



पावर ग्रिड कॉर्पोरेशन ऑफ इंडिया लिमिटेड
Power Grid Corporation of India Limited

सूचना का अधिकार अभिनियम 2005 के अंतर्गत केन्द्रीय लोक सूचना अधिकारी
Central Public Information Officer under the RTI Act, 2005
केन्द्रीय कार्यालय, 'सादामिनी', प्लॉट नं.2, सेक्टर-29, गुडगांव, हरियाणा-122007
Corporate Centre, 'Saudamini', Plot No. 2, Sector-29, Gurgaon, Haryana-122007



PGCIL/R/2019/M-3
Dated : 01 May, 2019

MC Sharma,
Manager (HR), Emp. No. 10320, POWERGRID,
NR-I, Hissar, Haryana-125044,

Sub: Information under Right to Information Act, 2005.

Sir/Madam,

This has reference to your RTI request dated 5 April, 2019 for providing information under RTI Act, 2005.

The desired information is attached at Annexure-I.

First Appeal, if any, against the reply of CPIO may be made to the first appellate Authority within 30 days of the receipt of the reply of CPIO. Details of Appellate Authority at Corporate Centre, Gurgaon, under RTI Act, 2005 is as below:

Shri Sanjeev Singh,
Executive Director (CMG) & Appellate Authority
Corporate Centre, Power Grid Corporation of India Limited
"Saudamini", Plot No. 2, Sector-29, Gurgaon – 122007, Haryana.
Email ID: sanjeev@powergridindia.com
Phone No. 0124-2571962

Thanking you,

भवदीय,

f (जसबीर सिंह) 6/5/19.

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

Email ID: cpio.cc@powergrid.co.in

Annexure-I

Point wise reply is given below:

<p>Q 1</p>	<p>In terms of Rule 15.7 of the Recruitment Policy and procedure of POWERGRID how Final % of marks are decided and freeze to the candidates in the interview by the selection board?</p> <p>VERBALLY unanimous decision is taken by the members of the Selection Board and FINAL % of marks are assigned to the respective candidates.</p> <p>OR</p> <p>Considering the different parameters, Members of Selection Board allot the marks to the candidates on the evaluation sheet given to them and after close of interview, marks given by all the members are compiled and average marks are calculated. The marks so arrived at are treated as FINAL % of marks of the respective candidates.</p>
<p>Reply</p>	<p>The first para of Clause 15.7 of POWERGRID' Recruitment Procedures and Policy specifies that:</p> <p>“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.”</p> <p>Further, as per approval of Competent Authority, written test marks are not disclosed to the Selection Committee since 22.08.2008.</p> <p>The said Selection Committee is constituted as per provisions in the Recruitment Policy and Procedures after obtaining approval of the Competent Authority.</p> <p>The modus operandi of arriving at the final marks obtained by each candidate based on her/his performance during the interview is upto the said Selection Committee.</p>
<p>Q 2</p>	<p>Who is responsible to compile and calculate the Final % of marks given to each candidate and to get it signed by the members of the selection board?</p> <p>HOP</p> <p>OR</p> <p>The Officer of HR department participating in the selection process as the expert member representing the department?</p>
<p>Reply</p>	<p>Please refer to reply to query 1.</p> <p>The Selection Committee as a whole is responsible for assigning the interview marks.</p> <p>Each member of the selection committee is in turn responsible for signing the evaluation sheet against their</p>

	names.
Q3	Whether it is mandatory to complete the above exercise on the same day or it can be completed afterwards?
Reply	Please refer to reply to query 2. Any specific instructions on the query raised could not be found in the Recruitment Policy.
Q4	<p>If it is completed afterwards then:</p> <p>a) Whether the original sheets of the marks given by the respective members of the selection boards are put up before them for their perusal and verification so that they can check and sign the FINAL % of marks given to the candidates?</p> <p>b) Who is custodian of these evaluation sheets? HOP OR The officer of HR department participating in the selection process as the expert member representing the department?</p>
Reply	<p>a) Please refer to replies to queries 1 and 2.</p> <p>b) The evaluation sheets are crucial and confidential documents pertaining to recruitment process. The responsibility for their safe custody lies with the HR recruitment team looking after the concerned recruitment process and interviews.</p>
Q5	Whether these evaluation sheets are preserved as a record and base document of the FINAL % of marks given by the selection board to the candidates or destroyed after signing the sheet of FINAL % of marks?
Reply	The evaluation sheet duly signed by the Selection Committee is preserved in the concerned recruitment file.
Q6	As per Rule 15.5 of Recruitment Policy, certain documents (Bio-Data etc.) have been specified which are to be made available to the members of Selection Board regarding the candidates called for interview. What is the inherent purpose of providing these documents of the candidates to the selection board before commencement of interview?
Reply	The query is trying to elicit individual's interpretation of reasons behind formation of the extant policy provisions and is therefore not covered under the definition of "information" under the RTI Act, 2005.
Q7	<p>Who is responsible to brief the members of selection board about the suitability/ non-suitability of the candidate if any adverse remark has been marked on the bio-data of the candidate during scrutiny and the same has been forwarded to the selection board well before commencement of the interview?</p> <p>HOP OR The officer of HR department participating in the selection process as the expert member representing the department?</p>
Reply	<p>During scrutiny of the applications, if any adverse remark is noted i.r.o an applicant which establishes that he/she is not eligible or not-suitable as per the advertised criteria, in such cases the applicant is not called for any further selection processes like GD and interview.</p> <p>As per prevailing practice, during the document verification process done before interviews, if a candidate</p>

	<p>is found prima-facie not meeting with the advertised criteria, the candidate is not allowed to appear in the interview. The same is brought to the notice of the Selection Committee. The matter is also put up for approval from the Appointing Authority later.</p> <p>During the interview process, as per clause 15.5 of the Recruitment Policy and Procedures, the documents and particulars (including advertisement, Bio-data and other relevant documents) related to the candidates called for the interview are made available to the Selection Committee.</p>
Q8	Whether the adverse remarks given on the bio-data of any candidate can be ignored/ concealed from the selection board by the HOP/ Officer of HR department participating in the selection process as the expert member representing the department?
Reply	Please refer to reply for Query 7.
Q9	<p>What is POWERGRID policy in respect of destroying/ declaring scrap in respect of hard disk of computers used for sensitive work of recruitment etc.? Whether back up of the data of these computers is preserved? If yes, by which department?</p> <p>The copy of policy may please be provided.</p>
Reply	<p>POWERGRID has an "Information Security Policy & Procedures" Document. Clause 6.1.9 of which is as follows:</p> <p>6.1.9.1 There shall be a formal authorization process before assets (including removable computer media) are disposed / re-used.</p> <p>6.1.9.2 There shall be a formal security check-list detailing the activities to be carried out before disposing / re-using the asset. This would include activities like back-up of data, deletion of data etc. The back-up is preserved by the department who is responsible for the process, as per their requirements. Respective IT departments ensure erasing of data before disposal of computers</p>

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