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पावरग्रिड POWERGRID

(भारत सरकार का उद्यम)
POWER GRID CORPORATION OF INDIA LIMITED
(A Government of India Enterprise)

Advt.No.CC/04/2024

Date: 17.07.2024

Recruitment of Professionals in Finance & Company Secretary disciplines as Officer Trainee

POWERGRID, a 'Maharatna' 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.

POWERGRID operates around 1,77,790 ckm Transmission Lines along with 278 Sub-stations (as on 30th June 2024) and carries 45% of India's Transmission Capacity of total power generated in the country through its transmission network. POWERGRID also owns and operates approximately 1,00,000 kms of Telecom Network, with points of presence in approx. 662 locations, points of Interconnections in 2408 locations and intra-city network in around 500 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 levels. POWERGRID has been making profit since inception, having Gross Turnover of ₹ 46,913 Crores and ₹ 15,573 crores (FY: 2023-24).

To take the growth curve to further heights, POWERGRID is looking for Bright, Committed and Energetic **PROFESSIONALS** to join its fold as **OFFICER TRAINEE in the discipline of Company Secretary and Finance**

Central Transmission Utility of India Limited (CTUIL) : Vacancies also exist for the post of Officer Trainee (Company Secy.) and (Finance) in CTUIL which is presently a wholly owned subsidiary of Power Grid Corporation of India Limited. Incorporated on 28.12.2020, CTUIL is in the process of separation from Power Grid Corporation of India Limited.

CTUIL shall function as an independent utility and shall be responsible for discharging functions of national importance in relation to it's statutory functions under Section 38 of the Electricity Act, 2003 which inter alia includes to undertake transmission of electricity through Inter-State Transmission System (ISTS), to discharge all functions of planning & co-ordination related to ISTS and to provide non-discriminatory open access to the same.

As a national utility, CTUIL shall be heavily invested in human capital thus contributing to the overall development & growth of power sector in India. CTUIL is looking for Bright, Committed & Diligent Professionals to join as Officer Trainee in the discipline of Company Secretary and Finance.

VACANCIES & RESERVATION

POWERGRID							
Name of the Post	**Vacancies**	**Reservation Status**					
		UR	SC	ST	OBC	EWS	PwBD#
Officer Trainee (Finance)	36	16	06	03*	08	03	01 – HI, 01 - VI
Officer Trainee (Co Secy)	03	02	--	01	--	--	--

*Includes 01 backlog vacancy #Horizontal Reservation

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CTUIL							
Name of the Post	Vacancies	Reservation Status					
		UR	SC	ST	OBC	EWS	PwBD#
Officer Trainee (Finance)	03	02	--	--	01	--	--
Officer Trainee (Co Secy)	01	01	--	--	--	--	--

#Horizontal reservation

Reservation for Persons with Benchmark Disability (PwBD):

Candidates belonging to PwBD category other than the ones reserved, may also apply, provided they meet the eligibility criteria prescribed for their respective category. Candidates belonging to following identified sub-category shall only be eligible to apply:

Name of Post	PwBD Category	PwBD Sub-categories identified suitable
Officer Trainee-Finance	(a) Visually Impaired	Blind, Low Vision
	(b) Hearing Impaired	Deaf, Hard of hearing
	(c) Locomotor Disability	One Arm, Both Arms, One Leg, Both Legs, One Arm and One Leg, Both Legs and One Arm, Spinal Deformity & Spinal Injury (SI) without any associated neurological / limb dysfunction, Spinal Deformity (SD) and Spinal Injury (SI) with associated limb dysfunction, Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victim, Muscular Dystrophy
	(d) Intellectual Disabilities	Autism Spectrum Disorder, Specific Learning Disability
	(e) Multiple Disabilities	Multiple Disability Involving (a) to (d) above
Officer Trainee-Company Secy	(a) Visually Impaired	Blind, Low Vision
	(b) Hearing Impaired	Deaf, Hard of hearing
	(c) Locomotor Disability	One Arm, Both Arms, One Leg, Both Legs, One Arm and One Leg, Spinal Deformity & Spinal Injury (SI) without any associated neurological / limb dysfunction, Spinal Deformity (SD) and Spinal Injury (SI) with associated limb dysfunction, Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victim, Muscular Dystrophy
	(d) Intellectual Disability	Autism spectrum Disorder (Mild), Specific Learning Disability, Mental Illness
	(e) Multiple Disabilities	Multiple Disability Involving (a) to (d) above

