# Power System Operation Corporation Ltd.

**Advt. No. CC/12/2019** **Date: 23.09.2019**

# Recruitment of Professionals

Power System Operation Corporation Ltd. (POSOCO), a Govt. of India Enterprise, under Ministry of Power, Govt. of India, is a Knowledge based organization of national importance. It is responsible for managing the power system operations - a mission critical activity, with security, economy and reliability. To achieve this, it has adopted a multi-disciplinary approach with state of the art technology. It ensures equitable use of Transmission Infrastructure and has invested significantly in its human capital and towards strengthening the whole power system faculty. It operates the National Load Despatch Centre and the five Regional Load Despatch Centers.

To take its growth curve to further heights, POSOCO is looking for candidates to join its fold as Manager in the HR discipline and Asstt. Officer Trainee in Company Secretary discipline.

## VACANCIES AND RESERVATION

*Details of number of vacancies and reservation are indicated below:-*

| Sl. No | Post Name | No. of Posts | Reservation Status |
|---|---|---|---|
| 01 | Manager (HR) | 10 | UR - 05, OBC (NCL) - 02 , SC - 01 , ST - 02, EWS – NA, PwD*- 01 |
| 02 | Assistant Officer Trainee (Company Secretary) | 01 | UR - 01, OBC (NCL) - NIL , SC - NIL , ST - NIL, EWS – NIL, PwD - NIL |

**Reserved for candidates belonging to "Autism and Learning disability" subcategory of PwD.*

*The reservation of posts for PwD and identification of posts for different sub- categories of PwD (as per Govt. of India Notification shall be indicated as below :-*

| Post | PwD Subcategories identified suitable |
|---|---|
| Manager (HR) | a. Locomotor Disability<br>- Orthopedically Handicapped (One Leg/Both Leg/ One arm/ One Arm & Leg).<br>- Other Conditions: Cerebral Palsy, Dwarfism, Muscular Dystrophy, Acid Attacks, Leprosy cured persons.<br>(The extent of orthopedic impairment arising out of the condition should not be more than the subcategories of orthopedic impairment identified suitable).<br>b. Blind, Low Vision.<br>c. Hearing Handicapped.<br>d. Autism and Learning Disability.<br>e. Chronic Neurological Conditions/ Multiple sclerosis/ Parkinson's disease, Blood Disorders/ Hemophilia/ Thalassemia/ Sickle cell disease. |

| Post | PwD Subcategories identified suitable |
|---|---|
| Assistant Officer Trainee (Company Secretary) | a. Locomotor Disability<br>- Orthopedically Handicapped (One Leg/Both Leg/ One arm/ One Arm & Leg).<br>- Other Conditions: Cerebral Palsy, Dwarfism, Muscular Dystrophy, Acid Attacks, Leprosy cured & combinations of identified subcategories.<br>(The extent of orthopedic impairment arising out of the condition should not be more than the subcategories of orthopedic impairment identified suitable).<br>b. Blind, Low Vision.<br>c. Hearing Handicapped.<br>d. Chronic Neurological Conditions/ Multiple sclerosis/ Parkinson's disease, |

## JOB SPECIFICATION

**A. Manager (HR)**

| **Post** | **Manager (HR)** |
|---|---|
| **Pay Scale** | Rs. 80000-220000 (Revised w.e.f. 01.01.2017) |
| **Essential Qualification** | Full Time Post Graduate Degree/ Post Graduate Diploma of minimum two years duration in Business Management/Personnel Management/ Industrial Relation/ Social work with Personnel Management as a subject / MBA with specialization in HR from a recognized University/ reputed Institute. |
| **Essential Experience** | Candidate should have 09 years of post-qualification experience in executive/ gazetted officer cadre out of which at least 03 years in the immediate lower pay scale or equivalent level** as mentioned below :<br><br>PSU (IDA) : Rs. 70,000 - 2,00,000 (IDA) (Revised w.e.f. 01.01.2017)<br>** Govt : Rs. 15600 - 39100 and Grade Pay Rs. 6600 (Pre-Revised)<br>Rs.67700 - 208700 (Revised)<br>** Pvt. Sector : For applicants having work experience in private companies, their monthly emoluments excluding Medical, Leave encashment and employer's contribution towards Social Security should be at least as detailed below to be treated as equivalent level.<br><br>**Post Name** / **No. of Years in Eqv. pay (w.e.f. July, 2016)** / **Minimum Emoluments (July, 2016 onwards)**<br>Manager (HR) / Three / Rs. 76766<br><br>*Preference would be given to candidates working in Power sector PSUs.* |
| **Profile required *** | Minimum 09 years post qualification experience of which at least 03 years in the immediate lower level i.e. Rs. 70,000 – 2,00,000 (IDA) pattern (Revised w.e.f. 01.01.2017) or equivalent with Adequate exposure to HRM/HRD/IR/ADMN function in large industrial/commercial organization. Should be well conversant with formulation and implementation of personnel policies relating to HR planning, HR sourcing, training & development, HR need appraisal, HR counseling, organizational appraisal etc. |
| **Upper Age limit** | 39 Years for unreserved category. Relaxation for different categories will be as follows :-<br>a) For SC/ST candidates : 05 Years<br>b) For OBC (NCL) candidates : 03 Years<br>c) For PwD candidates : As per Govt. of India directives |

