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Recruitment of Professionals for TELECOM, FINANCE & ACCOUNTS and COMPANY SECRETARY Functions

POWERGRID, the Central Transmission Utility (CTU) of India, one of the largest Transmission Utilities in the World and a Navratna Enterprise of Govt. of India is engaged in power transmission business with the mandate for planning, co-ordination, supervision and control over complete inter-State transmission system and operation of National & Regional Power Grids. POWERGRID operates around **1,28,200** circuit kms of transmission lines along with 206 Sub-stations (as on 29.02.2016) and wheels about 50% of total power generated in the country through its transmission network. POWERGRID owns and operates 36,563 kms of Telecom Network, having point of presence in 595 locations and Intra-city network in 105 cities across India. POWERGRID has been making profit since inception, having Gross turnover of Rs. 17,658 Crore and Profit After Tax of Rs. 5046 Crore (FY: 2014 - 15).

To take the growth curve to further heights, POWERGRID is looking for Bright, Committed and Energetic candidates in the area of **TELECOM, FINANCE & ACCOUNTS and COMPANY SECRETARY** as per details given below:

Vacancies

Post ID	Name of the Post/ Level	Vacancy	Reservation Status
136	Engineer / E2A	12	Un-Reserved-6, OBC(NCL)-3, SC-2, ST-1
137	Asstt. Officer (Accounts)/ E1	31	Un Reserved -16, OBC(NCL)-8, SC-5, ST-2 (PwD*-VH-1)
138	Asstt. Officer Trainee (Company Secretary)/ E1 Trainee	02	Un Reserved - 1, OBC(NCL) - 1

*Horizontal Reservation for PwD-VH (Persons with Disability- Visually Handicapped)

Job Specification

Post ID- 136 : Engineer (for Telecom Functions)	
Essential Qualification	BE/ B.Tech./B.Sc.Engg./AMIE in Electronics & Telecommunication discipline or equivalent from a recognized university/ institute with minimum 60% marks. Candidates having Post Graduate/ M.Tech in Telecommunication/ MBA with specialization in Marketing will be preferred.
Essential Experience	Should have a post qualification experience of 3 years in the Executive/ Gazetted Officer Cadre out of which at least two years in the following pay scale or equivalent level **: IDA : INR 20600 – 46500 (Revised)
Essential Experience Profile	<ul style="list-style-type: none"> ➤ Should have minimum three years post qualification experience in Telecom sector ➤ Candidates having following experience / skills shall be preferred. <ul style="list-style-type: none"> • Experience of working in Marketing/ Business Development function. • Ability to use analytical, network security, network monitoring and administration software programmes. • Basic understanding of Networking/ MPLS/ IP-VPN/ Security etc. • Familiarity with network equipment, analysers, switches, routers and LAN servers etc. • Familiarity with Enterprise value added services. • Strong business development skills, organizational skills and ability to multi task in a small business environment, customer service skills, customer relationship management, interpersonal and communication skills.

	<ul style="list-style-type: none"> • CCNA/CCNP/CCDA/JNCIP/JNCIA/JNCIS/NRS-I/NRS-II etc. certifications. ➤ Experience in PSU/ Listed Company will be preferred
Upper Age limit	33 Years as on 31.05.2016 (Candidate should have been born on or after 01.06.1983.)

Post ID- 137 : Assistant Officer (Accounts)	
Essential Qualification	CA / ICWA passed candidates with demonstrable skill in use of MS Office and Windows
Essential Experience	Should have a post qualification experience of one year in the executive/gazetted officer cadre in the following pay scale or equivalent level**: IDA : Rs.16,400-40,500 (Revised)
Essential Experience Profile	<ul style="list-style-type: none"> • Experience in funds and finance management covering resource planning, cash flow management, disbursements, treasury management, hedging accounting and book keeping in large organizations or systems. • Knowledge of finance accounting, taxation and insurance policies. • Understanding of cost management and international finance market is essential. • Cost conscious and adaptable to changing finance environment with strategic approach and ability to work in a computerized environment. • Experience in PSU/ Listed Company will be preferred
Upper Age limit	30 Years as on 31.05.2016 (Candidate should have been born on or after 01.06.1986)

****Equivalent level for private sector experience:** Minimum monthly emoluments excluding medical, Leave encashment and employer's contribution towards Social Security should be as indicated below.