JOB SPECIFICATION

Post	Officer Trainee (Company Secretary)
Essential Qualification	Candidates should be Associate Member of Institute of Company Secretaries of India
Post	Officer Trainee (Finance)
Essential Qualification	CA / ICWA (CMA) Pass

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Other Details			
Upper Age Limit	28 years as on 07.08.2024		
Compensation Package	**Compensation during training period**	**Designation & Level on successful completion of training period**	**Basic pay on Regularization**
	Basic Pay of Rs. 40,000/- along with IDA, HRA and perks @12% of basic pay during training period.	Officer at E-2 level in Executive Cadre.	On successful completion of training and upon regularization, the candidate will be absorbed as Officer in E2 scale - Rs. 50,000/- 3%-1,60,000/- (IDA).
	On regularization, 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 reimbursement, laptop facility, PF, Gratuity, Pension & Leave encashment, Group Insurance, Medical facilities for self and dependents, Group Personal Accident Insurance, etc.		
	The Corporation also offers excellent facilities like Short- term and Long-term Loans & Advances in subsidized rates including House Building Advance 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/- for General/OBC (NCL)/EWS candidates and INR 2,50,000/- for SC/ST/PwBD candidates, plus applicable taxes.		
Application Fees	**Payment of Application fee (Non-refundable Rs. 500/-, wherever applicable).** SC/ST/PwBD/Ex-SM/DESM candidates are exempted from payment of application fee. For detailed instructions regarding payment of the application fee, Click here: (https://www.powergrid.in/online-payment-application-fees). Candidates are advised to go through the instructions carefully and ensure payment of fees on time.		

RELAXATIONS AND CONCESSIONS

1. Reservation / Relaxation/ Concession to candidates belonging to different categories 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 under PwBD category. Persons claiming concessions/ relaxations/ reservation under PwBD category are required to upload their Disability certificate in the format prescribed by Government of India.

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3. Relaxation in Upper Age Limit:

a) For OBC(NCL) candidates	: 3 years
b) For SC/ST candidates	: 5 years
c) For PwBD candidates	: 10 years over and above category relaxation
d) Ex-Servicemen/ DESM / Victims of riots	: As per Govt. of India directives

4. Reservation/ Relaxation / Concession (for the posts reserved for respective category) will be subject to:

a)	For EWS	Submission of a copy of the latest EWS Certificate in the prescribed format issued by a Competent Authority at the time of application. A candidate will be eligible to get the benefit of the Economically Weaker Section reservation only in case the candidate meets the criteria issued by the Central Government and is in possession of requisite Income & Asset Certificate based on income for Financial Year (FY) 2023-2024 and issued on/after 01.04.2024 (after the completion of FY 2023-24) but not later than the closing date of online application for CBT 2024 i.e. 07.08.2024.
b)	For OBC(NCL)	Submission of latest and valid 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. The OBC candidates applying for the post of Officer Trainee must produce OBC (Non-Creamy Layer) certificate based on the income for the Financial Year (FY) 2021-2022, 2022-2023 and 2023-2024 and issued on/after 01.04.2024 (after the completion of FY 2023-24) but not later than the closing date of the application for CBT-2024 i.e. 07.08.2024.
c)	For SC/ ST	Submission of relevant Caste Certificate in the prescribed GOI format issued by Competent Authority.
d)	For PwBD	Submission of disability certificate in prescribed format issued by the Government Medical Board.
e)	Ex-Servicemen / DESM	Submission of relevant Discharge certificate etc. in the prescribed format issued by Competent Authority. Ex-Servicemen candidates whose experience of service in the Armed Forces has been equated by the Government of India with qualification prescribed in this advertisement, then the said experience shall be acceptable as an induction level qualification for the said post in this recruitment. The Ex-Servicemen candidate shall however have to produce certificate issued by respective Armed Forces stating that their experience/ training has been equated to or has equivalency of required level of qualification, failing which their candidature will not be considered.
f)	Victims of riots	Submission of relevant Age relaxation cum Domicile certificate in the prescribed format issued by a Competent Authority.

