

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
फोन : 0124-2571700-719, फैक्स : 0124-2571760, 2571761 तार 'नेटग्रिड'
Corporate Office : "Saudamini" Plot No. 2, Sector-29, Gurgaon-122 001, Haryana
Tel. : 0124-2571700-719, Fax : 0124-2571760, 0124-2571761 Gram : 'NATGRID'

संदर्भ संख्या / Ref. No
C/CP/RTI/2015/28

Date: 14th May, 2015

Shri P Singh
C/o R K Singh
Plot No 64 Niti Khand-I
Indirapuram Gaziabad
Uttar Pradesh 201010.

Sub: **Information under Right to Information Act, 2005.**

Dear Mr. Singh,

This has reference to your RTI request dated 20th April 2015 seeking information under RTI Act, 2005.

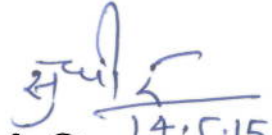
The information sought is attached at **Annex-I**.

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 – 122007, Haryana

Thanking You,

भवदीय,


(सुधीर मित्तल)
14.5.15

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



Point No. (a)	The word Lateral Entry has not been defined in Recruitment rules of POWERGRID
Point No. (b)	The copy of induction level and other relevant provisions under POWERGRID Recruitment Policy & Procedures is enclosed (total 5 pages)
Point No. (c)	As replied against point No. (b) above.
Point No. (d)	It depends on the job specification for the post for which manpower is required. As replied against point No. (b) above.
Point No. (e)	Reply as given against point No. (b) above.
Point No. (f)	The pay scales in POWERGRID are those as defined by the DPE.
Point No. (g)	POWERGRID being a Public Sector Enterprise is following the DPE guidelines and its own recruitment rules
Point No. (h)	Recruitment of posts in POWERGRID is done according to POWERGRID recruitment rules/direction and requirement of posts.
Point No. (i)	Recruitment policy attached.
Point No. (j)	Copy of advertisement for recruitment of Rajbhasha executives is attached.
Point No. (k)	There is no separate line of promotion for Rajbhasha executives in POWERGRID
Point No. (l)	In POWERGRID there is no differentiation in allotment of employee number to executives and non-executives.
Point No. (m)	In POWERGRID, the parity in pay is dependent on the grade and not on the discipline. Hence there is no disparity in pay or post in case of Rajbhasha executives
Point No. (n)	Details attached
Point No. (o)	It is informed that there is no separate rule position with respect to Rajbhasha executives.



SCHEDULE-I
INDUCTION LEVELS

Category	Levels
Non Executives	
Unskilled Group	W-1
Semi-Skilled	W-3
Skilled Group & Equivalent Secretarial and Clerical Staff	W-4
Supervisory & equivalent categories	S-1
Executives	
Executive Trainee	E-2
Executives (Officer/Engineer)	E2A



3.2.2 Authorities competent to approve appointments to the posts created within the manpower budget provisions.

Posts	Authority
a) Posts at the level of Executive Director or equivalent & above	Board of Directors
b) Posts at the level of DGM & above upto General Manager	Chairman and Managing Director
c) Posts upto the level of Chief Manager	Director (Personnel)
d) i) All non-executives posts including casual/daily rated post	GM (HR), CC
ii) All non-executives posts casual/daily rated posts	
- Supervisory rank	ED/GM of Region
- Non-Supervisory rank	DGM/Chief Manager of Region

3.3 In respect of casual posts for a duration of not more than 30 days, Heads of Department not below the rank of Deputy General Manager will be the appointing authority who will, however, consult the Human Resource Department prior to the issue of such sanction.

Provided that no extension will be granted to any employee in such casual posts beyond 30 days, whether with a break of service or without, except with the approval of the Appointing Authority as prescribed in Clause 3.2

3.4 While the authority competent to sanction the creation of posts will have the flexibility to reappropriate posts as between various functions under his control subject to overall provisions in the budget, no non-executive post shall be created unless such post is included in the approved budget and manpower plans except with the prior approval of the Chairman & Managing Director who may accord the necessary approval only in exceptional cases. Proposals for creation of such posts not covered by the annual manpower plan will be accompanied by full justifications and explanation of reasons and circumstances due to which the necessary provision could not be made at the time of formulating the annual manpower plan.