*The total post qualification experience requirements have been relaxed by 2 years for SC/ST candidates.

**B. Asstt. Officer Trainee (Company Secretary)**

| | |
|---|---|
| **Post** | **Asstt. Officer Trainee (Company Secretary)** |
| **Pay Scale** | Rs. 40000-140000 (Revised w.e.f. 01.01.2017) |
| **Essential Qualification** | Candidates should be Associate Member of Institute of Company Secretaries of India |
| **Upper Age limit** | 28 Years for unreserved category. |

*****The same shall be verified from relevant pay certificate/ certified pay slip. Candidates should be in position to produce ITR in support of claim as certified in pay slip. In addition, in case of experience in Govt./ PSU where pay scales are different and not as per the specified pattern, the equivalent level will be decided considering the different hierarchical levels in the executive/ officer cadre, pay scales & emoluments, period of service in different grades and position of applicant in the hierarchy.***

***Decision of POSOCO shall be final and binding in this regard. Such candidates are required to provide all supporting documents i.r.o. their eligibility along with the application. Applications without necessary and proper supporting documents will be treated as incomplete and will not be considered.***

## RELAXATIONS AND CONCESSIONS

1. Reservation/Relaxation/ Concession to candidates belonging to different categories shall be as per Government of India directives.

2. **Relaxation in Upper Age Limit**:

| | |
|---|---|
| d) For SC/ST candidates | : 5 years (Only where vacancy is reserved for SC/ST) |
| e) For OBC (NCL) candidates | : 3 years (Only where vacancy is reserved for OBC) |
| f) For PwD candidates | : As per Govt. of India directives (Only where vacancy is reserved for PwD) |
| g) J&K Domicile / Ex-Servicemen/ Victims of riots | : As per Govt. of India directives |

3. **Relaxation/ Concession for J&K Domicile / Ex-Servicemen/ Victims of riots** will be subject to submission of Age relaxation cum Domicile certificate /Discharge certificate in the prescribed format issued by a competent authority along with the application and at time of interview, if called for.

4. **Relaxation in Post Qualification Executive/ Gazetted Cadre Experience: For the post of Manager (HR),** the total post qualification experience requirements have been relaxed by 2 years for SC/ST Candidates**.** However, there is no relaxation in experience with respect to relevant pay scale or equivalent level.

5. Ex-Servicemen with a minimum of six month 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.

6. Details of reservation of vacancies shall be as indicated at Page 1 of this detailed advertisement.

7. **Reservation/ Relaxation / Concession for SC / ST candidates (as applicable)** will be subject to submission of Caste certificate in the GOI prescribed format issued by a competent authority along with the application and at time of interview, if called for. **(Only where vacancy is reserved for SC/ST) (For format please see "Candidate Downloads" section on our Career page)**

8. **Reservation/ Relaxation for OBC (NCL)** will be subject to submission of a copy of OBC (NCL) certificate along with NCL declaration in the format prescribed by the Govt. of India for "Appointment to Posts under Govt. of India" from a competent authority along with the application and at time of interview, if called for. **(Only where vacancy is reserved for OBC –NCL) (For format please see "Candidate Downloads" section on our Career page)**

   Further**,** the name of caste, community of the candidates must appear in the Central List of OBCs available on National Commission for Backward Classes (NCBC) website – www.ncbc.nic.in