5. In case Caste/ Category certificate is issued in a language other than Hindi or English, candidates are advised to produce a certified translation of the same in either Hindi or English at the time of Document Verification, if called for.

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6. Relaxation/ Concession for POWERGRID Departmental Candidates: Please refer to Internal Circular for details.
7. Trainees/ Apprentices/ Intern working in POWERGRID shall not be considered as Departmental Candidate.
8. Wherever posts are not reserved for SC/ ST/ OBC (NCL)/ EWS/ PwBD, candidates belonging to such categories can apply subject to meeting the general standards of eligibility.

SELECTION PROCESS

The selection process will comprise of Written Test /Computer Based Test, followed by Group Discussion, Behavioral Assessment and Personal Interview of the candidates who qualify in the Test and are shortlisted category wise for the GD and Interview, in the prescribed ratio.

Computer Based Test (CBT):

The question paper shall be of 02 hours duration with objective type questions with four answer choices for each question and shall consist of two sections –

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

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

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

Candidates shall have to qualify in the CBT to be called for GD, Behavioral Assessment and Interview based on their performance in the CBT as indicated below:

Vacancy	Criteria
Unreserved/EWS	Minimum 40% marks subject to at least 30% marks in EAT and PKT separately.
Reserved	Minimum 30% marks subject to at least 25% marks in EAT and PKT separately.

Short listing of Eligible candidates for GD & Interview:

The eligible qualified candidates shall be called for GD & Interview on the basis of their marks in CBT, in the prescribed ratio.

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
Unreserved/EWS	40%
Reserved	30%

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Weightage to Different Parameters:

For calculation of final score of a candidate for empanelment, the weightages assigned to CBT Marks, Group Discussion and Interview shall be as indicated below:

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

Candidates shall have the option for appearing in Group Discussion / Personal Interview in Hindi or English.

Empanelment of Candidates:

Candidates shortlisted for GD and interview may 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.

Empanelment shall be done on the basis of total vacancies and not separately for POWERGRID & CTUIL. Operation of panel shall be done on the basis of category wise/ overall merit, based on number of vacancies/ requirement and option / preference exercised by the candidate at the time of applying.

The Offer is issued to the candidate for POWERGRID / CTUIL (as applicable), on the basis of category wise/ overall merit, based on number of vacancies/ requirement and option / preference exercised by the candidate. The offer issued shall be withdrawn and cancelled in case the candidate does not wish to join POWERGRID / CTUIL (as applicable) or decline the offer. No request for change of organization shall be entertained.

Once a candidate gets offer from either POWERGRID / CTUIL, her/his candidature for other organization may automatically be treated as cancelled, even if she/he declines the offer/ does not join the organization.

Candidates may note that mere submission of preference for POWERGRID / CTUIL shall not guarantee issuance of Offer from 1st preference / option.

Appointment of selected candidates shall 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.

Health Standards: Candidates must ensure that they meet POWERGRID's health standards before applying. For details of standards on medical fitness, please visit career section of our website www.powergrid.in.

TEST CENTERS

The test shall be held at following locations:

- Delhi NCR
- Mumbai
- Bangalore
- Kolkata
- Bhopal
- Hyderabad
- Chennai
- Chandigarh
- Guwahati

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However, POWERGRID reserves the right to change the test centers at its discretion depending on the no. of applications and availability of venue. The Test Centre once allotted will not be changed under any circumstances.

Further, the test may be conducted through written / Computer Based Mode in one or multiple dates/ sessions at POWERGRID's discretion.

IMPORTANT INSTRUCTIONS FOR REGISTRATION /APPLICATION

1. Interested & eligible candidates will 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. Application window for POWERGRID shall be open from **17.07.2024 to 07.08.2024.**

2. Before registering and submitting their applications on the website, the candidate should possess a valid E-mail ID, Alternate E-mail ID and Mobile number. This is Mandatory. In case a candidate does not have a valid personal e-mail ID, he / she should create his / her new email ID before applying online. These would be required for accessing information through candidate login during the later stages of the recruitment process. Candidates are advised to keep the e-mail ID and Mobile number entered in the online application form compulsorily active for at least one year.

