION

1. Relaxation/Concession for OBC (NCL) and PwBD/Ex-Servicemen/J&K Domicile/Victims of Riots belonging to OBC(NCL) Category candidates shall be given as per Government of India guidelines as detailed below –

| Sl. No. | Category | Age-relaxation permissible | Relaxation in %age of marks in essential qualification | Concession in application fees |
|---------|------------------|---|--|--------------------------------|
| 1 | OBC (NCL) | 03 years | No Relaxation | Not Exempted |
| 2 | Ex-SM – OBC(NCL) | 6 years (3 years for OBC(NCL) + 3 years for Ex Serviceman) after deduction of the military service rendered from the actual age | No Relaxation | Exempted |
| 3 | PwBD-OBC(NCL) | 10 years for PwBD+3 Years for OBC(NCL) | No Relaxation | Exempted |

2. **Persons suffering from not less than 40% of the relevant disability** (Visually Impaired/Hearing impaired Locomotor Disability/Intellectual Disability and Multiple Disabilities) shall only be eligible for the benefit for PwBD subject to submission of Disability Certificate issued by a Government Medical Board in the format prescribed by Govt. of India. (for prescribed format please see “Important formats“ link on our Careers section→ Job Opportunities)
3. **Reservation/Relaxation/Concession for OBC (NCL) candidates** will be subject to submission of self-attested copy of OBC (NCL) certificate along with Declaration in the format prescribed by the Govt. of India for “Appointment in Central Govt. Posts” issued by the competent authority. (For prescribed format please see “Important formats” link on our Careers section→ Job Opportunities).
4. **Relaxation/Concession for J&K Domicile/Ex-Servicemen/ Victims of Riots** will be subject to submission of Age relaxation cum Domicile Certificate/Discharge Certificate/Certificate from Concerned Authority respectively in the prescribed format along with hard copy of application and shall be as per Government directives / guidelines.
5. Ex-Servicemen with a minimum of six months continuous service are allowed age relaxation to the extent of the period spent in service plus three years subject to the condition that the resultant age after deducting his period of service from his actual age does not exceed the prescribed age limit by more than three years.

6. Ex-Servicemen applying for civil posts under Ex-Servicemen category has to submit Form of Undertaking as per G.I.Dept.of Per.& Trg., O.M.No.36034/2/91-Estt. (SCT), dated 3-4-1991. (for prescribed format please see “Important formats” link on our Careers section→ Job Opportunities)
7. Ex-Servicemen applying for civil posts under Ex-Servicemen category has to submit Proforma of Certificate for employed officials as per G.I.Dept.of Per.& Trg., O.M.No.36034/2/91-Estt. (SCT), dated 3-4-1991. (for prescribed format please see “Important formats” link on our Careers section→ Job Opportunities)
8. Ex-Servicemen candidates whose experience of service in the Armed Forces has been equated by the Government of India with qualification prescribed in this advertisement, then the said experience shall be acceptable as an induction level qualification for the said posts in this recruitment. **The Ex-Servicemen candidate shall however have to produce certificate issued by respective Armed Forces stating that their experience/ training has been equated to or has equivalency of required level of qualification, failing which their candidature will not be considered.**
9. In case Caste/Category certificate is issued in a language other than Hindi or English, candidates are advised to produce a certified translation of the same in either Hindi or English language at the time of Interview.
10. Candidates working in POWERGRID are advised to refer to internal circular before filling up the application.
11. **Trainees working in POWERGRID shall not to be considered as Departmental Candidate.** However, applicable relaxation shall be extended to personnel engaged on Contractual/Fixed Tenure Basis (Field Supervisor) on rolls of POWERGRID as on the last date of application.

SELECTION PROCESS

The Selection process shall be common for POWERGRID and shall be as per the details given below –

| Post ID | Name of Post | Selection process |
|---------|-------------------------|--|
| 252 | Assistant Trainee (F&A) | Computer Based Test (100 % weightage) & Computer Skill Test (Qualifying in Nature) |

Selection process : Candidates who qualify the written test / Computer Skill Test shall be short listed for Computer Skill Test in the prescribed ratio subject to a Minimum cut-off percentage of marks of 30% for OBC [NCL] and PwBD/Ex -Serviceman belonging to OBC(NCL) category.

