

POWER GRID CORPORATION OF INDIA LIMITED

(A Government of India Enterprise)

Odisha Projects



Regd. Office : B-9, Qutab Institutional Area, Katwaria Sarai, New Delhi – 110 016

Advt No. OP/2017/1

Date: 30.12.2017

Recruitment for the post of Diploma Trainee (Electrical) & Jr. Officer Trainee (HR)

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 owns and operates around 142,989 Circuit Kms of transmission lines along with 226 Sub-stations (as on 30th Sept, 2017) and wheels about 50% of total power generated in the country through its transmission networks. POWERGRID also operates around 43,450 Kms 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 Rs. 26,581 Crores and net profit of Rs. 7520 Crore (FY: 2016 - 17).

Odisha Projects is looking for bright, committed & energetic persons to join its fold as **Diploma Trainee (Electrical) & Junior Officer Trainee (HR)**

Discipline and Category-wise break up of vacancies

Post ID.	Name of Post	Total No. of Vacancies	UR	OBC (NCL)	SC	ST	PwD	
							Posts Reserved for	Posts identified suitable for
1	Diploma Trainee (Electrical)	20	10	4**	3	3	1 (HH-PD)*	OH-OL, HH-PD
2	Junior Officer Trainee (HR)	3	2	-	-	1	-	OH-OA/OL/ OAL/BL, HH-PD, VH-B/LV

* Horizontal Reservation ** includes 01 backlog vacancy

(OH- Orthopedically Handicapped, OA – One Arm, OL – One Leg, OAL – One Arm One Leg , BL-Both Leg, HH-Hearing Handicapped, PD-Partially Deaf, VH- Visually Handicapped ,B- Blind, LV- Low Vision)

Note: Candidates belonging to SC/OBC(NCL) category may also apply for Post ID.2 mentioned above, provided they meet the eligibility criteria prescribed for UR category.

Candidates belonging to PwD sub-category other than the one for which the post is reserved can also apply, provided the post is identified for that sub-category and the candidate meets the eligibility criteria prescribed for their respective category as mentioned under Relaxations & Concessions.

Job Specification

Post ID.	Name of Post	Qualification (as on 13.01.2018)	Maximum Age (As on 13.01.2018)
1.	Diploma Trainee (Electrical)	Diploma in Electrical Engineering from recognized Technical Board/Institute with minimum 70% marks for General/OBC (NCL) candidates and pass marks for SC/ST/PwD (HH-PD) candidates.	27 years for General 30 years for OBC(NCL) 32 years for SC/ST
2.	Jr. Officer Trainee (HR)	Two-year full time Post Graduate Degree/ Post Graduate Diploma/ MBA in Human Resource/ Personnel Management/ Industrial Relation/ MSW or equivalent from recognized Institute with minimum 55% marks General/OBC (NCL)/SC candidates and pass marks for ST candidates.	27 years for General/OBC(NCL)/SC 32 years for ST

For the Post ID. 1, candidates with/without above mentioned qualification but having higher qualification of B.Tech/B.E. in the relevant discipline in engineering with minimum 65% marks or more shall not be a bar for the respective post. For SC/ST/PWD category, the requisite percentage of marks shall be pass marks.

Relaxation & Concession

1. Reservation, relaxation and concession to SC/ST/OBC (NCL)/PwD/Ex-SM as per Govt. of India Directives.
2. Persons suffering from not less than 40% of the relevant disability shall only be eligible for the benefit of concession.
3. **Relaxation in percentage of marks in required qualification:** Requirement of 70% marks in Diploma (Electrical) is relaxed to pass marks in case of SC/ST/PwD candidates . Similarly, requirement of 55% in essential qualification for JOT(HR) is relaxed to pass marks in case of ST candidates.
4. Upper age limit is relaxed by **3 years for OBC (NCL) candidates and 5 years for SC/ST candidates** in the respective category **subject to reservation of posts** as indicated in Vacancies & Reservation section on Page-1 of this advertisement.
5. For Persons with Disability, upper age limit is relaxable by 10 years over and above category relaxation.
6. Wherever posts are not reserved for PwD but are identified suitable for PwD as per Govt. notification, they can also apply subject to meeting eligibility requirement at par with General Category. Age Relaxation in such cases shall be as applicable under rules.
7. **Candidates belonging to Reserve Category (SC/ST/OBC (NCL)/PwD)** should carefully fill-up the application form, as changes in the same are generally not entertained.
8. **Relaxation & Concession for SC/ST/OBC (NCL)/PwD** is subject to submission of Caste/Disability certificate in the prescribed GOI format issued by competent authority and also at time of joining, if called for. (for prescribed format please see "Important formats" link on our Careers section ⇨ Job Opportunities)

