



पावर ग्रिड कारपोरेशन ऑफ इंडिया लिमिटेड
(भारत सरकार का उद्यम)
POWER GRID CORPORATION OF INDIA LIMITED
(A Government of India Enterprise)



केन्द्रीय कार्यालय: "सौदामिनी" प्लॉट सं. 2, सैक्टर-29, गुडगाँव-122 001, (हरियाणा) दूरभाष: 0124-2571700-719, फैक्स : 0124-2571762,
"Saudamini" Plot No. 2, Sector-29, Gurgaon-122 001, (Haryana) Tel. : 0124-2571700-719, Fax : 0124-2571762, Web.: www.powergridindia.com

CP/RTI /2014/12

Date: 18th June, 2014

Shri Mannu ji Upadhyay,
SB 402, Block-10D,
Transit Flats, HUDCO place,
Ext. Andrews Ganj,
New Delhi – 110 049

Sub: Information under Right to Information Act, 2005.

Dear Mr. Upadhyay,

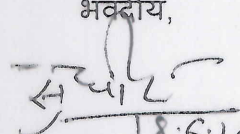
This has reference to your letter dated 9th April, 2014 seeking information under RTI Act, 2005.

The information sought is attached at **Annex-A**

Details of Appellate Authority, as per the provisions of RTI Act, 2005 is as under :

Shri B. Mishra
Executive Director (CP & IT) & Appellate Authority, Corporate Centre
Power Grid Corporation of India Limited
"Saudamini", Plot No. 2, Sector-29
Gurgaon – 122001, Haryana

Thanking you,

भवदीय,

18.6.14
(सुधीर मित्तल)

महाप्रबंधक (के.आ). एवं के.लो.सू.अधिकारी

Attach: As above

dl

Information sought by Sh. Mannu Ji Upadhyay under RTI Act 2005

1. *How many times DPC for promotion of officers from E2A to E3 and E3 to E4 level is being conducted in a year.*

CPC is conducted once in a year.

2. *How many officers were considered for promotion to E2A to E3 and E3 to E4 from 2010 to 2014. The information may be provided separately year wise and category wise.*

Data enclosed as Annexure –I.

3. *The details of all the criteria's being adopted by DPCs for promotion may also be provided. The copies of Agendas and Minutes of DPCs conducted by POWERGRID may be provided for the period 2010 to 2014.*

Promotion is done as per Promotion Policy which is enclosed at Annexure-II. Agendas and minutes are not prepared in the CPC for E2A to E3 and E3 to E4. Hence, the same is not provided.

4. *As per Recruitment Rules whether all the eligible officers belonging to SC/ST and OBC categories were considered for promotion. And whether any of them was not found fit for promotion. The details of such officers may be provided separately for each category.*

Recruitment Rules is not applicable for promotions.

5. *The copies of the Recruitment Rules for the both the category of posts may be provided.*

POWERGRID is following Govt. of India's directives on reservation / relaxation /concession to SC/ST/OBC in matters of recruitment. Relevant portion of our recruitment rules indication provisions for ST/SC/OBCs are attached at Annexure –III.

6. *How many cases were not found fit for promotion and what were the grounds found by different DPCs not to promote them. Details of such officers giving their personal details year wise may be provided from 2010 to 2014.*

An executive is considered fit or unfit for promotion as per the promotion Policy of Executives which is enclosed at Annexure-III.

7. *Whether there is any provision of Review DPC in POWERGRID. If yes, how many officers have been considered for promotion by review DPC. The information from 2010 to 2014 may be provided giving year wise details and names of such officers.*

There is no provision for review of DPC.

Annexure - I

| YEAR(s) | E3-E4 | E2A-E3 |
|---------|-------|--------|
| 2010 | 108 | 104 |
| 2011 | 147 | 250 |
| 2012 | 237 | 234 |
| 2013 | 147 | 335 |
| 2014 | 256 | 434 |