4.0 Job Title, Job specification, Role Outline and Pay Scales

4.1 Job specifications indicating the eligibility requirements in terms of minimum educational and/or professional qualifications, length, nature and quality of experience, upper age limit etc. and a general outline of the role and responsibilities will be laid down in respect of each job title along with the pay scale or consolidated daily/monthly wage rate in which the posts in the category will be operated.

4.2 To ensure uniformity and consistency, such job titles, job specifications and role outline together with the pay scales applicable in respect of all categories of posts will be



issued by the Corporate Centre from time to time with the approval of the Chairman and Managing Director.

- 4.3 No appointment shall be made to any post in the Company unless the person fulfils the minimum eligibility requirements and conforms to the specifications prescribed for the post except where general relaxations are made in the case of reserved vacancies for candidates belonging to Scheduled Castes, Scheduled Tribes, Ex-servicemen and other special categories.

Provided, however, that in special and exceptional cases appointments may be made subject to the approval of the Chairman & Managing Director in relaxation of the prescribed specifications where the Appointing Authority is satisfied that such relaxation is essential in the interest of the Company.

5.0 Induction Levels

- 5.1 Keeping in view the need for induction of experienced personnel during the formative stage of a new organisation, recruitments in POWERGRID during the initial years may take place at levels of the organisational hierarchy but while manning the positions it should be ensured as far as possible that the number inducted in higher grades within a cadre is proportionately smaller than the number inducted in the lower grades.

- 5.2 At the appropriate stage of the growth of the organisation, recruitments will be restricted by and large to the induction levels as specified in Schedule I, so as to ensure that prospects of career growth of existing employees are in no way impaired.

- 5.3 Infusion of new blood to the executive and supervisory cadres will be through the Executive Trainee and Supervisory Trainee Schemes under which training based on specific requirements of the company will be imparted to the fresh professional graduates and diploma holders to be recruited on a regular annual basis.

6.0 Agencies for Recruitment

- 6.1 All recruitment to the executive cadres inclusive of Executive Trainees for all Sub-stations and Regions of the company will be centralised in the Corporate Centre and dealt with by the Corporate Human Resource Department.

- 6.2 Until such time as the company's Regions do not have their separate training facilities, all recruitments of supervisory trainees who will undergo training under a centralised supervisory training scheme will be done by the Corporate Human Resource Department.

- 6.3 In respect of all other non-executive personnel, recruitments will be done by Human Resource Department of the concerned region.



7.0 Sources and Modes of Recruitment

7.1 For recruitment of professional personnel in Company's executive cadre including executive trainees, selection will be made on an all-India basis and for this purpose, the posts to be filled will be duly notified through press advertisements and Company Notice Boards and/or through circulars issued to Government Departments and Public Sector Undertakings where suitable candidates of the required expertise are expected to be available.

7.2 In respect of recruitment to non-executive posts of the levels of W7/S1 and below, all vacancies will be notified to the Employment Exchanges in terms of Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959.

Provided that notifications for recruitment of reserved vacancies will also be issued to Associations concerned, copies of notification may also be sent simultaneously to the Central Employment Exchange and other employment exchanges in the neighbouring districts within the State and Government and Semi-Government Organisations and/or the positions may be advertised in the local press subject, however, to the condition that all things being equal, preference will be given to suitable candidates sponsored by the concerned Employment Exchange.

7.3 In respect of recruitment to non-executive posts of the levels of S2 and above recruitment will be made from all the states within the Regions where the Sub-station/Establishment is located and the states neighbouring such region and for this purpose notification for filling the vacancies will be issued in the newspapers and also to the employment exchanges of the Regions through the Central Employment Exchange, in addition to the Notice Board in the company's premises.

Provided that recruitment may be made to such posts from outside the region where the appointing authority is satisfied that suitable candidates in adequate number may not be available within the region.

Provided that to facilitate recruitment to the reserved vacancies, copies of such notifications will also be issued to the various agencies and associations as stated above.