9. Relaxation/Concession for J&K Domicile/Ex-Servicemen/ Victims of Riots will be subject to submission of Age relaxation cum Domicile Certificate/Discharge Certificate/Certificate from Concerned Authority respectively in the prescribed format and shall be as per Government directives.
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 applying for the post.
11. **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 test, on production of Railway ticket/PNR/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 test centre. Original Certificate to be shown at the time of submitting the TA claim, without which the claim will not be accepted.
12. Ex-Servicemen with a minimum of six months 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.

Selection Process

The Selection Process for respective Posts shall consist of the following: -

Name of the Post	Details of Selection Process
Diploma Trainee (Electrical)	Written Test /CBT* (100% weightage)
Jr. Officer Trainee (HR)	Written Test / CBT* (100% weightage) & Computer Skill Test (Qualifying in Nature)

* CBT – Computer Based 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 with 120 questions having specific questions of respective discipline.
 - b) Part-II consists of Supervisory Aptitude Test with 50 questions on vocabulary, verbal comprehension, quantitative aptitude, reasoning ability, ability to determine data sufficiency, interpretation of graphs/charts/tables, numerical ability etc.

All questions carry equal marks (1). Wrong and multiple answers would result in negative marks of 1/4.
2. To qualify against unreserved vacancies, candidates have to score at least 40% marks in Written Test with at least 30% marks in Part I and II separately. For reserved vacancies, the qualifying criteria in Written Test is 30% marks with at least 25% marks scored in Part I and II separately.
3. Among the candidates qualified in the written Test, the top scoring candidates shall be selected in category –wise proportional to the number of vacancies in the respective category.
4. Only those candidates who secure the minimum qualifying percentage of 40% (for unreserved)/ 30% (for reserved) / qualified Computer Skill Test (applicable for JOT(HR)) will be adjudged suitable to be considered for empanelment in the prescribed ratio. **Final merit for selection will be decided based on marks secured by the candidates in Written Test only (100% weightage).**

5. 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 Centre

The Written Test/ CBT shall be held at the following Center : **Bhubaneswar/Cuttack/Other Cities (to be intimated later on)**

ADMISSION TO THE TEST WILL BE ON PRODUCTION OF ADMIT CARD. ADMIT CARDS CAN BE DOWNLOADED FROM THE WEBSITE (<https://www.powergridindia.com/odisha-projects-recruitment>) AND SHALL NOT BE SENT BY POST.

Service Agreement

Selected candidates will be required to execute a Service Agreement Bond of Rs. 50, 000/- (for General/OBC (NCL) candidates) and Rs. 25,000/- (for SC/ST/PwD candidates) for serving POWERGRID for a minimum period of 3 years after successful completion of training.

Health Standards

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 -> Job Opportunities -> health of our website for details of medical standards).

COMPENSATION PACKAGE DURING TRAINING PERIOD AND ON REGULARISATION

Post ID	Post	Stipend during the training period	Designation & Level on successful completion of training period	Basic Pay on regularization (pre-revised) (New Scale due from 01.01.2017)
1.	Diploma Trainee (Electrical)	Rs. 16500/- PM	Junior Engineer Gr-IV at S1 level in Supervisory category	Rs. 16000/- in the pay scale of Rs.16000-35500/-(IDA)
2.	Jr. Officer Trainee (HR)	Rs. 16500/- PM	Junior Officer (HR) Gr-IV at S1 level in Supervisory category	Rs. 16000/- in the pay scale of Rs.16000-35500/-(IDA)

Besides the above, the compensation package also includes IDA, HRA and other allowances, benefits such as monthly conveyance reimbursement, medical facilities, various insurance covers, Performance Related Pay, Leave encashment, CPF, Gratuity and various Interest free/low interest short/long term advances to its employees as per rules in force from time to time.