- 5.4 While computing the length of service rendered by an executive in his existing pay scale, the seniority weightage granted to him in that pay scale, if any, as laid down in the terms of initial appointment will be taken into account.
- 6.0 Constitution & Role of Corporate Promotion Committee (CPC)**
- 6.1 CMD shall have the powers to constitute Corporate Promotion Committee (CPC), as considered appropriate by him, from time to time.
- 6.2 CPC will consider the suitability or otherwise of the eligible executives for promotion to the appropriate next higher grade, on the basis of their qualification, grade service, performance and potential as reflected in the Appraisal Reports, Interview (wherever applicable) and other documents, relevant records in the personal files and any other information/reports having a bearing on their suitability for assuming positions in the next higher grade.
- 6.3 In addition to the above, the CPC shall interview the eligible executives in E5 and E6 grades, with a view to ascertain their suitability for the next higher position.
- 6.4 The CPC shall take into consideration the Performance Appraisal Reports including Special performance Report, if any, for the last One/Three/Four years as the case may be depending upon the eligibility period prescribed at para 5.1 above.
- 6.5 While considering promotions after taking into account all relevant factors, the CPC will award upto a maximum of 5 marks (for promotion to E2, E3 & E4 grade), 3 marks (for promotion to E2A grade), 15 marks (for promotion to E5 grade) and 20 marks (for promotion to E6 & E7 grades) to each eligible executive, keeping in view;
- a) the desirability of according special recognition to experience and performance in the field consistent with the company's priorities;
 - b) the need to ensure uniformity, consistency and equitability;
 - c) potential and suitability for the specific job position to which he is to be promoted;
 - d) general conduct, personality and sense of involvement and commitment to the organisation; and
 - e) the upward or downward trend in the appraisal ratings. In case of upward trend, the CPC might consider awarding higher marks as compared to the cases where there has been a downward trend, other things remaining equal.
- 6.6 The marks secured by each eligible executives from the Performance Appraisal Reports, Grade Service and mark awarded by CPC (wherever applicable) will be aggregated. Those executives who have been found suitable for promotion will be ranked in order of merit. Where aggregate of marks is the same, they will be ranked in order of seniority.



- 6.7 Subject to fulfilment of the principles, minimum criteria and other conditions as laid down herein and subject to other relevant rules and orders in force in the company, the CPC will recommend for approval of the Chairman and Managing Director or any delegated authority, a panel of names of eligible executives, ranked in order of merit, who are considered suitable for promotion to specific appropriate positions in the next higher grade. Where the Chairman and Managing Director himself is the Chairman of the CPC, the said panel will be deemed to have been approved. The panel so approved will constitute the basis and authority for promotion of executives to the appropriate higher grade.
- 6.8 Human Resource Department will provide all necessary support to the CPC, including constitution and convening of meeting of CPC, recording of minutes, furnishing of information and records, analysis and report on the Appraisal Ratings, available vacancies etc.
- 7.0 **Criteria and Conditions for Promotion and Disqualification from Promotion**
- 7.1 Factors which are to be taken into account for determining suitability for promotion of an executive and the weightage therefore shall be as under:

- a) Promotion of executives from the grades of E1 to E2, E2A to E3 and E3 to E4:

| Sl. No. | Factors | Maximum Marks |
|---------|--|---------------|
| i) | Performance Appraisal Ratings (for last 3 years) | 24 |
| ii) | Grade Service | 16 |
| iii) | CPC Marks | 5 |
| Total | | 45 |

The marks for Performance Appraisal Ratings will be as given in Para 4.5.

The marks for Grade Service will be as under :

| Grade Service | Marks |
|-----------------|-------|
| 3 years | 10 |
| 4 years | 13 |
| 5 years & above | 16 |

The Qualifying Marks for promotability will be 32 (thirty two).

NOTE: Executives in E2 grade, other than executive trainees, will be designated as Sr. Asstt. Engineer/Sr. Asstt. Officer.



- b) Promotion of executives from the grade of E2 to E2A

| Sl. No. | Factors | Maximum Marks |
|---------|---|---------------|
| i) | Performance Appraisal Ratings (for last year) | 8 |
| ii) | Grade Service | 4 |
| iii) | CPC marks | 3 |
| | Total | 15 |

The marks for Performance Appraisal Ratings will be as given in Para 4.5

The marks for Grade Service will be as under :

| Grade Service | Marks |
|----------------|-------|
| 1 year | 3 |
| 2 year & above | 4 |

The Qualifying Marks for promotability will be 10 (ten).

- c) Promotion of executives from the grades of E4 to E5

| Sl. No. | Factors | Maximum Marks |
|---------|--|---------------|
| i) | Performance Appraisal Ratings (for last 3 years) | 30 |
| ii) | Grade Service | 15 |
| iii) | CPC | 15 |
| | Total | 60 |

The marks for Performance Appraisal Ratings will be as given in Para 4.5.