1. The Written Test/Computer Based Test shall be of Objective type (each question shall have four answer options) of two hours duration((Extra time allowed to PwD/ PwBD candidates as per GOI directives subject to production of required certificates/documents) consisting of two parts –
 - (a) **Part-I** consists of Professional Knowledge Test with 120 questions having specific questions from respective discipline.
 - (b) **Part-II** consists of Aptitude Test with 50 questions on vocabulary, verbal comprehension, quantitative aptitude, reasoning ability, data sufficiency & interpretation, numerical ability, General Knowledge / Awareness etc.

All questions carry equal marks (1 mark). Wrong & multiple answers would result in negative marks of ¼.

2. Qualifying criteria in Written Test :

| Vacancy Reservation | Assistant Trainee (F&A) |
|---------------------|-----------------------------------|
| OBC [NCL] | Minimum of 30% marks in aggregate |

3. Qualifying Criteria in Computer Skill Test:

The Computer Skill Test will be Qualifying in nature. Qualifying marks in test shall be as below:.

| Category | Qualifying Marks |
|----------------------|------------------|
| OBC(NCL)/ PwBD/Ex-SM | 40% |

4. Weightage to different parameters:

For calculation of final score of a candidate for empanelment, the weightage assigned to Written Test/Computer Based Test shall be as indicated below:

| Post | Parameters | Weightage |
|-------------------------|----------------------------------|--------------|
| Assistant Trainee (F&A) | Written Test/Computer Based Test | 100% |
| | Computer Skill test | No Weightage |

5. Empanelment of candidates:

Final merit for selection will be decided based on marks secured by the candidates in Written Test/ Computer Based Test (100% weightage) subject to them being found successful in Document Verification followed by Computer Skill Test. Computer Skill Test carries no weightage in the final merit. Candidates who will qualify as per qualifying criteria shall be shortlisted category-wise for empanelment subject to a minimum cut-off percentage of marks, in proportion to the number of vacancies in the respective category.

6. Operation of Panel:

Operation of panel shall be done in the order of merit and based on requirement.

7. Offer of Appointment:

The offer of appointment shall be issued to the suitable candidates empanelled in the order of merit and based on the requirement. Appointment of selected candidates will be subject to them being found medically fit in the Pre-Employment Medical Examination to be conducted as per POWERGRID norms and standards of medical fitness.

8. The applicant will have the option to appear for Written Test/Computer Based Test in Hindi/English language (Questions will be bilingual except questions of English language test).

TEST CENTRE

The Written Test/ Computer Based Test shall be held at Delhi (NCR). Admission to the test will be on production of Admit Card. **Candidates have to download their Admit Cards through their candidate login. Admit Card will not be sent by Post.** POWERGRID reserves the right to change/cancel test centre.

HEALTH STANDARDS

Applicants should have sound health. No relaxation in health standard is allowed. Appointment of selected candidates will be subject to their being found medically fit in the Pre-employment Medical Examination to be conducted as per Norms & Standards of Medical Fitness. Please visit Careers section → Health of our website for details of medical standards.

SALARY PACKAGE DURING TRAINING PERIOD AND ON REGULARISATION

| Post ID | Stipend during training period | Level on successful completion of training period |
|---------|--|---|
| 252 | Stipend during training period of One Year: Rs.21,000/- p.m. On Regularization: W4 grade in the pay scale of Rs.22,000 – 3%-85,000/- (IDA) after one year of training | |

On regularization, Compensation package includes Basic Pay, Dearness Allowance, Perquisites and Allowance as per cafeteria approach, Performance Related Pay, Company Quarters or HRA, Reimbursement of monthly conveyance expenditure, mobile, laptop, Provident Fund, Gratuity, Pension & Leave encashment, Group Insurance, Group Personal Accident Insurance, etc. Corporations also offer excellent facilities like Short and Long-term Loans & Advances including House Building Advance, Medical facilities for self and dependents, etc. to its regular employees in accordance with the policies of the organization from time to time.

