



## Resume for the Post of Assistant (Finance)


835685

Registration  
Number

### Application for the post of : Assistant (Finance)

Post Applied For	Registration Number
Assistant (Finance)	835685

### Candidate's Particulars

Name	Omprakash Chhugani	Father's Name	Nandlal Chhugani	
Mother's Name	Deepa Chhugani	Date of Birth	5 Dec 1992	
Gender	Male	Marital Status	Unmarried	
Ex-ServiceMan Details	Is Ex- Service Man : NO	Internal Candidate Details	Is Internal Candidate : NO Employee Number : Employee Region :	
Category	GENERAL	Religion	HINDU	
Domicile State	MADHYA PRADESH	Nationality	INDIAN	
Written Exam Language	English	Written Test Venue	DELHI	
Is Riot Victim	NO	Is J&K Domicile during 01 Jan 1980 to 31 Dec 1989	NO	
Application Fee (Including Bank Charges of ₹ 60/-)	₹ 260.00	Aadhar Number	736649957160	
Is Considered for POSOCO?	YES			

### PwD Details

Is PwD	NO	PwD Category	/
PwD Percentage	0 %	Scribe Required	
Is Ortho with locomotor disability and cerebral palsy having impairment of dominant (writing) extremity	NO		

**Essential Qualification Details**

Qualification	B. COM.	Percentage of Marks	62.75 %
Discipline	Commerce	CGPA	
Course Duration From	8 Jul 2010	Course Duration To	27 Jun 2013
Date of Declaration of Result	27 Jun 2013	Course Mode	FULL TIME
University	Barkatulla University Bhopal	Institution	Sadhu Vaswani College, Bairagarh Bhopal
Division	1st Division		

**Mailing Address Details**

Address	B new 33 Q no 355 Bairagarh	Landmark	Near Gidwani Park
Nearest Railway Station	Bairagarh	City	Bhopal
District	Bhopal	State	MADHYA PRADESH - 462030

**Contact Details**

Mobile Number	8518025515	Landline Number	-
Primary E-mail	om.chhugani90@gmail.com	Alternate E-mail	om.chhugani90@yahoo.com

**Experience Details****Experience 1**

Organization	Saurabh Shrivastava & Associates	Service From	16 Jan 2014	Service To	10 Aug 2017
Designation	Accountant cum Finance Assistant	Department	Ca Firm	Organization Type	Private
Monthly Gross Salary	12000			Experience Duration	3 years 6 months 26 days.
Job Profile/Exp. Area	Basically this is Ca Firm, I am doing a Accounting of Various Entities, i.e Dream rajasthan Beauty Parlour , Dainik Bhaskar Group, N etc Many Entities ,				

**Transparency / Relationship Declaration**

Do you have any relative working / employed in POWERGRID?	NO
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**Declarations**

Do you suffer from any major ailment / deformities (eg. Cancer, TB, etc.)?	NO ,
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Have you ever been arrested / kept under detention / bound by Police ?	NO,
Have you ever been prosecuted / fined / convicted or have any case pending in any court of law ?	NO ,
Have you ever been rusticated / debarred by any educational authorities / institutions ?	NO ,

**CERTIFICATE**

I Declare that all the information given above are true to the best of my Knowledge. In case it is detected at any stage of recruitment/selection process that I do not fulfill the eligibility criteria and/or do not comply with other requirements as per advertisement/notification and/or I have furnished any incorrect/false information or have suppressed any material facts, my candidature is liable to be rejected.

Signature:



Date: 18 Sep 2017



# POWER GRID CORPORATION OF INDIA LIMITED

(A Government of India Enterprise)  
NORTHERN REGION TRANSMISSION SYSTEM - I



Regd. Office : B-9, Qutab Institutional Area, Katwaria Sarai, New Delhi - 110 016  
Corp. Centre : 'Saudamini', Plot No.2, Sector-29, Gurgaon, Haryana - 122 001

Advt. No. : NR-I/01/2017

Date: 04.09.2017

## RECRUITMENT FOR THE POST OF DIPLOMA TRAINEE (ELECTRICAL/ELECTRONICS/IT), JR. OFFICER TRAINEE (HR) & ASSISTANT (FINANCE)

**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 about **140,723 ckm** of transmission lines at **800/765kV, 400kV, 220kV & 132kV EHVAC & +500kV HVDC** levels and **222** Sub-stations and the transformation capacity of about **293,673 MVA** as on **30<sup>th</sup> June 2017**. This gigantic transmission network, spread over length and breadth of the country, is consistently maintained at an availability of over **99%**. POWERGRID also operates around **41,988 km** of telecom network. POWERGRID has been making profit since inception, having net profit of **Rs.7,520 crore** over a turnover of **Rs. 26,581 crore** for **FY 2016-17**