The marks for Grade Service will be as under:

| Grade Service | Marks |
|-----------------|-------|
| 3 years | 8 |
| 4 years | 10 |
| 5 years | 12 |
| 6 years & above | 15 |

The Qualifying Marks for promotability will be 45 (Forty Five).



- d) Promotion of executives from the grades of E5 to E6 and E6 to E7

| Sl. No. | Factors | Maximum Marks |
|---------|--|---------------|
| i) | Performance Appraisal Ratings (for last 4 years) | 40 |
| ii) | Grade Service | 20 |
| iii) | CPC | 20 |
| | Total | 80 |

The marks for Performance Appraisal Ratings will be as given in Para 4.5.

The marks for Grade Service will be as under :

| Grade Service | Marks |
|-----------------|-------|
| 4 years | 12 |
| 5 years | 14 |
| 6 years | 17 |
| 7 years & above | 20 |

The 'Qualifying Marks' for 'promotability' will be 60 (Sixty).

- 7.2 No employee whose Performance Appraisal Report for the last year or Special Performance Report, if any, is "Not Satisfactory" will be considered for promotion.
- 7.3 No employee under suspension or where the charge sheet has been issued or where a criminal case is pending against him shall be promoted until he is unconditionally reinstated or exonerated. In case of unconditional reinstatement or exoneration, he will be allowed promotion with retrospective effect, but the financial benefit accruing due to promotion will be allowed with effect from the date his promotion order is issued and no arrears will be payable on this account unless specifically mentioned otherwise in the promotion order.
- 7.3.1 The cases of employees against whom disciplinary proceedings are pending or contemplated, but are otherwise eligible for consideration for promotion shall also be considered by the CPC (Corporate Promotion Committee) along with all other cases. The recommendations of the CPC, including "unfit for Promotion" will be kept in a sealed cover. The cover will be so superscribed 'findings regarding suitability for promotion to the grade/post of in respect of Shri not to be opened till the conclusion of the disciplinary case/criminal prosecution against Shri The proceedings of the CPC need only contain the note, 'The findings are contained in the attached sealed cover'. The same procedure will be followed by the subsequent CPCs convened till the disciplinary case/criminal prosecution pending against the employee concerned is finally concluded.



- 7.3.2 In the event of delay in the conclusion of the disciplinary proceedings/criminal prosecution, the delay not being attributable to the charged employee, and the disciplinary proceedings/criminal prosecution against the employee concerned are not concluded even after the expiry of two annual CPCs from the date of the meeting of the first CPC which kept its findings in respect of the employee in the sealed cover, the Appointing Authority may review the case of the employee provided he is not under suspension, and consider and order promotion of employee on ad-hoc basis, provided his case was recommended by CPC keeping in view the totality of the case, the availability of vacancy etc. The order of promotion should make it clear that the promotion is purely on adhoc basis, till further orders and it confers no right on the employee for regular promotion and that the Competent Authority reserves the right to cancel/revoke the adhoc promotion or to revert at any time, the employee to the post from which he was promoted on adhoc basis, without any formal proceedings.
- 7.3.3 On conclusion of disciplinary cases/criminal prosecution etc. the promotion of the employee will be regulated as under :
- i) If the employee concerned is finally acquitted and is fully exonerated, the sealed cover recommendation shall be opened and in the event the employee was recommended for promotion by the Committee, the promotion shall be made effective from the date as would otherwise have been announced as if there were no proceedings against him. However, whether the concerned employee will be entitled to any arrears of pay for the period of notional promotion preceding the date of actual promotion and if so, to what extent, will be decided by the Competent Authority by taking into consideration all the facts and circumstances of the disciplinary proceedings/criminal prosecution. Where the authority denies arrears of salary or part of it, it will record its reasons for doing so. The financial benefits for the period of notional promotion will not be paid unless specifically mentioned otherwise in the promotion order.
 - ii) If any penalty is imposed as a result of the disciplinary proceedings or if he is found guilty in the criminal prosecution against him, the findings of the sealed cover shall not be considered. His case for promotion may be considered by the next CPC in the normal course and having regard to the penalty imposed on him. Such employee shall, however, not receive promotion during currency of the punishment. Where adhoc promotion has been given as at 7.3.2 above will be cancelled/revoked.
- 7.4 In case of transfer on promotion, the promotion will be effective from the standard date or notified date, provided the concerned executive joins at the new place of posting within a period of not more than two months from the date of issuance of the promotion order failing which the promotion will be regulated as under :
- a) In case the concerned executive joins at the new place of posting beyond two months but within 6 months from the date of issuance of the promotion order, the promotion will be effective only from the actual date of joining at the new place of



posting. However, in exceptional cases, based on merits of the case, the promotion can be considered to be notionally effective from a date prior to the actual date of joining, as may be decided by the Competent Authority. The financial benefits on account of promotion will be allowed only from the actual date of joining the new place of posting.

