



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, 'सौदामिनी', प्लॉट नं.2, सेक्टर-29, गुडगांव, हरियाणा-122007  
Corporate Centre, 'Saudamini', Plot No. 2, Sector-29, Gurgaon, Haryana-122007



PGCIL/R/E/22/00040

दिनांक: 2 March, 2022

**SHRI BISMAYA HOTA**

AT- SHRIHARINAGARH PO- DEOGAON, VIA- BARDOL, Bargarh-768038 Odisha

**विषय: सूचना का अधिकार अधिनियम, 2005 के तहत जानकारी।**

महोदय / महोदया,

कृपया आर.टी.आई. अधिनियम, 2005 के तहत दिनांक 31 January, 2022 को प्रेषित अपने आर.टी.आई. अनुरोध का संदर्भ लें।

उपरोक्त पत्र में बांछित जानकारी अनुलग्नक-1 में संलग्न है।

यदि आप केन्द्रीय लोक सूचना अधिकारी के उत्तर से संतुष्ट न हों तो, केन्द्रीय लोक सूचना अधिकारी के उत्तर की प्राप्ति के 30 दिनों के भीतर पहले अपील प्राधिकारी के सम्मुख अपील की जा सकती है। आरटीआई अधिनियम, 2005 के तहत केन्द्रीय कार्यालय, गुडगांव में अपील प्राधिकारी का विवरण निम्नानुसार है:

**श्री बी. अनंत शर्मा**

कार्यपालक निदेशक (सी. एस.) एवं अपील प्राधिकारी  
केन्द्रीय कार्यालय, पावर ग्रिड कॉर्पोरेशन ऑफ इंडिया लिमिटेड,  
सौदामिनी, प्लॉट नंबर-2, सेक्टर-29, गुडगांव-122001, हरियाणा।  
ईमेल आईडी: [appellate.cc@powergrid.co.in](mailto:appellate.cc@powergrid.co.in)  
फोन नंबर: 0124-2571994

धन्यवाद,

भवदीय,

*f/o Anant*  
02.03.2022

( ए. जगन्नाथ राव )

वरिष्ठ महाप्रबंधक (कें.आयोजना) एवं  
केन्द्रीय लोक सूचना अधिकारी  
Email ID: [cpio.cc@powergrid.co.in](mailto:cpio.cc@powergrid.co.in)

**Sub: Reply to RTI Request of Shri Bismaya Hota, Bargarh, Odisha**

Information sought:	Reply:
Please supply information regarding details of following points as given below:	
<p><b>Q.1</b> Job descriptions circular/orders of ITI qualified employees.</p>	<p>Job descriptions of ITI qualified employees depends on the function/department/business vertical/role in which they are being deployed based on organization work requirement. However, ITI qualified employees are generally deployed for Sub-station and TL operation &amp; maintenance works which includes duty in control room as well as switchyard equipment maintenance, transmission line patrolling, climbing of towers for maintenance, transmission system construction works and other activities. Further they assists the supervisors &amp; executives in smooth operations of day to day works and attends to any other work as directed/assigned by supervisors/ engineers.</p>
<p><b>Q.2</b> Service condition of Non-Executive employees.</p>	<p>The terms and condition of appointment for any post is annexed with the offer of appointment issued to selected candidates. All employees are subject to Service Rules and Regulations including the Conduct, Discipline and Appeal Rules, and such other rules and administrative orders that may be in force from time to time during his/her service in POWERGRID.</p>
<p><b>Q.3</b> Job descriptions circular/orders of electrical executive employees.</p>	<p>Job descriptions of Electrical Executives depends on the function/department/business vertical/role in which they are being deployed based on organization work requirement. Indicative job descriptions for Executive Trainee (Electrical) position is attached at <b>Annexure-II</b>.</p>

