



## 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 (preferably)     | ✓ 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) in a transparent bottle | ✓ 2 Latest Passport size photographs (coloured)                   |

1. This admit card is **PROVISIONALLY** issued to the candidate based on the details submitted by him/her in the online application. Before reporting for Computer Based Test, please ensure that you meet all the eligibility criteria for the post as mentioned in the Advertisement **NRTS-II/2021/02/DT/AMD** dated 20.08.2021. **If you do not fulfill eligibility criteria set for the said post, you should not appear for the Test.**
2. **PLEASE NOTE THAT NO CHANGE WILL BE ALLOWED IN THE TEST CENTRE/ VENUE ALLOTTED TO YOU.**
3. **Candidates having Full time Regular 3 Years Diploma in Electrical/ Electrical (Power)/ Electrical and Electronics/ Power Systems Engineering/ Power Engineering (Electrical) are eligible for Diploma Trainee (Electrical) post. Candidates possessing higher technical qualification viz. BE/ BTech / ME/ MTech etc with or without Diploma are not eligible and hence advised not to appear for the test.**
4. **Candidates having Full time Regular 3 Years Diploma in Civil Engineering are eligible for Diploma Trainee (Civil) post. Candidates possessing higher technical qualification viz. BE/ BTech / ME/ MTech etc with or without Diploma are not eligible and hence advised not to appear for the test.**
5. Please keep a copy of this admit card and note down your Roll No. for all future correspondence.
6. 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 you fulfilling the educational and all other eligibility criteria prescribed for the post as per the above said advertisement. Merely attending the Computer Based Test does not entitle you for consideration for further selection in POWERGRID.**
7. Candidates, belonging to PwD categories other than those identified for the said posts, are advised not to appear for test.
8. 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 may result in cancellation of your candidature.
9. Admission to the Test Center will only be on production of following:
  - a. This Admit Card (**Coloured print out**) for verification at the time of the Examination. In case your E-Admit Card is without photograph, you are advised to bring two recent coloured passport size photographs in the examination centre (same as uploaded in online application form).
  - b. One original and valid photo identity proof (viz. PAN card/ Passport/ Driving License/ Voter ID card/ Aadhaar Card/ Govt. Issued Identity card etc.) 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. The identity of the candidate will be matched from the original proof. The Photo ID card should not be damaged or smudged.
  - c. POWERGRID Employees should also bring their original POWERGRID ID Card along with self-attested photocopy of the same.
10. **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.**
11. **This Admit card is valid only for the test date and shift/ session time as specified above. Gates of Examination centers shall be closed half an hour before the commencement of CBT and no candidates shall be allowed inside there after in any case. Candidates are advised to report as per the reporting time mentioned above.**
12. **Phones, Electronic Calculator, Watch/Smart watch, any kind of transmitter/receiver or any other such electronic devices, text book, 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.**
13. Candidate must check his/her personal particulars printed in this admit card and in case of any discrepancy, the registered candidates may write through mail along with supporting document to [nr2rect@powergrid.co.in](mailto:nr2rect@powergrid.co.in)
14. Your candidature is liable to be rejected at any stage of recruitment process without notice or if joined services are liable to be terminated, if any information provided by you is not in conformity with the criteria notified or 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 or that the candidate has been shortlisted for next stage in the process/has secured employment in POWERGRID through or adopting any unfair means.
15. 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.
16. **Candidates are advised to keep a copy of this admit card with him/her as this admit card has to be submitted originally at the time of examination.**
17. Any canvassing directly or indirectly will disqualify the candidate.
18. Candidates are advised to locate their Examination 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.

19. **Information/Guidelines for SC/ST/PwD Candidates:**

- TA for SC/ST/PwD Candidates will be limited to Sleeper class by the shortest route 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 of the center of examination. In case of journey by bus, reimbursement will be limited to 2nd class rail fare for equivalent distance or actual bus fare, whichever is less.
- 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. No TA shall be paid in the absence of any of these documents
- No other expenses will be reimbursed.
- PwD candidates belonging to OA(One Arm- Locomotor Disability) 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.

