



(Advt. No. CC/02/2023 dtd. 11.04.2023)

Recruitment of Company Secretary as Officer Trainee

POWERGRID, A Maharatna Public Sector Enterprise under the Ministry of Power, Govt. of India and one of the largest Transmission Utilities in the World, is engaged in power transmission business with the mandate for planning, co-ordination, supervision and control over complete Inter-State Transmission System. POWERGRID operates around **1,73,815 circuit kms of transmission lines along with 271 Sub-stations** (as on 28th February 2023) and wheels about 50% of total power generated in the country through its transmission network.

POWERGRID also owns and operates approximately 79,999 kms of Telecom Network, with points of presence in approx. 458 locations, points of Interconnections in 780 locations and intra-city network in 256 cities across India. 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 Rs. 42,697.90 Crores and Profit After Tax of Rs. 16,824.07 Crores (FY: 2021-22).

To take the growth curve to further heights, POWERGRID is looking for Bright, Committed and Energetic Company Secretary to join its fold as **Officer Trainee**.

Selected candidates shall join POWERGRID as **Officer Trainee**. After successful completion of **1 year training period**, they shall be absorbed in the company as **Officer at E2 level**.

VACANCIES & RESERVATION

POWERGRID invites application for following number of vacancies:

Post ID	Post Name	Number of Vacancies			
		UR	OBC(NCL)	EWS	Total
xxx	Officer Trainee (Company Secretary)	01	01	01	03

#Horizontal Reservation

Different subcategories of PwD identified suitable for this post shall be as under:

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- a) Blind, Low Vision
- b) Deaf, Hard of Hearing
- c) One Arm, Both Arms, One Leg, Both Leg, One Arm Leg, Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victim, Muscular Dystrophy
- d) Autism Spectrum Disorder, (Mild), Specific Learning Disability, Mental Illness
- e) Multiple Disabilities Involving (a) to (d) above.

ELIGIBILITY CRITERIA

a. Upper Age Limit

28 years as on 4th May 2023 (Candidates should have been born on or after 5th May 1995)

b. Qualification

Candidates should be Associate Member of Institute of Company Secretaries of India

Only those candidates who possess the above qualification as on the last date of application are eligible.

RELAXATIONS AND CONCESSIONS

1. Reservation/ relaxation/ concession to OBC (NCL)/ SC/ ST/EWS/ PwD/ Ex – SM/ J&K Domiciled/ Victims of riots shall be as per Government of India directives.
2. Persons suffering from not less than 40% of the relevant disability shall only be eligible for the benefit for PwD.
3. Relaxation in Upper Age Limit:
 - a) For OBC(NCL) candidates : 3 years (for posts reserved for the respective category)
 - b) For PwD candidates : 10 years over and above category relaxation
 - c) J&K Domicile / Ex-Servicemen/ Victims of riots : As per Govt. of India directives
4. **Reservation/ Relaxation / Concession for SC / ST** will be subject to submission of relevant Caste Certificate in the prescribed format issued by a competent authority at time of application and interview, if called for.

5. **Relaxation / Concession for J&K Domiciled / Ex-Servicemen/ Victims of riots** will be subject to submission of relevant Age relaxation cum Domicile certificate / Discharge certificate etc. in the prescribed format issued by a competent authority at time of application and interview, if called for.
6. **Reservation and Relaxation for OBC (NCL)** will be subject to submission of a copy of the latest OBC (NCL) certificate in the format prescribed by the Govt. of India for “Appointment to posts under Govt. of India” from a competent authority at the time of application and interview, if called for.
7. **Reservation for EWS** will be subject to submission of a copy of the latest Income and Asset Certificate issued by a Competent Authority at time of application and interview, if called for.
8. **Reservation / Relaxation / Concession for Persons with Disability** is subject to submission of medical certificate in prescribed format in support of disability issued by the Government Medical Board at the time of application and interview, if called for.
9. Candidates working in POWERGRID are advised to refer to internal circular before filling up the application.
10. Relaxation/ Concession for POWERGRID Departmental Candidates
 - No Upper Age Limit
 - No application fee for applying in POWERGRID

Trainees working in POWERGRID shall not be considered as Departmental Candidate. Please refer to Internal Circular before filling up the application for further details.

SELECTION PROCESS

The selection process will comprise of Written Test (CBT), followed by Group Discussion and Personal Interview of the candidates who qualify in Written Test and are shortlisted category wise for the GD and Interview.

