

**The Right to Information Act 2005  
Application for obtaining information**

**From**

Bikash Borah  
Jalukbari, Guwahati, Assam 781014  
Phone:

**To**

The Public Information Officer  
General Manager,  
North Eastern Region,  
Power Grid Corporation of India Limited,  
Dongtiah, Lower  
Nongrah, Lapalang,  
Shillong- 793001

**SUB : A certified copy of the rules and procedures followed for the recruitment of Experienced Personnel for the post of Field Officer (Environment and Social Management) in NER for NERPSIP Works**

Dear Public Information Officer:

Under the Right to Information Act 2005, Section 6, I need some information. The details of the information are as follows

**1. Details of the applicant**

Name : Bikash Borah  
Email : bikashborah1107@gmail.com  
Phone :  
Address : Jalukbari, Guwahati, Assam 781014

**2. Period to which the information relates: Latest**

558-Reg-18-11-15

### **3. Details of Information**

Please provide the following information under section 2(f) and 2(j) of the RTI act:

- 1) A certified copy of the rules and procedures followed for the recruitment of Experienced Personnel for the post of Field Officer (Environment and Social Management) in NER for NERPSIP Works on Contractual basis in Power Grid Corporation of India Limited.
- 2) Certified copy of all the file notes and meeting minutes related to the recruitment, its procedures followed for the post of Field Officer (Environment and Social Management) in NER for NERPSIP Works on Contractual basis.
- 3) The name and the qualification details of the selected candidates to the above post.
- 4) The place of posting of the selected candidates to the above post.

### **4. Application fee details**

Encl. Application Fee of Rs 10/- by IPO No.49F-210429 Pay To: Accounts Officer

### **5. Below Items are for your kind information and consideration**

- a. As per section 6(3) of the RTI Act 2005, In case, the requested information is held by another public authority, I request the PIO to transfer the application or part of it within FIVE days and immediately inform me about such transfer.
- b. As per section 7(3) of the RTI Act 2005, In case, there are further fee required to provide the requested information, I request the PIO to inform me of the additional fee amount along with the calculations made to arrive at the amount.
- c. As per section 7(8)(iii) and 7(3)(ii) of the RTI Act 2005, I request the PIO to inform me of the particulars of First Appellate Authority.

## 6. Declaration

I declare that I am a citizen of India.

Yours faithfully,

*Bikash*

Saturday, November 9th 2019

20. In case of more than one online registration by same candidate, the application (or registration ID) against which fee is deposited shall only be considered for further scrutiny. Similarly where application fees are not applicable, the last registered application shall only be considered for further scrutiny.
21. The contractual engagement will be regulated by Company's rules and administrative orders that may be enforced from time to time during the period of engagement.

IMPORTANT DATES		
Sl. No.	Description	Date
1.	Opening date of online receipt of applications	14.02.2019
2.	Closing date of online receipt of applications	28.02.2019
3.	Tentative date of next announcement on <a href="http://www.powergridindia.com">www.powergridindia.com</a>	29.03.2019
4.	Cut-Off date for the purpose of Upper Age Limit & Post Qualification Experience	28.02.2019

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2. **It is the responsibility of candidate to satisfy that he/ she meets the eligibility criteria (as mentioned in this advertisement) fully before applying. The online application form will not be checking the eligibility.**
3. Essential qualification should be recognized in India and from a recognized Institution or University.
4. All computations of upper age limit & post qualification experience etc. shall be as on the last date of submission of online application i.e. **28.02.2019**.
5. Date of issuance of final mark sheet shall be taken as the date of acquiring qualification.
6. Correspondence Degree course shall not be considered.
7. **Training / Teaching period will not be counted as experience.**
8. **Interview shall be held in GUWAHATI (Tentative).** Candidates called for interview shall be reimbursed second class rail/bus fare by shortest route for to & fro journey provided they meet the laid down criteria.
9. Wherever CGPA/OGPA/DGPA or Letter Grade in a degree / diploma is awarded, its equivalent percentage of marks must be indicated in the application form as per norms adopted by University / Institute. Proof of norms adopted by the University/ Institute to convert CGPA/OGPA/DGPA into percentage is to be submitted at the time of interview, if called for.
10. In case the University / Institution does not have any scheme for converting CGPA into equivalent marks, the equivalence would be established by dividing the candidate's CGPA by the maximum possible CGPA and multiplying the result with 10.
11. Candidates working in Govt. / PSU are required to produce "No Objection Certificate" at the time of Interview.
12. Candidates claiming reservation under OBC (NCL) should belong to OBC- Non creamy layer as on last date of online submission of application to POWERGRID.
13. For any queries regarding this recruitment please send email to nerts\_recruitment@powergrid.co.in
14. No correspondence regarding this recruitment made in Complaint Management System of POWERGRID shall be entertained.
16. Legal jurisdiction will be Meghalaya in case of any cause/dispute.
17. Eligibility of the candidates can be checked at any stage during/after the selection process. Candidature is liable to be rejected at any stage of recruitment/ selection process or after joining, if any information provided by the candidate is not found in conformity with the eligibility criteria notified or if POWERGRID comes across any evidence / knowledge that the qualification, experience and any other particulars indicated in application/ 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.
18. Mere submission of application to POWERGRID does not guarantee the adequacy of candidature for being considered for further selection process.
19. Applications should be submitted through online mode only. Applications not in conformity with the requirements mentioned above/not in given proforma /without relevant supporting documents/ incomplete / without application fees (if applicable) will be rejected and no correspondence shall be entertained in this regard