Post ID	Minimum Monthly Emoluments (Rs.)
136	49340/-
137	40890/-

****In case of Public Sector/ Govt organizations with different pay scales not as per the given pattern:** The equivalent level will be decided considering the different hierarchical levels in the executive/ gazetted officer cadre, pay scales & emoluments, period of service in different grades and position of applicant in the hierarchy. **Candidates working in Govt. Organisations/ Departments must be holding gazetted post.**

The decision of POWERGRID shall be final and binding with regard to equivalence in pay and experience in such relevant pay scale/ equivalent level. Candidates are required to provide all supportive details themselves i.r.o. their eligibility.

Post ID- 138 : Assistant Officer Trainee (Company Secretary)	
Essential Qualification	Candidates should be Associate Member of Institute of Company Secretaries of India
Upper Age limit	28 Years as on 31.05.2016 (Candidate should have been born on or after 01.06.1988)

Relaxations and Concessions

1. Reservation/ Relaxation/ Concession to candidates belonging to SC/ ST/ PwD/ Ex-SM/ J&K Domicile / Victims of Riots category shall be as per Government of India directives.
2. Persons suffering from not less than 40% of the relevant disability shall only be eligible for the benefits for PwD.

3. Identification of posts for different sub categories of PwD (as per Govt. of India notification) shall be as indicated below.

Post-ID	PwD Subcategories eligible to apply
136	OH- Orthopedically Handicapped (OL-One Leg/ OA- One Arm), HH- Hearing Handicapped
137	OH- Orthopedically Handicapped (OL-One Leg/ OA- One Arm/ OAL- One Arm & One Leg/ BL- Both Legs, BLOA- Both Legs & One Arm), HH- Hearing Handicapped, VH- Visually Handicapped (B- Blind, LV- Low Vision)
138	OH- Orthopedically Handicapped (OL-One Leg/ OA- One Arm/ OAL- One Arm & One Leg/ BL- Both Legs), HH- Hearing Handicapped, VH- Visually Handicapped (B- Blind/ LV - Low Vision)

4. Relaxation in Essential Qualification Requirement:

Post-ID	Relaxation for Different categories
136	Percentage of marks in essential qualification is relaxed to pass marks for SC/ST candidates
137	No relaxation for any category
138	No relaxation for any category

5. Relaxation in Upper Age Limit:

Age relaxation as indicated below shall be applicable

- a) For OBC(NCL) candidates : 3 years
- b) For SC/ST candidates : 5 years (**for Post ID- 136 and 137 only**)
- c) For PwD/ J&K Domiciled / Ex-SM/ Victims of riots candidates : As per Govt. Directives

6. Relaxation in Post Qualification Experience requirement:

The total post qualification experience requirement of 3 years is relaxed to 2 years for SC/ST candidates for Post ID-136. However, there is no relaxation in experience with respect to relevant pay scale or equivalent level.

7. SC, ST, PwD & Ex-Servicemen candidates are exempted from payment of application fee.

8. Reservation/ Relaxation / Concession for SC / ST/ OBC(NCL) (as applicable depending on reservation of posts as indicated at Page-1), will be subject to submission of Caste certificate in the GOI prescribed format issued by a competent authority at time of interview, if called for.

9. OBC (NCL) candidates should also submit NCL declaration in the format prescribed by the Govt. of India. The OBC Certificate should be for the purpose of "**Appointment to posts under Govt. of India**". (For prescribed format please see "[important formats](#)" link on our career page). The name of caste, community of the candidate must appear in the Central List of OBCs available on National Commission for Backward Classes (NCBC) website- www.ncbc.nic.in.

10. Relaxation / Concession for Persons with Disability is subject to submission of Disability Certificate issued by a Government Medical Board, in the format prescribed by Govt. of India at time of interview, if called for. (For Disability Certificate format please see "[important formats](#)" link on our career page)

11. Relaxation/ Concession for J&K Domicile / Ex-Servicemen/ Victims of riots will be subject to submission of Age relaxation cum Domicile certificate /Discharge certificate in the prescribed format issued by a competent authority at time of interview, if called for.

12. Relaxation/ Concession for POWERGRID Departmental Candidates for **Post ID-138 only.**

- No Upper Age Limit
- No Application Fee

Trainees working in POWERGRID will not be treated as Departmental candidate. Please refer to internal circular for further details.

Selection Process

For Post ID-136 and 137

The selection process shall consist of Scrutiny of Applications and Personal interview of shortlisted candidates. Candidates shall have the option to be interviewed in Hindi or English.