**Power System Operation Corporation (POSOCO)** is a Government of India enterprise (separate from POWERGRID) under the Ministry of Power entrusted with the responsibility of independent system operator of India for integrated operation of regional and national power system through National Load Despatch Centres and Regional Load Despatch Centres operational across the country to facilitate transfer of electric power within and across the regions and trans-national exchange of power with Reliability, Security and Economy. POSOCO has been facilitating implementation of power system reforms in the country be it as the implementing agency of various CERC Regulations or that for implementation of renewable energy integration & certification. Equipping and upgrading the LDCs with state of the art EMS / SCADA system has made remarkable improvement in data availability, visibility and transparency. Automation initiatives have been taken up with projects on Automated Meter Reading Technology and PMU based Wide Area Measurement System.

**POWERGRID** requires bright, committed and energetic professionals to be inducted in the posts as detailed below for their Northern Region-I covering the states of Uttar Pradesh, Uttarakhand, Rajasthan, Haryana & Delhi and Corporate Centre, Gurgaon.

### POST & CATEGORY-WISE BREAK UP OF VACANCIES (POWERGRID)

Post ID	Name of Post	Total no. of vacancies	UR	OBC (NCL)	SC	ST	Ex-SM*	PwD*	
								Posts reserved for	Posts identified for
A1	Diploma Trainee (Electrical)	33	16	10+3**	4	-	1	1(HH-PD)	OH-OL
A2	Diploma Trainee (IT)	10	5	3	2	-	1	-	OH-OA/OAL OL/BL, VH-B/LV, HH-PD
A3	Assistant (Finance)	19	10	7	1	1***	1	2 (VH-B, LV)	OH-OL/ OA/ OAL, BL/ BLOA/HH-PD

\* Horizontal Reservation

\*\*Carried forward vacancy

\*\*\*Backlog vacancy

**Note:**

Candidates belonging to ST category may also apply for Post ID A1 & A2 mentioned above, provided they meet the eligibility criteria prescribed for UR category.

Candidates belonging to PwD sub-category other than the one for which the post is reserved can also apply, provided the post is identified for that sub-category and the candidate meets the eligibility criteria prescribed for their respective category as mentioned under Relaxations & Concessions.

**Post: Assistant (Finance):** As mentioned above, two posts are reserved for Persons with Disabilities (PwD), Visually Handicapped (VH), Blind (B), Low Vision (LV) out of which one post is advertised for the second time. Accordingly for this post if suitable VH candidates are not available then PwD candidates with OH-OL/OA/OAL, HH-PD may be considered.

**POWERGRID has been entrusted with the assignment of recruitment on behalf of Power System Operation Company (POSOCO) for its Headquarters, National Load Dispatch Centre (NLDC) and Northern Region Load Dispatch Centre (NRLDC) in New Delhi for various posts as per details given below:**

**POSTS & CATEGORY-WISE BREAK UP OF VACANCIES (POSOCO)**

Post ID	Name of Post	Total no. of vacancies	UR	OBC (NCL)	Posts identified for PWD
<b>B1</b>	Diploma Trainee (Electrical)	08	06	02	HH-PD, OH-OL
<b>B2</b>	Diploma Trainee(IT)	02	02	-	OH-OA/ OL/BL, VH-B/LV, HH-PD
<b>B3</b>	Diploma Trainee (Electronics)	02	02	-	OH-OA/ OL/BL, HH-PD
<b>B4</b>	Jr. Officer Trainee (HR)	04	04	-	OH-OA/OL/ OAL/BL, HH-PD, VH-B/LV
<b>B5</b>	Assistant (Finance)	03	03	-	OH-OL/OA/OAL, HH-PD

**Note:**

Candidates belonging to SC/ST category may also apply for **Post ID B1** mentioned above, provided they meet the eligibility criteria prescribed for UR category.

Candidates belonging to SC/ST/OBC (NCL) category may also apply for **Post ID B2, B3, B4 and B5** mentioned above, provided they meet the eligibility criteria prescribed for UR category.

Candidates belonging to PwD category identified for the posts mentioned above may also apply if the candidate meets the eligibility criteria prescribed for their respective category as mentioned under Relaxations & Concessions.