Application Fees

Name of the Post	Application Fees (in Rs.)
Diploma Trainee (Electrical)	300
Jr. Officer Trainee (HR)	

SC/ST/PwD/Ex-SM/Departmental Candidates are exempted from payment of Application Fee.

How to Apply

- Interested eligible candidates are advised to log on to www.powergridindia.com -> Career Section -> Job opportunities -> Regional Openings: Odisha Projects Recruitment-> Candidate Log in Section and apply online only. **No other means/ mode of application shall be accepted.**
- Before registering and submitting their applications on the website, the candidate should possess the following :-
 - Valid Self E-mail ID, Alternate E-Mail ID and Mobile no.
 - Scanned copy of recent passport size colour photograph of the candidate with white background (max. 50kb in .JPG format)
 - Scanned copy of their signature (max. 30kb in .JPG format)
 - Date of Birth Proof: Matric/ Birth Certificate (wherein DOB is mentioned) (1MB in .pdf format)
 - Qualification Certificate (Diploma/ Degree) along with Mark Sheets of all years/semesters (10MB in .pdf format) **(all Qualification Certificate & Mark Sheets should have to be scanned into .pdf format)**
 - Experience Certificate (if applicable) (for Present as well as Previous employment indicating start date, end date, designation, pay scale/ emoluments & area of experience) issued by authorized/ appropriate signatory of the organization (1MB in .pdf format)
Candidates working in Govt./ PSU are required to apply through proper channel and need to upload "No Objection Certificate" from the present employer.
 - Caste Certificate in the prescribed GOI format issued by competent authority (if applicable) (1MB in .pdf format)
 - Disability Certificate in the prescribed GOI format issued by competent authority (if applicable) (1MB in .pdf format)
 - Ex-Service Man Discharge Certificate (if applicable) (1MB in .pdf format)
 - Domicile Certificates for Candidates from J&K State/ Riots Victim in the prescribed GOI format issued by competent authority (if applicable) (1MB in .pdf format)
 - Employment Exchange Registration Certificate/ Receipt (if applicable) (1MB in .pdf format)
 - Proof of norms** adopted by the University/ Institute to convert CGPA/OGPA/DGPA into percentage (if applicable) (1MB in .pdf format)
- Candidate shall fill up the online application form and on submission of the same, a resume having unique POWERGRID Registration ID will be generated. **The candidate shall take a print out of the resume generated and must keep with him/ her safely for future reference.** Candidates shall also receive an e-mail with details of their Login ID, Password and other information. POWERGRID will not be responsible for bouncing back of any email or delivery of any e-mail to junk mail folder of candidates.

4. Application Fee: Rs. 300/- shall be payable by applicants belonging to General and OBC (NCL) category. SC/ST/PwD/Ex-SM/Departmental Candidates are exempted from payment of application fees.

Online Method – Through Payment Gateway

- Candidate is required to login to career page through candidate login link available on job opportunities section. A button shall be available on the login page which will guide the candidate to payment gateway. Candidate will be automatically directed to payment gateway website and return back to POWERGRID website on completion of transaction.
- Online payment can be made through Credit Card, Debit Card, Net Banking or available eWallet
- If the transaction is successful, the online payment button will disappear and transaction confirmation will appear.
- If the transaction fails and the amount is deducted, the candidates will have to wait for 2 hours to check any update in status on his/ her candidate login home page. In case of no change, he/ she will have to send mail to Email ID : odisharect@powergrid.co.in , stating the issue and quoting his/ her POWERGRID Registration No.
- Fees deposited shall be non-refundable under any circumstances including if the candidature is rejected for any reason whatsoever. Hence candidates are advised not to wait till last date for submission of application or payment of fees.

The last date of application fee submission through online mode is 13.01.2018 (23.59 Hrs).

CANDIDATES ARE NOT REQUIRED TO FORWARD THE HARD COPIES OF THEIR APPLICATIONS TO POWERGRID.