“The Management reserves the right to raise the minimum eligibility standards/criteria and/or to conduct a screening test, to restrict the number of candidates to be called for Personal Interview, if so required.”

In case a screening test is conducted, the same shall be of qualifying in nature and candidates qualified in screening test shall be shortlisted for interview based on their marks in screening test. However, the same will not have any weightage and final selection will be based on performance of shortlisted candidates in interview.

Candidates will have to qualify in the Interview to be adjudged suitable for empanelment for Appointment. The qualifying marks in interview shall be as given below:

For Un-Reserved Vacancies	40%
For Reserved vacancies	30%

For Post ID-138

The selection process will comprise of Written Test, followed by Group Discussion and Personal Interview of the candidates who qualify in Written Test and are shortlisted category wise for the GD and Interview.

Scheme of the Written Test:

The question paper shall be objective type with four answer choices for each question and consists of two sections –

Professional Knowledge Test (PKT)	-	120 Questions
Executive Aptitude Test (EAT)	-	50 Questions

The PKT shall consist of discipline specific questions whereas the EAT shall have questions on vocabulary, verbal comprehension, quantitative aptitude, reasoning ability, data sufficiency and interpretation & numerical ability.

All questions shall carry equal marks (1) with 1/4 negative marking for each wrong or multiple answer.

Qualifying Marks in Written Test:

Candidates shall have to qualify in written test to be called for GD and Interview based on their performance in written test as indicated below:

For Unreserved – minimum 40% marks subject to at least 30% marks in EAT and PKT separately
For OBC(NCL) – minimum 30% marks subject to at least 25% marks in EAT and PKT separately

Shortlisting of Eligible candidates for GD & Interview:

The eligible qualified candidates shall be called for GD & Interview on the basis of their marks in written test.

Qualifying Marks in GD & Interview:

GD will not have any qualifying marks. Interview will have qualifying marks for different categories as mentioned below.

Category	Qualifying Marks in Interview
Unreserved (Gen/SC/ST)	40%
OBC (NCL)	30%

Weightage to Different Parameters:

Only candidates qualified in interview will be eligible for empanelment. For calculation of final score of a candidate for empanelment, the weightages assigned to Written Test marks, Group Discussion and Interview shall be as indicated below:

Marks in Written Test	85%
Group Discussion	3%
Personal Interview	12%

For all the posts, the Offer of Appointment shall be issued to the suitable candidates in the order of merit and based on the number of vacancies. However the final appointment of selected candidates will be subject to candidates being found medically fit in the Pre-Employment Medical Examination to be conducted as per POWERGRID Norms and Standards of Medical Fitness.

Test Centres

The test centre for written test for the Post ID- 138 and screening test (if conducted for post ID 136 / 137) shall be decided subsequently and informed to candidates.

Test Centre once allotted will not be changed under any circumstances. However, POWERGRID reserves the right to change the test centres at its discretion depending on no. of applications. Further, the test may be conducted through written / Computer Based mode in one or multiple dates/ sessions at POWERGRID's discretion.

Health

Applicants should have sound health. No relaxation in Medical Norms is allowed. For details of Norms and Standards of Medical Fitness, please visit "[Health](#)" link on career page of our website.

Service Agreement Bond

The selected candidates for the post of Asstt. Officer Trainee (Company Secretary) will be required to execute a service agreement bond to successfully complete the prescribed training period and thereafter serve the organization for at least three years. The amount of the bond is INR 1,00,000/- for General/OBC (NCL) candidates and INR 50,000/- for SC/ST/PwD candidates.

Compensation

*CTC per annum (Approximate)

Post ID- 136 : Rs. 14.3 lakhs

Pay Scale – E2A - Rs. 24900 – 50500/- (IDA)

Post ID- 137 : Rs. 12 lakhs

Pay Scale – E1-Rs. 20600 – 46500/- (IDA)

For Post ID- 138- Assistant Officer Trainee (Company Secretary), selected candidates will be paid consolidated stipend of Rs. 24500/- per month during one year training. After regularization, they will be placed in the pay scale of E1- INR 20600 – 46500/-. The approximate CTC after regularization shall be Rs. 12 lakhs per annum.

The compensation package is very attractive and one of the best in the Industry with excellent facilities. The compensation package includes Basic Pay, Dearness Allowance, Perquisites and Allowances under cafeteria approach, Performance Related Pay, Company Leased Accommodation/Company Accommodation or HRA, Reimbursement of monthly conveyance expenditure, telephone/mobile facility, Leave encashment, Group Insurance, Group Personal Accident Insurance, Provident Fund, Pension and Gratuity etc..