**Abbreviations:** **OH** – Orthopedically Handicapped, **OA** – One Arm, **OL** – One Leg, **OAL** – One Arm One Leg, **BL** – Both Legs, **BLOA**- Both Legs one Arm, **VH** – Visually Handicapped, **B** - Blind, **LV** – Low Vision, **HH** – Hearing Handicapped, **PD** –Partially Deaf

### JOB SPECIFICATION-POWERGRID

Post ID	Name of Post	Qualification	Maximum Age (As on 20.09.2017)
A1	Diploma Trainee (Electrical)	Diploma in Electrical Engineering/Electrical & Electronics from recognized Technical Board/ Institute with minimum 70% marks for General/OBC(NCL)/ST candidates and pass marks for SC.	27 years for General/ST 30 years for OBC(NCL) 32 years for SC
A2	Diploma Trainee (IT)	Diploma in Computer Science / Computer Engineering/ Information Technology from recognized Technical Board/Institute with minimum 70% marks for General/OBC (NCL)/ST candidates and pass marks for SC candidates.	27 years for General/ST 30 years for OBC(NCL) 32 years for SC
A3	Assistant (Finance)	B.Com. from a recognized University/College with 1 <sup>st</sup> division and pass marks for SC/ST candidates. Additional qualification of M.Com. shall be desirable. <b>Experience: Candidates should have one year post qualification experience in Finance &amp; Accounts function</b> of an organisation of repute. Should have experience in processing payment and maintenance of Accounts of the organisation. Should have worked on computers and familiar with various software used in Finance & Accounting function	28 years for General 31 years for OBC(NCL) 33 years for SC/ST

### JOB SPECIFICATION-POSOCO

Post ID	Name of Post	Qualification	Maximum Age (As on 20.09.2017)
B1	Diploma Trainee (Electrical)	Diploma in Electrical Engineering/Electrical & Electronics from recognized Technical Board/ Institute with minimum 70% marks for General/OBC(NCL)/ST candidates	27 years for General/SC/ST 30 years for OBC(NCL)
B2	Diploma Trainee (IT)	Diploma in Computer Science / Computer Engineering/ Information Technology from recognized Technical Board/Institute with minimum 70% marks for General/OBC (NCL) /SC/ST candidates.	27 years for General/OBC(NCL)/SC/ST
B3	Diploma Trainee (Electronics)	Diploma in Electronics & Communication Engineering from recognized Technical Board/Institute with minimum 70% marks for General/ OBC (NCL)/SC/ST candidates.	27 years for General/OBC(NCL)/SC/ST
B4	Jr. Officer Trainee (HR)	Two year full time Post Graduate Degree/ Post Graduate Diploma/ MBA in Human Resource/ Personnel Management/ Industrial Relation/ MSW or equivalent from recognized Institute with minimum 55% marks General/OBC (NCL)/SC/ST candidates.	27 years for General/OBC(NCL)/ SC/ST
B5	Assistant (Finance)	B.Com. from a recognized University/College with 1 <sup>st</sup> division. Additional qualification of M.Com. shall be desirable. <b>Experience: Candidates should have one year post qualification experience in Finance &amp; Accounts function</b> of an organisation of repute. Should have experience in processing payment and maintenance of Accounts of the organisation. Should have worked on computers and familiar with various software used in Finance & Accounting function	28 years for General/OBC(NCL)/SC/ST

**RELAXATION, CONCESSION**

1. Relaxation/Concession for SC/ST/OBC (NCL)/PwD/Ex-Servicemen/J&K Domicile/Victims of Riots candidates shall be given as per Government of India guidelines as detailed below -