SERVICE AGREEMENT BOND

Selected candidate shall undergo training for a period of one year. He/she will be required to execute a Service Agreement Bond as per the following details to successfully complete the training period and thereafter serve the organisation for at least three years:

| Post ID | Service Agreement Bond |
|---------|--|
| 252 | OBC (NCL) candidate: Rs. 1,25,000/-, PwBD candidates: Rs. 62,500/- |

APPLICATION FEES

Non- refundable Rs. 200/-, wherever applicable.

PwBD/Ex-SM/Departmental candidates are exempted from payment of Application Fee. For detailed instructions regarding payment of the application fee, Click here: (<https://www.powergrid.in/online-payment-application-fees>). Candidates are advised to go through the instructions carefully and ensure payment of fees on time.

HOW TO APPLY

It is mandatory that candidates go through the full text of the advertisement and agree to all the conditions given, while applying for the post. Once application submitted, no change is allowed under any circumstances.

1. Interested eligible candidates should apply only through On-line Registration System of POWERGRID. To apply logon to <http://www.powergrid.in> → Careers section → Job Opportunities and then “**Special Recruitment Drive of Assistant Trainee (F&A)**”. **No other means/ mode of application shall be accepted.** POWERGRID will not be responsible for bouncing back of any email sent to the candidate.
2. Before registering and submitting their applications on the website, the candidate should possess the following :-
 - a. Valid Self E-mail ID, alternate E-mail ID and Mobile no.
 - b. Scanned copy of recent passport size colour photograph of the candidate with white background.
 - c. Scanned signature of the candidate.
3. Candidates are advised to upload legible copies of the following documents while submitting online application in the space earmarked in the online application. The candidates called for Document Verification are required to produce uploaded documents in original for verification: -

| SN. | Document | Size (Max) | Format |
|-----|--|------------|--------|
| a) | Recent passport size color photograph (in white background) Candidates should keep sufficient copies of same photographs in reserve for future use, which they are using in the Online Registration. | 50 KB | .jpg |
| b) | Signature (in Blue/ Black Ink) | 30 KB | .jpg |
| c) | Date of Birth Proof: Matric / Birth Certificate (wherein DOB is mentioned) | 03 MB | .pdf |
| d) | Qualification Certificate (Degree) along with Mark Sheets of all years / semesters along with Proof of norms adopted by the Technical Board / Institute to convert CGPA / OGPA / DGPA into percentage (if applicable) (all Qualification Certificate & Mark Sheets are required to be scanned in one pdf) | 10 MB | .pdf |
| e) | Candidates working in Govt. / PSU are required to apply through the proper channel and need to upload "No-Objection Certificate" from the present employer | 03 MB | .pdf |
| f) | Caste Certificate/EWS Certificate in the prescribed Govt. of India format issued by Competent Authority (if applicable) | 03 MB | .pdf |
| g) | PwBD Disability Certificate in the prescribed Govt. of India format issued by Competent Authority (if applicable) | 03 MB | .pdf |
| h) | In case of requirement of scribe for PwBD / PwD, Certificate in prescribed format issued by Competent Authority as per Govt. of India guidelines regarding physical limitation by the candidate to write along with Photo ID Proof & Qualification documents of Scribe . | 03 MB | .pdf |
| i) | Ex-Serviceman Discharge Certificate, Undertaking and Proforma of Certificate for Employed Officials in case of Ex-Servicemen in the prescribed format (if applicable) | 03 MB | .pdf |
| j) | Domicile cum Age relaxation certificates for Candidates from J&K State / Riots Victim in the prescribed Govt. of India format issued by Competent Authority (if applicable) | 03 MB | .pdf |

- Candidates should check that their Signature and Photograph are uploaded in the designated places in format before final submission of application. Applicants should keep sufficient copies of same photographs in reserve for future use, which they are using in the Online Registration.
- Candidates are advised to take a print out of the submitted online application, same is required at the time of Document Verification and note down the user ID (i.e., primary email ID) and password (i.e., registration ID) generated at the time of online registration.
- The fees shall not be refunded under any circumstances. Candidates are requested to verify their eligibility before applying for any post and payment of application fee.
- The admit card indicating Roll Number, Name of the allocated Test Center and guidelines for the test will be made available on our website to the candidates found apparently eligible based on the online data only. The candidate has to download his/her Admit card, Test Guidelines etc. for appearing in the test from the website only. **Please note that the admit card will not be sent by post.**
- All information regarding this recruitment will be made available on the website: <http://www.powergrid.in> and no separate communication shall be made. Candidates must constantly visit website <http://www.powergrid.in> for information regarding date of written test, downloading of admit card, result of written test, medical standards etc.
- E-mail ID and Mobile number to be entered in online application form is mandatory. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new email ID before applying online. Candidates are advised to keep the e-mail ID and Mobile number entered compulsorily in the online