7.4 In addition to the above, induction of executive and specialist non-executive personnel may be made as deemed necessary and appropriate by the authority competent to create the posts from one or more of the following sources :

(a) Deputation from Central/State Government/Electricity Boards and Public Sector Organisations where suitable personnel on terms offered by the Company may not be available at the right time from other sources where the time and cost involved in processing recruitments through open advertisements may not be justified in view of the number or nature of posts to be filled.

(b) Campus interview and recruitment in the level of E2 and the post of Executive Trainees from reputed Engineering/Management institutions, to be specified.



- (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



RECRUITMENT POLICY AND PROCEDURES

PREAMBLE

POWERGRID subscribes to the belief that efficiency, effectiveness and success of the organisation depends largely on the skills, abilities and commitment of the employees who constitute the most important asset of the organisation.

POWERGRID is, therefore resolved to provide a framework of policies which will enable the Organisation to attract the right talent for the jobs and make it available at the right time and in right number with the ultimate objective of ensuring optimum and effective utilisation of the human resources in a climate of satisfaction, development and growth.

In pursuance of the above objectives and consistent with the Company's social and national obligations, POWERGRID hereby makes the following policy statement to be called POWERGRID RECRUITMENT POLICY AND PROCEDURES to govern, regulate and generally facilitate recruitment of personnel in the Offices and Establishments of the Company.

- 1.0 **Preliminary**
- 1.1 The policy statement and the rules and procedure made hereunder will be applicable to recruitment and selection of employees of all classes and categories irrespective of whether they are against regular, temporary, casual, or trainee posts, unless specifically stated otherwise.
- 1.2 Classification of employees into regular, temporary, casual and trainee for the purpose of this policy will be the same as defined in the Company's Service Rules.
- 2.0 **Manpower Planning and Budgeting**
- 2.1 In all Regions and Sub-Stations of the Company, before the end of August every year, each Department will review of adequacy or otherwise of the available manpower with reference to the tasks and targets and determine any additional requirements of manpower in qualitative and quantitative terms for the immediately following financial year.



- 2.2 Based on the requirements of additional manpower of the individual departments, the detailed manpower plan for the financial year will be prepared jointly by the Planning and Human Resource Departments for the Regions as a whole giving specific details of each new post other than casual posts and justification therefore and this manpower plan containing details of expenditure involved will form a part of the overall manpower Budget of the Region.
- 2.3 The requirement of casual and other contingent staff will not form a part of the Manpower Budget as the same will be shown only in terms of estimate of expenditure to be incurred in respect thereof as a part of the Works Budget.
- 2.4 Annual manpower including the additional manpower requirements along with all relevant details and estimated cost involved for all the Regions/Projects will be consolidated into an integrated Company Manpower Plan which will form a part of the Annual Budget to be submitted for approval of the Board of Directors.
- 2.5 On approval by the Board, these manpower plans will constitute sanction for creation of posts including posts of trainees and form the general basis of recruitment during the financial year.
- 3.0 **Creation of Posts**
- 3.1 Notwithstanding the Board's overall sanction for the creation of posts as above, specific sanction for each new post from the competent authority will be necessary before initiation of action for filling the posts and the competent authority will issue the necessary sanction depending on the requirements from time to time during the year within the approved budget sanction and manpower plans subject, however, to the policies and directives that may be issued by the Board of Directors and/or Chairman and Managing Director, as the case may be.
- 3.2 For the purpose of according sanction to the creation of regular, trainee and temporary posts in different categories within the approved budget provisions and approving appointments to such posts, the competent authorities as provided under Delegation of Power to be referred and hereinafter referred to as the Appointing Authority.
- 3.2.1 Authorities competent to approve appointments to the posts created within the manpower budget provisions will be as per Delegation of Power.



3.3 While the authority competent to sanction creation of posts will have the flexibility to re-appropriate posts as between various functions under his control subject to over all provisions in the budget, no non-executive post shall be created unless such post is included in the approved budget and manpower plans except with the prior approval of the Chairman & Managing Director who may accord the necessary approval only in exceptional cases. Proposals for creation of such posts not covered by the annual manpower plan will be accompanied by full justifications and explanation of reasons and circumstances due to which the necessary provision could not be made at the time of formulating the annual manpower plan.