9. **Relaxation / Concession for Persons with Disability** is subject to submission of Disability Certificate issued by a Government Medical Board clearly indicating the category and sub-category of disability & percentage in the format prescribed by Govt. of India, along with the application and at time of interview, if called for. **(Only where vacancy is reserved for PwD) (For format please see "Candidate Downloads" section on our Career page)**

10. **Categories / Sub-categories of PwD eligible shall be as identified** under Govt. of India notification. Persons suffering from not less than 40% of the relevant disability shall only be eligible for the relaxation/ concession benefit for PwD as may be applicable. **(Only where vacancy is reserved for PwD)**

11. SC/ST/PwD/ Ex-SM/Departmental candidates are exempted from payment of application fees. **(Only where vacancy is reserved for particular Category)**

12. **Relaxation/Concession for POSOCO Departmental Candidates :** Departmental candidates are advised to refer to internal circular for details. However, trainees working in POSOCO shall not be treated as departmental candidates.

13. Wherever posts are not reserved for SC/ ST/ EWS/ OBC (NCL)/ PwD, candidates belonging to such categories can apply against Un Reserved vacancies subject to meeting the general standards of eligibility.

## SELECTION PROCESS

### A. Manager (HR)

The selection process shall consist of Scrutiny of Applications and Personal interview of shortlisted candidates. Applications of candidates shall be scrutinized based on the Job Specification given and the details of experience to be given by candidates.

Shortlisted Candidates will have to qualify in the Interview to be adjudged suitable for empanelment for Appointment. The qualifying marks in interview shall be as given below:

UR – 40%
SC/ST/OBC (NCL)/PwD (OH & HH) – 30% **(Depending on reservation of vacancies only)**

**B. Asstt. Officer Trainee (Company Secretary)**

Based on the quantum of applications, the mode of shortlisting (Written Test, Interview etc.) shall be notified separately on our website under "Career Section". **Candidates are advised to check our website regularly for updates.**

***"The Management reserves the right to raise the minimum eligibility standards/ criteria and/ or to conduct a screening test, to restrict the number of candidates to be called for Personal Interview, if so required." The decision of POSOCO regarding scrutiny of application and shortlisting shall be final and binding. Candidates shall have the option for appearing the Personal Interview in Hindi or English.***

**Empanelment of Candidates:**

Candidates who qualify in the Personal Interview will only be adjudged suitable for empanelment.

The Offer of Appointment shall be issued to the suitable candidates in the order of merit and based on the number of vacancies. However, the final appointment of selected candidates will be subject to candidates being found medically fit in the Pre-Employment Medical Examination to be conducted as per POSOCO Norms and Standards of Medical Fitness.

Appointment of selected candidates will be subject to their being found medically fit in the Pre-Employment Medical Examination.

## HEALTH

Applicants should have sound health. No relaxation in POSOCO Medical Norms is allowed. For details of standards on medical fitness, please visit career section of our website : www.posoco.in

## SERVICE AGREEMENT BOND

The selected candidates for the post of Asstt. Officer Trainee (Company Secretary) will be required to execute a service agreement bond to successfully complete the prescribed training period and thereafter serve the organisation for at least three years. The amount of bond is INR 1,00,000/- for General candidates.

## COMPENSATION & BENEFITS

The Corporation offers a very attractive package and is one of the best in the Industry. Pay scale and details of other perks & allowances are given below:

| Sl. No | Post | Pay Scale |
|---|---|---|
| 1 | Manager (HR) | Rs. 80000-220000 (IDA) **(Revised w.e.f. 01.01.2017)** |
| 2 | Assistant Officer Trainee (Company Secretary) | Selected candidates will be paid stipend in the form of Basic pay of Rs. 40,000 / - per month in the pay scale of Rs. 40000-140000 **(Revised w.e.f. 01.01.2017)** (along with Dearness allowance, House Rent Allowance and perks @12 % of Basic pay) during one year training. After regularization, they will be placed in the pay scale of Rs. 50000-160000 (IDA) **(Revised w.e.f. 01.01.2017)** E2 level. |

Compensation package will include Basic Pay (as per pay scale indicated above), Dearness Allowance, Perquisites and Allowance as per cafeteria approach, Performance Related Pay, Company Leased Accommodation / Company Quarters or HRA, Reimbursement of monthly conveyance expenditure, mobile facility, etc.