application form, active for at least one year. **No change in the email ID or mobile number will be allowed once entered.** All future correspondence shall be made via E-mail and/or SMS only.

10. Applicants should keep sufficient copies of same photographs in reserve for future use, which they are using in the Online Registration.
11. It is mandatory that candidates go through the full text of the advertisement and agree to all the conditions given, while applying for the post.
12. **Candidates are not required to forward the hard copies of applications to POWERGRID.**

GENERAL INFORMATION & INSTRUCTIONS

1. Only **Indian Nationals** who have attained the age of **18 years** and above are eligible to apply.
2. The candidature of the candidate at all stages of the selection process shall be provisional in nature.
3. Mere submission of application to POWERGRID does not guarantee the adequacy of candidature for being considered for further selection process.
4. Before applying, the candidate should ensure that he/she fulfils the eligibility criteria and other norms mentioned in this advertisement. Candidates not meeting the specified criteria shall not be considered for selection.
5. Applications in which the essential qualification / age cannot be fully ascertained will be liable for rejection. Accordingly, it is the responsibility of candidate to satisfy that he / she meets the eligibility criteria (as mentioned in this advertisement) fully before applying, to properly fill the application and provide necessary documents asked for. The online application form will not check the eligibility.
6. All photocopies of documents (along with the application) submitted at the time of Document Verification, if called for, should be self-attested by the candidate. Candidates should retain sufficient number of same coloured size photograph as used in the online application for future use.
7. The candidate must possess qualifications recognized by the relevant statutory bodies and all eligibility qualification should be recognized in India and must be from a recognized Institution/Board/Council/ University.
8. Wherever CGPA/OGPA/DGPA or Letter Grade in a degree/diploma is awarded, its equivalent percentage of marks must be indicated in the application form as per norms adopted by University/ Institute. Proof of norms adopted by the University/Institute to convert CGPA/OGPA/DGPA into percentage is to be submitted at the time of verification, if called for. In case the University/Institution does not have any scheme for converting CGPA into equivalent marks, the equivalence would be established by dividing the candidate's CGPA by the maximum possible CGPA and multiplying the result with 100.
9. Management reserves the right to cancel/restrict/enlarge/modify/alter the recruitment/selection process, if need so arises, without issuing any further notice or assigning any reason thereafter.
10. Application Fee is non-refundable even if the candidature is rejected for any reason.
11. Applications should be submitted through online mode only.
12. Candidates claiming reservation under OBC (NCL) should belong to OBC – Non - Creamy Layer as on closing date of online submission of application to POWERGRID.
13. All computation of upper age limits etc. shall be done as on closing date of on line submission of application. Date of issuance of final mark sheet shall be taken as the date of acquiring qualification.
14. If any certificate etc. is issued in a language other than Hindi / English, candidates are advised to submit a certified translation of the same in either Hindi or English language at the time of application or whenever called for.