4.0 **Job Title, Job specification, Role Outline and Pay Scales**

4.1 Job specifications indicating the eligibility requirements in terms of minimum educational and/or professional qualifications, length, nature and quality of experience, upper age limit etc. and a general outline of the role and responsibilities will be laid down in respect of each job title along with the pay scale or consolidated daily/monthly wage rate in which the posts in the category will be operated.

4.2 To ensure uniformity and consistency, such job titles, job specifications and role outlines together with the pay scales applicable in respect of all categories of posts will be issued by the Corporate Centre from time to time with the approval of the Chairman and Managing Director.

4.3 No appointment shall be made to any post in the Company unless the person fulfils the minimum eligibility requirements and conforms to the specifications prescribed for the post except where general relaxations are made in the case of reserved vacancies for candidates belonging to Scheduled Castes, Scheduled Tribes, OBC(NCL), Physically Handicapped, Ex-servicemen and other special categories.

Provided, however, that in special and exceptional cases appointments may be made subject to the approval of the Chairman & Managing Director in relaxation of the prescribed specifications where the Appointing Authority is satisfied that such relaxation is essential in the interest of the Company.



5.0 Induction Levels

5.1 Keeping in view the need for induction of experienced personnel during the formative stage of a new organisation, recruitments in POWERGRID during the initial years may take place at levels of the organisational hierarchy but while manning the positions it should be ensured as far as possible that the number inducted in higher grades within a cadre is proportionately smaller than the number inducted in the lower grades.

5.2 At the appropriate stage of the growth of the organisation, recruitments will be restricted by and large to the induction levels as specified in Schedule I, so as to ensure that prospects of career growth of existing employees are in no way impaired.

5.3 Infusion of new blood to the executive and supervisory cadres will be through the Executive Trainee and Supervisory Trainee Schemes under which training based on specific requirements of the company will be imparted to the fresh professional graduates and diploma holders to be recruited on a regular annual basis.

6.0 Agencies for Recruitment

6.1 All recruitment to the executive cadres inclusive of Executive Trainees for all Sub-Station and Regions of the company will be centralised in the Corporate Centre and dealt with by the Corporate Human Resource Department.

6.2 In respect of all non-executive personnel, recruitment and training wherever necessary, will be done/ provided by Human Resource Department of the concerned region.

7.0 Sources and Modes of Recruitment

7.1 For recruitment of professional personnel in Company's executive cadre including executive trainees, selection will be made on an all-India basis and for this purpose, the posts to be filled will be duly notified through press advertisements and Company Notice Boards and/or through circulars issued to Government Departments and Public Sector Undertakings where suitable candidates of the required expertise are expected to be available.



7.2 In respect of recruitment to non-executive posts of the levels of W7/S1 and below, all vacancies will be notified to the Employment Exchanges in terms of Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959.

Provided that notifications for recruitment of reserved vacancies will also be issued to Associations concerned, copies of notification may also be sent simultaneously to the Central Employment Exchange and other employment exchanges in the neighbouring districts within the State and Government and Semi-Government Organisations and/or the positions may be advertised in the local press subject, however, to the condition that all things being equal, preference will be given to suitable candidates sponsored by the concerned Employment Exchange.

7.3 In respect of recruitment to non-executive posts of the levels S2 & above recruitment will be made from all the states within the Regions where the Sub-Station /Establishment is located and the states neighbouring such region and for this purpose notification for filling the vacancies will be issued in the newspapers and also to the employment exchanges of the Regions through the Central Employment Exchange, Government Industrial Training Institutes and Polytechnics, in addition to the Notice Board in the company's premises.

Provided that recruitment may be made to such posts from outside the region where the appointing authority is satisfied that suitable candidates in adequate number may not be available within the region.

Provided that to facilitate recruitment to the reserved vacancies, copies of such notifications will also be issued to the various agencies and associations as stated above.

