

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

- 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

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 \(https://www.powergrid.in/online-payment-application-fees\)](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.