

पावरग्रिड कारपोरेशन आफ इंडिया लिमिटेड

(भारत सरकार का उद्यम)

POWER GRID CORPORATION OF INDIA LIMITED

(A Government of India Enterprise)



Recruitment for the post of Diploma Trainee (Electrical) for ERTS-II, POWERGRID and Diploma Trainee (Electrical) / (IT) / (Electronics), Jr. Officer Trainee (HR) and Assistant (Finance) for ERLDC, POSOCO

Advt. No.ER-II/ 01/2017

How to Apply

1. Eligible candidates can apply only through online registration system of POWERGRID. To apply, logon to: <https://www.powergridindia.com/er-ii-recruitment> and then "Recruitment of Diploma Trainee (Electrical)-for ERTS-II (POWERGRID), Diploma Trainee (IT/Electronics), JOT (HR) and Assistant (Finance)-for ERLDC (POSOCO)" with your valid e- mail ID. **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. Candidates belonging other than SC/ST/PwD/Ex-SM/ Departmental Candidates category are required to pay a non-refundable Registration fee as follows:

Sl.	Name of the Post	Application Fees for Candidates
1.	Diploma Trainee (Electrical/IT/Electronics) & Jr. Officer Trainee (HR)	₹ 300/-
2.	Assistant (Finance)	₹ 200/-

The SC/ST/PwD/Ex-SM/Departmental 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 ear marked 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 ear marked 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 20KB.
- 5) For Candidates other than SC/ST/PwD/Ex-SM/ Departmental Candidates, 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 document verification and pre-Employment Medical Examination, if called for, along with the following documents:**
 - 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 the post held, period of service, gross emoluments, area of experience as proof 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 FEE PAYMENT

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 wish 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 DUxxxxxxx) printed on e-receipt along with the deposit dates in online portal at <http://eapplicationonline.com/pgcilkolkata2017/pages/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/POSOCO will not be responsible. Registration fee deposited after **11.08.2017 (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 Guidelines 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: <https://www.powergridindia.com/er-ii-recruitment> and no separate communication shall be made. Candidates must remain in constant touch with website <https://www.powergridindia.com/er-ii-recruitment> for information regarding dates of written test, downloading of admit card, result of written test, medical standards, schedule of document verification and pre-medical examination, 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-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 email ID 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.
10. **No manual/ paper application will be entertained.**
11. Applicants can send their Query related to Recruitment to email Id: pger2rectt@powergrid.co.in Contact No: 033-232428 20/40/50