3. Vacancies are for requirement in our Corporate Center, RHQs and site offices. Selected candidates shall be posted for On the Job Training (OJT) and final postings accordingly.

4. Candidates should submit only one application for a post. Application once submitted may be edited/ updated till last date of submission of online application. It cannot be altered after that. Accordingly, no requests for change in applicant data after last date of submission of online application shall be entertained. A valid e-mail ID is essential for submission of the online application. POWERGRID will not be responsible for bouncing of any e-mail sent to the candidates.

   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 through candidate login during the later stages of the recruitment process.

5. Candidates are advised to take a print out of the submitted online application, same is required at the time of Document Verification and note down the user ID and password generated at the time of online registration.

6. Candidates are advised to upload legible copies of the following documents while submitting online application in the space earmarked in the online application. The candidates called for Document Verification are required to produce uploaded documents in original for verification: -

SN.	Document	Size (Max)	Format
a)	Recent passport size color photograph (in white background) Candidates should keep sufficient copies of same photographs in reserve for future use, which they are using in the Online Registration.	50 KB	**.jpg**
b)	Signature (in Blue/ Black Ink)	50 KB	**.jpg**

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c)	Date of Birth Proof: Matric / Birth Certificate (wherein DOB is mentioned)	03 MB	**.pdf**
d)	Qualification Certificate (Degree) along with Mark Sheets of all years / semesters along with Proof of norms adopted by the Technical Board / Institute to convert CGPA / OGPA / DGPA into percentage (if applicable) (**all Qualification Certificate & Mark Sheets are required to be scanned in one pdf**)	10 MB	**.pdf**
e)	Candidates working in Govt. / PSU are required to apply through the proper channel and need to upload "No-Objection Certificate" from the present employer	03 MB	**.pdf**
f)	Caste Certificate/EWS Certificate in the prescribed Govt. of India format issued by Competent Authority (if applicable)	03 MB	**.pdf**
g)	PwBD Certificate in the prescribed Govt. of India format issued by Competent Authority (if applicable)	03 MB	**.pdf**
h)	In case of requirement of scribe for PwBD/ PwD candidates, Certificate in prescribed format issued by Competent Authority as per Govt. of India guidelines regarding physical limitation by the candidate to write.	03 MB	**.pdf**
i)	In case of requirement of scribe, scanned copy of Photo ID proof of scribe	03 MB	**.pdf**
j)	Ex-Serviceman Discharge Certificate, **Undertaking and Proforma of Certificate for Employed Officials** in case of Ex-Servicemen in the prescribed format (if applicable)	03 MB	**.pdf**
k)	Certificate of Fitness issued by the Demobilization Board of the Defense Service in case of Disabled Ex-Servicemen in the prescribed format (if applicable)	03 MB	**.pdf**
l)	Certificate issued to dependents Defence Services Personnel killed or severely disabled in action in case of Dependents of Ex-Servicemen in the prescribed format (if applicable)	03 MB	**.pdf**
m)	Domicile cum Age relaxation certificates for Candidates from Riots Victim in the prescribed Govt. of India format issued by Competent Authority (if applicable)	03 MB	**.pdf**

Candidates are not required to forward the hard copies of applications to POWERGRID.**Candidate will have to bring these documents along with original for verification at the time of document verification / medical / joining, if called for.**

Information Related To Engagement of Scribes

Eligibility for Engagement of Scribes:

The **Persons with Benchmark Disabilities (PwBD)** in the categories of blindness, locomotor disability (both arm affected – BA) and cerebral palsy are allowed the facility of scribe, if desired by the person. In case of other category of Persons with Benchmark Disabilities / Persons with Disabilities as defined under section 2(r)/2(s) of the RPWD Act, 2016, the facility of scribe is allowed to such candidates on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on behalf, from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government Health Care institution in the prescribed proforma.

