
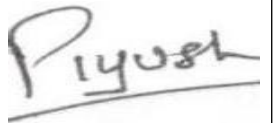


Corporate Centre, "Saudamini", Plot No. 2, Sector – 29, Gurugram, Haryana – 122001
 E-mail- recruitment@powergrid.co.in

Recruitment of Assistant Officer Trainee (Finance)
Against Advt.. No.: CC/02/2022
Computer Based Test on 22.06.2022

Please take a colored printout of this admit card in PORTRAIT MODE


ADMIT CARD
For Written Test through CBT Mode for Assistant Officer Trainee (Finance)


Post Name	Assistant officer Trainee (Finance)		
Candidate Name	PIYUSH GUPTA		
Guardian Name	NAV RATAN GUPTA		
Registration ID	200969	Roll Number	11100214
Date of Birth	08-04-1998	Category	GENERAL
PwD	NO	PwD Sub-Category	N.A
Mobile Number	9910378160	Ex-Servicemen	NO
Nearest Railway Station to Test Centre	GURGAON RAILWAY STATION		
Mailing Address : C-7/104 PWO SOCIETY, SECTOR-43, GURGAON, GURGAON, HARYANA, 122002	 		

 Test Venue Address : iON Digital Zone iDZ 2 Mathura Road
 A 27, Mohan Co-Op Industrial Estate, Near Sarita Vihar Metro Station, Near Metro Pillar No. 294-295, New Delhi, Delhi, India - 110044

Reporting Time	08:30 am	Examination Time	10:00 am - 12:00 pm		
Registration Time	08.30 am - 09:30 am	Test Discipline	Finance		
Negative Marks for wrong answer	0.25 or ¼	No. of Questions	170		
Qualifying Marks	UR & EWS	40%	Total No. of Sections in the Test	Part A : Professional Knowledge Test	Part B : Executive Aptitude Test
	Reserved Category	30%			

To be signed at the venue

Candidate's Signature	Invigilator's Signature
With best wishes,	 Chief Manager (HR)
Date:	

IMPORTANT INSTRUCTIONS FOR CANDIDATES

PLEASE READ THE FOLLOWING IMPORTANT INSTRUCTIONS CAREFULLY

Things to be brought compulsorily for admission to test/examination center

- | | |
|-----------------------------------------|-------------------------------------------------------------------|
| ✓ Printed coloured copy of e-Admit Card | ✓ Original Photo ID proof (as mentioned below in the instruction) |
| ✓ Face Mask & Hand Glove | ✓ Blue ball Pen for rough work & PET water bottle (transparent) |
| ✓ Personal hand sanitizer (50ml) | ✓ 2 Passport size photographs (coloured) |

