



POWERGRID AN ELECTRIFYING PERFORMANCE THAT EMPOWERS THE NATION

Advt.No.02/2010

Recruitment for the post of Junior Supervisor (Communication / PR), Junior Supervisor Trainee (HR), Assistant (Finance & Accounts) and Special Recruitment Drive for Person with Disabilities for the post of Assistant (Finance & Accounts)

POWERGRID, the **Central Transmission Utility (CTU)** of the country 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 has been making profit since inception, having a Gross Asset Base of more US \$ 8 billion and yearly turn over of more than US \$ 1.2 billion. POWERGRID, with its strong in-house expertise in various facets of Transmission, Sub-Transmission, Distribution and Telecom sectors is offering consultancy services at National and International level.

POWERGRID has taken lead role and is making valuable contribution in Govt. Of India's nation building schemes of Accelerated Power Development and Reforms Programme (APDRP) and Rajiv Gandhi Grameen Vidyutikaram Yojana (RGGVY). During the XI Plan, POWERGRID envisages an investment of about Rs.55,000 crore for further developing National Grid including inter-regional transmission systems, transmission system for evacuation of power from generation projects under central sector and Ultra Mega Power Projects (UMPPs).

POWERGRID is looking for Bright, Committed and Energetic persons to join its fold as **Junior Supervisor (Communication / PR), Junior Supervisor Trainee (HR) and Assistant (Finance & Accounts)**:

Discipline and Category-wise break up of Vacancies

Post ID	Name of the Post / Level	Vacancy	Reservation			Reservation to Person with Disabilities	Reservation to ex-servicemen
			UR	OBC (NCL)	SC		
75	Junior Supervisor (Communication/PR) (S1)	02	01	--	01	Nil	Nil
76	Junior Supervisor Trainee (HR)	03	02	01	--	Nil	Nil
77	Assistant (Finance & Accounts) (W4)	09	04	02	03	*01 (OH-OA, OL,OAL, BL)	01

* Backlog vacancy reserved for Person with Disabilities

OH- Orthopedic Handicapped, OA – One Arm, OL- One Leg, OAL – One Arm & Leg, BL- Both Legs.

Persons suffering from not less than 40% of the relevant disability shall only be eligible for the benefit of reservation.

Upper age limit

Post ID	Name of the Post	Upper Age limit as on 21.06.2010
75	Junior Supervisor (Communication/PR)S1)	30 years
76	Junior Supervisor Trainee (HR)	27 years
77	Assistant (Finance & Accounts) (W4)	28 years

Essential Qualification & Experience

Post ID	Post & Pay Scale / Stipend	Qualification & Experience
75	<p>Junior Supervisor (Communication/PR) (S1)</p> <p>Pay Scale : Rs.7300-12660 (pre-revised)</p>	<p>Qualification:</p> <p>Graduate with Post Graduate Degree or Post Graduate Diploma in Mass Communication / PR / Journalism</p> <p>Experience :</p> <p>Candidates should have one year post qualification experience of coordinating with News paper and other media agencies / client servicing, editing news, magazines, brochures etc.</p>
76	<p>Junior Supervisor Trainee (HR)</p> <p>Stipend of Rs. 16,500/- per month during training period.</p> <p>On successfully completion of training to be regularized as Junior Supervisor (HR) (S1) in the Pay Scale : Rs.7300-12660 (pre-revised)</p>	<p>Qualification:</p> <p>Two years (Full time course) PG Diploma in Personnel Management / MSW (with Personnel management as main subject) or equivalent from recognized Institute with minimum 55% marks.</p>
77	<p>Assistant (Finance & Accounts) (W4)</p> <p>Pay Scale : Rs. 5400-10350 (pre-revised)</p>	<p>Qualification:</p> <p>B.Com with First Division for General / OBC (NCL) candidates and pass marks for SC, PH category candidates. Additional qualification of M.Com shall be desirable.</p> <p>Experience :</p> <p>Candidates should have one year post qualification experience in Finance and Accounts function of an organization of repute. Should have experience in processing payment and maintenance of Accounts of the organization. Should have worked on Computers and familiar with various software used in Finance and Accounting functions</p>



Relaxations & Concessions

1. Qualifying marks in essential qualification for SC and Persons with Disability candidates for the Post ID 77 is pass marks.
2. Upper age limit is relaxable by 5 years for SC for the Post ID 75 & 77 and 3 years for OBC (NCL) candidates for the Post ID 76 & 77.
3. For Persons with Disability, upper age limit is relaxable by 10 years over and above category relaxation.
4. (a) Ex-Servicemen will be allowed age relaxation to the extent of service in the armed forces plus 3 years (6 years in the case of OBC (NCL) and 8 years for SC) for the post ID 77.
(b) For Disabled Ex-Servicemen, relaxation of age limit up to 45 years of age (48 years for OBC (NCL) & 50 years for SC **or** the age-limit prescribed at (a) above, whichever may be more advantageous to them.
5. SC, Person with Disability & Ex-Servicemen candidates are exempted from payment of examination fee.
6. Category (SC / OBC (NCL) / Persons with Disability) should be carefully filled-up in the application form, as changes in the same are generally not entertained.
7. **Relaxation & Concession for SC / Ex-Servicemen** is subject to submission of Caste /Discharge certificate in the prescribed format issued by a competent authority along with hard copy of application and also at time of interview, if called for.
8. **Relaxation of Maximum Age limit for OBC (NCL)** is subject to submission of a copy of OBC(NCL) certificate in the format prescribed by the Govt. of India for appointment in Central Govt. Posts from a competent authority along with hard copy of application and also at time of interview, if called for.
9. **Relaxation & Concession for Persons with Disability** is subject to submission of medical certificate in support of disability issued by the Government Medical Board attached to Special Employment Exchange for the handicapped along with hard copy of application and also at time of interview, if called for.
10. 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.



