

# Power Grid Corporation of India Limited Corporate Recruitment Group



Ref: C/HR/Rectt/AE/

**Mr. RANJAN KUMAR****Reg. ID - 902421**Date: **31.08.2018**

Subject: **Interview for selection to the Post of Asst. Engineer (Electrical), Post ID- 162 against Advt. No. CC/05/2017 – PROVISIONAL CALL LETTER**

Dear Sir/ Madam,

This has reference to your application for the post of **Asst. Engineer (Electrical)**, Post ID- 162 against Advt. No. **CC/05/2017**. Based on your performance in the screening test held on 07th July 2018 at Delhi/NCR, we are pleased to invite you to attend Personal Interview on the Date, Time and Venue as indicated below:

<b>Reporting Date &amp; Time for Document verification:</b>	<b>25.09.2018 9 AM</b>
<b>Reporting Date &amp; Time for Interview:</b>	<b>26.09.2018 9 AM</b>
<b>Venue:</b>	<b>POWERGRID, Corporate Office, Ground Floor, Plot No-2, Sector -29 (Near IFFCO Chowk Metro Station- Yellow Line Metro), Gurgaon-122001 (Haryana)</b>

You are requested to bring with you the following documents/testimonials in original alongwith self attested photocopies in the sequence given below for appearing in the Interview:

1. Print out of this call letter (self-attested copy)
2. Print out of your online application form.
3. Personal Resume duly filled in (i.r.o. all fields) with recent passport size colour photograph duly affixed on the space provided. (Download format (../docs/Resume\_Exp\_Revised\_2018.pdf)).
4. Photo ID Card (UID/ PAN/ DL/ Passport etc.)
5. Proof of Date of Birth (Birth certificate/ Matric certificate)
6. Proof of Essential Qualification as mentioned in our detailed advt. dtd. 21.11.2017 (Passing certificate - from recognised University/ Institution indicating class or division obtained and Marksheets of all years/ Groups)
7. Proof of other qualifications (certificate & marksheets).
8. Essential Post Qualification Relevant Experience: Details duly filled in the prescribed format attached to resume starting from present organisation/ exp. (Organisation wise, Post wise and pay wise). Training/ Apprentice/ Teaching experience will not be treated as post qualification experience for the purpose. Please mention only Executive/ Gazetted Officer Cadre experience.
9. Proof of Post Qualification Executive/ Gazetted Officer cadre Relevant Experience as specified in our detailed advt. dtd. 21.11.2017 (original and photocopy)
  - Experience certificate for each organisation clearly mentioning the following
    - a. Post held
    - b. Period of service (from \_\_\_\_\_ to \_\_\_\_\_) post wise and pay wise
    - c. Location
    - d. Area of experience in brief
    - e. Pay scale pre-revised and revised during corresponding period of experience. (essential i.r.o. PSU/ Govt. Organisation)
    - f. Pay emoluments during corresponding period of experience.

- Pay Certificate as proof of pay / eqv. level in support of minimum **One** year requirement in IDA scale Rs. 16400-40500 (Pre-revised) or equivalent level.
  - For persons working in private sector, Duly certified Pay proof in support of **monthly gross emoluments** (excluding Medical, leave encashment and employer's contribution towards social security schemes) of **Rs. 44165/-** for minimum **One Year/12 Months** till 21.12.2017.
  - Pay slips for the month of October & November - 2016 & 2017 as the case may be and latest salary slip duly certified by the organisation in support of experience in relevant pay scale/ emoluments/equivalent level for the duration concerned.
  - Pay Slips provided by the candidates should be sufficient to establish the required monthly pay for the concerned period i.e **12 months till cutoff date (21.12.2017)**. In case, submitted pay slips are not adequate, candidate may be asked to produce pay proof for full period of **12 months**.
  - Candidates shall be required to submit all pay proof as mentioned above at the time of document verification and no further time in this regard shall be provided.
  - PF slip for in respect of concerned experience/ organisation.
  - Cash Component of salary (if any) not reflected in pay slip will not be considered. Candidates working in private sector must be in a position to produce ITR/Form XVI, in support of salary slip as mentioned above, if any pay is received in cash.
  - A chart clearly showing executive/ gazetted officer cadre in the organisation and your position in the hierarchy for relevant experience.
10. Original No Objection Certificate (NOC), in case of candidates working in Central/ State Govt./ Public Sector Undertakings/ Autonomous body, if the application has not been submitted through proper channel. The NOC must state that you will be relieved in the event of your selection in POWERGRID.
11. Caste Certificate (Original & photocopy) in case of SC/ST/OBC (NCL) candidates in prescribed GOI format issued by Competent Authority (download format).
12. Certificate/ testimonials in original & photocopy in case of belonging to PwD/ Ex-SM/ Victims of Riots/ J&K Domiciled.

(All photocopies should be self attested and all proof of experience / pay should be duly certified by Organisation concerned)

Reimbursement of II class sleeper class return rail fare by the shortest route from the address mentioned in the online application or the place from where actually travelled, whichever is nearer, will be admissible on submission of ticket. No expense will however, be reimbursable for travel in case the distance covered is less than 30 kms. No other expenses are reimbursable.

Further please note that, you are being considered for Interview for the said post **PROVISIONALLY** subject to further verification of facts. You are requested to ensure your eligibility against our notified criteria. Interview will be preceded by Document verification. You will be permitted to appear for the interview on submitting relevant documents and fulfilling the eligibility criteria. In case you are not found eligible, no TA shall be reimbursed.

In case the interview is postponed or lasts longer due to unforeseen circumstances, you may have to stay for one more day at your cost and no DA or any other expenses will be admissible or reimbursed for the same.

You have the option of attending personal interview in English / Hindi.

Thanking you,

Yours faithfully,  
For & on behalf of POWERGRID

**(Sandeep Barik)**  
Chief Manager (HR)