- ✓ Certificate issued by concerned HR department in case of personnel currently engaged on contractual basis in POWERGRID in consultancy projects.
- (f) Proof of Date of Birth (X class certificate/ Birth Certificate).
- (g) Caste (OBC-NCL) Certificate for claiming Reservation/ Relaxation/concessions (as applicable)
- (h) Discharge Certificate (If applicable)
- (i) Disability Certificate (If applicable)
- (j) Any other relevant document

**Candidate will have to bring the above mentioned documents along with original for verification at the time of interview/ medical/ joining, if called for.**

9. Candidates should submit only single application for a post and application once submitted cannot be altered. A valid e-mail ID is essential for submission of the online application. POWERGRID will not be responsible for bouncing of any e-mail sent to the candidates.
10. Candidates are advised to make a note of their e-mail ID as entered in the application form and Registration Number generated at the top right hand corner of the 'Resume'. These would be required for accessing information through candidate login during the later stage of the recruitment process.
11. Once applied, the applicants are advised to check the web site as well as their registered e-mail regularly for any updates.

### IMPORTANT INFORMATION

1. The engagement of personnel is purely temporary in nature and on contract basis for a period of 24 months or completion of the project, whichever is earlier.
2. The personnel engaged will not be entitled to claim for any regular employment in POWERGRID or any relaxations in case of any recruitment for regular posts in POWERGRID.
3. The contractual engagement will automatically be terminated on expiry of 24 months or till completion of extended period or completion of project, whichever is earlier.
4. The engagement will be project / state / region specific.
5. The Management reserves the right to cancel / restrict / enlarge / modify / alter the recruitment / selection process, if need so arises, without issuing any further notice or assigning any reason thereafter.
6. The no. of posts notified may vary and operation of panel will depend on requirement. Screening Test result (if conducted) may be used for interview in case of requirement for other consultancy works/projects in NER in near future.
7. All information regarding this recruitment process would be made available in the career section of POWERGRID website only. Applicants are advised to check the web site periodically for important update.

### GENERAL INFORMATION & INSTRUCTIONS

1. Only Indian Nationals of age 18 years or above (as on last date of online filling of application) are eligible to apply.



h. Discharge certificate (if applicable)

3. Candidates should ensure that all important details like **Post, discipline and Section applied for**, name, date of birth, address, qualification, experience details etc. are duly filled in.
4. On submission of valid application, the system will generate a "Resume" with a registration number. Candidate should take a print out of the completed application and keep with him/ her safely for future reference.

**5. Application fee:**

Post	Application Fee (Non Refundable)
Field Officer	Rs.400

*Ex-SM/PwD candidates are exempted from payment of Application fees.*

**6. Payment of Application Fees:**

- After successful completion of registration, candidates shall receive an email with details of their Login ID, Password and other information. Candidate is required to login to career page through candidate login link available on job opportunities section (**Go to Careers> Job Opportunities> Openings> NER Recruitment > Concerned advertisement & candidate login link**).
- A button shall be available on the login page which will guide the candidate to payment gateway. Candidate will be automatically directed to payment gateway website and return back to POWERGRID website automatically on completion of transaction.
- Online payment can be made through Credit Card, Debit Card, Net Banking or available E-Wallet.
- If the transaction is successful, the online payment button will disappear and transaction confirmation will appear.
- If the transaction fails and the amount is deducted, the candidates will have to wait for 2 hours to check any update in status on his/ her candidate login home page. In case of no change, he/ she will have to send mail stating the issue and quoting his/ her POWERGRID Registration No.
- Payment once done cannot be refunded.
- Candidates are advised not to wait till last date for submission of application or payment of fees.