Selection Process

Post ID - 76 & 77 - The Selection Process consists of Written Test, Computer Skill Test & Interview.

Written Test shall be of Objective Type of two hours duration consisting of two parts –

1. Part-I consists of Professional Knowledge Test with 120 questions having specific questions in your discipline. e.g – If the candidate has applied for HR – then questions shall be in HR discipline.
2. Part-II consists of Supervisory Aptitude Test for Post ID-76 / General Aptitude Test for Post ID-77 with 50 questions on vocabulary, verbal comprehension, quantitative aptitude, reasoning ability, ability to determine data sufficiency interpretation of graphs/charts/tables, numerical ability etc.
3. All questions carry equal marks. **Wrong and multiple answers would result in negative marks of 1/4.**

Those candidates who qualify in the Written Test as per the criteria decided by the Management will only be short listed for Computer Knowledge Test & Personal Interview.

Candidates who qualify the Computer Knowledge Test & Personal Interview as per the criteria decided by the Management will only be adjudged suitable for empanelment.

Post ID-75 – Selection process shall consist of Personal Interview. However, the Management reserves the right to raise the minimum eligibility standards / criteria and / or conduct a screening test to restrict the number of candidates to be called for interview, if so required.

The applicants will have the option to appear for Written Test, Computer Knowledge Test and Personal Interview in HINDI language also. **The candidates who opt for Hindi as the medium for the written test shall only be provided the Question paper in Hindi.**

The Offer of Appointment shall be issued to the suitable candidates in the order of merit and based on the requirement. 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.

Test Centres

The Written Test shall be held at the following centers:-

- | |
|-----------------------|
| 01. Gurgaon |
| 02. Chandigarh |



Candidates have to choose the test center nearest to their address for communication and no change will be allowed subsequently. Admission to the test will be on production of admit card. **Admit cards will be sent by post.**

Compensation Package

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, LTC, Transmission incentive, 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.

Service Agreement

Candidates selected as Junior Supervisor Trainee (HR) shall undergo training for a period of one year. They will be required to execute a Service Agreement Bond of prescribed value to successfully complete the training period and thereafter serve the organization for at least three years. .

Health

Applicants should have sound health. Candidates with myopia and hypermetropia exceeding $\pm 4.00D$ need not apply. 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.

General Information and Instructions

1. Only Indian Nationals are eligible to apply.
2. Before applying, the candidate should ensure that he / she fulfill the eligibility criteria and other norms mentioned in this advertisement.
3. All eligibility qualification should be from a recognized Institution or University.
4. Mere submission of application does not guarantee the adequacy of candidature for being considered for further selection process.
5. Management reserves the right to cancel / restrict /enlarge / modify / alter the recruitment process, if need so arises, without issuing any further notice or assigning any reason thereafter.
6. Vacancies may vary depending upon the requirement.
7. 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.



8. Computation of age shall be done on the last date for submission of application. Date of issuance of mark sheet shall be taken as the date of acquiring qualification.
9. POWERGRID will not be responsible for any postal delay or loss of application in transit
10. Applications that are not in conformity with the requirements indicated in the advertisement, incomplete applications, unsigned, without photograph or Demand Draft will be rejected.
11. Applications received after the last date of receipt of applications will neither be entertained nor returned.
12. Demand Draft will not be refunded if the candidature is rejected for any reason.
13. The admit card indicating roll number, name of the test venue and guidelines for the test will be sent to the candidates found eligible based on the information submitted by the candidate.
14. Candidates selected in POWERGRID are liable to be posted anywhere in India and Abroad.
15. 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 in the Complaint Management System of POWERGRID. No correspondence made in Complaint Management System of POWERGRID, in this recruitment will be entertained by POWERGRID.
16. Candidates should ensure that the same Colour passport size photograph is used through out this recruitment process.
17. Legal jurisdiction will be NCT of Delhi in case of any cause / dispute.

How to Apply

1. Interested eligible candidates should apply in the prescribed application format. Any other mode of submission of application would not be accepted.

2. **Application Fee :**

Rs. 100/- for the Post ID-75 & 76

Rs.50/- for the Post ID-77

Shall be payable by candidates belonging to General and OBC (NCL) category through a non-refundable Demand Draft obtained from **STATE BANK OF INDIA only, drawn in favour of 'Power Grid Corporation of India Ltd.'** payable at New Delhi.

4. Application form duly filled in and signed shall be sent through ordinary post at the following address

The Advertiser (PG)
Post Bag No. 9248
Krishna Nagar Head Post Office,
New Delhi - 110051



along with Demand Draft & other relevant documents in an envelope superscribed :
Application for the post of _____ so as to reach latest by the Last Date
of receipt of applications given below.

5. Candidates working in Govt. / PSU are required to produce “No Objection Certificate” at the time of Interview.
6. All Candidates are requested to ensure that the applications along with enclosures is sent by **Ordinary Post** and NOT by any other means like Courier, Speed Post etc, since the Resume is being received in a Post Bag where only Ordinary Post is accepted.
7. Candidates should write their Name and Post Applied for on the reverse of the bank draft.
8. Information regarding this recruitment process shall also made available in the career section of POWERGRID website. Applicants are advised to check the web site periodically for updates.

Important Dates	
Last date of receipt of Applications	21.06.2010
Date of Written Test	08.08.2010