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

Advt. No. CC/13/2024 Date: 25.12.2024

Engagement of Experienced Company Secretary Professional (on contract) on Fixed Tenure Basis for Subsidiaries/ SPV companies of POWERGRID

POWERGRID, one of the largest Transmission Utilities in the World and a Maharatna Enterprise of 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 1,78,975 circuit kms of transmission lines along with 280 Sub-stations (as on 30th November 2024) and wheels about 50% 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. 3000 locations and intra-city network in 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 level. POWERGRID has been making profit since inception, having Gross turnover of Rs. 46,913 Crores and Profit After Tax of Rs. 15,573 Crores (FY: 2023-24).

POWERGRID is looking for professionals with experience in Company Secretariat for engagement on fixed term contract basis for its subsidiaries / SPV companies.

The engagement shall be purely on temporary & contract basis for a period of 2 years. The contractual period may be further extended for one year each for three years depending on the requirement as well as performance of the individual subject to maximum total period of 5 years engagement. The engagement will not entitle anyone to claim for any regular employment in POWERGRID or any relaxation in case of any requirement for regular posts in POWERGRID.

CATEGORY-WISE BREAK UP OF VACANCIES

Post	UR	OBC (NCL)	SC	ST	EWS	PwBD #	Ex-SM #	DEx-SM #	Total
Company Secretary Professional (On Contract)	11	7	3	2	2	02	02	01	25

 # Horizontal reservation

Note: The selected candidates will be empanelled as per their merit and offer of appointment shall be issued based on the actual requirement to be provided by the concerned Subsidiaries/ SPV companies.

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PwBD Sub-categories identified suitable:

Reservation is applicable for Persons with Benchmark Disability (PwBD) only. The Reservation of Posts for PwBD and identification of posts for different subcategories of PwBD is as per Govt. of India notification. Candidates belonging to PwBD category may apply for above posts, identified as per the table given below, provided they meet the eligibility criteria prescribed for their respective category:

i.	**VI**- Blind(B)/Low Vision (LV)
ii.	**HI**- Deaf (D) / Hard of Hearing (HH)
iii.	**LD**- One Arm (OA)/ Both Arm (BA)/ One Leg (OL)/ Both Leg (BL)/One Arm & One Leg. (OAL)/ Cerebral Palsy (CP)/ Leprosy Cured (CP)/ Dwarfism (Dw)/ Acid Attack victims (AAv)/ Muscular Dystrophy (Mdy)/ (Spinal Deformity) SD/ (Spinal Injury) SI without any associated neurological/ limb dysfunction / SD / SI with associated limb dysfunction.
iv.	Multiple Disabilities involving (i) to (iii) above.

JOB SPECIFICATION

Essential Qualification	Associate Member of the Institute of Company Secretaries of India (ICSI)
Essential Post Educational Qualification Experience	At least 01 year in company secretariat of any unlisted / listed company (internship / training shall not be counted as experience).
Area of experience	Experience in secretarial matters like • Drafting of agenda, minutes, official letter etc., • Conducting Board / Committees' meetings, General Body Meetings and • Compliance with statutory requirements under Companies Act and other statutory compliance thereof.
Upper Age Limit	29 Years as on last date of application

RELAXATIONS AND CONCESSIONS

1. Reservation/Relaxation/ Concession to SC/ ST/ OBC (NCL)/ EWS/ Ex-SM /PwBD etc. candidates shall be as per Government of India directives.

2. **Relaxation / Concession for Persons with Disability**: Persons suffering from not less than 40% of the relevant permanent disability shall only be eligible for the relaxation/ concession benefit for PwBD as may be applicable. Relaxation / Concession for Persons with Disability are subject to submission of Disability Certificate issued by a Government Medical Board in the format prescribed by Govt. of India along with the application and at time of interview, if called for.

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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	: As per Govt. of India directives

4. **Relaxation / Concession for SC/ ST candidates (as may be applicable)** will be subject to submission of Caste certificate in the GOI prescribed format issued by a competent authority along with the application and at time of interview, if called for.

5. **Reservation/ 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. The OBC candidates applying for the post 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).

6. **Reservation and Relaxation 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. 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).

7. **Relaxation/ Concession for Ex-Servicemen/ Victims of riots** As per Government of India Guidelines. 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 exceed the prescribed age limit by more than three years.

8. **SC/ST/PwBD/Ex-Servicemen candidates are exempted from payment of application fees**.

SELECTION PROCESS

Selection will involve Interview only, of the eligible and shortlisted candidates. However, 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.

In case screening test is conducted, the same shall be qualifying in nature (40 % for UR/EWS and 30 % for reserved vacancy) and candidates qualifying in the screening test shall be shortlisted for interview based on their marks in screening test and in the prescribed ratio decided by the management. Selection shall be done based on marks

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secured in interview only.

