पावरग्रिडकारपोरेशनआफइंडियालिमिटेड

(भारतसरकारकाउद्यम)

POWER GRID CORPORATION OF INDIA LIMITED

(A Government of India Enterprise)

पावरग्रिड

Recruitment for The Posts of Junior Officer Trainee (HR), Assistant (Finance) and Chemist in EASTERN REGION TRANSMISSION SYSTEM - II

Advt. No.ER-II/ 02//2015

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 operates around 1, 15,000 circuit km of Transmission Lines along with 192 Sub-Stations (as on 31.03.2015) and wheels about 55% of total power generated in the country through its transmission network. POWERGRID also operates around 29,641 km of Telecom Network.

POWERGRID, with its strong in-house expertise in various facets of Transmission, Sub-Transmission, Distribution and Telecom sectors also offers consultancy services at National and International level. POWERGRID has been making profit since inception, having Gross turnover of 17,658 Crore and Net Profit of 5046 Crore (FY: 2014-15)

POWERGRID, Eastern Region Transmission System-II is looking for Bright, Committed and Energetic persons to join its fold as Diploma Trainee and Junior Technician Trainee:

Discipline and Category –Wise Break up of Vacancies

Post ID.	Name of the Post	No of Vacancies*	Reservation		Posts Identified Suitable for
			UR	SC	
05	Jr. Officer Trainee (HR)	**04**	**03**	**01**	**OL, BL, OA, OAL, B,LV, HH**
06	Assistant (Finance)	**04**	**03**	**01**	**OA, OL, OAL, BL, B,LV,HH**
07	Chemist	**01**	**01**		**OA, OL, BL, HH**

*The Number of Vacancies may change as per Requirement.

OA – One Arm, OL- One Leg, BL-Both Leg, HH – Hearing Handicapped, OAL- one arm and one leg, B-Blind, LV- Low Vision

Upper Age Limit		
Sl. No.	Name of the Post	Upper Age limit as on 16.11.2015
1	Jr. Officer Trainee (HR)	27 Years
2	Assistant (Finance)	28 Years
3	Chemist	28 Years

Essential Qualification Required

Sl.	Name of The Post	Essential Qualification
1	**JUNIOR OFFICER TRAINEE (HR)**	Two years (Full time Course) Post Graduate Degree/ Post Graduate Diploma/ MBA in Human Resource/ Personnel Management / Industrial Relation/ MSW or equivalent from recognized Institute with a minimum 55% marks.
2	**ASSISTANT (FINANCE)**	B. Com (recognized) with first (1st) division from recognized Institute. **Desirable:** Additional Qualification of M. Com shall be desirable. **Experience :** Candidate should have One year Post qualification experience in Finance and Accounts function of an organization of repute and Should have experience in processing payment and maintenance of Accounts of the organization. In addition to that they should have worked on computers and be familiar with various software used in Finance and Accounting function.
3	**CHEMIST**	Post Graduate Degree in Chemistry (Full Time Course)

Relaxation and Concession

1. Reservation/Relaxation/Concession to SC/ST/OBC-NCL/PWD/ESM as per Govt. of India Directives is applicable.
2. Persons suffering from not less than 40% of the relevant disability shall only be eligible for the benefit of concession.
3. Upper age limit is relaxed by **5 years for SC Ca**ndidates subject to reservation of vacancies.
4. For **Persons with Disability, upper age limit is relaxed by 10 years** over and above category relaxation.
5. Percentage requirement of 55% marks for Jr. Officer Trainee (HR) is relaxed to pass marks for SC candidates subject to reservation of vacancies as indicated on page-I of this advt.

6. First (1st) Division requirement for Assistant (Finance) is relaxed to pass marks for SC candidates subject to reservation of vacancies as indicated on page-I of this advt.

7. **SC, ST, Person with Disability and Ex-Servicemen are exempted from payment of examination fee.**

8. Wherever posts are not reserved for PwD, but are identified suitable for PwD, as per Govt. Notification, Persons with Disability can also apply subject to meeting eligibility requirement at par with general category. Age Relaxation in such cases shall be as applicable under the rules.

9. Category (SC/ ST / OBC (NCL) / Persons with Disability) should carefully fill-up the application form, as change in the category is generally not entertained.

10. Candidates claiming relaxation & concession for SC/ ST/ OBC(NCL)/ PwD/ Ex-Servicemen(as applicable) are required to submit their Caste/ Disability/ Discharge certificates in the prescribed GOI format issued by competent authority at the time of interview, if called for.

11. If any Caste/Category certificate etc. is issued in a language other than Hindi/ English candidates are advised to produce a certified translation of the same in either Hindi or English language at the time of Interview.