- b) In case the concerned executive does not join at the new place of posting within 6 months from the date of issuance of the order, the promotion order would stand automatically cancelled and withdrawn and his case for promotion to the next higher grade will be considered afresh by the next CPC, as per policy.

8.0 Probation

- 8.1 All Executives promoted to the grades of E6 & E7 shall be placed on probation for a period of one year from the date of assumption of charge in the next higher grade. The period of probation may be extended at the discretion of the Competent Authority but will not be extended by more than one year save for exceptional reasons to be recorded in writing.
- 8.2 Every executive promoted to the higher grade will be issued a formal order of confirmation on satisfactory completion of the probationary period or the extended period of probation as may be applicable. The executive will be deemed to be on probation until so confirmed in writing.
- 8.3 An order relating to confirmation or extension of probation will normally be communicated within one month from the date of completion of the probationary period or the extended period of probation. Non-compliance of this stipulation will not, however, result in automatic confirmation of the executive concerned.
- 8.4 If during the probationary period or extended period of probation, the performance of the executive is not found satisfactory or upto the standard required for the promoted post, the executive shall be reverted back to the pre-promotion grade. After reversion, the employee will not be considered for promotion to the higher grade for a period of one year from the date of reversion.

9.0 Reservation for SC/ST

The directives of the Central Government with regard to the reservation of posts for Scheduled Caste/Scheduled Tribe candidates in the matter of promotion will be kept in view while effecting promotions of executives.

10.0 General

The Management reserves the right to modify, cancel, add or amend any of the provisions of the policy at any time.

Policy Manual



- (c) Candidates located through personal contacts and talent survey, only in respect of posts requiring specialist knowledge and expertise and/or exceptional qualification and merit subject to approval by the Chairman and managing Director.

8.0 To fill job openings by selection from within

- 8.1 The internal candidates who fulfil all eligibility requirements may be considered along with other candidates.

Provided, however, that they should not have been considered for a similar position in any of the Departments/Units of the Company and found unsuitable in the course of one year preceeding the time of the current recruitment.

- 8.2 For being considered for selection from within the organisation on the basis of internal circulars for a job opening in a particular grade, employees in the next lower grade only are eligible. Provided that he/she must have served for a minimum of two years in his existing grade in POWERGRID as required under the Service Rules.

- 8.2.1 However, for induction level recruitment, selections based on Employment Exchange notification and/or open advertisement, the fulfilment of Service Rules condition of putting in two years of service in the existing grade will not be necessary. It will also not be necessary that the post applied for must always be in the next higher grade. The selections against induction level posts as given in schedule VI in respect of departmental candidates may be considered, provided the candidates meet the minimum qualification and other requirements for the notified/advertised post.

- 8.3 Subject to fulfilment of minimum eligibility requirements and other prescribed criteria, directly recruited regular employees including deputationists will be considered eligible for selection to a post in open competition with external candidates.

- 8.4 Applications of all internal candidates will be forwarded to the Human Resource Department by the Head of the Department who should give in his forwarding statement :

- (a) Comments on the suitability of the candidates for the post applied for
- (b) Assessment of the performance of the candidate.
- (c) Remarks whether or not candidate can be released in case he is selected, without detriment to the job currently being handled by him.

9.0 Preference for Candidates Belonging to Scheduled Castes/Scheduled Tribes/Ex-Servicemen, Displaced Persons etc.

- 9.1 Towards the fulfilment of the Company's social and national obligations, it will always be POWERGRID's endeavour to provide gainful employment on a preferential basis to the members of the economically backward classes, ex-servicemen, persons uprooted from



the project areas and other unfortunate sections of the society and for this purpose the directives of the Government concerning reservation of vacancies and special concession to be allowed to such candidates will be most strictly and conscientiously adhered to. Details of the directives currently in force are given in Schedule II.

10.0 Application Formalities

10.1 No appointment other than appointments on deputation will be made in the company except on the basis of an application giving details and particulars as may be prescribed from time to time.