The Corporation also offers excellent facilities like Short and Long term subsidized Loans & Advances including House Building Advance, Medical facilities for self and dependents, Group Insurance, Personal Accident Insurance, Provident Fund, Gratuity, Pension & Leave encashment.

## HOW TO APPLY

1. Interested eligible candidates should apply **ON LINE only**. Any other mode of submission of application would not be accepted.
2. **Online Application window for the post shall be open from 10.10.2019 to 09.11.2019 (Till 23:45 hrs).** Candidates have to register themselves online at CAREER section of POSOCO website **www.posoco.in**
3. Candidates will have to correctly declare their Name and Date of Birth as mentioned in their Birth certificate or matric certificate. Candidates will have to declare their category correctly and must be in a position to submit relevant certificate in prescribed format as and when asked by POSOCO. Candidates must correctly enter the qualification details including date of acquiring qualification as mentioned in their certificates.
4. For the post of **Manager (HR)**, Candidates will have to upload the following documents in the required format
    a. Experience Certificate in chronological order (for Present as well as Previous employment indicating start date, end date, designation, pay scale/ emoluments & area of experience). Do not include trainee level / teaching/ pre -qualification experience.
    b. Duly certified pay slip/ pay certificate for September 2016, September 2017, September 2018 and September 2019, as the case may be in support of experience in relevant pay scale/ emoluments/equivalent level for the duration concerned. Candidates working in PSU/ Govt. organisations must attach proof of pay scale & level.
    c. Candidates working in Govt. Department/ organization must produce certificate that they are holding gazetted post.
    d. Date of Birth/ class X passing certificate as proof of DOB.
    e. Caste certificate/PwD Certificate/Age relaxation Certificate.
    f. Qualification Certificate and Final Marksheet.
5. On submission of valid application, the system will generate a **"Resume"** with a **registration number.**
6. **Payment of Application fee (Non-refundable Rs. 500/-)**

**Online Method (Through SBICollect) -** after successful completion of registration candidates shall receive an email with details of their Login ID, Password and other information. Candidate is required to login to career page through candidate login link available in "Career" section of our website. If the candidate opts to pay the fees through ONLINE MODE, a button shall be available on the login home page which will guide the candidate to SBI Collect for the payment of requisite fee. Online payment can be made through Credit Card/ Debit Card/ Net Banking. Ex-SM / Departmental candidates are exempted from payment of application fees.

7. Last date of application fee submission is **09.11.2019 till 23:45 hrs. Candidates are advised to apply in time i.e. on or before 23:45 hrs on 09.11.2019.** Confirmation of receipt of payment shall be updated in candidate login in 5-7 business days.

8. Candidates are **not required** to forward the hard copies of their applications to POSOCO.

9. Candidates should ensure the following while filling up the online registration form:

   - Qualification & certification Details are complete.
   - Complete Details of experience are mentioned separately for each organization along with pay details.
   - Details of more than one posts held within the same organization are mentioned separately along with the pay scales and area of experience.

10. Candidates should submit only single application and application once submitted cannot be altered. A valid e-mail ID is essential for submission of the online application. POSOCO will not be responsible for incorrect entry of e-mail ID or mobile No. or for bouncing of any e-mail sent to the candidates or delivery in junk mail folder of candidates.

11. Candidates are advised to make a note of their e-mail ID as entered in the application form and Registration Number generated in the 'Resume'. These would be required for accessing information during the later stage of the recruitment process.

12. Once applied, the applicants are advised to check the web site as well as their registered e-mail regularly for any updates.

13. **Please note that ONLY those applications which are submitted online along with documents as mentioned and payment of application fee above will be treated as valid for further scrutiny.**

## GENERAL INFORMATION AND TERMS & CONDITIONS

1. Only Indian Nationals of age 18 years or above are eligible to apply for POSOCO.

2. Before applying, the candidate should ensure that she / he fulfills the eligibility criteria and other norms mentioned in this advertisement.

3. Essential qualification should be recognized in India and from a recognized Institution or University.

4. In case of qualification acquired from foreign Institute/ University, the same may be treated at par with qualification offered by Indian Institutes/ Universities provided the candidates are able to produce equivalency certificate for such qualification from Competent Authority.

5. 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. In case 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.