12. **Relaxation & Concession for J&K Domicile/Ex-Servicemen/Victim of riots** will be subject to submission of Age relaxation cum Domicile certificate/Discharge Certificate in the prescribed format issued by Competent Authority at the time of Interview, if called for

13. **For SC/ST/PwD candidates:** Reimbursement of Second Class Rail/Bus fare by the shortest route for to and fro travel for the purpose of appearing in the written test, on production of railway ticket/number/bus ticket for onward journey and self-attested copy of SC/ST/PwD certificate is admissible, restricted to distance between the address for communication and the nearest test centre.

Selection Process

Mode of Selection as per post is as follows:-

Sl. No.	Name of the Post / Level	Mode of Selection
1	JUNIOR OFFICER TRAINEE (HR)	Written Test, Computer Skills Test & Personal Interview
2	ASSISTANT (FINANACE)	Written Test, Computer Skills Test & Personal Interview
3	CHEMIST	Written Test & Trade Test

1. Written Test shall be of **Objective Type of two hours** duration consisting of two parts –
   a) Part-I consists of Professional Knowledge Test having 120 questions of respective discipline.
   b) Part-II consists of **Supervisory Aptitude Test for Jr. Officer Trainee (HR)** and **General Aptitude Test for Assistant (Finance) / Chemist** having 50 questions on vocabulary, verbal comprehension, quantitative aptitude, reasoning ability, ability to determine data sufficiency, interpretation of graphs/charts/tables, numerical ability etc.
2. To qualify against unreserved vacancies in induction level posts in Supervisory Grade [Jr. Officer Trainee (HR)], candidates have to score at least 40% marks in Written Test along with at least 30% marks in Part I and II of the test separately.
3. **For reserved vacancies (i.e. for SC)** in induction level posts in **Supervisory Grade** (Jr. Officer Trainee (HR): the qualifying criteria in Written Test is 30% marks with at least 25% marks scored in Part I and II separately.

4. To qualify against unreserved vacancies in induction level posts in Workmen Grade [Assistant-Finance and Chemist] , candidates have to score at least 40% marks in total (in written test)
5. **For reserved vacancies (i.e. for SC)** in induction level posts in Workmen Grade [Assistant-Finance] : the qualifying criteria in Written Test is 30% marks in total (in written test)
6. All questions carry equal marks. For Wrong or multiple answers candidates would get negative marks (¼ the marks for each wrong/multiple choices made).
7. Computer Skills Test for the posts of Jr. Officer Trainee (HR) and Assistant (Finance) will be qualifying in nature.
8. Candidates qualifying Written Test for the posts of Jr. Officer Trainee (HR) and Assistant (Finance) shall be called for Computer Test (Where applicable) and Interview on Category wise merit basis.
9. Only those candidates who secure the minimum qualifying percentage of 40% (for unreserved) /30% (for reserved) in the Personal Interview (where applicable) will be eligible to be considered for empanelment in the final merit list.
10. Similarly, Trade Test for the post of Chemist will be qualifying in nature.
11. Candidates qualifying Written Test for the posts of **Chemist** shall be called for Trade Test on merit basis.
12. A common merit list of all those candidates **who have qualified in Interview/Computer Skills Test/Trade Test (where applicable)** shall be prepared on the basis of total marks obtained by each candidate out of 100. For calculation of Final Score, the weightage assigned as follows :
    a. For Post (**Junior Officer Trainee (HR) / Assistant(Finance)**: Written Test (85%)+ Personal Interview (12%)+ Computer Skill Test 3%
    b. For Post (Chemist): Written Test (100%)
13. In order to get empanelled, candidates must qualify separately in the Written Test, Computer Test and in the Personal Interview.
14. The applicants will have the option to appear in Written Test and Personal Interview in HINDI language. Only those candidates who opt for Hindi as the medium for the written test shall be provided the Question paper in Hindi.
15. The Offer of Appointment shall be issued to the suitable candidates in the order of merit and based on the requirement. The Management reserves the right to raise the minimum eligibility standards / criteria to restrict the number of candidates to be called for test/ interview, if so required. Appointment of selected candidates will be subject to their being found medically fit in the Pre-Employment Medical Examination to be conducted as per POWERGRID Norms and Standards of Medical Fitness.

Service Agreement Bond

Selected Candidates against the post Jr. Officer Trainee (HR) shall undergo training for a period of One Year at POWERGRID sites and Training Institute. The respective trainees will be required to execute a service agreement bond for serving POWERGRID at least three years after successfully completing the prescribed training period for the amount detailed below:
Jr. Officer Trainee (HR): Rs.50000/- for GEN/OBC (NCL), Rs.25000/- for SC/ST/PwD.