15. Candidates working in Govt./PSU are required to produce **“No Objection Certificate”** at the time of Document verification.
16. In case a candidate submits more than 01 application for same post, the application against which Application Fees is deposited shall only be considered. Further, if a candidate deposits Application Fees for 02 applications for the same post, the application with the latest registration no. shall only be considered. If application fee is exempted then the last registered application shall only be considered as final.
17. PwBD Candidates shall be reimbursed second class rail fare/bus fare by shortest route for to and fro travel for the purpose of appearing in test, on production of railway ticket/number/bus ticket for onward journey and self-attested copy of PwBD certificate, restricted to distance between the address for communication and the nearest test centre.
18. Candidates are required to fill in their bank details such as bank A/C No, Bank’s name Branch Name, IFSC code etc. in the online application form in order to enable us to process TA payment online, if applicable.
19. There is no provision of re-checking / re-evaluation of response Sheets / Answers.
20. The vacancies notified may vary and operation of panel will depend on requirement.
21. Candidature is liable to be rejected at any stage of recruitment/selection process or after joining, if any information provided by the candidate is not found in conformity with the criteria mentioned or if POWERGRID comes across any evidence/knowledge that the qualification and any other particulars indicated in the application/other forms/formats are not recognized/false/misleading and/or amounts to suppression of information/particulars which should have been brought to the notice of POWERGRID.
22. Candidates selected in POWERGRID are liable to be posted anywhere in India and abroad.
23. Management reserves the right to raise or lower the qualifying standards in any stage of the selection process depending on availability of sufficient number of candidates.
24. Candidates claiming reservation under OBC (NCL) should necessarily belong to OBC- Non creamy layer as on closing date of submission of online application i.e **14.06.2023**.
25. **Candidates belonging to OBC (NCL) category will have to submit OBC (NCL) certificate in proper format.**
26. Complaints attributable to the incompatibility of the Client Systems, ignorance of users, non-availability of internet connectivity or any other aspects beyond the direct control of POWERGRID employees or systems will not be entertained.
27. No correspondence regarding this recruitment; made in Complaint Management System of POWERGRID will be entertained.
28. Legal jurisdiction will be NCT of Delhi in case of any cause / dispute.
29. All information regarding this recruitment process would be available in the career section of POWERGRID website only. Applicants are advised to check the website periodically for important updates. Once registered for POWERGRID, all correspondences shall be made through their registered email ID / SMS or candidate login only.
30. For any queries regarding this recruitment please send email to recruitment@powergrid.co.in. Candidates are required to add this email-id to their address book in order to avoid any email communication gap. Please write **“Recruitment of Diploma Trainee-2022 <subject matter>”** in the subject line of e-mail.
31. Mobile phones / pagers/ iPad / iPod / Tablets / Phablets/Smart Watches/AirPods/ EarPods / any metal items or any other such electronic device is strictly prohibited inside the examination hall. Candidates are advised to not carry the same to the examination hall. Possession of any electronic device inside the examination hall may lead to disqualification of candidature of the candidate.
32. The vacancy notified is against requirement of Corporate Center, Gurugram. **Hence candidate joining as Assistant (F&A) is not entitled for transfer request. However, candidate is liable to be posted at the discretion of management to serve at any of the Company’s offices/Establishments/Units or any other Govt. Department, statutory body or Public Sector Undertaking anywhere in India or abroad.**

33. PwBD candidates in the categories of blindness, locomotor disabilities,(both arms affected -BA) and cerebral palsy will be provided the facility of scribe if desired by the person. In case of other categories of Persons with Benchmark Disabilities as defined under Section 2 (r) of the RPWD Act, 2016 the facility of scribe will be allowed on production of a certificate to the effect that the person concerned has physical limitation to write and scribe is essential to write on his / her behalf, from the Chief Medical Officer / Civil Surgeon / Medical Superintendent of a Government Health Care Institution as per proforma. Such candidates shall be provided compensatory time of 20 minutes per hour of the examination subject to production of certificate from competent medical authority as mentioned above.
34. PwD candidates having less than 40% disabilities and having difficulty in writing will be allowed the facility of scribe, subject to production of a certificate to the effect that person concerned has limitation to write and that the scribe is essential to write examination on his/her behalf from competent Medical Authority of a Govt. Healthcare Institution as per proforma. Such candidates shall be provided compensatory time of 20 minutes per hour of the examination.

IMPORTANT DATES

| Sl. No. | Description | Date |
|---------|--|-------------------|
| 1. | Opening date of online submission of applications | 31.05.2023 |
| 2. | Closing date of online submission of applications | 14.06.2023 |
| 3. | Cut-Off date for the purpose of Upper Age Limit & Essential Qualification | 14.06.2023 |

NOTE:

- All the important updates regarding this recruitment shall be hosted in the POWERGRID website in the Career section and accordingly all the applicants are advised to visit the site regularly.
- In order to avoid last minute rush, candidates are advised to apply early enough. POWERGRID will not be responsible for network problems or any other problem in submission of online Application.