7.4 In addition to the above, induction of executive and specialist non-executive personnel may be made as deemed necessary and appropriate by the authority competent to create the posts from one or more of the following sources :

- (a) Deputation from Central/State Government/Electricity Boards and Public Sector Organisations where suitable personnel on terms offered by the Company may not be available at the right time from other sources where the time and cost involved in processing recruitments through open advertisements may not be justified in view of the number or nature of posts to be filled.
- (b) Campus interview and recruitment of Executive Trainees at E2 level from reputed Engineering Institutions and of Officers at E2A level from reputed Management Institutions.
- (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 proceeding 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 fulfillment of the Company's social and national obligations, it will always be POWERGRID 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 or 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. 400/- for Executive Trainees and other Executive posts, Rs 200/- for Supervisory posts and Rs 100/- for other Non-executive posts other than those covered by the Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959.

Provided that candidates belonging to physically disabled category, Scheduled Castes and Scheduled Tribes and Ex-servicemen will be exempted from the payment of application fee, regardless of the post being reserved for them

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 candidate submits a declaration along with



the application stating that if selected for appointment in POWERGRID on terms acceptable to him :

- (a) he will be agreeable to forego the benefits of carry forward of leave, gratuity etc.; and
- (b) he will be able to produce a 'No Objection Certificate' and secure due release from his present organisation within the stipulated notice period.

11.2 In respect of candidates from public undertakings who despite and aforementioned guidelines from DPE, do not provide for carry forward of leave, gratuity and other benefits even in respect of persons whose applications are forwarded through proper channel, applications may be entertained directly as in the cases of candidates from private sector organisations and the requirement of proper channel will not apply.

11.3 Applications submitted through proper channel may be processed on the basis of advance copies but the candidate, if and when called for interview, must submit a 'No Objection Certificate' from his present employer which must also state that he will be relieved in the event of his selection for appointment in POWERGRID.

11.4 In respect of candidates from Government and Public Sector Organisations who apply through proper channel, Human Resource Department will obtain copies of the annual appraisal reports or their abstracts in POWERGRID's reference check forms which will be placed before the Selection Board during or after interview but before the finalisation of the panel of selected candidates.

12.0 **Requisition for Manpower**

12.1 The respective departments will forward their manpower requirements in prescribed requisition forms to the Human Resource Department through the respective Appointing Authority competent to sanction creation of posts indicating therein the last dates by which placement of personnel is desired for different posts keeping in view the normal lead time for recruitment.

12.2 The requirements will be examined with reference to the sanctioned manpower in the budget by the Human Resource Department who, before proceeding with recruitment, will verify whether the post/posts can be filled.

- (a) out of acceptable transfer requests pending, if any.
- (b) recommended inter-functional adjustments of posts.
- (c) Record of surplus staff (internal) suitable for deployment.
- (d) Executive trainees, supervisory trainees and other trainees apprentices whose completion of training coincides with the requirements.



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 where 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(NCL), Physically Handicapped, 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 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.



14.0 Selection Process and Constitution of Selection Boards

14.1 Various selection methods like trade tests, written tests, group discussions etc. may be employed depending on the requirements of the job for which selection is being made and for this purpose, the Human Resource Department in association with the concerned Department, wherever necessary will evolve and prescribe methods of selection in all Units for similar jobs.

14.2 All direct appointments to every post in the company, whether regular, temporary, trainee or casual, except appointments on deputation from Government organisations and public sector undertakings, will be made only on recommendation of a duly constituted Selection Board/Committee.

14.3 All appointments to the executive and managerial cadres of the Company including Executive Trainees will be made on the recommendations of the POWERGRID Central Selection Board, Guidelines for the constitution of which are given in Schedule-III.

14.4 All appointments to posts in various non-executive categories including Supervisor Trainees and other Trainees/Apprentices will be made on the basis of recommendations of Selection Boards/Committees constituted for the purpose, which must include representatives from the following sources at the appropriate executive level depending on the posts :

- (a) Concerned Department/Function.
- (b) Human Resource Department.
- (c) District/Local Administration at appropriate level but not below the rank of Deputy Collector/Sub-Divisional Officer/Magistrate.
- (d) SC/ST Representative/ Minority Representative.
- (e) Corporate Representative in case the Selection Committee has been constituted at Regional Level.
- (f) A senior Retired Civil Servant.