Written Examination Test Centers

The Written Test is proposed to be held at the following centers:-

1. Kolkata	**02. Siliguri**	**03. Gangtok**

The written test centers may change for any / all post subject to number of applications received. Admission to the test centers will be on production of admit card only. **ADMIT CARDS CAN BE DOWNLOADED FROM THE WEBSITE AND SHALL NOT BE SENT BY POST.**

Compensation Package

Sl. No.	Name of the Post	Stipend and Pay Scale
1	**Junior Officer Trainee (HR)**	Stipend of Rs. 16,500/- per month during training period. On successful completion of training, to be regularized as Junior Officer (HR) (S1) in the Pay Scale : Rs. 16000 – 35500/-(IDA)
2	**Assistant (Finance)**	Pay Scale : Rs 12500 – 27500 (IDA)
3	**Chemist**	

The company offers attractive compensation package which includes Basic Pay, DA, HRA and other allowances, benefits in terms of monthly conveyance reimbursement, medical facilities, various insurance covers, PRP, leave encashment, CPF, Gratuity and various low-interest short/ long term advances etc. to its employees as per rules in force from time to time.

Health

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 the Norms and Standards of Medical Fitness (Please visit career section of our website for details of medical standards.)

General Information and Instruction

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 fulfills the eligibility criteria and other norms mentioned in this advertisement.
3. Categories of PwD eligible for the posts shall be as per the categories of PwD identified suitable for the posts as per Govt. Notification.
4. SC/ST/PwD/OBC (NCL)/Ex-SM candidates can apply for the Un Reserved (UR) vacancy, subject to meeting the all general standards of eligibility.
5. All eligibility qualification should be recognized in India and from a recognized Institution/ Board/ Council/ University.
6. Wherever CGPA/OGPA/DGPA or Letter Grade in a degree/ diploma is awarded, its equivalent percentage of marks must be indicated in the online application as performs adopted by University/ Institute.
7. Percentage of Marks obtained by the candidate in Degree/ Diploma shall be calculated based

on the practice followed by the University/ Board/ Institution from where the candidate has obtained the degree. In case the University/institution does not have any scheme for converting CGPA into equivalent marks the equivalence would be established by dividing the candidates CGPA by the maximum possible CGPA and multiplying the result with100.

8. Mere submission of application does not guarantee the adequacy of candidature for being considered for further selection process.
9. The management reserves the right to raise the minimum eligibility standards/ criteria to restrict the number of candidates to be called for Written Test and Personal interview, if so required.
10. 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.
11. The vacancies notified may vary and operation of panel will depend on requirement.
12. Candidature is liable to be rejected at any stage of recruitment process or after recruitment or joining, if any information provided by the candidate is not found in conformity with the criteria mentioned in the detailed advertisement given in the web site.
13. Computation of age shall be done on the 16.11.2015. Date of issuance of final mark sheet shall be taken as the date of acquiring qualification.
14. Applications that are not in conformity with the requirements indicated in the advertisement without requisite payments or necessary document proofs will be rejected.
15. Application fee shall not be refunded in any case.
16. The candidates found eligible based on the information submitted by them can download their admit card indicating roll number, name of the test venue and guidelines for the test from our website **www.powergridindia.com -> Career Section ->Job opportunities.**
17. Candidates selected in POWERGRID are liable to be posted anywhere in India and Abroad.
18. Complaints attributable to the incompatibility of the Client Systems, ignorance of users, non-availability of internet connectivity or any other aspects beyond the direct control of POWERGRID employees or systems will not be entertained .No correspondence made in Complaint Management System of POWERGRID, in this recruitment will be entertained by POWERGRID.
19. Candidates should ensure that the same color passport size photographs are used throughout this recruitment process.
20. Legal jurisdiction will be Kolkata in case of any cause/ dispute.

How to Apply

STEP A: REGISTRATION:

1. Eligible candidates can apply only through online registration system of POWERGRID. To apply, logon to: http://www.powergridindia.com ->Careers Section->Job Opportunities section and then "**Recruitment for the posts of Junior Officer Trainee (HR), Assistant (Finance) and Chemist in ERTS-II**" with your valid e- mail ID. **No other means/mode of application shall be accepted.** POWERGRID will not be responsible for bouncing back of any email sent to the candidate. Candidates belonging other than SC/ST/PwD/Ex-SM category are required to pay a non-refundable Registration fee as follows:

SN	Name of the Post	Application Fees for Candidates other than SC/ST/PwD/Ex-SM Candidates
1.	Junior Officer Trainee (HR)	Rs300/-
2.	Assistant (Finance)	Rs200/
3.	Chemist	Rs200/

The SC/ST/PwD/Ex-SM Candidates need not pay the registration fee regardless of the

post being reserved for them or not.

2. Before registering and submitting their applications on the website, the candidate should possess the following:-
   a. Valid Self E-mail ID and Mobile no.
   b. Scanned copy of recent passport size color photograph of the candidate with white back ground
   c. Scanned signature of the candidate

3) **PHOTOGRAPH:** One recent colored 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.

4) **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 to20KB.