10.2 While as a rule, for all recruitments, applications should be in the forms prescribed for different categories from time to time as far as possible, applications on plain paper may also be resorted to wherever necessary keeping in view the urgency for manning the post and the lead time involved.

10.3 Unless specifically exempted by the appointing authority, all applications for job position in the Company will be accompanied by a postal order of the value of Rs. 10/- for Executive Posts, Rs. 100/- for Executive Trainees and Rs. 10/- for Non-executive posts other than those covered by the Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959 and Rs. 50/- per Supervisor Trainees.

[Provided that candidates belonging to Scheduled Castes and Scheduled Tribes and Ex-servicemen will be exempted from the payment of application fee.

10.4 In the case of all recruitment based on open advertisement and public notifications, there will be a last date for the receipt of applications, after which no application will be entertained for the posts advertised except with the approval of the appointing authority who may permit applications to be entertained after the expiry of the last date in special cases if he is satisfied that there is good and sufficient cause and justification for such relaxation.

11.0 Forwarding of Applications of Candidates from Government and Public undertakings

11.1 Consistent with the guidelines issued by the Department of Public Enterprises vide DPE'S MEMO NO. 2(172)/71-BPE(GM) DATED AUGUST 18, 1971, POWERGRID will accept applications only if they are forwarded through proper channels in respect of persons employed in the Central and State Governments and in those Public Undertakings whose rules provide for carry forward of gratuity, leave, provident fund and other benefits of transfer on movement to another organisation in the public sector with the consent of both the organisations concerned.

Provided, however, that applications from candidates from public undertakings referred to above may be accepted without being forwarded through proper channels if the can-



13.0 Processing of Applications

13.1

All applications received against a specific notification/advertisement will be subject to a preliminary scrutiny by the Human Resource Department who will ensure that :

- (a) Applications are duly completed and accompanied by the prescribed application fees and were received within permitted time.
- (b) Age of the applicant is within the prescribed limit.
- (c) Qualifications and experience of the candidates conform to those prescribed.
- (d) Applications have been submitted 'Through Proper Channel' wherever required.
- (e) In the case of candidates from Scheduled Castes and Scheduled Tribes, OBC, Ex-Servicemen etc. application is accompanied by a certificate to that effect from the competent authority.

13.2 The applications that fulfil the prescribed requirements after preliminary scrutiny as above will be listed and forwarded to the Department concerned for further scrutiny with a view to selecting for test/interview only those candidates who are considered suitable in terms of nature and quality of technical knowledge and professional expertise required for each specific post.

13.3 On completion of the screening by the function concerned, the Head of the Department will forward to the Human Resource Department the list of candidates considered eligible for test/interview, spelling out clearly the criteria adopted for screening and the basis of rejection of applications in each case.

13.4 While the applications will be screened at the appropriate executive level depending upon the grade of the post to be filled, it is advisable for the Head of the Department concerned to ensure as far as practicable that the scrutiny is carried out by an Officer of the Department who will be participating in the selection process as the expert member in the Selection Board representing the Department.

13.5 After the applications are finally screened, Human Resource Department will prepare a final list of eligible candidates in order of merit based on the criteria determined in the course of earlier scrutiny and other relevant factors keeping in view the reserved vacancies and the special relaxation for candidates belonging to Scheduled Castes and Scheduled Tribes etc. and this short list after approval by the appointing authority or the officer to whom powers in this behalf are delegated will form the basis for candidates being called for selection test and/or interview.



