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## Join The Navratna

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 operates around **1,25,475** circuit kms of transmission lines along with 203 Sub-stations (as on 30.11.2015) and wheels about 50% of total power generated in the country through its transmission 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. 17,658 Crore and Profit After Tax of Rs. 5046 Crore (FY: 2014 - 15).

To take the growth curve to further heights, POWERGRID is looking for Bright, Committed and Energetic candidates **with rich professional experience in Finance & Accounts and Company Secretary background** as per details given below :

### Vacancies

Post ID	Name of the Position / Level	Vacancy	Reservation
126	Dy. Manager (Finance & Accounts) / E4	15	UR-09, OBC(NCL)-03, SC-02, ST-01
127	Officer (Company Secretary/CS)/ E2A	2	UR-1, OBC(NCL)-1

### JOB SPECIFICATION

#### Post ID : 126 - Deputy Manager (F&A)

Grade	E4 /Rs.32,900-58,000 (IDA)
Essential Qualification	CA / CMA (ICWA) passed with demonstrable skill in use of MS Office and Windows.
Essential Experience	Should have nine years post qualification experience in executive / gazetted officer cadre of which three years at least in the following pay scale or equivalent level **: PSU (IDA) : Rs.29100-54500 (Revised) / Govt. : Rs. 15600 - 39100 (Grade Pay Rs. 6600) (Revised) <i>Preference would be given to candidates working in PSUs.</i>
Profile required	<ul style="list-style-type: none"><li>Adequate exposure to funds and finance management covering resource planning, cash flow management, disbursements, treasury management, hedging accounting and book keeping in large organizations or systems.</li><li>Adequate knowledge of finance accounting, taxation and insurance policies. Proper understanding of cost management and international finance market is essential.</li><li>Cost conscious and adaptable to changing finance environment with strategic approach and ability to work in a computerized environment.</li></ul>
Upper Age limit as on 12.02.2016	39 Years (Candidate should have been born on or after 13.02.1977)

**Post ID : 127 - Officer (Company Secretary)**

Grade	E2A/ Rs. 24900 – 50500/- (IDA)
Essential Qualification	Graduation and qualified Company Secretary (Associated Membership of the Institute of Company Secretaries of India). Additional qualification like Degree in Law or CA or ICWA is desirable.
Essential Experience	Should have a post qualification executive experience of 3 years in the Executive/ Gazetted Officer Cadre out of which at least 2 years in the following pay scale or equivalent level **: IDA : INR 20600 – 46500 (Revised)
Experience Profile	<ul style="list-style-type: none"> <li>Well versant with new Companies Act 2013, SEBI guidelines and listing agreement</li> <li>Experience in drafting of Agenda, Minutes, Petitions etc., conducting Board meetings, Committee meetings, General Body meetings, complying with statutory requirements under Companies Act, SEBI guidelines, Listing Agreement and other allied Acts, liaison with Statutory bodies viz SEBI, RoC, CLB etc, developing a system of compliances of various laws and conduct periodical compliances and working in highly computerized environment</li> <li>Experience in PSU/ Listed Company particularly in Power sector will be preferred.</li> </ul>
Upper Age limit	33 Years as on 12.02.2016 (Candidate should have been born on or after 13.02.1983)

**\*\*Equivalent level for private sector:** Minimum monthly emoluments as indicated below for the respective posts, excluding medical, Leave encashment and employer's contribution towards Social Security.

For Post	Minimum Monthly Emoluments (in INR)
Dy. Manager (Electrical) / E4	64165/-
Officer (Company Secretary)/ E2A	49340/-

**\*\*In case of Public Sector/ Govt organizations with different pay scales not as per the given pattern:** The equivalent level will be decided considering the different hierarchical levels in the executive/ gazetted officer cadre, pay scales & emoluments, period of service in different grades and position of applicant in the hierarchy.

The decision of POWERGRID shall be final and binding in this regard. Candidates are required to provide all supportive details themselves i.r.o. their eligibility alongwith the application.

### Relaxations and Concessions

- Reservation/ Relaxation/ Concession to candidates belonging to OBC (NCL)/ SC/ ST/ PwD/ Ex-SM/ J&K Domicile / Victims of Riots category shall be as per Government of India directives.
  - 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
b) For SC/ST candidates (for Dy. Mgr. – F&A post only)	: 5 years
c) For PwD candidates	: 5 years over and above category relaxation (as applicable)

