



Apply For Positions in Rajbhasha

Advertisement No. CC/1/2013

POWERGRID, the Central Transmission Utility (CTU) of the country and a Navaratna 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 98367 circuit kms of transmission lines along with 160 Sub-stations (as on 31-January 2013) and wheels about 51% 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 is looking for bright, committed and dynamic individuals with rich professional experience to join its fold as per details given under:

Post ID	Name of the Post / Level	Vacancy	Reservation Status	Upper Age limit (in Years) as on 15.04.2013
97	Asstt. Rajbhasha Officer/E1	03	UR-03	30
98	Asstt. Translator -cum- Officer (Rajbhasha) /E1	02	UR-02	30

[One post is reserved horizontally for PwD – OH – OA/OL/BL or HH-PD or VH-LV]

Job Specifications:

Post ID : 97 - Asstt. Rajbhasha Officer

Pay Scale	Rs. 20600/- - 46500/-
Essential Qualification	First class Post Graduate / Master's Degree in Hindi (full time) with English as a subject in the Graduate Degree examination from recognized university Or First class Post Graduate / Master's Degree in English (full time) with Hindi as a subject in the Graduate Degree examination from recognized university.
Post Qlf. Experience	Should have a post qualification experience of 1 year in executive/ officer cadre at least in the following pay scale or equivalent level: IDA : Rs.6550 – 11350 (pre revised) / Rs. 12600 – 32500 (Revised) CDA : Rs.6500 – 10500 (pre revised) / Rs. 9300 – 34800 (Grade Pay Rs.4200) (Revised)
Experience Profile	<ul style="list-style-type: none">Post qualification experience in implementing the Governments policy regarding the use of Hindi for Official work in all respects including translation and other related work.The candidate should be well conversant with official Hindi terminology, process, procedure and system for implementation of Rajbhasha rules, regulation and directives of the Government and PSUs.Experience in PSU / Listed Company particularly in power sector will be preferred.
Upper age limit	30 Years.

Post ID : 98 - Asstt. Translator –cum- Officer (Rajbhasha)

Pay Scale	Rs. 20600/- - 46500/-
Essential Qualification	1. Post Graduate/ Master's Degree in Hindi (full time) with English as a subject in the Graduate Degree examination from recognized university Or Post Graduate/ Master's Degree in English (full time) with Hindi as a subject in the Graduate Degree examination from recognized university AND 2. Recognised Diploma or certificate course in Translation from Hindi to English and vice versa
Post Qlf. Experience	Should have a post qualification experience of 1 year in executive/ officer cadre at least in the following pay scale or equivalent level: IDA : Rs.6550 – 11350 (pre revised) / Rs. 12600 – 32500 (Revised) CDA : Rs.6500 – 10500 (pre revised) / Rs. 9300 – 34800 (Grade Pay Rs.4200) (Revised)
Experience Profile	<ul style="list-style-type: none">• Post qualification experience in Translation works from Hindi to English and vice-versa.• Experience in Scientific/ technical/ legal translation will be an added advantage.• The candidate should be well conversant with official Hindi terminology. Experience in implementing the Government's policy on use of Hindi for Official work, Rajbhasha rules, regulation is desirable.• Experience in Govt./ PSU/ Listed company particularly in power sector will be preferred.
Upper age limit	30 Years.

For persons working in private sector, the equivalent pay will be considered as monthly emoluments of **Rs. 27250/-** excluding medical, Leave encashment and employer's contribution towards Social Security.

Candidates need to submit copy of their latest salary slip & pay certificate for one year experience along with hard copy of their resume in support of experience in relevant pay scale or equivalent level.

Relaxations and Concessions

1. For Persons with Disability (PwD) candidates, upper age limit is relaxed by 05 years (over and above the age limit prescribed) and qualification requirement is relaxed to pass in post-graduation.
2. 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.
3. Relaxation to victims of 1984 riots shall be as per Govt. directives.

4. 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.
5. **SC, ST, PwD & Ex-Servicemen candidates are exempted from payment of application fee.**
6. Persons suffering from not less than 40% of the relevant disability shall only be eligible for the benefit of age relaxation/ concession/ reservation.
7. Relaxation & Concession for SC/ST/J&K Domicile / Ex-Servicemen/ victims of 1984 riots is subject to submission of Caste/ 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.
8. Reservation, Relaxation & Concession for Persons with Disabilities is subject to submission of medical certificate in support of disability issued by the Government Medical Board in the prescribed format along with hard copy of application and also at time of interview, if called for.

Selection

The selection process shall consist of Scrutiny of applications, written test and Personal interview of shortlisted candidates. Candidates shall have the option to be interviewed in Hindi /English.