<b>For Posts Reserved for various categories</b>					
Sl. No.	Category	Age-relaxation permissible beyond the upper age limit	Relaxation in %age of marks in essential qualification	Concession in application fees	
1	OBC (NCL)	03 years	No Relaxation	Not Exempted	
2	SC/ST	05 years	Pass	Exempted	
3	Ex-SM - UR	3 years after deduction of the military service rendered from the actual age	No Relaxation	Exempted	
4	Ex-SM - OBC(NCL)	6 years (3 years + 3 years) after deduction of the military service rendered from the actual age	No Relaxation	Exempted	
5	Ex-SM - SC	8 years (5 years + 3 years) after deduction of the military service rendered from the actual age	Pass	Exempted	
6	PwD-(UR)	10 years	Pass	Exempted	
7	PwD-OBC(NCL)	10+3 Years	Pass	Exempted	
8	PwD(SC/ST)	10+5 Years	Pass	Exempted	
9	Candidates who had ordinarily been domiciled in the State of J&K during the period from 1 <sup>st</sup> Jan., 1980 to 31 <sup>st</sup> Dec., 1989 <b>OR</b> Children and dependent of Victims of Riots.				
9(a)	UR	5 years	No Relaxation	Not Exempted	
9(b)	OBC (NCL)	(5+3) = 8 years	No Relaxation	Not Exempted	
9(c)	SC/ST	(5+5) = 10 years	Pass	Exempted	
<b>For Posts Not reserved for OBC (NCL),SC, ST &amp; Ex-SM,PWD</b>					
10	OBC(NCL) candidates applying for UR post for Post ID B2, B3, B4 and B5	No Relaxation	No Relaxation	Not Exempted	
11	SC candidates applying for UR post, for Post ID B1, B2, B3, B4 and B5	No Relaxation	No Relaxation	Exempted	
12	ST candidates applying for UR post, for Post ID A1, A2, B1, B2, B3, B4 and B5	No Relaxation	No Relaxation	Exempted	
13	PwD candidates applying for posts, for Post ID A1, A2, B1, B2, B3, B4 and B5	ST	10 years	No Relaxation	Exempted





Sl. No.	Category	Age-relaxation permissible beyond the upper age limit		Relaxation in %age of marks in essential qualification	Concession in application fees
14	PwD candidates applying for Posts, for Post ID B1, B2, B3, B4 and B5	SC	10 years	No Relaxation	Exempted
15	PwD candidates applying for Posts, for Post ID, B1, B2, B3, B4 and B5	OBC(NCL)	10 years	No Relaxation	Exempted
16	Ex-SM candidates applying for Posts, for post ID B1, B2, B3, B4 and B5	SC /ST	3 yrs.	No Relaxation	Exempted
17	Ex-SM candidates applying for Posts, for post ID B1	OBC (NCL)	3+3=6yrs	No Relaxation	Exempted

2. **Persons suffering from not less than 40% of the relevant disability** (Orthopedically handicapped/Hearing Handicapped/Visually handicapped) shall only be eligible for the benefit for PwD subject to submission of Disability Certificate issued by a Government Medical Board in the format prescribed by Govt. of India. (for prescribed format please see "Important formats" link on our Careers section → Job Opportunities)
3. **Reservation/Relaxation/Concession for OBC (NCL) candidates** will be subject to submission of self-attested copy of OBC (NCL) certificate along with Declaration in the format prescribed by the Govt. of India for "Appointment in Central Govt. Posts" issued by the competent authority. (For prescribed format please see "Important formats" link on our Careers section → Job Opportunities).
4. **Reservation/ Relaxation/Concession for SC/ST candidates** will be subject to submission of self-attested copy of SC/ST certificate in the format prescribed by the Govt. of India issued by the competent authority. (for prescribed format please see "Important formats" link on our Careers section → Job Opportunities)
5. **Relaxation/Concession for J&K Domicile/Ex-Servicemen/ Victims of Riots** will be subject to submission of Age relaxation cum Domicile Certificate/Discharge Certificate/Certificate from Concerned Authority respectively in the prescribed format along with hard copy of application and shall be as per Government directives.
6. Ex-Servicemen with a minimum of six months 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.
7. Ex-Servicemen applying for civil posts under Ex-Servicemen category has to submit Form of Undertaking as per G.I.Dept.of Per.& Trg., O.M.No.36034/2/91-Estt. (SCT), dated 3-4-1991. (for prescribed format please see "Important formats" link on our Careers section → Job Opportunities)
8. Ex-Servicemen applying for civil posts under Ex-Servicemen category has to submit Proforma of Certificate for employed officials as per G.I.Dept.of Per.& Trg., O.M.No.36034/2/91-Estt. (SCT), dated 3-4-1991. (for prescribed format please see "Important formats" link on our Careers section → Job Opportunities)
9. In case Caste/Category certificate is issued in a language other than Hindi or English, candidates are advised to produce a certified translation of the same in either Hindi or English language at the time of Interview.