The decision of POWERGRID regarding scrutiny of application and shortlisting shall be final and binding. Shortlisted Candidates will have to qualify in the Interview to be adjudged suitable for empanelment for Engagement. The qualifying marks in interview shall be as given below:

UR / EWS	– 40%,
OBC(NCL)/SC/ST/PwBD	– 30%

Candidates shall have the option for appearing in the Screening Test/Personal Interview in Hindi or English.

The final engagement of selected candidates will be subject to their medical fitness as per the company's prescribed standards.

Applicants should have sound health. No relaxation in POWERGRID Medical Norms is allowed. (Refer to "**Health**" link on career page of our website for Standards of Medical Fitness)

Note: The selected candidates will be empanelled as per their merit and offer of appointment shall be issued based on the actual requirement to be provided by the concerned Subsidiaries/ SPV companies.

COMPENSATION & BENEFITS

1. Monthly remuneration in the Pay band of Rs. 30,000-3%-1,20,000 with initial basic pay of Rs.30,000/- +IDA + HRA + Perks @ 35% of basic pay.
2. Contract personnel will be entitled for reimbursement of official mobile call charges /rentals as per extant policy.
3. Contract personnel will be covered under EPF & EPS MP Act 1952, Payment of Gratuity 1972 and corresponding rules in POWERGRID.
4. Contract personnel will be entitled to 12 days Casual Leave, 10 days Sick Leave and 30 days Earned leave in a year. In addition, EL encashment, Maternity Leave, Quarantine Leave, EOL, Special Casual Leave as per rules shall be admissible. No other leave/ encashment is admissible including SAL/OH/Special Disability Leave.
5. Contract personnel will be entitled for medical benefits for self during the first year of engagement and for self & family (Spouse & two dependent children) from second year onwards of engagement. The medical benefit is limited to maximum one month's pay for every year for OPD cases. They will be provided with medical insurance in case of IPD treatments during tenure of engagement.
6. Contract personnel will be covered under Group Personal Accident Insurance scheme of POWERGRID.
7. Contract personnel will be eligible for PF deductions@ 12% of Basic Pay and DA per month and applicable administrative charges if any.
8. Contract personnel will not be eligible for any allowance / benefits / PRP / incentives other than those mentioned above.

HOW TO APPLY

1. **Application window shall be open from 25.12.2024 to 16.01.2025.** Interested and eligible candidates should apply only through On-line Registration System of POWERGRID. **To apply log on to http://www.powergrid.in à Careers Section → Job Opportunities → Openings → "Engagement of Experienced Company Secretary**

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Professional (On Contract) on Fixed Tenure Basis". No other means/ mode of application shall be accepted. POWERGRID will not be responsible for bouncing back of any email sent to the candidate.

2. Before registering and submitting their applications on the website, the candidate should possess a valid E-mail ID, Alternate E-mail ID, Mobile number and Alternate Mobile number. 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. Candidates are advised to upload legible copies of the following documents while submitting online application in the space earmarked in the online application: -

SN.	Document	Size (Max)	Format
a)	Recent passport size color photograph (in white background) Candidates should keep sufficient copies of same photograph 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**
c)	Date of Birth Proof: Matric / Birth Certificate (wherein DOB is mentioned)	03 MB	**.pdf**
d)	Qualification Certificate (Associate Member of the Institute of Company Secretaries of India (ICSI)) along with Mark Sheets of all years/semesters (**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)	Experience Certificate/ proof of experience (e.g. pay slip, job assignment, joining & separation order etc) in support of minimum 01 year post qualification exp.	03 MB	**.pdf**
g)	Caste Certificate/EWS Certificate in the prescribed Govt. of India format issued by Competent Authority (if applicable)	03 MB	**.pdf**
h)	PwBD Certificate in the prescribed Govt. of India format issued by Competent Authority (if applicable)	03 MB	**.pdf**
i)	In case of requirement of scribe for PwBD/ PwD, 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**
j)	In case of requirement of scribe, scan copy of Photo ID proof of scribe.	03 MB	**.pdf**
k)	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**
l)	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**
m)	Certificate issued to dependents of 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**
n)	Domicile cum Age relaxation certificates for Candidates from Riots Victim in the prescribed Govt. of India format issued by Competent Authority (if applicable)	01 MB	**.pdf**

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4. Applicants are advised to take a printout of the submitted online application. The candidates called for Document Verification are required to produce the above uploaded documents in original for verification.
5. ***Candidates are not required to forward the hard copies of applications to POWERGRID.***
6. **Candidates will have to bring these documents along with original for verification at the time of interview/ medical/ joining, if called for.**
7. Candidates should ensure that all important details like name, date of birth, address, qualification, experience details etc. are duly filled in.
8. 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 in a position to submit relevant certificate in prescribed format as and when asked by POWERGRID.
9. 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 interview if original and valid photo identification is not presented.
10. Fill up other 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.
11. On submission of valid application, the system will generate a "Resume" with a registration number. Candidate should take a printout of the completed application and keep with him/ her safely for future reference.
12. In-complete applications /applications without application fees (if applicable) will be rejected.
13. **Application fee (Non-refundable Rs. 400/-):**

    For detailed instructions regarding payment of application fee **CLICK HERE** (https://www.powergrid.in/online-payment-application-fees). Candidates are requested to go through the instructions carefully and ensure payment of fees on time.

