



Ref. : C/HR/Rectt/Vig/2019

Date : 20 Dec 19

Mr/ Ms. PRASANT KUMAR
Reg. ID : 700109

Subject : Interview for selection to the Post of Assistant Manager (Vigilance), Post ID 177 against Advt. No. CC/03/2019 – PROVISIONAL CALL LETTER

Dear Sir/ Madam,

This has reference to your application for the post of Assistant Manager (Vigilance), Post ID 177 against Advt. No. CC/03/2019. Based on your application and the documents submitted, we are pleased to invite you to attend Personal Interview on the Date, Time and Venue as indicated below:

Reporting Date & Time for Document verification:	2-Jan-20 09:30 am
Reporting Date & time for Interview:	3-Jan-20 09:30 am
Venue :	POWERGRID, Corporate Office, Ground Floor, Plot No.- 2, Sec.-29(Near Iffco Chowk Metro station - Yellow line metro),Gurgaon - 122001, Haryana.

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).
4. Photo ID Card (UID/ PAN/ DL/ Passport etc.)
5. Print out of Region/posting preference form (after online fill up & submission).
6. Proof of Date of Birth (Birth certificate/ Matric certificate).
7. Proof of Essential Qualifications (Full time graduation certificates and 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.
9. Any other document as instructed. Please note that some candidates have been instructed to get additional documents in support.
10. Proof of Post Qualification Experience as specified in our detailed advt. dated. 11.06.2019 (original and photocopy).
 - (i) 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.
 - (ii) Pay Certificate as proof of pay / eqv. level in support of eligibility as per the relevant criteria of Essential Experience field as mentioned in the advertisement.

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.

- (iii) A chart clearly showing executive/ gazetted officer cadre in the organisation and your position in the hierarchy for relevant experience.

11. 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.

12. Caste Certificate (Original & photocopy) in case of SC/ST/OBC (NCL) candidates in prescribed GOI format issued by Competent Authority (download format).

13. 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 AC sleeper 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,

(Rajat Prasad)

Deputy General Manager (HR)

Important Note:

This is a computer generated letter and does not need a signature.

Candidature is liable to be rejected at any stage of recruitment/ selection process without notice or if joined services are liable to be terminated, if any information provided by the candidate is not found in conformity with the eligibility criteria notified or POWERGRID comes across any evidence/ knowledge that the qualification/ experience /and any other particulars indicated in application/personal resume/ other forms/ formats are not recognized/ false/ misleading and / or amounts to suppression of information/ particulars which should have been brought to the notice of POWERGRID or that the candidate has been shortlisted for next stage in the process/ has secured employment in POWERGRID through or adopting any unfair means.