The written test shall be of 75 marks of 1 hour duration with qualifying marks of 40% (for PwD 30%). Shortlisting of candidates for interview shall be done on the basis of performance in written test. Interview shall also be of qualifying in nature and candidates securing 40% marks in interview will be eligible for empanelment (30% for PwD). Written test shall be given 85% weightage and interview 15 % weightage for preparation of final merit list.. Details of date & venue of written test shall be notified separately.

Further, for the post of Asstt. Translator-cum-Officer (Rajbhasha), a Translation test from Hindi to English and vice-versa will be conducted prior to interview which will be of qualifying in nature.

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) & Pay Scales

For Post ID 97 & 98 : ₹ 11.00 lakhs & Pay Scale ₹ 20600 -46500

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, medical facilities for self and dependants, various long and short term advances including HBA, Group Insurance, Group Personal Accident Insurance, Provident Fund, Pension and Gratuity etc., in accordance with the policies of the Corporation from time to time.

General Information:

1. Only Indian Nationals above 18 years age are eligible to apply.
2. Before applying, the candidate should ensure that he / she fulfills the eligibility criteria and other norms mentioned in this advertisement.
3. All eligibility qualification should be recognized and from a recognized Institution or University.
4. **Teaching experience will not be counted as experience for the post ID-97.**
5. Training period will not be counted as experience.
6. For the Un Reserved (UR) vacancy, SC/ST/OBC (NCL) candidates can apply subject to meeting with all general standards of eligibility.
7. 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.
8. Mere submission of Application does not guarantee the adequacy of candidature for being considered for further selection process.
9. 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 position.
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. Vacancies may vary depending upon the requirement.
12. Candidature is liable to be rejected at any stage of recruitment/ selection process or after recruitment or joining, if any information provided by the candidate is not found in conformity with the eligibility criteria mentioned in the detailed advertisement given in the web site or in the event of false declaration.

13. All computations of Age, Post Qualification Experience etc., shall be as on **Last Date of Submission of Online Application i.e. 15-04-2013**. Date of issuance of mark sheet shall be taken as the date of acquiring qualification.
14. **Candidates currently employed in Public Sector/Government establishments are advised to produce NOC at the time of interview.**
15. **Demand Draft is non refundable** even if the candidature is rejected for any reason.
16. **All photocopies of documents submitted along with the hard copy should be self attested by the candidate.**
17. **Applications that are not in conformity with the requirements indicated in the advertisement, incomplete applications, with insufficient data for scrutiny, unsigned, without Photograph / Demand Draft or necessary document proofs and those received after 30-04-2013 will be rejected.**
18. **POWERGRID will not be responsible for any postal delay or loss of application in transit.**
19. Selected candidates are liable to be posted anywhere in India.
20. 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 employees or systems will not be entertained in the Complaint Management System of POWERGRID. No communication made in POWERGRID's Complaint Management System, in respect of this recruitment will be entertained by POWERGRID.
21. In case of any query the same may be sent to **recruitment@powergridindia.com**
22. Legal jurisdiction will be the NCT of Delhi in case of any cause / dispute

How To Apply

Interested eligible candidates should apply ON LINE only. Any other mode of submission of application would not be accepted.

An application fee of Rs.400/- is payable by candidates 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.
- Details of experience are mentioned separately for each organization.
- Details of more than one posts held within the same organization are mentioned separately along with the pay scales and area of experience.

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 enclosures along with Hard Copy of the Application:

- a) A/C Payee Demand Draft
- b) Documents related to Essential Qualification (Post Graduate & Graduate Degree and Mark sheets)

- c) Documents related to Other Qualifications (Certificate and Mark sheets)
- d) Documents related to Experience:
- i) 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).
 - Latest Pay Slip
 - Pay Certificate in support of experience in relevant pay scale/ equivalent level.
 - Chart showing position in hierarchy.
- d) Proof of Date of Birth (Matric / Birth certificate)
- e) Caste Certificate in case of SC/ST for claiming concessions (If applicable)
- f) Age relaxation cum Domicile Certificate (If 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 ordinary post.

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 Asstt. Rajbhasha Officer, Post ID- 97”

“Application for the post of Asstt. Translator -cum- Officer (Rajbhasha), Post ID- 98”

Last Date of receipt of Hard Copy of Application (Online generated Resume) is **30-04-2013**.

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 Ordinary Post and NOT by any other means like Courier, Speed Post, Registered Post etc.**, since the Resume is being received in a Post Bag.

Candidates should submit only single application for a post and application once submitted cannot be altered. 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 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.

All information regarding this recruitment process would be made available in the **career section of our website : www.powergridindia.com** only and the applicants are advised to check the web site and their registered e-mail periodically.

IMPORTANT DATES

Opening Date of Online Application Submission	: 11-Mar-2013
Last Date & Time of Online Application Submission	: 15-Apr-2013(5.30 PM)
Last Date of Receipt of Hard Copy of Application (Resume)	: 30-Apr-2013
Base Date for computation of Age, Post Qualification Experience	: 15-Apr-2013
