





Date: 15.10.2025

Advt.No.CC/05/2025

# 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 and one of the largest Transmission Utilities in the World 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 1,80,849 ckm Transmission Lines along with 286 Sub-Stations and wheels about 50% of total power generated in the country through its transmission networks. POWERGRID also owns & operates around approximately 1,00,000 kms of telecom network, with points of presence in approx. 3000 and intra-city network in 500 cities across India. POWERGRID with its strong in-house expertise in various facets of the 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 Rs.46,325.32 Crores and Profit After Tax of Rs.15,353.57 Crores (FY:2024-25).

India is on a transformative journey towards achieving 500 GW of renewable energy capacity by 2030, reinforcing our commitment to environmental sustainability and energy security. To support this ambitious target, the National Electricity Plan envisions a massive expansion of transmission infrastructure with a capital investment of ₹9.16 lakh crore by 2032. As a key player in this mission, POWERGRID has an estimated outlay of ₹3.06 lakh crore upto 2032 which includes Intra-state transmission, Cross border interconnection, International projects, Solar generation, Smart metering, Data centre business etc. in addition to Inter-state transmission system.

Besides execution of the above system, a significant portion of renewable energy projects are being established in remote and climatically challenging locations of Rajasthan, Gujarat, Tamil Nadu, Karnataka, Andhra Pradesh, Maharashtra, Ladakh etc.

POWERGRID seeks applications from Capable, Committed, Energetic and Resilient Professionals willing to take up challenging assignments and be a part of the transformational journey of the country.

#### **VACANCIES & RESERVATION**

Post ID	Name of Post	Vacancies	UR	EWS	OBC (NCL)	SC	ST	PwBD#
496	Officer Trainee (Finance)	17+2*	9	1	4	2	1+2*	01-I/C (VI), 01- I/C (HI) 01-HI, 01-ID
497	Officer Trainee (Co Secy)	1*					1*	

<sup>\*</sup> Backlog Vacancies

#Horizontal Reservation

Interchangeable (I/C) vacancy. The vacancies will be first filled by VI & HI; in case no suitable candidate is available in VI & HI sub categories, other identified suitable sub categories shall be considered against the said PwBD vacancies







## 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			
	(a) Visually Impaired	Blind(B), Low Vision (LV)			
	(b) Hearing Impaired	Deaf(D), Hard of Hearing (HH)			
Officer Trainee- Finance	(c) Locomotor Disability	One Arm (OA), Both Arms (BA), One Leg (OL), Both Legs (BL), One Arm and One Leg (OAL), Both Legs and One Arm (BLOA), Spinal Deformity (SD)&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 (ASD), Specific Learning Disability (SLD)			
	(e) Multiple Disabilities	Multiple Disability (MD) Involving (a) to (d) above			
	(a) Visually Impaired	Blind, Low Vision			
Officer	(b) Hearing Impaired	Deaf, Hard of hearing			
Trainee- Company Secy	(c) Locomotor Disability	One Arm (OA), Both Arms (BA), One Leg (OL), Both Legs (BL), One Arm and One Leg (OAL), Spinal Deformity (SD) & 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 (SLD), Mental Illness (MI)			
	(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			
Upper Age Limit for Officer Trainee (Finance) and Officer Trainee (Company Secretary)				
Upper Age Limit 28 years as on 05.11.2025				







	Other Details				
	Compensation during training period	Designation & Level on successful completion of training period	Basic pay on Regularization		
Compensation Package		Officer at E-2 level in Executive Cadre.	regularization, the candidate will be absorbed as Officer in E2 scale - ₹ 50,000/- 3%-1,60,000/- (IDA).		
	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, 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 Advances including House Building Advance etc. to its regular employees in accordance with the policies of the organization from time to time.				
Service Agreement Bond	bond to successfully thereafter serve the or bond is ₹ 5,00,000/-	complete the prescri ganization for at least thr	tecute a service agreement bed training period and ee years. The amount of the L)/EWS candidates and ₹ oplicable taxes.		
	<b>Payment of Application fee (Non-refundable Rs. 500/-, wherever applicable).</b> SC/ST/PwBD candidates are exempted from payment of application fee.				
Application Fees	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.				
CTC per annum (Rs) approx.	During Training  After successful comp	oletion of Training	Rs. 11.00 lakhs Rs. 22.50 lakhs		
	The CTC shall vary depending on location of posting and other terms and conditions of appointment				

## 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 permanent and 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.