6. Applications in which the essential qualification or eligibility w.r.t. specification cannot be fully ascertained will be liable for rejection.

   Hence candidates are advised to properly fill the application and provide necessary documents.

7. **Application Fee is non-refundable** even if the candidature is rejected for any reason.

8. Candidates claiming reservation under OBC (NCL) should belong to OBC - Non creamy layer as on last date of online submission of application to POSOCO. **(Only where vacancy is reserved for OBC – NCL).**

9. Vacancies may vary depending upon the requirement.

10. **All computations of Age, qualification, experience etc. shall be as on last date of submission of online application ie. 09.11.2019.** Date of issuance of final mark sheet shall be taken as the date of acquiring qualification. For the post of Asst. Officer Trainee (Company Secretary), date of acquiring Associate Membership of ICSI shall be treated as date of acquiring qualification.

11. **Teaching experience and Training period will not be counted as experience.**

12. Categories/Subcategories of PwD eligible for the posts are as per the categories/sub-categories identified suitable for the posts as per Govt. Notification.

13. **If any certificate etc. is issued in a language other than Hindi/English, candidates are advised to submit a certified translation of the same in either Hindi or English language at the time of Interview, if called for.**

14. Applications that are not in conformity with the requirements indicated in the advertisement/ incomplete applications/ without signature/ without Photograph / application fee or without necessary document proofs as prescribed will be rejected.

15. Mere submission of Application does not guarantee the adequacy of candidature for being considered for further selection process. **Candidature shall be considered valid only after deposit of application fee by the last date and submission of copies of relevant documents in the online application.**

16. Candidates are not required to send any hard copy of application to any address (See How to apply section). However, in case POSOCO ask for any document for further verification of eligibility and the same is required to be sent by post/ mail, then POSOCO will not be responsible for any postal delay or loss of the same in transit.

17. All photocopies of documents uploaded along with the online application should **be self-attested by the candidate.**

18. Candidates will have to produce the original documents for verification at the time of interview, if called for.

19. For the post of Manager (HR), candidates currently employed in Public Sector/Central or State Government/Autonomous bodies/ Co-operative establishments are advised to forward their applications through proper channel to **Assistant Manager (HR-Recruitment), POSOCO, Corporate office, 9th Floor, IFCI Tower, 61, Nehru Place, Delhi-110019 or produce NOC at the time of interview.**

20. Management reserves the right to consider applicants for placement at a position lower than the advertised post, if suitable candidates are not available for the advertised positions.

21. 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.

22. In case of Screening Test, details of test centre, venue shall be intimated to candidates. Candidates selected in POSOCO are liable to be posted anywhere in India and Abroad.

23. **Candidate should submit correctly filled single application. In case of multiple applications/ registrations, the application against which fee is deposited shall only be considered as valid. If application fee is exempted then the last registered application shall only be considered as final.**

24. Applications in which the essential qualification and essential post qualification experience requirement cannot be fully ascertained will be liable for rejection at POSOCO's discretion. Hence candidates are advised to properly fill the application and provide necessary documents as asked for.

25. For any queries regarding this recruitment, candidates are advised to send mail to posocohr@posoco.in. ***However, candidates are advised to go through the advertisement in detail and not to raise any query which is already mentioned/ clarified in the advertisement.*** Candidates are required to add this email-id to their address book in order to avoid any email communication gap. No correspondence regarding this recruitment made on any other e-mail/social media will be entertained.

26. 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 POSOCO employees or systems will not be entertained.

27. **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 eligibility criteria notified or if POSOCO comes across any evidence/knowledge that the qualification/ experience /and any other particulars indicated in 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 POSOCO.**

28. Legal jurisdiction will be NCT of Delhi in case of any cause / dispute.

29. **All information regarding this recruitment process would be made available in the career section of POSOCO website only. Applicants are advised to check the web site periodically for important updates. Once registered for POSOCO, all correspondences shall be made through their registered e-mail ID or candidate login only.**

| IMPORTANT DATES | |
|---|---|
| Commencement of Online Submission of Application | **10.10.2019** |
| Last date for Online submission of Application | **09.11.2019 (Till 23:45 hrs)** |
| Last date for Payment | **09.11.2019 (Till 23:45 hrs)** |
| Cut off date for Eligibility criteria | **09.11.2019** |

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