20. Candidates are required to abide by the security protocols deployed at the Examination center.

**GUIDELINES FOR COMPUTER BASED TEST**

The **Computer Based Test** is of objective type in 2 parts viz Part-I (Professional Knowledge Test-PKT) and Part-II (Supervisory Aptitude Test-SAT) comprising of 170 questions to be answered in 120 minutes. Attempting both the parts shall be compulsory. The Details are as under:

S No	POST NAME	Part I (PKT)	Part II (SAT)
1	Diploma Trainee (Electrical)	Comprises of 120 MCQs from the respective discipline/subject each having 4 answering options	Comprises of 50 MCQs each having 4 answering options on vocabulary, verbal comprehension, quantitative aptitude, reasoning ability, ability to determine data sufficiency, interpretation of graphs/charts/tables, numerical ability etc.
2	Diploma Trainee (Civil)		

**1. Qualifying criterion**

It is compulsory to pass each Part-I & II separately to qualify the Examination.

- i. For UR/EWS category the pass marks are 40% of combined Part-I & II and 30% in each part.
- ii. For Reserved categories the pass marks are 30% of combined Part-I & II and 25% in each part.

**2. Negative Marking**

All questions carry equal marks of 1 each. Wrong answer would result in negative mark of ¼.

**3. Selection Process**

The Selection process is as under:

S No	Name of the post	Selection process
1	Diploma Trainee (Electrical)	Computer Based Test(100% Weightage)
2	Diploma Trainee (Civil)	Computer Based Test(100% Weightage)

**Note:** 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.

## GENERAL GUIDELINES FOR CANDIDATES

1. At Examination venue, you must occupy, the seat allotted against your roll no. Interchanging 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. Such candidate shall also be liable to be debarred from future examinations of the POWERGRID.
2. **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.** Similarly no one will be allowed to leave the examination center before completion of Examination time.
3. **Before commencement of the test, candidates are required to register themselves at registration desk.** Candidates should take their seats after finishing with the Registration Process System before commencement of Test.
4. 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.
5. **Admit Card and Rough Work sheets will have to be returned to the Invigilator before leaving the Examination Hall. Failure to do so may lead to disqualification and cancellation of candidature.**
6. **Ensure that your signature, signature of Invigilator & POWERGRID coordinator signature are put on the Admit card. Without this, the answers will be treated as invalid. Please make sure to sign on the attendance sheet against your name and particulars ONLY.**
7. The medium of the question paper is bilingual i.e. English and Hindi. In case of any doubt or discrepancy in Hindi language in the question paper, the English version of the questions shall prevail.
8. This E- Admit Card is computer generated and shall not be sent by post.
9. Objection management link will be opened for the candidates 3 to 4 days after the conduct of the examination to see his/her marks online and submit representation towards the questions to POWERGRID.
10. 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. Candidate will be required to enter Login ID and Password which will be provided at exam centre to appear for Computer Based Test. Please ensure that your name, photograph appearing on the computer screen are correct after login.
11. Candidate is also advised to read the "Online Examination Instructions" carefully for computer based test available with this E-Admit Card.
12. Candidates are also advised to keep visiting <https://www.powergrid.in> ► **Career section ► Job opportunities ► Openings ► Regional Openings ► Northern Region-II, Jammu Recruitment** for further updates.

## 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. The status of each question will be indicated by 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.***

## 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 case Candidate is found to be having COVID-19 symptom, 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), 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. Candidate must have Aarogya Setu App installed on his mobile phone. The Aarogya Setu dashboard must show candidate's risk factor. Candidate will have to show this dashboard to the Security Guard at the entry into the exam venue. **THIS IS MANDATORY**. In case a candidate does not have a smartphone, he/ she will have to bring in a signed declaration to this effect (self-declaration is given below with this Admit Card) and show the same to the Security Guard at the entry into the exam venue.
5. Temperature of candidates will be checked at the entry to the exam venue via Thermo Gun.
6. 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.
7. Candidates need to follow directions given by Examination Centre representatives in order to observe social distancing at the entry point.
8. 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.
9. 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 hereby declare that, I don't carry Mobile Phone with "Arogya Setu" App for displaying the risk factor at the Exam Centre. I further certify to the best of my knowledge & belief that I have NOT tested Positive for corona virus or identified as potential carrier of COVID or having following symptoms:

Cough  Fever

Cold / Runny Nose  Breathing Problem

**Candidate Name** : \_\_\_\_\_

**Candidate Roll No** : \_\_\_\_\_

**Date of Examination** : 12/03/2022 \_\_\_\_\_

**Exam Center Name** : \_\_\_\_\_

**Signature of Candidate** \_\_\_\_\_