5) For **Candidates other than SC/ST/PwD/Ex-SM** , once they submit their data Online, System will display a **Payment Reference Number** and a link for making Payment of Application Fee. Candidates have to click on that link and make the payment of Application fee.

6) For the candidates who are exempted from making Application Fee (SC/ST/PwD/Ex-SM Departmental Candidates), once they submit their data Online, System will generate a Registration Slip having unique **Registration Number**. Candidates should save it and/or take its printout and keep it in safe custody for future reference if required.

7) **While making the Payment, System** will again ask the details of Name, Mobile No. etc. and Payment Reference Number which was generated at the time of applying online.

8) Candidates should check that their Signature and Photograph are uploaded in the designated places in the given format before final submission of application.

9) **Candidates are advised to take a printout of the submitted online application for submission at the time of interview/trade test, if called for, along with the following documen**ts:

   i) Date of Birth – Matriculation Certificate / Birth Certificate.

   ii) Educational Qualification Certificate along with mark sheets of all years/semesters of following examination-

      a) Matriculation (10th)

      b) Intermediate(10+2)

      c) Diploma / Degree Certificates as applicable.

      d) Additional Qualification, if any.

   iii) Proof of Norms adopted by University/ Institute to convert CGPA/OGPA/DGPA into percentage.

   iv) Experience /Service Certificate in the letter head of Company clearly indicating thepostheld,periodofservice,grossemoluments,areaofexperienceasproof of post qualification Experience duly certified by Organization concerned –If any.

   v) Caste /category Certificate (if applicable in case of SC/ST/OBC (NCL)) in the prescribed GOI format from Competent Authority.

   vi) Disability Certificate in case of PwD candidate in prescribed GOI format from

Competent Authority/ Medical Board.

vii) Discharge Certificate in case of Ex-Servicemen

STEP B: METHOD OF APPLICATION FEEPAYMENT

1. On making online registration at http://www.powergridindia.com a link will be provided on the website for payment which would take the candidate to https://www.onlinesbi.com/ . The candidates would then follow the instructions as given on SBI Link to complete the payment. The candidates can make payment through **Internet banking/Debit Card (Visa or Masters)/Credit Card (Visa or Masters) / Bank Challan.** After making the payment a Payment Slip will be generated on screen, and candidates should take the print of that e-receipt or save that for further reference if required.

2. Candidate who wishes to make the payment later on should click on the link: ***"Acknowledgement–For Registered candidates only"*** given on main page to: Reprint Registration Slip / to submit the Bank details and generate Registration Slip / To make the Payment of Application Fee if provisionally Registered. This information will be asked only at ONE time for completing the Application, and after that a candidate can generate and take the print of Registration Slip again (if required).

   After making the payment, it is mandatory to submit the details of SB Collect Reference Number (10digit alphanumeric reference numbers starting with DUxxxxxxxx) printed on e-receipt along with the deposit dates in online portal at http://eapplicationonline.com/PGCILkolkata2015/View/index.aspx **by login through Payment Reference Number**. If a candidate fails to submit these details within due date after making the payment, his/her application shall be treated as incomplete and summarily be rejected.

3. **Bank commission charges will be borne by the Applicants.** In case the candidate deposits the fee in a wrong account, POWERGRID will not be responsible. Registration fee deposited after **24.12.2015 (17.00 Hrs)** will not be valid.

4. Fees once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before applying for any post and payment of Application Fee.

5. 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 Guide lines etc. for appearing in the test from the website only. **Please note that the admit card will not be sent by post.**

6. 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 remain in constant touch with website http://www.powergridindia.com for information regarding dates of written test, downloading of admit cards, result of written test, schedule of Interview/trade test, medical standards etc.

7. 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 e- mail 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 emailed or mobile number will be allowed once entered**. All future correspondence shall be made via E-mail and/or SMS only.

8. Applicants should keep sufficient copies of same photographs in reserve for future use, which they are using in the Online Registration.

9. 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.

11. No manual / paper application will be entertained.

12. Applicants can send their Query related to Recruitment to email Id: **pger2rectt@powergrid.co.in/**

Contact No. 033-23242846

Important Dates		
Sl. No.	**Particulars**	**Date**
1.	Online Registration Start Date	02.12.2015 (10.00Hrs)
2.	Online Registration Closing Date	22.12.2015 (23.59Hrs)
3.	Last date of Remittance of application process Charges/fee in Bank through Challan (for already registered candidates only)	24.12.2015 (17.00Hrs)
4.	Last date of Submission of Payment details in Online Portal (for registered candidates only)	24.12.2015 (23.59Hrs)
5	Cut-Off Date for the purpose of Upper Age limit	16.11.2015
6.	Availability of Admit cards on website	Will be notified in later
7.	Date of Written Test	Will be notified later

Note:

1. Applicants are advised to check the career section of our website regularly for regular updates.
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.