- (b) Bio-data of each candidate.
 - (c) Applications in original.
 - (d) Appraisal reports and comments of forwarding authority in the case of internal candidates.
 - (e) Annual appraisal reports wherever available in the case of candidates from Government and public sector organisations whose applications have been forwarded through proper channel.
 - (f) Results of Tests/Group Discussions held prior to interview, if any.
 - (g) Special information, if any, relevant to Selection regarding any candidate.
- 15.6 Apart from participating generally in the selection process, the representative of the Human Resource Department in the Selection Board will have the following specific responsibilities :
- (a) At the commencement of the proceedings of the Selection Board, he will brief the members generally on the specific requirements, responsibilities and remuneration for each post, approximate number of suitable candidates to be selected and empanelled for immediate and further requirements and any other matter relating to the Selection.
 - (b) While the specialist/technical members of the Selection Board will be primarily concerned with the suitability of the candidates in terms of knowledge, skill expertise and technical and professional competence, it will be the primary responsibility of the HR representative to call the attention of the Board to the attitudinal, motivational and personality aspects relevant to the job requirements.
 - (c) He will ensure consistency in the selection standards, starting salaries, status and seniority keeping in view the existing position within the organisation and comparative position prevailing generally in the open market and particularly in the similar organisations in the Government and public sector.
 - (d) He will assist the Board in the negotiation of the terms including starting salary, grade, seniority, status, time allowed for joining etc. and furnish relevant information regarding allowances, benefits, amenities, career prospects, service rules and other allied matters, if and when asked for by any candidate.
 - (e) At the end of each interview, he will review and seek feedback on availability/non availability of adequate number of proper kind of candidates for the particular job and the need for development and training of such personnel internally.
- 15.7 Keeping in view the qualifications, experience, results of tests/group discussion, if any, and other relevant facts vis-a-vis the specific requirements of the posts and on the basis



(b) a test and/or group discussion followed by an interview of all candidates before the selection board,

or

(c) an elimination test and/or group discussion followed by an interview before the Selection Board of only those who qualify in the test and/or group discussion.

15.2 All candidates called for interview who come from places beyond a distance of 30 km will be reimbursed actual expenses incurred on travel to and from the place of interview on production of money receipt or any other supporting documentary evidence in respect of the onward journey, limited to :

| | | |
|--|---|--|
| Return air-fare (Economy) by the shortest route | - | For all executive posts in the levels of DGM and above. |
| I class/II class AC sleeper return rail fare by the shortest route | - | For executive posts in the level of E2A and above |
| Second class return rail fare by the shortest route | - | For executive posts in the E2 level including Executive Trainees, all Non-executive posts including supervisor and other trainees under company training scheme. |

The shortest route for this purpose will be from the place to which the interview call letter was mailed to the appointed place of interview.

15.3 The call letters to the candidates for appearing for interview before the Selection Board, to be issued by registered post or under certificate of posting, not later than ten clear days before the date of interview should, inter alia state clearly the post and the grade/grades for which the candidate will be considered and other formalities that he will be required to comply with prior to the interview.

15.4 In the case of recruitment for vacancies reserved exclusively for the Scheduled Castes and Scheduled Tribes, separate interviews exclusively for candidates belonging to these communities will be held before the Selection Board which should include, whenever possible, a member nominated by the Commissioner of Scheduled Castes and Scheduled Tribes or a Manager of the Corporation belonging to any of these communities as required under the Presidential directives issued in this regard.

15.5 Human Resource Department will make available to the members of the Selection Board the following documents and particulars regarding the candidates called for interview :

(a) A copy of the advertisement/notification together with the specific requirements and duties and responsibilities of the posts.



of the standards of technical skill, professional competence and overall personality factors as assessed from the candidates performance in the interview, the Selection Board will assign a final percentage marks to each candidate considered suitable and recommend a panel of names of all such suitable candidates in order of merit on the basis of the marks so assigned.

Provided that when two or more candidates secure equal marks they will be empanelled in the chronological order of their dates of birth, the oldest being placed first among them.

Provided also that in respect of the reserved vacancies, the Board will draw up and recommend a separate panel of names of suitable candidates belonging to Scheduled Castes and Scheduled Tribes.

- 15.8 While making its recommendations of names of suitable candidates, the Selection Board may make special mention of the following wherever appropriate :
- (a) The amount of starting basic salary in cases where pay is to be fixed above the minimum of the grade.
 - (b) Any remarks regarding accelerated promotion to the next higher grade subject to satisfactory performance in exceptional cases of candidates who are too senior to start afresh in the grade to which they are selected but not senior enough for selection to the higher grade for reasons of internal company policy.
 - (c) Area/areas of specification and strength where the candidate would be best suited.
 - (d) Any other recommendation/remark considered relevant and necessary in respect of any candidate.

16.0 Operation of Panel of Selected Candidates

- 16.1 The panel of candidates in order of merit as recommended by the Selection Board, on approval by the Appointing Authority, will form the basis for issue of offers of appointment.
- 16.2 The functional panel of selected candidates will normally remain valid and operative for a period of six months from the date of approval and on expiry of this period it will cease to operate unless decided otherwise by the appointing authority for reasons to be recorded in writing.
- 16.3 Based on the panel as recommended by the Selection Board, Human Resource Department will issue offers of appointment to one or more candidates in the order given in the panel depending on the number of posts as sanctioned by the appointing authority from time to time.



