

पावर ग्रिड कारपोरेशन आफ इंडिया लिमिटेड  
(भारत सरकार का उद्यम)

POWER GRID CORPORATION OF INDIA LIMITED  
(A Government of India Enterprise)



**Advt. No. OD/Rectt/2015/3**

**Recruitment of Assistant (Finance) for Odisha Projects**

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 1,22,412 circuit kms of transmission lines along with 199 Sub-stations (as on 31.10.2015) and wheels about 55% of total power generated in the country through its transmission network. POWERGRID also operates around 36,563 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 17,780 Crore and Net Profit of 4979 Crore (FY: 2014-15)

**POWERGRID, Odisha Projects** is looking for Bright, Committed and Energetic persons to join its fold as **Assistant (Finance)**:

Sl. No.	Name of the Post / Level	Vacancy	Reservation				Reservation to Person with Disabilities	Reservation to ex-servicemen
			UR	OBC (NCL)	SC	ST		
01	Assistant (Finance) (W4) *	04	04	--	--	--	Nil	Nil

\* The post is identified suitable for OH- OL/OA/OAL, HH-PD  
(OH- Orthopedic Handicapped, OA – One Arm, OL- One Leg, OAL- One Arm & One Leg HH – Hearing Handicapped, PD – Partially Deaf)

**Upper age limit**

Sl. No.	Name of the Post	Upper Limit as on 02.01.16
1	Assistant (Finance)	28 Years

## Essential Qualification & Experience

Sl.No.	Post & Pay Scale / Stipend	Essential Qualification & Experience
01	<b>Assistant (Finance) (W4)</b> <b>Pay Scale :</b> <b>Rs. 12500 – 27500</b>	<b>Qualification:</b> B Com with first (1 <sup>st</sup> ) division. Additional qualification of M.Com shall be desirable <b>Experience :</b> Candidate should have One year <b>Post qualification</b> 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 function

## Relaxations & Concessions

1. Reservation, relaxation and concession to SC/ST/OBC-NCL/PwD/ESM as per Govt. of India Directives as applicable.
2. Persons suffering from not less than 40% of the relevant disability shall only be eligible for the benefit of concession.
3. For Persons with Disability, upper age limit is relaxable by 10 years.
4. SC, ST, Person with Disability & Ex-Servicemen candidates are exempted from payment of examination fee.
5. 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. Age Relaxation in such cases shall be as applicable under rules.
6. **Relaxation & Concession for SC/ ST/ OBC(NCL)/ PwD/ Ex-Servicemen** is subject to submission of Caste/ Disability/ Discharge certificate in the prescribed GOI format issued by competent authority along with hard copy of application and also at time of interview, if called for.
7. 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.
8. 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/number/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 nearest test centre.

## Selection Process

### **: - The Selection Process consists of Written Test, Computer Skill Test & Interview**

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

1. Part-I consists of Professional Knowledge Test with 120 questions having specific questions in Finance Discipline.
2. Part-II consists of Aptitude Test with 50 questions on vocabulary, verbal comprehension, quantitative aptitude, reasoning ability, data sufficiency and interpretation, numerical ability, General Knowledge etc.
3. All questions carry equal marks. **Wrong and multiple answers would result in negative marks of 1/4**

To qualify against **unreserved** vacancies, candidates have to score a minimum aggregate of 40% marks in Written Test.

Among the candidates qualified in Written Test, the top scoring candidates shall be shortlisted category wise for Computer skill test and Interview, proportional to the number of vacancies in the respective category.

Only those candidates who secure the minimum qualifying percentage of 40% in the Personal Interview will be eligible to be considered for empanelment.

For calculation of final score, the weightage assigned are – Written Test 85%, Computer Skill Test 3% and Interview 12%. In order to get empanelled, candidates must qualify separately in the Written Test and in the 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 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 Center

**The Written Test shall be held at the following center:-**

01.	Bhubaneswar / Cuttack
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Admission to the test will be on production of admit card. **Admit cards will be made available online/ 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, PRP, LTC, 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.

## Health

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 of our website for details of medical standards.)