1. This admit card is **PROVISIONALLY** issued to you based on the details submitted by you in the online application. Before reporting for Written/Screening Test, please ensure that you meet all the eligibility criteria for the post as mentioned in the said Advertisement. **If you do not fulfill eligibility criteria set for the said post, you should not appear for the Test. PLEASE NOTE THAT NO CHANGE WILL BE ALLOWED IN THE TEST CENTRE/VENUE ALLOTTED TO YOU.** You are advised to go through the following instructions carefully.
2. Candidates must ensure that they are meeting all the eligibility criteria including date of declaration of final result as on 31.01.2022 [Cut-Off date]. In case a candidate's final examination results are declared after 31.01.2022, then the candidate is advised to not appear for the CBT as it will lead to subsequent cancellation of candidature.
3. The admit card along with rough sheets used (if any) will have to be returned in original to the invigilators after the test. Failure to do so shall cancel your candidature.
4. Please note that this admit card does not confirm an offer of employment or eligibility criteria. **Your candidature for this Test is PROVISIONAL and is subject to your fulfilling the educational and all other eligibility criteria prescribed for the post as per the concerned advertisement.** Mere appearance in the written test does not entitle you for consideration for further selection in POWERGRID.
5. Candidates are required to register themselves on Biometric System before commencement of Test. Therefore, for capturing Bio-metric data, candidates are advised not to apply any external material on their hands/foot like Mehandi, ink etc.
6. Once the capturing of Biometric data photograph is done at the Registration Desk, the candidate should proceed to the allocated computer node and should not leave the Examination Room/Hall before completion of the examination. After the Computer Based Test (CBT) is over the candidates should appear for bio-metric re-verification before leaving the computer lab. The candidate should ensure that his/her biometric image and photograph are captured properly during bio-metric verification as your bio-metrics captured during CBT will be verified during the remaining stages of selection process.
7. Admission to the Test Center will only be on production of following. Candidates will not be allowed to enter at the Test Centre without valid E-Admit Card and Photo Identification card.
 - This Admit Card (Colour print out)
 - One photo identity proof (PAN card/ Passport/ Driving License/ Voter ID card/ Aadhaar Card/ Govt. Issued Identity card, etc.) **in Original** only for verification purpose. The candidate's photograph and signature should be legibly printed and visible on the photo ID card and should match the name on E-Admit Card.
 - POWERGRID Employees should also bring their original POWERGRID ID Card along with a photocopy of the same.
8. **Mobile Phones, Electronic Calculator, Watch, any kind of transmitter/receiver or any other such electronic devices, textbook, notes, scales, logarithmic tables, electronic gadget etc. inside the Examination Hall is STRICTLY PROHIBITED. Candidates have to make their own arrangement to keep these items out of the Examination Hall at their own risk. POWERGRID shall not be responsible for any loss of personal belongings.**
9. Your 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.
10. POWERGRID reserves the right to cancel/ restrict/ enlarge/ modify/ alter the selection/ recruitment if need so arises, without issuing any further notice or assigning any reason thereafter.
11. Any canvassing directly or indirectly will disqualify the candidate.
12. Information/ Guidelines for SC/ST/PwD Candidates:
 - a. TA for SC/ST/PWD Candidates will be limited to Sleeper class to and fro rail fare from the nearest railway station mentioned in online application form, provided the distance is at least 30 KMs and out of municipal limits. In case of journey by bus, reimbursement will be limited to Sleeper (2nd) class rail fare for equivalent distance or actual bus fare whichever is less.
 - b. SC/ST/PWD Candidate should bring:
 - The duly filled in TA Claim form downloaded from our website. (All reimbursements will be done through online mode only within a reasonable period of time).
 - Original Caste/ PWD certificate in the format prescribed by the Govt. of India with a self-attested copy of the same.
 - Original bus ticket and/or railway ticket for claiming traveling allowance.
 - c. No other expenses are reimbursable.

- d. PWD candidates requiring scribe shall have to submit scribe declaration form (original) and a copy of photo ID card of scribe along with admit card to the invigilator.
- e. For the post of AOT (Finance), PwD candidates belonging to disability of Visual Impairment, OA (One Arm), BA (Both Arms), OAL (One Arm Leg), BLOA (Both Legs and One Arm), BLA (Both Legs Arms) category where dominant (writing) extremity is affected to the extent of slowing the performance of function will be allowed to avail the facility of scribe in CBT. Such candidates need to arrange for scribe on their own and at their own cost. Such candidates shall be provided compensatory time of 20 minutes/ hour of the examination.
13. **Written Test:** The test is of objective type with each question having 4 answer options. All questions are compulsory and of 1 mark each. There shall be 170 questions (120 questions on specific discipline & 50 questions on Aptitude). Duration of the test shall be 2 hours. There will be a **negative marking of 0.25 marks for each wrong answer.**
14. At Test Venue, you must occupy the seat allotted against your roll no. Inter changing seats, creating disturbance in the hall, exchanging notes, consulting/talking to each other/copying of questions in any form etc. will result in summarily dismissal from the Examination Hall, non- evaluation of answer sheet and other disciplinary proceedings.
15. Before commencement of the test, candidates are required to register themselves at registration desk.
16. **Once the attendance/Capturing of photograph at the Registration Desk is done, such candidate will not be allowed to leave the Exam Room/ Hall before end of the examination. There will also be an exit verification (Capturing of photograph) after end of examination.**
17. Ensure that your signature & signature of Invigilator are put on the Admit card. Without this, the answers will be treated as invalid.
18. You shall be provided rough sheets during the test. You are allowed to bring ONLY BALL POINT PEN with you inside the exam hall.
19. The medium of the question paper is bilingual i.e. English and Hindi as per choice opted by the candidate.
20. Please check your details printed in your admit card. In case of discrepancy with the printed Category/Name/DOB, please report it to the POWERGRID Coordinator at your test venue.
21. Candidates should take their seats after finishing with the Registration Process System before commencement of Test.
22. **No admission into the venue is allowed after the time as mentioned in the E-Admit card. No candidate shall be allowed to leave the examination hall before the completion of the Computer Based Test/Examination.**