## SELECTION PROCESS

The Selection process shall be common for both POWERGRID and POSOCO and shall be as per the details given below –

Post ID	Name of Post	Selection process
1	Diploma Trainee (Electrical)	Written Test/Computer Based Test (100 % weightage )
2	Diploma Trainee (Electronics)	Written Test/Computer Based Test (100 % weightage )
3	Diploma Trainee(IT)	Written Test/Computer Based Test (100 % weightage )
4	Jr. Officer Trainee (HR)	Written Test/Computer Based Test (100 % weightage) & Computer Skill Test (Qualifying in Nature)
5	Assistant(Finance)	Computer Based Test (100 % weightage) & Computer Skill Test (Qualifying in Nature)

- Selection process for the post of Jr. Officer (Trainee) HR/Assistant (Finance): Candidates who qualify the written test shall be short listed for Computer Skill Test in the prescribed ratio subject to a Minimum cut-off percentage of marks of 40% for UR vacancies and 30% for reserved vacancies. Reserved category candidates who have not availed any relaxation, shall be eligible to be called under UR vacancy, if they are falling in the prescribed ratio for UR vacancies.
- The Written Test/Computer Based Test shall be of Objective type (each question shall have four answer options) of two hours duration consisting of two parts –
  - Part-I consists of Technical/Professional Knowledge Test with 120 questions having specific questions from respective discipline.
  - Part-II consists of Aptitude Test with 50 questions on vocabulary, verbal comprehension, quantitative aptitude, reasoning ability, data sufficiency & interpretation, numerical ability etc.

All questions carry equal marks (1 mark). Wrong & multiple answers would result in negative marks of ¼.

### 3. Qualifying criteria in Written Test :

Vacancy Reservation	For the post of Diploma Trainee (Electrical), Diploma Trainee (IT), Diploma Trainee (Electronics) and Jr. Officer Trainee (HR)	For the post of and Assistant (Finance)
Unreserved Vacancies	Minimum of 40% marks subject to at least 30% marks in each Part-I & Part-II <b>separately</b>	Minimum of 40% marks in total (Part-I & Part-II <b>combined</b> )
Reserved Vacancies	Minimum of 30% marks subject to at least 25% marks in each Part-I & Part-II <b>separately</b>	Minimum of 30% marks in total (Part-I & Part-II <b>combined</b> )

### 4. Qualifying Criteria in Computer Skill Test: Computer Skill Test will be qualifying in nature.

### 5. Weightage to different parameters:

For calculation of final score of a candidate for empanelment, the weightage assigned to Written Test/Computer Based Test shall be as indicated below:

Post	Parameters	Weightage
Diploma Trainee (Electrical)/ (Electronics)/(IT)	Written Test/Computer Based Test	100%
Jr. Officer Trainee (HR) & Assistant(Finance)	Written Test/Computer Based Test	100%
	Computer Skill test	No Weightage



## 6. Empanelment of candidates:

- Diploma Trainee (Electrical/IT):** A common panel of candidates who qualify in the Written Test/Computer Based test shall be prepared for both POWERGRID and POSOCO in respect of total vacancies for each post in the prescribed ratio.
- Diploma Trainee (Electronics):** Candidates who qualify in the written test/Computer Based Test will only be adjudged suitable for empanelment in the prescribed ratio.
- Jr. Officer Trainee (HR):** Candidates who qualify in the Written Test/Computer Based Test and Computer Skill Test separately will only be adjudged suitable for empanelment on the basis of performance in the Written Test only.
- Assistant (Finance):** A common panel of candidates who qualify in the Written Test/Computer Based test and Computer Skill Test separately shall be prepared for both POWERGRID and POSOCO in respect of total vacancies in the prescribed ratio.

## 7. Operation of Common Panel for POWERGRID and POSOCO:

Operation of panel shall be done on first priority basis for POWERGRID and then for POSOCO (depending on option exercised by the candidate) in respect of common posts of POWERGRID & POSOCO.

## 8. Offer of Appointment:

The Offer of Appointment shall be issued to the suitable candidates empanelled in the order of merit and based on the requirement. **However, for common panel of POWERGRID and POSOCO, Offers will be issued for POWERGRID vacancies first in the order of merit. Thereafter POSOCO/concerned RLDC shall issue offer to the candidates in the merit and who have opted for POSOCO.** Once a candidate gets offer from one organisation, his/her candidature for other organisation may automatically be treated as cancelled, even if he/she does not accept /join the organisation. Appointment of selected candidates will be subject to them being found medically fit in the Pre-employment Medical Examination to be conducted as per POWERGRID norms and standards of medical fitness.

- The applicant will have the option to appear for Written Test/Computer Based Test in Hindi/English language (Questions will be bilingual except questions of English language test).