    If you are not exempted from payment of application fees (only SC/ST/PwBD/Ex-SM candidates are exempted), you are required to login to your candidate login section and then deposit non-refundable application fees of Rs. 400/- through online mode. On submission of application fees, your application process will be treated as complete.
14. 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.
15. 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 stage of the recruitment process.
16. Once applied, the applicants are advised to check the web site as well as their registered e-mail regularly for any updates.

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GENERAL INFORMATION AND INSTRUCTIONS

1. Only Indian Nationals of age 18 years or above are eligible to apply for POWERGRID.
2. **It is the responsibility of candidate to satisfy that he/ she meets the eligibility criteria (as mentioned in this advertisement) fully before applying.**
3. **The engagement of personnel is purely temporary in nature and on contact basis for a period of 2 years or till completion of the work whichever is earlier with a provision for further extension of one year each for 3 years based on their satisfactory performance for total maximum engagement period of 5 years on the basis of work requirement.**
4. **The personnel engaged will not be entitled to claim for any regular employment in POWERGRID or any relaxations in case of any recruitment for regular posts in POWERGRID.**
5. The contractual engagement will automatically be terminated on expiry of 24 months or on completion of extended period.
6. Essential qualification should be recognized in India and from a recognized Institution or University. The candidate must possess qualifications recognized by the relevant statutory bodies.
7. Application Fee is non-refundable even if the candidature is rejected for any reason.
8. Applications in which the essential qualification/ experience cannot be fully ascertained will be liable for rejection. Hence candidates are advised to properly fill the application and provide necessary documents asked for.
9. Applications should be submitted through online mode only. Applications not in conformity with the requirements mentioned above/not in given proforma /without relevant supporting documents/ incomplete / without application fees (if applicable) will be rejected and no correspondence shall be entertained in this regard.
10. All photocopies of documents uploaded along with the online application should be self-attested by the candidate.
11. Candidates working in private sector must produce ITR/PF slip in support of salary in addition to salary slip if asked by POWERGRID.
12. **Training / Internship period will not be counted as experience.**
13. Candidates claiming reservation under OBC (NCL)/EWS should belong to respective category as on the last date of online submission of application.
14. All computations of Age, Qualification, Experience etc., shall be as on **the last date of application.** Date of issuance of final mark sheet shall be taken as the date of acquiring qualification.
15. 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 at the time of Interview, if called for.
16. Applicants are advised not to upload documents which are not clearly legible or password protected. Mobile phone scans/clicks/pictures which are not readable/not in proper size will not be considered for evaluation.
17. Mere submission of Application does not guarantee the adequacy of candidature for being considered for further selection process.
18. In case of more than one online registration by same candidate, the application (or registration ID) against which fee is deposited shall only be considered for further scrutiny. Similarly, where application fees is not applicable (SC/ ST/ EX-SM/ PwBD), the last registered application shall only be considered for further scrutiny.

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19. Candidates working in Govt. / PSU are required to produce "No Objection Certificate" at the time of Interview.
20. In case of Screening Test, details of test centre, venue shall be intimated to candidates.
21. For any queries regarding this recruitment email may be sent to **recruitment@powergrid.in**. However, candidates are advised to go through the advertisement in detail and not to raise any query which is already mentioned/ clarified in the advertisement. Candidates are required to add this email-id to their address book in order to avoid any email communication gap. Mail may be sent with subject line: **"Comp.Secy.-473- <subject matter>"**.
22. No correspondence regarding this recruitment made in Complaint Management System of POWERGRID, will be entertained.
23. 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.
24. 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.
25. Legal jurisdiction will be NCT of Delhi in case of any case/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 correspondence shall be made through their registered e-mail ID or candidate login only.
27. The contractual engagement will be regulated by Company's rules and administrative orders that may be enforced from time to time during the period of engagement.
28. 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.
29. Management reserves the right to raise or lower the qualifying standards at any stage of the selection process depending on availability of sufficient number of candidates.

IMPORTANT DATES

Commencement of Online Submission of Application and online payment of application fees	**25.12.2024 (17:00 hrs)**
Last date for Online submission of Application and online payment of application fees	**16.01.2025 (23:59 Hrs)**
Cutoff date for determining eligibility	**16.01.2025**

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