Company also provides medical facilities for employee and dependents, various long and short term advances including HBA on subsidized interest rates, in accordance with the policies of the Corporation from time to time.

** CTC mentioned above is only indicative. Actual CTC shall depend on place of posting and other terms & conditions of appointment.*

How To Apply :

1. Application window for POWERGRID shall be open from **03.05.2016** to **31.05.2016**. Candidates have to register themselves online at POWERGRID website, which will be made available at CAREER section of www.powergridindia.com.
2. Candidates will have to upload their latest colour passport size photograph (**.jpg** file size not exceeding **50 kb**) and scanned copy of signature (**.jpg** file size not exceeding **30 kb**).
3. Candidates will have to correctly declare their Name and Date of Birth as mentioned in their Birth certificate or matric certificate. Candidates will have to declare their category correctly and must be in a position to submit relevant certificate in prescribed format as and when asked by POWERGRID. Candidates must correctly enter the qualification details including date of acquiring qualification as mentioned in their certificates. The same will be verified with original at the time of interview.
4. **For Post ID- 136 & 137**, Candidates will have to upload the following documents in **PDF** format.
 - a. Experience Certificate in chronological order (for Present as well as Previous employment indicating start date, end date, designation, pay scale/ emoluments & area of experience). Do not include trainee level / teaching/ pre -qualification experience.
 - b. Duly certified pay slip/ pay certificate **for April 2014, April 2015 & April 2016 for Post ID- 136** and of **April 2015 & March/ April 2016 for Post ID- 137**, in support of experience in relevant pay scale/ emoluments/ equivalent level for the duration concerned. Candidates working in PSU/ Govt. organisations must attach proof of pay scale & level.
 - c. Candidates working in Govt. Department/ organization must produce certificate that they are holding gazetted post.
4. After successful completion of registration, 2 copies of Challan for submission of Application Fees shall be generated (for Other than SC/ST/PwD and EX-SM candidates). In addition, candidates shall also receive an email with details of their Login ID, Password and other information.
5. Candidates other than SC/ST/PwD and EX-SM are required to submit Application Fee of **Rs. 460/-** (including bank charges) to any SBI branch through the Challan generated at their Candidate Login at POWERGRID Website. After submission of the fee, candidates are advised to retain their copy of the Bank Challan. The challan deposit status will also be updated on respective candidate login page on receipt of information from SBI.
6. Please note that Application Fee can be deposited at ANY branch of State Bank of India after minimum 2 bank working days of application submission.
7. Last date of application fee submission is **04.06.2016**.
8. Admit cards (wherever test is conducted) shall be issued through the respective Candidate Login of the candidates and will be collected from the candidates at the examination venue.
9. Candidates are not required to forward the hard copies of their applications to POWERGRID.

General Information:

1. Only Indian Nationals above 18 years age are eligible to apply.
2. The selected candidates can be posted anywhere in India /abroad depending on requirement.
3. Before applying, the candidate should ensure that he / she fulfills the eligibility criteria and other norms mentioned in this advertisement.
4. All eligibility qualification should be recognized in India and from a recognized Institution or University.
5. **For Post ID-136 : The essential qualification shall include BE/ B.Tech./ B.Sc. Engg. or other recognized equivalent qualifications of Professional Societies like AMIE. Candidates with qualification from professional societies are required to provide necessary documents / proof of recognition of their qualification in case shortlisted for interview.**
6. **For Post ID- 136 : The Electronics & Telecommunication discipline or equivalent shall include Electronics / Electronics & Communication/ Electronics & Telecommunication / Electronics & Electrical Communication / Telecommunication Engineering only.**
7. Wherever percentage of Marks is specified in essential qualification, the same shall be considered without rounding off.
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.
9. Percentage of marks obtained by the candidate in the bachelor's degree shall be calculated based on the practice followed by the university/institution from where the candidate has obtained the degree. In case the candidates are awarded grades/CGPA instead of marks, the conversion of grades/CGPA to percentage of marks shall be based on the procedure certified by the university/ institution from where they have obtained the bachelor's degree.