ADDITIONAL INSTRUCTIONS FOR CANDIDATES DUE TO COVID-19

1. Candidate must maintain social distancing starting from point of entry in the exam venue till his/her exit from the exam venue and follow the Signage/Notice Board.
2. In order to maintain Social Distancing Norm in the examination Hall, the Candidates will sit at alternative Computer Nodes. **In case Candidate is having COVID-19 symptom, in that case he/shall be allowed to appear in CBT in a separate Isolation Lab/Hall.**
3. Candidate must bring their own Face Mask, Hand Gloves, personal hand sanitizer (50ml), transparent blue ball pen, PET water Bottle (transparent) and the exam related documents (Admit Card, Photo ID Card etc.). No other items will be permitted inside exam Lab/Hall.
4. Temperature of candidates will be checked at the entry to the exam venue via Thermo Gun.
5. Candidate's Roll Number and the Lab Number' will **NOT** be displayed outside the exam venue, but the same will be provided to the candidates individually at the time of entry to the exam venue after their Admit Card and ID verification.
6. Candidates need to follow directions given by Examination Centre representatives in order to observe social distancing at the entry point.
7. At registration desk, the candidate will be directed to sanitize his / her hands using sanitizer after which Photograph will be captured during the registration process.
8. Candidates will be under CCTV surveillances from entry to exit in the examination premises.

----- ✂----- CUT HERE (below declaration of candidate shall be handed to centre representative/invigilator) ----- ✂-----

Self – Declaration

I certify to the best of my knowledge & belief that I am NOT Corona Positive or identified as potential carrier of COVID or have the following symptoms :

Cough	<input type="checkbox"/>	Fever	<input type="checkbox"/>
Cold / Runny Nose	<input type="checkbox"/>	Breathing Problem	<input type="checkbox"/>