## General Information and Instructions

1. Only Indian Nationals 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. Categories of PwD eligible for the posts shall be as per the categories of PwD identified suitable for the posts as per Govt. Notification.
4. For the Un Reserved (UR) vacancy, SC/ST/OBC (NCL)/Ex-SM candidates can apply subject to meeting with all general standards of eligibility.
5. All eligibility qualification should be recognized and from a recognized Institution/ Board/ Council/ University.
6. Mere submission of application does not guarantee the adequacy of candidature for being considered for further selection process.
7. The management reserves the right to raise the minimum eligibility standards/ criteria to restrict the number of candidates to be called for Written Test and Personal interview, if so required.
8. 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.
9. The vacancies notified may vary and operation of panel will depend on requirement.
10. 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.
11. Computation of age shall be done on the last date for online submission of application i.e 02.01.2016. Date of issuance of final mark sheet shall be taken as the date of acquiring qualification.
12. POWERGRID will not be responsible for any postal delay or loss of application in transit

13. Applications shall be submitted through **online mode** only. However, signed hard copy of application/resume along with photographs & enclosures need to be sent by ordinary post. Applications that are not in conformity with the requirements indicated in the advertisement, incomplete applications, unsigned, without photograph or necessary document proofs will be rejected.
14. In case of duplicate applications submitted by the same candidate, the application with the latest registration number shall only be considered. Applications received after the last date of receipt of applications will neither be entertained nor returned.
15. Application fee shall not be refunded in any case.
16. The admit card for written test indicating roll number, name of the test venue and guidelines for the test will be generated online at career section of POWERGRID website & shall be available to the candidates found eligible based on the information submitted by the candidate.
17. Candidates selected in POWERGRID are liable to be posted anywhere in India and Abroad.
18. 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.
19. 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.
20. Candidates should ensure that the same Colour passport size photograph is used throughout this recruitment process.
21. Legal jurisdiction will be Bhubaneswar in case of any cause/ dispute.
22. For any queries regarding this recruitment please send email to **odisharect@powergrid.co.in** clearly mentioning Post ID in the subject line

### How to Apply

1. Interested eligible candidates are advised to log on to [www.powergridindia.com](http://www.powergridindia.com) -> Career Section -> Job opportunities and apply online only. Applications received by post without online submission are not acceptable.
2. Candidate shall fill up the online application form and on submission of the same, a resume and bank challan having unique POWERGRID Registration ID will be generated. **The candidate shall take a print out of the resume generated.** After 2 bank working days of generation of challan, he/ she can approach any branch of SBI with his challan for depositing the fees. **He/ she will have to deposit prescribed application fees + bank charges of Rs. 60/- to SBI. Candidates who fail to deposit the fees (application fees + bank charges) by 05.01.2016, their candidature shall be rejected without further correspondence.** The Fees shall not be refunded under any circumstances. No other mode of payment i.e., Money order, Postal order, DD, Cheque etc., is acceptable
3. Along with the hard copy of online resume generated, Candidates are required to enclose documents in support of age, essential qualification, Experience, caste, disability, Ex-serviceman. The list of documents which are acceptable as proofs of the criteria are as follows:
  - (i) **Date of Birth** - Matriculation Certificate / Birth Certificate
  - (ii) **Educational Qualification Certificate** along with mark sheets of all years / semesters of following examination –
    - (a) Matriculation

(b) Intermediate

(c) Diploma/Degree Certificate as applicable

(d) Additional qualification, if any.

**(iii) Proof of norms** adopted by the University/ Institute to convert CGPA/OGPA/DGPA into percentage.

**(iv) Experience/Service Certificate** in the letter head of the company clearly indicating the post held, period of service, gross emoluments, area of experience as proof of Post Qualification Experience duly certified by organization concerned. - **If Any**

**(v) Caste / Category Certificate** (if applicable in case of SC/ST) in prescribed GOI format from Competent Authority.

**(vi) Disability Certificate** in case of PwD candidate in prescribed GOI format from Competent Authority/Medical Board.

**(vii) Discharge Certificate** in case of Ex-Servicemen.

4. Hard Copy of resume duly signed along with necessary enclosures (self -attested) shall be sent through ordinary post at the following address:

**Dy. General Manager (HR)/ HOP,  
POWER GRID CORPORATION OF INDIA LTD.  
Plot. No. 27, Sahid Nagar,  
Bhubaneswar- 751007**

5. **Application Fee: Rs. 200/-** shall be payable by applicants belonging to General and OBC (NCL) category

6. Candidates working in Govt. / PSU are required to produce “**No Objection Certificate**” at the time of Interview.

7. Written Test & Interviews shall be conducted at Bhubaneswar/Cuttack

8. All Candidates are requested to ensure that the application along with enclosures is sent by **Ordinary Post** and **NOT** by any other means like Courier, Speed Post etc.

9. 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.

### Important Dates

Sl. No.	Description	Date
1.	Opening date of online submission of applications	<b>14-12-2015/10.00 Hrs</b>
2.	Closing date of online submission of applications	<b>02-01-2016/18.00 Hrs</b>
3.	Opening date of depositing fees in any SBI branch through POWERGRID Challan	17-12-2015
4.	Closing date of depositing fees in any SBI branch through POWERGRID Challan	05-01-2016
5.	Last date for receiving hard copy of applications at Bhubaneswar office	11-01-2016
6.	Cut-Off date for the purpose of Upper Age Limit	<b>02-01-2016</b>