## TEST CENTRES

The Written Test/ Computer Based Test shall be held at the following Test Centres:

1	Delhi	2	Jaipur (RAJ)	3	Noida (UP)
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Candidates will have to choose the test centre nearest to their address for communication and no change will be allowed subsequently. Admission to the test will be on production of Admit Card. **Candidates have to download their Admit Cards through our application portal. Admit Card will not be sent by Post.** POWERGRID reserves the right to change/cancel test centres

## HEALTH STANDARDS

Applicants should have sound health. No relaxation in health standard is allowed. Appointment of selected candidates will be subject to their being found medically fit in the Pre-employment Medical Examination to be conducted as per Norms & Standards of Medical Fitness. Please visit Careers section → Health of our website for details of medical standards.

### COMPENSATION PACKAGE DURING TRAINING PERIOD AND ON REGULARISATION

Post ID	Stipend during training period	Designation & Level on successful completion of training period	Basic pay on Regularisation
A1, A2 & B1, B2, B3	Rs. 16500/- pm	Junior Engineer Gr-IV at S1 level in Supervisory category	Rs.16000/- in the pay-scale of Rs.16000-35500/- (IDA)
B4	Rs. 16500/- pm	Junior Officer (HR) Gr-IV at S1 level in Supervisory category	Rs.16000/- in the pay-scale of Rs.16000-35500/- (IDA)
A3&B5	Selected candidates will be placed in the regular pay scale of W4 level in Workmen category i.e. Rs 12500-27500/- (IDA)		

Besides the above, the compensation package also includes IDA, HRA and other allowances, benefits such as monthly conveyance reimbursement, medical facilities, various insurance covers, Performance Related Pay, Leave encashment, CPF, Gratuity and various low interest short/long term advances as per rules in force from time to time.

### SERVICE AGREEMENT BOND

Candidates selected shall undergo training for a period of one year. They will be required to execute a Service Agreement Bond as per the following details to successfully complete the training period and thereafter serve the organisation for at least three years:

Post ID	Service Agreement Bond
A1, A2, B1, B2, B3, & B4	General/OBC (NCL) candidates: Rs. 50000/-, SC/ST/PwD candidates: Rs.25000/-

### APPLICATION FEES

For the post of Diploma Trainee (Electrical), Diploma Trainee (IT), Diploma Trainee (Electronics) and Jr. Officer Trainee (HR)	For the post of Assistant (F&A)
Rs 300/-	Rs 200/-
<b>Bank Charges: Rs 60</b>	

SC/ST/PwD/Ex-SM/Departmental candidates are exempted from payment of Application Fee.

### HOW TO APPLY

1. Interested eligible candidates should apply only through On-line Registration System of POWERGRID. To apply logon to <http://www.powergridindia.com> → Careers section → Job Opportunities and then **"Recruitment of Diploma Trainee (Electrical/Electronics/IT), Jr. Officer Trainee (HR) & Assistant (Finance) in NR-I and POSOCO"**. No other means/ mode of application shall be accepted. POWERGRID/POSOCO will not be responsible for bouncing back of any email sent to the candidate.
2. **At the time of filling of on line application, candidates may indicate their option to be considered for POSOCO.**



3. Before registering and submitting their applications on the website, the candidate should possess the following :-
- Valid Self E-mail ID and Mobile no.
  - Scanned copy of recent passport size colour photograph of the candidate with white background
  - Scanned signature of the candidate
4. **PHOTOGRAPH:** One recent coloured passport size photograph not more than three months old is to be scanned and uploaded in the space earmarked in the on-line application. The Photograph should be in JPG or JPEG format. The Size of the photograph should be between 20KB to 50KB.
5. **SIGNATURE:** Signature (in Black ink) against white background is to be scanned and uploaded in the space earmarked in the on-line application. Candidates must ensure the signature uploaded shall be maintained as same at all places viz. signature up-loaded, appended on Undertaking, Attendance Sheet of written examination, etc. If any variation is found between the signatures, the candidature is liable to be cancelled. Candidate is advised to confirm his / her uploaded signature is clearly visible / identifiable at the appropriate place. The signature should be minimum 200 dpi (dots per inch) and in JPG or JPEG format. The Size of the signature should be between 10KB to 30KB.
6. Candidates should check that their Signature and Photograph are uploaded in the designated places in format before final submission of application.
7. Candidate shall fill up the online application form and on submission of the same a resume and bank challan having unique POWERGRID Registration ID will be generated.
8. After two bank working days of generation of challan, candidate can approach any branch of SBI with Challan for depositing the fees.
9. Candidates will have to deposit prescribed application fee +bank charges of Rs. 60/- to SBI.
10. In case a candidate fails to deposit the fees (Application fee + Bank charges) by 25.09.2017, his/her candidature shall be rejected without further correspondence.
11. The fees shall not be refunded under any circumstances. Candidates are requested to verify their eligibility before applying for any post and payment of application fee.
12. The candidate shall retain hard copy of application or resume.
13. **Candidates are advised to take a printout of the resume** and send through ordinary post and not by any other means like Courier, Speed Post and Registered Post etc along with following enclosures to the address mentioned below in an envelope:

**Application for the post of ..... (Name of Post)**

To,  
The Advertiser (PG)  
Post Box No. 9279  
Krishna Nagar Head Post Office  
Delhi – 110 051

- Date of Birth**-Matriculation Certificate(Class-X)/Birth Certificate
- Educational Qualification -**
  - **All mark-sheets (year-wise/semester-wise)**
  - **Degree/Diploma**
- Proof of norms** adopted by the University/Institute to convert CGPA/OGPA/DGPA into percentage.



- (iv) For Post ID A3 & B5, **Experience/Service Certificate** in the letter head of the company clearly indicating the post held, period of service, gross emoluments and area of experience as proof of Post Qualification Experience duly certified by organization concerned.
- (v) **Latest pay slip** (wherever applicable)
- (vi) **Caste/Category Certificate**, if applicable.
- (vii) **Declaration Form** regarding Non-Creamy Layer status in respect of OBC (NCL) candidates in the prescribed format.
- (viii) **Disability Certificate** in case of PwD candidate in the prescribed format.
- (ix) **Discharge Certificate, Undertaking and Proforma of Certificate for Employed Officials** in case of Ex-Servicemen in the prescribed format.
- (x) **Certificate** in the prescribed format issued by Competent Authority in respect of J&K Domicile/ Victims of Riots, wherever applicable.

**The candidate should cross check all the details filled in the Online Application, before finally submitting the same, as no correction will be possible later. Any other mode of submission of application would not be accepted**

14. Last date for receipt of hard copy of application (Resume) is **02.10.2017**.
15. The admit card indicating Roll Number, Name of the allocated Test Center and guidelines for the test will be made available on our website to the candidates found apparently eligible based on the online data only. The candidate has to download his/her Admit card, Test Guidelines etc. for appearing in the test from the website only. **Please note that the admit card will not be sent by post.**
16. All information regarding this recruitment will be made available on the website: <http://www.powergridindia.com> and no separate communication shall be made. Candidates must constantly visit website <http://www.powergridindia.com> for information regarding dates of written test, downloading of admit card, result of written test, medical standards etc.
17. E-mail ID and Mobile number to be entered in online application form is mandatory. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new email ID before applying online. Candidates are advised to keep the e-mail ID and Mobile number entered compulsorily in the online application form, active for at least one year. **No change in the email ID or mobile number will be allowed once entered.** All future correspondence shall be made via E-mail and/or SMS only.
18. Applicants should keep sufficient copies of same photographs in reserve for future use, which they are using in the Online Registration.
19. It is mandatory that eligible candidates go through the full text of the advertisement and agree to all the conditions given, while applying for the post.
20. No manual / paper application will be entertained.

### GENERAL INFORMATION & INSTRUCTIONS

1. Only **Indian Nationals** who have attained the age of **18 years** and above are eligible to apply.
2. Before applying, the candidate should ensure that he/she fulfils the eligibility criteria and other norms mentioned in this advertisement.
3. For the Un Reserved (UR) vacancy, SC/ST/OBC (NCL) candidates can apply subject to meeting with all general standards of eligibility.
4. **Correspondence course in Diploma** shall not be considered as recognised qualification as per AICTE norms.
5. Qualification acquired through **Distance Mode/Correspondence in MBA** shall not be considered as recognised qualification.