14.5 The Selection Boards/Committees will be constituted by the Human Resource Department in each case with the approval of the Appointing Authority.

14.6 Honorarium and reimbursement of boarding and lodging expenses may be made to Members of the Selection Board/Committee from outside the organisation as per rates and rules in this regard laid down by Corporate Centre from time to time.



15.0 **Interviews and Role of Selection Boards**

15.1 The candidates included in the shortlist of rated applications referred to in clause 13.5 above will be called upon to undergo a prescribed selection process which may consist of :

- (a) an interview before the Selection Board,
or
- (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
Sleeper 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 Schedule 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.
- (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) 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-à-vis the specific requirements of the posts and on the basis 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.

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 Physically Handicapped, OBC(NCL), 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 prepared by the Human Resource Department, 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 OBC(NCL), 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 a 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.

Provided, however that such verification of antecedents may not be insisted upon in the case of persons employed in the Government/Semi Government Organisations and Public Sector Undertakings immediately prior to the appointment in POWERGRID subject to be condition that in the case of persons coming from Semi-Government Organisations and Public Sector Undertakings, satisfactory evidence is made available in support of the fact that due verification of antecedents was made at the time of their appointment to the Semi-Government Organisation or Public Sector Undertaking, as the case may be.

20.0 **Interpretation and Amendments**

- 20.1 In the case of any doubts arising with regard to any of the provisions in the Recruitment Policy and Procedures and in the cases not covered by these rules, final authority of interpretation will vest in the Chairman and Managing Director whose will be final.



POWER GRID CORPORATION OF INDIA LIMITED
(A Government of India Enterprise)

Apply For Positions in Rajbhasha

Advertisement No. CC/1/2013

POWERGRID, the Central Transmission Utility (CTU) of the country and a Navaratna Public Sector Enterprise under the Ministry of Power, 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 98367 circuit kms of transmission lines along with 160 Sub-stations (as on 31-January 2013) and wheels about 51% of total power generated in the country through its transmission network. 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 is looking for bright, committed and dynamic individuals with rich professional experience to join its fold as per details given under:

Post ID	Name of the Post / Level	Vacancy	Reservation Status	Upper Age limit (in Years) as on 15.04.2013
97	Asstt. Rajbhasha Officer/E1	03	UR-03	30
98	Asstt. Translator -cum- Officer (Rajbhasha) /E1	02	UR-02	30

[One post is reserved horizontally for PwD - OH - OA/OL/BL or HH-PD or VH-LV]

Job Specifications:

Post ID : 97 - Asstt. Rajbhasha Officer

Pay Scale	Rs. 20600/- - 46500/-
Essential Qualification	First class Post Graduate / Master's Degree in Hindi (full time) with English as a subject in the Graduate Degree examination from recognized university Or First class Post Graduate / Master's Degree in English (full time) with Hindi as a subject in the Graduate Degree examination from recognized university.
Post Qlf. Experience	Should have a post qualification experience of 1 year in executive/ officer cadre at least in the following pay scale or equivalent level: IDA : Rs.6550 - 11350 (pre revised) / Rs. 12600 - 32500 (Revised) CDA : Rs.6500 - 10500 (pre revised) / Rs. 9300 - 34800 (Grade Pay Rs.4200) (Revised)
Experience Profile	<ul style="list-style-type: none">• Post qualification experience in implementing the Governments policy regarding the use of Hindi for Official work in all respects including translation and other related work.• The candidate should be well conversant with official Hindi terminology, process, procedure and system for implementation of Rajbhasha rules, regulation and directives of the Government and PSUs.• Experience in PSU / Listed Company particularly in power sector will be preferred.
Upper age limit	30 Years.