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

Please note that only those applications which are uploaded along with documents (which should be clear & legible) within scheduled date as mentioned above will be treated as valid for further scrutiny.

- 5.** Candidates working in Govt. / PSU are required to submit "**No Objection Certificate**".
- 6.** 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.
- 7.** 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.
- 8. Information regarding this recruitment process shall be made available in the career section of POWERGRID website. Applicants are advised to check the web site periodically for updates.**

General Information and Instructions

1. Only Indian Nations who have attained the age of 18 years and above 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. For the Un Reserved (UR) vacancy, SC/ST/OBC (NCL) /Ex-SM candidates can apply subject to meeting with all general standards of eligibility.
4. Qualification acquired through Distance Mode/Correspondence in MBA shall not be considered as recognised qualification.
5. Correspondence course in Diploma/Degree shall not be considered as recognised qualification as per AICTE norms.
6. All eligibility qualification should be from a recognized Institution/ Board/ Council/ University in India.
7. 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 per norms adopted by University/Institute.
8. 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 of 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 maximum possible CGPA and multiplying the result with 100. **Wherever such schemes are/ are not there, a letter from the institute certifying the same may be uploaded. In absence of any of the above, the same will be treated as above.**
9. Mere submission of application does not guarantee the adequacy of candidature for being considered for further selection process.
10. The management reserves the right to raise the minimum eligibility standards/criteria to restrict the number of candidates to be called for Written Test, if so required.
11. 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.
12. The vacancies notified may vary and operation of panel will depend on requirement.
13. 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 website.
14. **Computation of age shall be done as on 13.01.2018 (Last date of online Application submission).**
15. **Candidate must have acquired qualification as on 13.01.2018. Date of issuance of final mark sheet shall be taken as the date of acquiring qualification.** Candidates who have received mark sheet/diploma certificate on or before 13.01.2018 shall be eligible to apply.

16. Applications shall be submitted through **online mode** only. Candidates are not required to forward the hard copies of their applications to POWERGRID. Application that are not in conformity with the requirements indicated in the advertisement will be rejected.
17. In case of duplicate applications for a particular post by the same candidate, the application with the latest registration number shall only be considered.
18. **Application fee shall not be refunded in any case.**
19. 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 -> Regional Openings: Odisha Projects Recruitment-> Candidate Login .
20. 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. For any queries regarding this recruitment please send email to **odisharect@powergrid.co.in** clearly mentioning Post name in the subject line.
21. Management reserves the right to raise or lower the qualifying standards in any stage of the selection process depending on availability of sufficient number of candidates.
22. Legal jurisdiction will be Bhubaneswar in case of any cause/dispute.
23. 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
24. Although the vacancies for all posts have been sanctioned for the state of Odisha and the selected candidates are liable to be posted in any of the Office/Substations/Transmission line under Odisha, however they may be posted at any other office of the Corporation located in other part of the country and abroad as per requirement.

INSTRUCTIONS REGARDING SCRIBE (For Identifiable Post):

25. Candidates who are visually impaired or affected by cerebral palsy with locomotor impairment and whose writing speed is affected can use scribe.
26. Facility of scribe can be availed by person belonging to PwD having disability 40% or more.
27. Such candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of examination.
28. Candidates not availing the facility of a scribe may be allowed additional time of minimum of 01 hour for examination of 03 hours duration. For the above test, the additional time shall be accordingly allowed.
29. Candidates eligible for and who wish to use the services of scribe in the examination should invariably indicate the same in the online application form. Any subsequent request for a scribe shall not be entertained.

Important Dates

Sl.No.	Particulars	Date
1.	Online Registration Start Date & online payment of Application Fee	30.12.2017 (10.00 Hrs)
2.	Online Registration Closing Date & online payment of Application fees	13.01.2018 (23.59 Hrs)
3.	Cut-Off Date for the purpose of Upper Age Limit, acquiring qualification & NCL status of OBC candidates	13.01.2018
4.	Availability of Admit Cards on website	Will be notified separately
5.	Date of Written Test/ CBT	Will be notified separately

All the important updates regarding this recruitment shall be hosted in the POWERGRID website in the Careers section and accordingly all the applicants are advised to visit the site regularly.