6. All eligibility qualification should be recognized and from a recognized Institution/Board/Council/University. 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 verification, if called for. 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 100.
7. Mere submission of application does not guarantee the adequacy of candidature for being considered for further selection process.
8. 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.
9. The vacancies notified may vary and operation of panel will depend on requirement.
10. 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 criteria mentioned or if POWERGRID comes across any evidence/knowledge that the qualification, experience and any other particulars indicated in the 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.
11. All computation of upper age limits and post qualification experience (wherever applicable) etc. shall be done as on closing date of on line submission of application. Date of issuance of final mark sheet shall be taken as the date of acquiring qualification.
12. Candidates selected in POWERGRID are liable to be posted anywhere in India and abroad.
13. Management reserves the right to raise or lower the qualifying standards in any stage of the selection process depending on availability of sufficient number of candidates.
14. Candidates working in Govt./PSU are required to produce "No Objection Certificate" at the time of Document verification.
15. SC/ST/PwD Candidates shall be reimbursed second class rail fare/bus fare by shortest route for to and fro travel for the purpose of appearing in test, on production of railway ticket/number/bus ticket for onward journey and self-attested copy of SC/ST/PwD certificate, restricted to distance between the address for communication and the nearest test centre.
16. Candidates claiming reservation under OBC (NCL) should belong to OBC- Non creamy layer as on closing date of submission of online application i.e **20.09.2017**.
17. **Candidates belonging to OBC (NCL) category will have to submit OBC (NCL) certificate in proper format issued during the 3 preceding Financial Years i.e., 2014-2015, 2015-2016 & 2016-2017.**
18. All photocopies of documents (along with the application) submitted at the time of Document Verification, if called for, should be self-attested by the candidate. Candidates should retain sufficient number of same coloured size photograph as used in the online application for future use.
19. Candidates shall submit application for only ONE post as the Written Test shall be held on the same day for all the posts.
20. Teaching/Training period will not be counted as experience.
21. Legal jurisdiction will be NCT of Delhi in case of any cause / dispute.
22. Online application forms that are incomplete and without prescribed fee will be rejected straight away and no correspondence in this regard will be entertained.
23. Mere submission of application to POWERGRID does not guarantee the adequacy of candidature for being considered for further selection process. Candidature shall be considered valid only after receipt of hard copy of application along with the required documents at the address specified in the **How To Apply** section by the last date of receipt of hard copy of application.



24. POWERGRID will not be responsible for any postal delay or loss of application in transit.
25. There is no provision of re-checking / re-evaluation of Answer Sheets.
26. The candidature of the candidate at all stages of the selection process shall be provisional in nature.
27. Mobile phones / pagers/ iPad / iPod / Tablets / Phablets or any other such electronic device is strictly prohibited inside the examination hall. Candidates are advised to not carry the same to the examination hall. Possession of any electronic device inside the examination hall may lead to disqualification of candidature of the candidate.
28. In case a candidate submits more than 01 application for same post, the application against which Bank Challan is deposited shall only be considered. Further, if a candidate deposits Bank Challan for 02 applications for the same post, the application with the latest registration no. shall only be considered. If application fee is exempted then the last registered application shall only be considered as final.
29. Candidates are required to fill in their bank details such as bank A/C No, Bank's name Branch Name, IFSC code etc. in the online application form in order to enable us to process TA payment online if applicable.

#### INSTRUCTIONS REGARDING SCRIBE:

30. Candidates who are visually impaired or affected by cerebral palsy with locomotor impairment and whose writing speed is affected can use scribe.
31. Facility of scribe can be availed by person belonging to PwD having disability 40% or more.
32. Such candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of examination.
33. Candidates not availing the facility of a scribe may be allowed additional time of minimum of 01 hour for examination for 03 hours duration.
34. Candidates eligible for and who wish to use the services of scribe in the examination should invariably indicate the same in the online application form. Any subsequent request for a scribe shall not be entertained.

For any queries regarding this recruitment please send email to [nr1recruitment@powergrid.co.in](mailto:nr1recruitment@powergrid.co.in) clearly mentioning the Post applied for, in the subject line.

#### IMPORTANT DATES

Sl. No.	Description	Date
1.	<b>Opening date</b> of online submission of applications	<b>06.09.2017(12:00 A.M)</b>
2.	<b>Closing date</b> of online submission of applications	<b>20.09.2017(23:59 Hrs)</b>
3.	<b>Last date of receipt of hard copy</b> of applications (Resume) along with enclosures	<b>02.10.2017</b>
4.	<b>Opening date for deposit of fee through bank Challan</b>	<b>11.09.2017</b>
5.	<b>Last date for deposit of fee through bank challan</b>	<b>25.09.2017</b>
6.	<b>Cut-Off date</b> for the purpose of Upper Age Limit & Post-Qualification Work Experience	<b>20.09.2017</b>
7.	<b>Date of announcement of Written Test/Computer Based Test Date</b>	<b>23.10.2017</b>

#### NOTE:

1. All the important updates regarding this recruitment shall be hosted in the POWERGRID website in the Careers section and accordingly all the applicants are advised to visit the site regularly.
2. In order to avoid last minute rush, the candidates are advised to apply early enough. POWERGRID will not be responsible for network problems or any other problem in submission of online Application.