Candidates shall obtain information about their status through their login at the POWERGRID Online Application System. Shortlisted candidates shall be able to download their interview call letter and other relevant documents through the candidate login.

Scheme of the Written Test:

The question paper shall be objective type with four answer choices for each question and consists of two sections –

Professional Knowledge Test (PKT)	–	120 Questions
Executive Aptitude Test (EAT)	-	50 Questions

The PKT shall consist of discipline specific questions whereas the EAT shall have questions on vocabulary, verbal comprehension, quantitative aptitude, reasoning ability, data sufficiency and interpretation & numerical ability.

All questions shall carry equal marks (1) with 1/4 negative marking for each wrong or multiple answer.

Qualifying Marks in Written Test:

Candidates shall have to qualify in written test to be called for GD and Interview based on their performance in written test as indicated below:

For UR/EWS – minimum 40% marks subject to at least 30% marks in EAT and PKT separately.

For Reserved – minimum 30% marks subject to at least 25% marks in EAT and PKT separately.

Shortlisting of Eligible candidates for GD & Interview:

The eligible qualified candidates shall be called for GD & Interview on the basis of their marks in the written test.

Qualifying Marks in GD & Interview:

GD will not have any qualifying marks. Interview will have qualifying marks for different categories as mentioned below.

Category	Qualifying Marks in Interview
UR/EWS	40%
Reserved	30%

Weightage to Different Parameters:

Only candidates qualified in interview will be eligible for empanelment. For calculation of final score of a candidate for empanelment, the weightages assigned to Written Test marks, Group Discussion and Interview shall be as indicated below:

Marks in Written Test	85%
Group Discussion	3%
Personal Interview	12%

For all the posts, 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 POWERGRID Norms and Standards of Medical Fitness.

Test Centres

The test centre for the written test shall be Delhi (NCR) only.

The Test Centre once allotted will not be changed under any circumstances. However, POWERGRID reserves the right to change the test centres at its discretion depending on no. of applications. Further, the test may be conducted through Computer Based mode in one or multiple dates/ sessions at POWERGRID's discretion.

Empanelment of Candidates

Candidates shortlisted for GD and interview will have to undergo psychometric assessment results of which shall be used as an input during the interview. Candidates who qualify in the Personal Interview will only be adjudged suitable for empanelment. Therefore, it is again reiterated that candidates will have to qualify in the Written Test and in Personal Interview separately to be considered eligible for empanelment.

The offer of appointment shall be issued to the suitable candidates in the order of category wise merit and based on the requirement. Selected candidates shall be notified through their login in the Online application system.

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](#).

Selected candidates are likely to be posted at POWERGRID Corporate Center, Gurugram.

INDICATIVE JOB DESCRIPTION

[Click here for indicative Job Description.](#)

HEALTH

Applicants should have sound health. No relaxation in POWERGRID Medical Norms is allowed. For details of standards on medical fitness, please visit career section of our website: <https://www.powergrid.in/>.

COMPENSATION PACKAGE

The Corporation offers a very attractive pay package and is one of the best in the industry. Selected candidates will be placed in the pay scale of Rs.40,000/- -3%-140000(IDA) during the one-year training period. They shall be paid a stipend in the form of Basic Pay of Rs. 40,000/- alongwith IDA, HRA and Perks @12% of basic pay during training period.

On successful completion of training, the candidates will be absorbed as Officer in E2 scale - Rs. 50,000/- 3%- 1, 60,000/- (IDA).

On regularization, the Compensation package includes Basic Pay, 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, PF, Gratuity, Pension & Leave encashment, Group Insurance, Personal Accident Insurance etc.

The Corporation also offers excellent facilities like short and long term Loans & Advances including House Building Advance, Medical facilities for self and dependents etc. to its regular employees in accordance with the policies of the organization from time to time.

SERVICE AGREEMENT BOND

The selected candidates will be required to execute a service agreement bond to successfully complete the prescribed training period and thereafter serve the organization for at least three years. The amount of the bond is INR 5,00,000/- plus applicable taxes for General/OBC (NCL)/EWS candidates and INR 2,50,000/- plus applicable taxes for SC/ST/PwD candidates.

IMPORTANT INSTRUCTIONS FOR REGISTRATION/ APPLICATION

1. From **12.04.2023 onwards**, interested and eligible candidates have to register themselves online, irrespective of the applications made earlier for any other post/recruitment process in POWERGRID, at POWERGRID website <https://www.powergrid.in/> with details of required information. Last Date of Online application and Application Fee submission is **04.05.2023**.

Any other mode of submission of application would not be accepted.