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Scribe/ Compensatory Time - PwBD/ PwD				
Clause under RPWD Act, 2016	**Clause 2(r)**		**Clause 2(s)**	
PwBD/ PwD	**PwBD (not less than 40% disability)**		**PwD (less than 40% disability)**	
Disability	**Scribe**	**Compensatory Time**	**Scribe**	**Compensatory Time**
Blindness	Allowed	Allowed	To be granted solely to those having difficulty in writing subject to production of a certificate to the effect that person concerned has limitation to write and that scribe is essential to write examination on his/ her behalf from a Competent Medical Authority of a Government Healthcare Institution as per proforma	
LD (Both Arms)				
Cerebral Palsy				
Other PwBD/ PwD	Allowed – on production of certificate *	Allowed – on production of certificate *		
	* a certificate to the effect that the person concerned has physical limitation to write and scribe is essential to write examination on behalf from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government Health Care institution in the prescribed proforma			

Please note:

- Candidates who are eligible and interested in engagement of Scribe for the test are required to fill up the details of the Scribe in the application form itself.
- Candidates engaging scribes are also required to download and fill up the **Scribe Declaration Form** (available in **Important Formats Section**) and bring the duly filled scribe declaration format at the examination venue.

GENERAL INFORMATION AND INSTRUCTIONS

1. Only Indian Nationals of age 18 years or above are eligible to apply for POWERGRID.
2. The candidature of the candidate at all stages of the selection process shall be **provisional** in nature.
3. Mere submission of application to POWERGRID does not guarantee the adequacy of candidature for being considered for further selection process.
4. Before applying, the candidate should ensure that she / he fulfills the eligibility criteria and other norms mentioned in this advertisement. Candidates not meeting the specified criteria shall not be considered for selection.
5. Applications in which the essential qualification / age cannot be fully ascertained will be liable for rejection. Accordingly, it is the responsibility of candidate to satisfy that he / she meets the eligibility criteria (as mentioned in this advertisement) fully before applying, to properly fill the application and provide necessary documents asked for. The online application form will not be checking the eligibility.
6. Essential qualification should be recognized in India and from a recognized Institution or University.

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7. Date of acquiring **Associate Member Certificate from the Institute of Company Secretaries of India** shall be taken as the date of acquiring essential qualification for the post of **Officer Trainee (Company Secretary)**
8. Date of issuance of final mark sheet shall be taken as the date of acquiring essential qualification for the case of **Officer Trainee (Finance).**
9. Marks in Essential Qualification will not be rounded off for deciding eligibility of any candidate.
10. 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.
11. Candidates working in Govt. / PSU are required to produce "No Objection Certificate" at the time of Interview.
12. Candidates claiming reservation under OBC (NCL)/EWS should belong to respective category as on last date of online submission of application and must possess valid OBC (NCL)/EWS Certificate as on the closing date of submission of online application to POWERGRID.
13. All computations of Age and Qualification etc., shall be as on closing date of online application.
14. Candidates are required to fill in their bank details such as bank A/C No, Bank's name Branch Name, IFSC code etc. in the online application form to enable to process TA payment online, if applicable.
15. 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.
16. By submitting application, candidate gives consent that Candidate data may be shared with third party for the conduct of CBT and evaluation purpose with adequate security.
17. Candidates selected, are liable to be posted anywhere in India and Abroad. For any queries regarding this recruitment please send email to **recruitment@powergrid.in** with **"OT (concerned discipline) - _____" in the subject line**. Candidates are required to add this email-id to their address book in order to avoid any email communication gap.
18. No correspondence regarding this recruitment made in Complaint Management System of POWERGRID, will be entertained.
19. Legal jurisdiction will be NCT of Delhi in case of any cause / dispute.
20. **Application Fee is non-refundable even if the candidature is rejected for any reason.**
21. 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.
22. The application process will be treated as complete only on submission of application fees, wherever applicable.
23. **Incomplete/Draft application/applications without application fees (if applicable) will be rejected.**
24. Mere appearance in Computer Based Test or submission of application to POWERGRID does not guarantee the adequacy of candidature for being considered for further selection process.
25. 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.
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 or candidate login only.

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IMPORTANT DATES

Commencement of Online Submission of Application to POWERGRID	**17.07.2024(1700 hrs)**
Last date for Online submission of Application to POWERGRID	**07.08.2024(2359 hrs)**
Cut-off date for eligibility criteria viz. age, educational qualification, category status.	**07.08.2024**

Driven By Technology – Powered By Professionals

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