**7. CANDIDATES ARE NOT REQUIRED TO SUBMIT THE HARD COPY OF APPLICATION FORM TO POWERGRID**

**8. Candidates should keep the following documents ready with themselves for any future requirement. (Self-attested copies):**

- (a) Copy of online generated resume.
- (b) Documents related to Essential Qualification (Pass Certificate & Mark sheets.)
- (c) Documents related to Other Qualifications (Pass Certificate and Mark sheets)
- (d) Proof of norms adopted by the University/ Institute to convert CGPA/OGPA/DGPA into percentage.
- (e) Documents related to Experience (**Present as well as Previous**)

- ✓ **Experience / Service Certificate:** Proof of experience indicating post held, period of service, pay scale/ emoluments & area of experience/ details of work assignment issued by the organization on its letter head.
- ✓ Latest Pay Slip
- ✓ All proof of experience shall be duly certified by the organization concerned and self-attested by candidate.



## SELECTION PROCESS

1. Selection procedure for Field Officer(ESM) shall be based on Interview only, of the eligible and shortlisted candidates. However, **the Management reserves the right to raise the minimum eligibility standards / criteria and / or to conduct a screening test, to restrict the number of candidates to be called for Personal Interview, if so required.**
2. Screening Test if conducted, shall be for elimination purpose only and will not have any weightage in final merit.
3. Screening test will be of 1hr duration for 75 marks (in two parts. Part-1: 50 questions on relevant discipline and Part-2: 25 questions on Aptitude). There will not be any negative marking. Qualifying marks in Screening Test shall be 30%.
4. **The final merit will be drawn purely on the basis of performance in the Interview. Minimum qualifying marks in interview: 30%**
5. The Offer for Contractual Engagement shall be issued to the suitable candidates on the basis of merit and based on requirement.
6. Engagement of selected candidates will be subject to their medical fitness as per the company's prescribed standards.
7. Applicants should have sound health. No relaxation in POWERGRID Medical Norms is allowed. (Refer to "Health link on career page of our website for Standards of Medical Fitness).
8. The decision of POWERGRID regarding scrutiny of application and shortlisting shall be final and binding.

## HOW TO APPLY

1. **Online application window shall be open from 14.02.2019 to 28.02.2019.** Interested eligible candidates are advised to log on to [www.powergridindia.com](http://www.powergridindia.com) -> Career Section-> Job Opportunities>Openings>NER Recruitment and apply online.
2. Candidates will have to upload the following while filling up the application:
  - a. Their latest colour passport size photograph (.jpg file size not exceeding 50 kb)
  - b. Scanned copy of signature (.jpg file size not exceeding 30 kb)
  - c. Birth certificate /Class X certificate
  - d. Qualification final passing certificate & marksheet.
  - e. Experience Certificate in support of minimum 1 year post qualification experience in relevant field as per requirement as specified in page 2 of the advertisement (e.g. experience certificate issued by the employer, pay slip, job assignment order, etc). **Candidates may please note that relevant experience must be clearly mentioned in the experience certificate.**
  - f. Caste certificate as per Central Govt. format as mentioned on our website in career section *(if applicable)*
  - g. Disability certificate *(if applicable)*



**2. Relaxation in Upper Age Limit:**

For OBC(NCL) candidates	3 years
For PwD Candidates	10 years over and above category relaxation
For Ex-Servicemen	As per Govt. of India directives

3. **Reservation/Relaxation/Concession for Ex-Servicemen** will be subject to submission of Age relaxation cum Discharge certificate in the prescribed format issued by a competent authority along with the application and at time of interview, if called for.
5. Ex-Servicemen with a minimum of six-month continuous service are allowed age relaxation to the extent of the period spent in service plus three years subject to the condition that the resultant age after deducting his period of service from his actual age does not exceed the prescribed age limit by more than three years.
6. **Reservation/ Relaxation for OBC (NCL)** will be subject to submission of a copy of OBC (NCL) certificate along with NCL declaration in the format prescribed by the Govt. of India for "Appointment to Posts under Govt. of India" from a competent authority along with the application and at time of interview, if called for.
7. **Reservation/Relaxation/Concession for Persons with Disability** is subject to submission of Disability Certificate issued by a Government Medical Board in the format prescribed by Govt. of India along with the application and at time of interview, if called for.
8. Categories / Sub-categories of PwD eligible shall be as identified under Govt. of India notification. Persons suffering from not less than 40% of the relevant disability shall only be eligible for the reservation/ relaxation/ concession benefit for PwD as may be applicable.
9. PwD/Ex-SM candidates are exempted from payment of application fees.