2. Fill up all details in the application very carefully. Please take care while filling out the email/ alternative email fields since all important communication shall be through emails only.
3. Upon completion, the candidate should submit the online application by clicking the Submit button at the bottom of the page. If the same is accepted, the system

will generate a unique **POWERGRID Registration Number** which shall appear on the completed application form.

4. The primary email ID entered by the candidate is the Login ID and the unique **Registration Number** generated is the password for logging in to POWERGRID Online application system.
5. If you are not exempted from payment of application fees (only SC/ST/PwD/ Ex-SM/ Departmental candidates are exempted), you are required to login to your candidate login section and then deposit **non-refundable application fees of Rs. 500/-** through online mode. On submission of application fees, your application process will be treated as complete.
6. No hard copy of the application is required to be sent to any address by post.
7. In-complete applications / applications without application fees (if applicable) will be rejected.
8. Admit cards (whenever test is conducted) shall be issued through the respective Candidate Login of the candidates and will be collected from the candidates at the examination venue.
9. Candidates will be required to bring their written test Admit card for verification at the time of GD/ Interview / Joining in POWERGRID.
10. Candidates will have to upload their latest colour passport size photograph (.jpg file size not exceeding 50 KB), scanned copy of signature (.jpg file size not exceeding 30 KB), caste certificate/ disability certificate/ discharge certificate/ age relaxation cum domicile certificate and proof of essential qualification certificate along with Certificate and Marksheets of all years/ semesters highlighting the date of passing the final exam on the final marksheet /EWS certificate(.pdf file size not exceeding 1 MB).
11. 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 able to submit relevant certificate in prescribed format as and when asked by POWERGRID.
12. Candidates must correctly enter the qualification details including date of acquiring qualification as mentioned in their certificates.
13. Candidate should take a printout of the completed application and keep with him/ her safely for future reference.

14. If the candidate is called for GD and interview, her/ his identity would be verified with **admit card**. Therefore, candidates are requested to retain their **admit card** with them.
15. Candidates shall be required to bring a valid photo ID to the interview. Photocopies of the original identification document shall not be acceptable. Candidates **will not be permitted** to appear for the group discussion and interview if original and valid photo identification is not presented along with the Written Test admit card.
16. **Payment of Application fee (Non-refundable Rs. 500/-):**

For detailed instructions regarding payment of application fee [CLICK HERE \(https://www.powergridindia.com/online-payment-application-fees\)](https://www.powergridindia.com/online-payment-application-fees).

Candidates are requested to go through the instructions carefully and ensure payment of fees on time.

GENERAL INFORMATION AND INSTRUCTIONS

1. Only Indian Nationals of age 18 years or above are eligible to apply for POWERGRID.
2. Before applying, the candidate should ensure that he / she 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. Management reserves the right to cancel / restrict /enlarge / modify / alter the recruitment/ selection process, if the need so arises, without issuing any further notice or assigning any reason thereafter.
5. Candidates working in Govt. / PSU are required to produce “No Objection Certificate” at the time of Interview.
6. Candidates selected in POWERGRID are liable to be posted anywhere in India and abroad.
7. For any queries regarding this recruitment please send email to recruitment@powergrid.co.in with “**Recruitment of Officer Trainee-Company Secretary-2023 <<with brief description of query>>**” in the subject line. Candidates are required to add this email-id to their address book in order to avoid any email communication gap.
8. No correspondence regarding this recruitment made in Complaint Management System of POWERGRID, will be entertained.
9. Legal jurisdiction will be NCT of Delhi in case of any cause / dispute.

10. Candidature is liable to be rejected at any stage of recruitment/ selection process without notice or if joined services are liable to be terminated, if any information provided by the candidate is not found in conformity with the eligibility criteria notified or POWERGRID comes across any evidence/ knowledge that the qualification/ experience /and any other particulars indicated in application/personal resume/ 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.
11. Mere submission of application to POWERGRID does not guarantee the adequacy of candidature for being considered for further selection process.
12. 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.
13. All information regarding this recruitment process would be made available in the career section of POWERGRID website only. Applicants are advised to check the web site periodically for important updates. Once registered for POWERGRID, all correspondence shall be made through their registered e-mail ID or candidate login only.

IMPORTANT DATES

Date of Commencement of On-line submission of Application	12.04.2023 (17:00 Hrs.)
Date of Closing of On-line submission of Application	04.05.2023 (23:59 Hrs.)
Cutoff date for eligibility criteria	04.05.2023
Date of Written Test	Shall be communicated later