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दशरथ कुमाल

Note No. #1

Attachment:ET Electrical JD.pdf

## Job Description

### Position Title: ET- Electrical

#### Indicative Roles & Responsibilities on Regularization:

- 1. Operations of Sub-Stations:** Monitoring of system parameters, Substation operation as per guidelines, Outage coordination, Coordination with RTAMC/RLDC, Maintaining operational formats as per norms, Issuance of permits for maintenance/testing/line maintenance.
- 2. Maintenance of Sub Stations:** Responsible for all proactive and breakdown maintenance activities of S/S, control room, protection PLCC, switchyard equipments etc. Maintenance as per AMP schedule, Procurement action for Inventories as per Norms, Procurement action for T&Ps and Consumables as per requirement, Maintaining AMP formats as per norms, Condition Monitoring of Switchyard equipment, Restoration of System within stipulated time during breakdown Maintenance.
- 3. Operations & Maintenance of Transmission Line:** Patrolling & maintenance of lines, Maintenance of Rectifier, Major re-protection work (insulator re-protection, Strengthening work etc.), Maintaining the spare and required T&P.
- 4. Testing & Commissioning:** Testing & Maintenance of C&P relays, Commissioning activities, Maintenance of Auxiliary system, SAS Healthiness Work, Ensuring healthiness of Communication equipment.
- 5. Construction: To manage construction activities at site in accordance with policy** Adherence to L2 network, Monitoring of availability of construction material and drawings as per schedule, Obtaining clearances, FQP adherence, Regular review meetings with executing agencies, Processing of Contractor payments in time, ROW cases.
- 6. Substation Engineering:** Detail design and engineering of HVDC S/S, Project Conceptualization - Preparation of FR SLD & BOQ, Pre-NIT Activities - Preparation of Pkg list, NIT BOQ, QR, Technical specification, Tender drawings BPS etc., Post NIT Activities - Technical clarification, Bid evaluation, Pre award discussion etc., Detailed Engineering of Various projects, Relay setting, Site Coordination & type test witnessing, Finalization of Qualifying requirement.
- 7. Transmission Line Engineering:** Detail design & engineering of TL, Pre-NIT & Post-NIT Engineering activities, Post-Award Engineering activities for

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- transmission line tower packages, Post-Award Engineering activities i.r.o. Hardware fittings & accessories for conductor/ earthwire, Post-Award Engineering activities i.r.o. Insulators, conductors, Vendor Development activities, Development of National/ International Standards.
8. **CTU/System Studies:** Steady state and dynamic studies, Real Time Simulation, Transient simulation studies, Preparation of feasibility reports for new projects related with strengthening, augmentation of system or new generation linked evacuation system.
  9. **Store Management:** Monitoring of Inventory as per Norms, T&Ps monitoring as per Norms, Action for scrap Disposal, Entries in SAP/ERP, procurement work.
  10. **HVDC Work:** Operations & Maintenance of HVDC Stations & TL, Testing & Commissioning, Construction work, Design & engineering of HVDC system, System Studies, Store Management, Pre-award activities for HVDC projects, Detailed Engineering of HVDC projects, Validation Studies for HVDC projects / Studies conducted as per the requirement of AM /CTU/other dept.
  11. **PESM:** Project Management, Budgeting, Revised Cost Estimation, Environment and social Management, Statutory Clearances, Commercial work.
  12. **Cost Engineering:** Preparation of Schedule of Rates, Assessment of Project Feasibility upon receipt of scope of works, BoQ, Schedule, Funding etc, Preparation of Detailed Project Report (DPR), Preparation of NIT cost estimate based on BOQ given by indenting Department i.e. TL/SSTN/LD&C/CIVIL/ DMS, Vetting cost for R&M works at site, AM works, etc.
  13. **Business Development:** Marketing / Creating business opportunities, Participation in tenders/ submission of Offer, Delivery of agreed solutions to clients, Revenue Realization, Handing over of the project / Closure.
  14. **Commercial Work :** Filing POC Petition, Filing True-Up petitions, Hearing before CERC, Analysis of orders & preparation of briefs, Preparation of Billing advice, Preparation and filing rejoinder to the replies of respondents, Preparation of bills, Joint reconciliation with ISTS Licensee.
  15. **Contract Works:** Pre-requisites activities for initiating procurement, Finalization of Bidding Documents and Publication of NIT, Pre-Bid Conferences, Amendments & Clarifications to the Bidding Documents, Corrigendum publication, Bid Opening, Evaluation of Bids, Award Placement.