16.4 Where there is a separate panel of selected candidates from the Scheduled Castes and Scheduled Tribes in respect of vacancies exclusively reserved for them, the model roster prescribed by the Government (see Schedule IV Appendix I & II) will be followed while making offers of appointment.

17.0 Offers of Appointment

17.1 Human Resource Department will issue the offers of appointment in the prescribed form in duplicate and the contract of appointment will be complete on receipt of the letter of acceptance along with the copy of offer duly signed by the candidate.

17.2 Based on the length of notice period, for release from the present employment as indicated in the application form or during interview and depending on the urgency of filling the vacant post, the offer of appointment will state the last date by which the candidate must join the Company failing which the offer of appointment will be deemed to have been withdrawn unless an extension of the last date has been granted by the appointing authority prior to the expiry of the joining time as indicated in the offer of appointment.

18.0 Medical Fitness

18.1 Nobody will be appointed to any post in the Company whether regular, temporary, trainee or casual unless he is declared physically fit as per the medical fitness standards prescribed for the post after a medical examination by the Company's authorised medical officer/officers at the time of appointment in the Company's service.

18.2 Notwithstanding the above, internal candidates and candidates joining POWERGRID from the organisations in the Government and Public Sector who have been examined and declared fit at the time of their initial appointment in the Government or Public Sector as the case may be provided they furnish a certificate or declaration to that effect.

19.0 Joining Formalities

19.1 Employees on the first appointment to the Company's service will furnish to the Human Resource Department copies of documents and other details and particulars as given in Schedule V.

19.2 In case of recruitment to executive and supervisory posts, prescribed application blanks will include a column for the candidates to give names of two references to whom in the event of selection of the candidate, reference will be made in the prescribed form for eliciting their views and opinions on the suitability of the candidate for employment in the Company.

19.3 On appointment of a person in the company, the District authorities concerned will be requested to verify and report on the antecedents of the person in the prescribed attestation form in terms of directives issued by the Government from time to time in this regard.



SCHEDULE-II

**CONCESSIONS TO CANDIDATES BELONGING
TO THE SCHEDULED CASTES/TRIBES/OBC'S**

1. Reservation of posts, as per the rosters prescribed by the Government.
 - (i) Direct recruitment on All-India basis.
 - a) By open competition (i.e. through UPSC or by means of open competitive test held by any authority) Scheduled Castes 15%, Scheduled Tribes 7 1/2%, OBCs - 27% - As per the roster given in Appendix-I.
 - b) Otherwise than by open competition - Scheduled Castes - 16 2/3%, Scheduled Tribes - 7 1/2%, OBC'S - 27% - As per roster given in Appendix-II.
 - c) However, it must be ensured that the reservations provided to SC/ST/OBCs put together do not exceed 50% of vacancies arising.
 - (ii) Direct recruitment made on local/regional basis - As in the roster given in Appendix-III.
2. The upper age limit will be enhanced by 5 years in case of all cadres/groups in respect of SC/ST candidates and 3 years in case of OBCs.
3. Though the level of qualifications shall not be lowered, the degree of attainment in these qualifications shall be relaxed; e.g. if the prescribed standard is a first class degree, it will be relaxed to a degree. This shall however be applicable only to candidates belonging to SC/ST categories.
4. The experience will be relaxed by;
 - A maximum of one year if prescribed experience is 3-5 years.
 - A maximum of two years if prescribed experience is 6-10 years.

Under no circumstances will the units exceed these limitations provided the Chairman and Managing Director directs to alter these limitations depending on whether or not the possibilities of fulfilling obligations in this regard are remote. This relaxation shall be applicable only to candidate belonging to SC/ST categories.

5. SC/ST candidates shall be exempted from payment of application fees.

Concessions to Persons Displaced from the areas acquired for the project :

In lower scales preference should be given to persons displaced as a result of setting up new units, particularly in backward and tribal areas specially to SC/ST.



Reservations of Posts for Ex-Servicemen and Dependants of those killed in Action :

1. Reservation of vacancies : For direct recruitment 14 1/2% of the vacancies in each of the categories of class III posts and 24 1/2% of vacancies in each of the categories of Group-C and Group-D posts respectively.
2. Relaxation regarding age limits and educational qualifications will be as per the directives of the Government.