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

10. In case of qualification acquired from foreign Institute/ University, the same may be treated at par with qualification offered by Indian Institutes/ Universities provided the candidates are able to produce equivalency certificate for such qualification from Competent Authority.
11. **Teaching experience and Trainee period** will not be counted as experience.
12. Categories/ Subcategories of PwD eligible for the posts are as per the categories/ sub-categories of PwD identified suitable for the posts as per Govt. Notification.
13. 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 Interview, if called for.
14. If POWERGRID is unable to conduct the Screening / Written Test at one or more locations due to reasons beyond its control, it shall be at liberty to cancel/ postpone the whole test or to postpone the test at any particular centre and conduct it subsequently or to take any other measure as it may deem fit.
15. Mere submission of Application does not guarantee the adequacy of candidature for being considered for further selection process. **Candidature shall be considered valid only after**

deposit of application fee (if applicable) by the last date and submission of copies of relevant documents in the online application.

16. Candidates are not required to send any hard copy of application to any address (See How to apply section). However, in case POWERGRID ask for any document for further verification of eligibility and the same is required to be sent by post/ mail, then POWERGRID will not be responsible for any postal delay or loss of the same in transit.
17. Candidates will have to produce the original documents for verification at the time of interview, if called for.
18. Management reserves the right to consider applicants for placement at a position lower than the advertised post, if suitable candidates are not available for the advertised positions.
19. 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.
20. Vacancies may vary depending upon the 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 eligibility criteria notified or if POWERGRID comes across any evidence/knowledge that the qualification, experience and any other particulars indicated in 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. All computations of Age, Post Qualification Experience etc., shall be as on **Last Date of Submission of Online Application i.e. 31.05.2016**. Date of issuance of final passing mark sheet shall be taken as the date of acquiring qualification. For Post ID – 138, date of acquiring Associate Membership of ICSI shall be treated as date of acquiring qualification.
23. Candidates currently employed in Public Sector/Central or State Government/Autonomous bodies/ Co-operative establishments are advised to forward their applications through proper channel or produce NOC at the time of interview.
24. **Application Fee is non-refundable** even if the candidature is rejected for any reason.
25. All photocopies of documents uploaded along with the online application should be **self attested by the candidate**.
26. **Applications** that are **not in conformity** with the requirements indicated in the advertisement/ incomplete applications/ without signature/ without Photograph / application fee or **without necessary document proofs** as prescribed will be rejected.
27. **Candidate should submit correctly filled single application. In case of multiple applications/ registrations, the application against which fee is deposited shall only be considered as valid. If application fee is exempted then the last registered application shall only be considered as final.**
28. Applications in which the essential qualification and essential post qualification experience requirement cannot be fully ascertained will be **liable for rejection at POWERGRID's discretion. Hence candidates are advised to properly fill the application and provide necessary documents as asked for.**
29. Complaints attributable to compatibility 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. No communication made in POWERGRID's Complaint Management System, in respect of this recruitment will be entertained by POWERGRID.

30. For any queries regarding this recruitment email may be sent to recruitment@powergrid.co.in. However, candidates are advised to go through the advertisement in detail and not to raise any query which is already mentioned/ clarified in the advertisement. Candidates are required to add this email-id to their address book in order to avoid any email communication gap. For technical queries relating to online application form or browsing issues mail may be sent with subject line : "**<POST> <POST ID> - Technical Issue - <subject matter>**". For other recruitment related issue, mail may be sent with subject line: "**<POST> <POST ID> - <subject matter>**".
31. A valid e-mail ID is essential for submission of the online application. POWERGRID will not be responsible incorrect entry of e-mail ID or mobile No. or for bouncing of any e-mail sent to the candidates or delivery in junk mail folder.
32. Candidates are advised to make a note of their e-mail ID as entered in the application form and Registration Number generated at the top right hand corner of the 'Resume'. These would be required for accessing information during the later stage of the recruitment process.
33. Legal jurisdiction will be the NCT of Delhi in case of any cause / dispute
34. **All information regarding this recruitment process would be made available in the career section of POWERGRID website only.**
35. **Applicants are advised to check the web site periodically for important updates.** Once registered for POWERGRID, all correspondences shall be made through their registered e-mail ID or candidate login only.

IMPORTANT DATES

Date of Commencement of On-line submission of Application	03.05.2016 (00:00 Hrs)
Date of Closing of On-line submission of Application	31.05.2016 (23: 59 Hrs)
Date of Commencement of Deposit of application fees through SBI Challan	06.05.2016
Date of Closing of Deposit of application fees through SBI Challan	04.06.2016
Cutoff date for eligibility criteria	31.05.2016

POWERGRID: Driven By Technology, Powered By Professionals