Post ID : 98 - Asstt. Translator -cum- Officer (Rajbhasha)

Pay Scale	Rs. 20600/- - 46500/-
Essential Qualification	1. Post Graduate/ Master's Degree in Hindi (full time) with English as a subject in the Graduate Degree examination from recognized university Or Post Graduate/ Master's Degree in English (full time) with Hindi as a subject in the Graduate Degree examination from recognized university AND 2. Recognised Diploma or certificate course in Translation from Hindi to English and vice versa
Post Qlf. Experience	Should have a post qualification experience of 1 year in executive/ officer cadre at least in the following pay scale or equivalent level: IDA : Rs.6550 - 11350 (pre revised) / Rs. 12600 - 32500 (Revised) CDA : Rs.6500 - 10500 (pre revised) / Rs. 9300 - 34800 (Grade Pay Rs.4200) (Revised)
Experience Profile	<ul style="list-style-type: none">• Post qualification experience in Translation works from Hindi to English and vice-versa.• Experience in Scientific/ technical/ legal translation will be an added advantage.• The candidate should be well conversant with official Hindi terminology. Experience in implementing the Government's policy on use of Hindi for Official work, Rajbhasha rules, regulation is desirable.• Experience in Govt./ PSU/ Listed company particularly in power sector will be preferred.
Upper age limit	30 Years.

For persons working in private sector, the equivalent pay will be considered as monthly emoluments of **Rs. 27250/-** excluding medical, Leave encashment and employer's contribution towards Social Security.

Candidates need to submit copy of their latest salary slip & pay certificate for one year experience along with hard copy of their resume in support of experience in relevant pay scale or equivalent level.

Relaxations and Concessions

1. For Persons with Disability (PwD) candidates, upper age limit is relaxed by 05 years (over and above the age limit prescribed) and qualification requirement is relaxed to pass in post-graduation.
2. Ex-Servicemen with a minimum of six month 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 exceeds the prescribed age limit by more than three years.
3. Relaxation to victims of 1984 riots shall be as per Govt. directives.



ANNEXURE I
प्रमाणिक
'क'

पावर ग्रिड कारपोरेशन ऑफ इंडिया लिमिटेड
केंद्रीय राजभाषा विभाग

संदर्भ सं: के./मा.सं./43/पदों का सृजन

20 दिसंबर, 2012

विषय- पावरग्रिड में राजभाषा पदों के सृजन के सम्बन्ध में ।

राजभाषा विभाग, गृह मंत्रालय, भारत सरकार के राजभाषा संबंधी नियमों के अनुसार केंद्रीय सरकार के प्रत्येक कार्यालय/विभाग में राजभाषा संबंधी पदों का सृजन संलग्नानुसार किया जाना अनिवार्य है। कृपया देखें पताका 'क'

उपरोक्त के संदर्भ में पावरग्रिड के कुछ क्षेत्रीय कार्यालयों/उपकेंद्रों एवं आर0एल0डी0 सी0 कार्यालयों में राजभाषा संबंधी पदों पर अपने-अपने कार्यालयों में राजभाषा संबंधी पदों को भरने की कार्यवाई आंतरिक परिचालन तथा सीधी भर्ती द्वारा की गई थी, परन्तु अपेक्षित आवेदन प्राप्त नहीं हो पाए।

संयुक्त सचिव (प्रशासन) विद्युत मंत्रालय की अध्यक्षता में दिनांक 30 नवंबर, 2012 को विद्युत मंत्रालय की राजभाषा कार्यान्वयन समिति की बैठक आयोजित की गई, जिसमें हिंदी के रिक्त पदों पर नियमित भर्ती करने के संबंध में चर्चा हुई। बैठक के कार्यवृत्त के पृष्ठ संख्या 02 पर पावरग्रिड में मुख्यालय स्तर पर कम से कम दो नियमित हिंदी अनुवादकों की भर्ती हेतु आदेश प्राप्त हुआ है। संयुक्त निदेशक (राजभाषा) ने वित्त मंत्रालय (व्यय विभाग) के कार्यालय जापन का उल्लेख करते हुए सूचित किया कि सरकार की राजभाषा नीति का अनुपालन/ कार्यान्वयन सुनिश्चित करने के लिए राजभाषा संबंधी पदों के सृजन को सामान्य बैन से मुक्त कर दिया गया है। कृपया देखें पताका 'ख'