**Relaxation in Upper Age Limit for Personnel Engaged by POWERGRID on Contractual basis**

1. Personnel previously engaged by POWERGRID on contract basis as FTB/FE/FS for consultancy assignments and have completed their tenure or those who are presently engaged on contract basis in other consultancy projects and have completed at least one year as on the Cut off date, may apply subject to meeting other eligibility criteria.
2. Upper age limit will be relaxed up to 03 years over and above category relaxation subject to submission of Service Certificate issued by POWERGRID in case of previously engaged personnel, at the time of interview, if called for.
3. A certificate from concerned HR indicating / stating the duration of engagement, the name of the project and that the personnel has completed 01 year as on last date of online submission of application, is to be submitted by the candidate who are presently engaged on contract basis in other consultancy projects if called for interview. Such persons will have to write their POWERGRID Employee No. in the online application.



### JOB SPECIFICATION

<b>Name of Post</b>	Field Officer (Environment & Social Management)
<b>Upper Age Limit as on (28.02.2019)</b>	29 years
<b>Essential Qualification</b>	Master Degree in Natural Resources Management / Environmental Science / Environmental Engineering or equivalent from recognized Institute / University with 55% marks.  OR Graduate in any Engineering discipline with Post Graduate Diploma in Environmental Science / Environmental Management or equivalent from recognized institute / University with 55% marks.
<b>Essential Post Qualification Experience</b>	Should have 01 year post qualification experience in field of Environment Management, Environment Impact Assessment (EIA) studies, preparation / Implementation of Environment Management Plan (EMP), Forest Clearance, Environment Audit etc. Experience in PSU / listed company particularly in Power Sector shall be preferred.
<b>Remuneration</b>	Pay band of Rs. 30000-3%-120000/- + IDA + HRA + Perks @35% of Basic Pay

### COMPENSATION & BENEFITS

1. Field Officer (ESM) engaged on contract basis shall be paid remuneration in the pay band of Rs. 30000-3%-120000/- with initial basic pay of Rs. 30000/- + IDA + HRA + Perks @35% of basic pay.
2. Contract personnel will be entitled to 12 days Casual Leave, 10 days Sick Leave and 30 days Earned leave in a year besides EL encashment, EOL etc. as per terms & conditions of engagement.
2. Contract personnel will be entitled for medical benefits for self during the first year of engagement and self & family (spouse & two dependent children) from 2<sup>nd</sup> year of engagement subject to maximum of 30,000.00(Thirty Thousand) every year for OPD cases. Contract personnel will be provided with medical insurance in case of IPD treatments during tenure of engagement.
3. Contract personnel will be eligible for PF deductions @ 12% of consolidated remuneration per month.

### RELAXATIONS AND CONCESSIONS

1. Reservation/Relaxation/ Concession to candidates belonging to different categories shall be as per Government of India directives.



**POWER GRID CORPORATION OF INDIA LIMITED**(A Government of India Enterprise)  
NORTH EASTERN REGIONAL TRANSMISSION SYSTEMRegd. Office : B-9, Qutab Institutional Area, Katwaria Sarai, New Delhi – 110 016  
Regional Office : Lapalangi, Lower Nongrah, Dongteih, Shillong 793006, Meghalaya

Advt. No. 01/2019

**Engagement of experienced personnel on Contract Basis as FIELD OFFICER  
(ENVIRONMENT & SOCIAL MANAGEMENT) in NERTS for NERPSIP and  
COMPREHENSIVE T&D SCHEME.**

POWERGRID, the Central Transmission Utility (CTU) of India and a Navratna Public Sector Enterprise under the Ministry of Power, Govt. of India is engaged in power transmission business with the mandate for planning, co-ordination, supervision and control over complete Inter-State transmission system and operation of National & Regional Power Grids. POWERGRID, North Eastern Region spans across the Seven North Eastern States of Assam, Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland and Tripura.

POWERGRID, North Eastern Region requires eligible experienced personnel for Consultancy Projects in North Eastern Region, for North Eastern Region Power System Improvement Project (NERPSIP) in the states of NER except Arunachal Pradesh and Comprehensive Transmission & Distribution (T&D) Scheme in the state of Arunachal Pradesh.

**The engagement shall be purely on temporary & contract basis** for a period of 24 months or till completion of extended period or completion of project, whichever is earlier. The contractual period may be further extended for another period up to one year depending on the work requirement and performance of the individual. The engagement will not entitle anyone to claim for any regular employment in POWERGRID or any relaxation in case of any requirement for regular posts in POWERGRID. Details of the requirement are as given below:

**VACANCIES and RESERVATION**

Post ID	Name of Post (On contract)	No. of Vacancies	Category-wise break up
01	Field Officer (Environment & Social Management)	3	OBC(NCL) – 3, (PWD-OH-1)*

\* 01 Post is reserved horizontally for Persons with Disability (PwD) – OH(Orthopedically Handicapped), OBC(NCL)-Other Backward Classes (Non Creamy Layer)