Candidate Name : _____

Candidate Roll No : _____

Date of Examination : _____

Exam Center Name : _____

Signature of Candidate _____

GENERAL GUIDELINES FOR CANDIDATES

- PHOTO IDENTIFICATION CARD** (not photocopy or scanned copy) in original viz. Voter Identity Card, Driving License, PAN Card, Passport, Aadhaar Card, etc. along with this E-Admit Card. The identity of the candidate will be matched from the original proof. In case your E-Admit Card is without photograph, you are advised to bring two recent passport size photographs in the examination centre (same as uploaded in online application).
- The candidate's photograph and signature should be legibly printed and visible on the photo ID card and should match the name on E-Admit Card. The Photo ID card should not be damaged or smudged.
- Candidates will not be allowed to enter at the Test Centre without valid E-Admit Card and Photo Identification card as mentioned above.
- No request for change in the Date, Time and Examination Centre will be considered under any circumstances. The E-Admit Card will be valid only for the test date and session time as specified above at page no.1.
- No candidate shall be permitted in the examination centre without carrying this E-Admit Card and government ID proof (in original) under any circumstances. In case, change in the name by the candidate after/before marriage, the candidate must bring the original matriculation certificate along with marriage registration certificate /other documentary proof (in original) along with original Identification Card to establish the identity after marriage. The identity of the candidate will be matched from the proofs to be provided by the candidate. Candidates are allowed to carry only E-Admit Card and Identity proof inside the examination centre.
- The E-Admit Card is made available on the website <https://www.powergrid.in/> for downloading & printing by the candidates. This E-Admit Card is computer generated and shall not be sent by post.
- Candidates are required to reach their allotted exam centres on reporting time as mentioned in the E-Admit Card so that entry formalities can be done smoothly. The main gate of examination centre will be closed half an hour before the commencement of the examination time. No late coming is allowed.** Candidates are, therefore, advised to locate their test centre and its accessibility at least a day before the test so that they can reach the centre on time on the day of the test.
- No candidate shall be allowed to leave the examination hall before the completion of the Computer based Test/Examination.
- Candidate's admission to all the stages of the examination is **purely PROVISIONAL** subject to satisfying the prescribed eligibility conditions. Mere issue of E-Admit Card to the candidate will not imply that his/her candidature has been finally considered by Power Grid Corporation of India Ltd. (POWERGRID).
- Once the attendance/ Capturing of photograph/biometric is done at the Registration Desk, the candidate should proceed to the allocated computer node and should not leave the Examination Room/ Hall before end of the examination. After the Computer Based Test (CBT) is over the candidates should appear for bio-metric re-verification before leaving the computer lab. The candidate should ensure that the details are captured properly during registration, as the same may be verified during the remaining stages of selection process.
- Rough Sheet(s) will be provided to candidate for rough work, which will have to be returned to the invigilators after end of the examination. Candidate should clearly write his/her name and Roll No. on each rough sheet.
- User ID and password for the Computer Based Test (CBT) will be provided to the candidate 10 minutes before commencement of the test/exam at their respective seat. The Candidate will be required to enter Login ID and Password which will be provided at examination center to appear for Computer Based Test. Please ensure that your name, photograph appearing on the computer screen are correct after login.
- The candidate should check the particulars viz., Name, Date of Birth, Category, Sub-category, etc. mentioned in E-Admit Card carefully and also eligibility in all respects as per recruitment in Advertisement.
- Candidates must refrain from creating any obstruction during the conduct of examination. If any candidate is found obstructing the conduct of the examination or creating disturbances at the examination venue, his/her candidature shall be summarily cancelled. Such candidate shall also be liable to be debarred from future examinations of the **POWERGRID** and legal proceedings could be initiated against him/her.
- The candidate should bring only E-Admit Card, original Photo Identification Card and Ball Point Pens to Examination Centre. Candidates are strictly advised not to bring mobile/cellular phones, electronic gadgets, earphones or microphones, books, notes, electronics or wrist watches of any kind, pagers or any other electronic communications device, bags, wallet, purses, pendrives or dongles, any type of metallic items, jewellery etc. inside the examination hall /centre. Any infringement of these instructions shall entail disciplinary action against such candidates including ban from future examinations. Candidates are also advised not to bring any valuable/ costly items to the examination centre, as safe keeping of the same cannot be assured. POWERGRID will not be responsible for any loss in this regard.**
- In the examination, if a candidate is (or has been) found guilty of: (i) using unfair means during the examination or (ii) impersonating or procuring impersonation by any person or (iii) misbehaving in the examination hall or (iv) resorting to any irregular or improper means in connection with his/her candidature for selection or (v) obtaining support for his/her candidature by any unfair means, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, will also be liable: (a) to be disqualified from the examination for which he/she is a candidate and (b) to be debarred, either permanently or for a specified period, from any examination or recruitment conducted by POWERGRID.
- Candidate is also advised to read the "Online Examination Instructions" carefully for computer based test/exam available with this E-Admit Card.
- Candidates are also advised to keep visiting website <https://www.powergrid.in/> for further updates.
- Objection management link will be opened for candidates some days after the conduct of examination to see his/her marks online and submit representation towards the questions to POWERGRID.
- The candidates should check the particulars viz., Name, Date of Birth, Category, Sub-category, etc. mentioned in E-Admit Card carefully and also eligibility in all respects as per the Advertisement. The registered candidates may log grievances, if any, with Recruitment Help Desk Email recruitment@powergrid.co.in

ONLINE EXAMINATION INSTRUCTIONS

1. Total duration of test/examination is as mentioned in the E-Admit card.
2. The clock will be set at the server. The countdown timer in the top right corner of screen will display the remaining time available for you to complete the examination. **When the timer reaches zero, the examination will end by itself. You will not be required to end or submit your examination.**
3. show the status of each question using one of the following symbols :

- 1 You have not visited the question yet.
- 2 You have not answered the question.
- 3 You have answered the question.
- 4 You have NOT answered the question, but have marked the question for review.
- 5 The question(s) "Answered and Marked for Review" will **not** be considered for evaluation.

Navigating to a Question :

4. To answer a question, do the following:
 - a. Click on the question number in the Question Palette to go to that question directly.
 - b. Click on **Save & Next** to save your answer for the current question and then go to the next question.
 - c. Click on **Mark for Review & Next** to mark the current question for review, and then go to the next question.
 - d. **Caution:** Note that your answer for the current question will be not be saved, if you navigate to another question directly (**without saving the answer**) by clicking on its question number.

Answering a Question :

5. Procedure for answering a multiple choice type question:
 - a. To select your answer, click on the button of one of the options.
 - b. To deselect your chosen answer, click on the button of the chosen option again or click on the **Clear Response** button.
 - c. To change your chosen answer, click on the button of another option.
 - d. To save your answer, you MUST click on the **Save & Next** button.

To mark the question for review, click on the **Mark for Review & Next** button. **If an answer is selected for a question that is Marked for Review, that answer will NOT be considered in the evaluation since there is negative marking of 0.25 marks for each wrong answer.**