जैसाकि विदित ही है कि निगम के कुछ कार्यालयों में वर्तमान में रिक्त पदों के साथ-साथ निकट भविष्य में राजभाषा अधिकारी के पद रिक्त होने वाले हैं। उनके नीचे कार्य प्रभार संभालने के लिए द्वितीय स्तर पर कोई अधिकारी नहीं है।

प्रत्येक क्षेत्रीय मुख्यालय के अंतर्गत 20-25 उपकेन्द्र/कार्यालय हैं। निगम के निरंतर बढ़ते हुए कार्य व कार्यालयों की संख्या के मद्देनजर राजभाषा के सुचारु कार्यान्वयन के लिए निम्नलिखित राजभाषा संबंधी पद सम्बन्धित कार्यालयों में सृजित किए जाने अनिवार्य हैं :-

क्रमशः- 2

हिन्दी में काम करना आसान है, शुरु तो कीजिए।



- 1-पश्चिम क्षेत्र पारेषण प्रणाली-1, नागपुर - 01 राजभाषा अधिकारी
- 2-पश्चिम क्षेत्र पारेषण प्रणाली-2, बड़ौदा - 01 राजभाषा अधिकारी
- 3- पोसोको मुख्यालय, नई दिल्ली - 01 राजभाषा अधिकारी
- 4 केंद्रीय कार्यालय, गुडगांव - 02 हिंदी अनुवादक (कार्यपालक स्तर)

2013-14 में रिटायर होने वाले अधिकारी

- 1.उत्तरी क्षेत्र पारेषण प्रणाली-2, जम्मू - 01 राजभाषा अधिकारी
- 2.-दक्षिण क्षेत्र पारेषण प्रणाली-1, सिकंदराबाद - 01 राजभाषा अधिकारी

जैसा कि विदित ही है कि विद्युत मंत्रालय, सलाहकार समिति, संसदीय राजभाषा समिति द्वारा किए गए निरीक्षणों के दौरान पदों के सृजन के संबंध में निगम की स्थिति अन्य निगमों की तुलना में संतोषजनक नहीं पाई गई है। भविष्य में संवैधानिक महत्व के पदों पर भर्ती को लेकर किसी अवांछनीय स्थिति की संभावना को देखते हुए प्रस्तावित किया जाता है कि उपरोक्त कार्यालयों में जहां राजभाषा नियमानुसार पदों की भर्ती नहीं की गई है, वहां इन पदों मितव्ययिता, समय की बचत को ध्यान में रखते हुए 05 पदों पर राजभाषा अधिकारियों/पर्यवेक्षकों की अखिल भारतीय स्तर पर परीक्षा आयोजित कराकर तत्काल आधार पर नई भर्ती द्वारा अपेक्षित कार्रवाई की जाए तथा बेहतर होगा कि निकट भविष्य में जो पद रिक्त होने वाले हैं, उनके लिए भी इसी प्रक्रिया में 02 और पदों पर इनके साथ ही भर्ती कर ली जाए जिससे अध्यक्ष महोदय द्वारा समय-समय पर दिए गए आश्वासनों पर अपेक्षित कार्रवाई समय से पूर्ण की जा सके।

विचार व अनुमोदन हेतु प्रस्तावना प्रस्तुत है।

गजेन्द्र
30/12/12
(गजेन्द्र सिंह)

उप प्रबंधक (राजभाषा)

सुप्रीम पावर विड रिपोर्ट के प्रकार में
अनुमोदन हेतु
मुख्य प्रबंधक (राजभाषा) *जी.एन.आर.*
27.12.12

कार्यपालक निदेशक (मा.सं)

रि.प. वि.वा.प.
27.12.2012

निदेशक (कार्मिक) *अ.प.*
31/12/12

05 पदों की अनुमोदन
शुबी
31/12/12

अध्यक्ष एवं प्रबंध निदेशक

अ.प.
31/12/12
रि.प. वि.वा.प.
31/12/12

अ.प.
31/12/12

गजेन्द्र
31/12/12

हिन्दी में काम करना आसान है, शुरु तो कीजिए।

अ.प.
31/12/12