5. Upper age limit is relaxed by 5 years for the candidates who had ordinarily been domiciled in the state of Jammu & Kashmir during the period from 1/1/1980 to 31/12/1989.
6. 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 exceeds the prescribed age limit by more than three years.
7. Relaxation to victims of riots shall be as per Govt. of India directives.
8. **Relaxation in Post Qualification Experience requirement:** The total post qualification experience requirement of nine years for Post ID 126 is relaxed to 7 years for SC/ST candidates. However, the experience requirement in relevant pay scale or equivalent level will remain unchanged.
9. **SC, ST, PwD & Ex-Servicemen candidates are exempted from payment of application fee.**
10. **Reservation/ Relaxation / Concession for SC / ST / OBC(NCL) candidates** (as applicable depending on reservation of posts as indicated on page 1) will be subject to submission of Caste certificate in the GOI prescribed format issued by a competent authority along with hard copy of application and also at time of interview, if called for. OBC (NCL) candidates should also submit NCL declaration in the format prescribed by the Govt. of India. The OBC Certificate should be for the purpose of "Appointment to posts under Govt. of India". (For prescribed format please see ["important formats"](#) link on our career page)
11. **Relaxation / Concession for Persons with Disability** is subject to submission of Disability Certificate issued by a Government Medical Board, in the format prescribed by Govt. of India along with hard copy of application and also at time of interview, if called for. (For Disability Certificate format please see ["important formats"](#) link on our career page)
12. **Relaxation/ Concession for J&K Domicile / Ex-Servicemen/ Victims of riots** will be subject to submission of Age relaxation cum Domicile certificate /Discharge certificate etc. in the prescribed format issued by a competent authority along with hard copy of application and also at time of interview, if called for.

## Selection Process

The selection process shall consist of Scrutiny of Applications and Personal interview of shortlisted candidates. Candidates shall have the option to be interviewed in Hindi or English.

***"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."***

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 :

Category	Qualifying Marks in Interview
UR	40%
SC/ST/OBC(NCL)	30% (subject to reservation of post)

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.

## Health

Applicants should have sound health. No relaxation in Medical Norms is allowed. For details of Norms and Standards of Medical Fitness, please visit "Health" link on career page of our website.

## Compensation

### \*CTC per annum (Approximate)

For Post ID 126	: ₹ 17.9 lakhs	Pay Scale – Rs. 32900 – 58000/-
For Post ID 127	: ₹ 14.3 lakhs	Pay Scale – Rs. 24900 – 50500/-

The compensation package is very attractive and one of the best in the Industry with excellent facilities. The compensation package includes Basic Pay, Dearness Allowance, Perquisites and Allowances under cafeteria approach, Performance Related Pay, Company Leased Accommodation/Company Accommodation or HRA, Reimbursement of monthly conveyance expenditure, telephone/mobile facility, Leave encashment, Group Insurance, Group Personal Accident Insurance, Provident Fund, Pension and Gratuity etc.

Besides, the Corporation also offers medical facilities for self and dependents, various long and short term advances including HBA in subsidized rates, in accordance with the policies of the Corporation from time to time.

\* CTC mentioned above is only indicative. Actual CTC shall depend on place of posting and other terms & conditions of appointment.

## General Information:

1. Only Indian Nationals of age 18 years and above age are eligible to apply.
2. The selected candidates can be posted anywhere in India / abroad depending on requirement.
3. Before applying, the candidate should ensure that he / she fulfills the eligibility criteria and other norms mentioned in this advertisement.
4. All eligibility qualification should be recognized in India and from a recognized Institution or University.
5. **Teaching experience and Trainee period** will not be counted as experience.
6. Categories/ Subcategories of PwD eligible for the posts are as per the categories/ sub-categories of PwD identified suitable for the posts as per Govt. Notification.
7. Candidates claiming reservation under OBC (NCL) should belong to OBC- Non creamy layer as on last date of online submission of application.
8. Where posts are not reserved for any category, candidates belonging to reserve category can apply subject to meeting general standards of eligibility.
9. 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 along with the hard copy of the application and also at the time of Interview, if called for.
10. In case of Screening Test, details of test, test centre, venue shall be intimated to candidates.
11. Mere submission of Application does not guarantee the adequacy of candidature for consideration for further selection process. **Candidature shall be considered valid only after receipt of hard copy of application along with the required documents at the address specified below in the [How To Apply](#) section.**

12. 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.
13. 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.
14. Vacancies may vary depending upon the requirement.
15. 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 POWERGRID 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 POWERGRID.
16. All computations of Age, Post Qualification Experience etc., shall be as on **Last Date of Submission of Online Application i.e. 12.02.2016**. Date of issuance of final mark sheet shall be taken as the date of acquiring qualification.
17. **Candidates currently employed in Public Sector/Government establishments are advised to produce NOC at the time of interview.**
18. **Demand Draft is non refundable** even if the candidature is rejected for any reason.
19. **All photocopies of documents submitted along with the hard copy should be self attested by the candidate.**
20. **Applications that are not in conformity with the requirements indicated in the advertisement, incomplete applications, unsigned, without Photograph / Demand Draft or necessary document proofs as prescribed and those received after 27.02.2016 will be rejected.**
21. The experience certificate / NOC should clearly mention that candidate is holding an executive (in PSU/ Pvt.) / gazetted officer post (in Govt.) in the organization. Applications in which the essential qualification and essential post qualification experience requirement cannot be fully ascertained will be liable for rejection at POWERGRID's discretion. Hence candidates are advised to properly fill the application and enclose necessary documents in support/ as asked for.
22. **POWERGRID will not be responsible for any postal delay or loss of application in transit.**
23. Complaints attributable to compatibility of the Client Systems, ignorance of users, non-availability of internet connectivity or any other aspects beyond the direct control of POWERGRID or its systems will not be entertained. No communication made in POWERGRID's Complaint Management System, in respect of this recruitment will be entertained by POWERGRID.
24. In case of any query the same may be sent to [recruitment@powergrid.co.in](mailto:recruitment@powergrid.co.in) with **"POST ID - < > - < sub > "** in the Subject Line. Candidates are advised to add this e-mail ID to their address book. POWERGRID will not be responsible for bouncing of e-mail / non-delivery of e-mail / delivery of e-mail to junk or spam folder.
25. Legal jurisdiction will be of the NCT of Delhi in case of any cause / dispute
26. **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 correspondences shall be made through their registered e-mail ID and/ or candidate login only.

## How To Apply

Interested eligible candidates should apply ON LINE only and then send the online generated resume with necessary documents by post. Any other mode of submission of application would not be accepted.

An application fee of Rs.400/- is payable by candidates (other than SC/ST/PwD/Ex-SM) through a non-refundable A/C Payee Demand Draft in favour of **“Power Grid Corporation of India Ltd.”, payable at New Delhi** (preferably drawn on State Bank of India).

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

- Details of the Demand Draft are entered correctly.
- Qualification Details are complete.
- Complete Details of experience are mentioned separately for each organization alongwith pay details.
- Details of more than one posts held within the same organization are mentioned separately along with the pay scales/ emoluments and area of experience.
- In case of private companies, the listing status on stock exchange is clearly entered
- Nature of experience is clearly indicated also indicating certification if any.

On submission of valid application, the system will generate a **“Resume”** with a **registration number**, which then has to be downloaded, signed, photograph affixed and sent **through ordinary post** along with following enclosures.

### List of essential enclosures along with Hard Copy of the Application:

- a) A/C Payee Demand Draft (Not applicable for SC/ST/PwD/Ex-SM candidates)
- b) Documents related to Essential Qualification (Passing certificate & Mark sheets)
- c) Documents related to Other Qualifications (Passing Certificate and Mark sheets)
- d) Documents related to Experience:

#### Present as well as Previous Employment

- **Experience Certificate : Proof** of experience indicating post held, period of service, pay scale/ emoluments & **area of experience**. (In respect of PSU/Govt. employees indicating revised as well as pre-revised pay scales with period details).
  - Latest Pay Slip
  - Pay Certificate from concerned organisation (Govt./ Public/ Private sector) in support of experience in relevant pay scale/ emoluments/ equivalent level.
  - Chart clearly indicating executive/ gazetted officer cadre in the organization and position of the applicant in the hierarchy for relevant experience.
  - **All proof of experience shall be duly certified by the organization concerned and self-attested by candidate. Candidate will have to produce the originals for verification at the time of interview, if called for.**
- e) Proof of Date of Birth(X class certificate/ Birth Certificate)
  - f) Caste (SC/ST/OBC-NCL) Certificate for claiming Reservation/ Relaxation/concessions (as applicable)
  - g) Discharge Certificate (If applicable)
  - h) Disability Certificate (If applicable)
  - i) Any other relevant document

The application and the enclosures should be sent to the address mentioned below in an envelope by post only.

To  
The Advertiser (PG),  
Post Box No. 9248,  
Krishna Nagar Head Post Office  
DELHI - 110051

On the top of the envelope the following should be clearly mentioned.

“Application for the post of Dy. Manager (F&A), Post ID- 126” or  
“Application for the post of Officer (Company Secretary), Post ID- 127” whichever is applicable.

Last Date of receipt of Hard Copy of Application (Online generated Resume) is 27.02.2016.

All Candidates are requested to ensure that the Hard Copy of the Application (Resume) generated after submission of online Application are to be sent **by Post to the address mentioned above** and not to any other address, since the Resume is being received in a Post Bag.

Candidates should submit only single application for a post. A valid e-mail ID is essential for submission of the online application. Candidates should write their Name, Registration No., Post applied for, on the reverse of the bank draft.

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.

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

## IMPORTANT DATES

Date of Commencement of Online Submission of Applications	: 13.01.2016 (5 PM)
Date of Closing of Online Submission of Applications	: 12.02.2016(11.59 PM)
Last Date of Receipt of Hard Copy of Applications (Resume)	: 27.02.2016
Base Date for computation of Age, Post Qualification Experience	: 12.02.2016

**POWERGRID: DRIVEN BY TECHNOLOGY, POWERED BY PROFESSIONALS**