3. Relaxation in Upper Age Limit (subject to reservation of post)

a) OBC(NCL) candidates	: 3 years
b) SC/ST candidates	: 5 years
c) PwBD candidates	: 10 years for UR/EWS; 13 years for OBC(NCL) & 15 years for SC/ST
d) Victims of riots	: As per Govt. of India directives

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

	25/00/10/1				
		Submission of a copy of the latest EWS Certificate in the prescribed format issued by a Competent Authority at the time of application.			
a)	For EWS	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) 2024-2025 and issued on/after 01.04.2025 (after the completion of FY 2024-25). Name of caste should be clearly mentioned in the aforesaid certificate. Caste name like "General /Samanya" etc. will not suffice.			
	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.			
b)		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) 2022-2023, 2023-2024 and 2024-2025 and issued on/after 01.04.2025 (after the completion of FY 2024-25).  OBC (NCL) candidates will have to give as self-undertaking, at the time of Personal Interviews (if shortlisted), indicating that they belong to OBC			
		(Non-Creamy Layer).			
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. Candidates must also produce Unique Disability ID (UDID) card/ certificate issued by the Competent Authority.			
e)	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.
- 6. Relaxation/ Concession for POWERGRID Departmental Candidates: Please refer to Internal Circular for details.
- 7. Trainees/ Apprentices/ Interns 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 Document Verification, 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 (s	Criteria (subject to reservation of post)		
	Unreserved/EWS	40% marks subject to at least 30% AT and PKT separately.			
	Reserved		30% marks subject to at least 25% AT and PKT separately.		
Shortlisting of Eligible candidates for DV, GD & Interview	Eligible and the eligible and qualified candidates shall be shortlisted category wise for candidates for DV, GD & Interview on the basis of their marks in CBT, in the prescribed ratio.				
Qualifying Marks in GD &	GD will not have any qualifying marks. Interview will have qualifying marks fo different categories as mentioned below:				
In GD & Interview	Category		Qualifying Marks in Interview		
	Unreserved /		40%		
	Reserved vacancy		30%		

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	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:			
Weightage to Different	Marks in Written Test / CBT	85%		
Parameters:	Group Discussion	3%		
	Personal Interview	12%		
	Candidates shall have the option for appearance interview in Hindi or English.	aring in Group Discussion	on / Personal	
Empanelment of Candidates:	Candidates shortlisted for GD and interview shall have to undergo Behavioral 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 final score. Operation of panel shall be done on the basis of overall merit /category, number of vacancies/ requirements. In case two or more candidates secure equal marks, they will be empaneled in the chronological order of their date of birth, the eldest being placed first among them.			
Offer of Appointment & Pre-employment Medical	The Offer of Appointment shall be issued to the suitable candidates in the order of category-wise 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.			
Examination	<b>Health Standards:</b> 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	<ul> <li>Bhopal</li> </ul>	• Guwahati

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 15.10.2025 to 05.11.2025.
- 2. To apply log on to https://www.powergrid.in → Careers Section → Job Opportunities → Openings → Executive Positions on All India Basis and then "Recruitment of Officer Trainee (Finance) & Officer Trainee (CS)". No other means/ mode of application shall be accepted.







- 3. 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.
- 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 Application 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
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 /Undertaking. (Refer to S.No. 12 of General Information and Instructions)	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	03 MB	.pdf
	<b>Certificate for Employed Officials</b> in case of Ex-Servicemen in the		
	prescribed format (if applicable)		
k)	Certificate of Fitness issued by the Demobilization Board of the Defense	03 MB	.pdf
	Service in case of Disabled Ex-Servicemen in the prescribed format (if		
	applicable)		
1)	Certificate issued to dependents Defence Services Personnel killed or	03 MB	.pdf
	severely disabled in action in case of Dependents of Ex-Servicemen in		
	the prescribed format (if applicable)		
m)	Domicile cum Age relaxation certificates for Candidates from Riots	03 MB	.pdf
	Victim in the prescribed Govt. of India format issued by Competent		_
	Authority (if applicable)		

<u>Candidates are not required to forward the hard copies of applications to POWERGRID.</u> 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 arms 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.

	Scribe/ Compensatory Time - PwBD/ PwD						
Clause under RPWD Act, 2016	Clause 2(r)		Clause 2(s)				
PwBD/ PwD		vBD 40% disability)	PwD (less than 40% disability)				
Disability	Scribe	<b>Compensatory Time</b>	Scribe	<b>Compensatory Time</b>			
Blindness	Allowed	Allowed	To be granted so	olely to those having			
LD (Both Arms)	Tillowed	Allowed	difficulty in writing subject to production of a certificate to the effect				
Cerebral Palsy			1 -				
Other PwBD/	Allowed – on production of certificate *	Allowed – on production of certificate *	that person concerned has limitation write and that scribe is essential write examination on his/ her beh from a Competent Medical Authority				
PwD	concerned has physi and scribe is essentia on behalf from the Civil Surgeon/ Medic	effect that the person cal limitation to write I to write examination Chief Medical Officer/ al Superintendent of a Care institution in the	a Government Healthcare Institution per proforma / a				







#### 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. All photocopies of documents (along with the application) submitted at the time of Interview/Document Verification, if called for, should be self-attested by the candidate.
- 7. Essential qualification should be recognized in India and from a recognized Institution or University.
- 8. 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)
- 9. Date of issuance of final mark sheet shall be taken as the date of acquiring essential qualification for the case of **Officer Trainee (Finance)**.
- 10. Marks in Essential Qualification will not be rounded off for deciding eligibility of any candidate.
- 11. 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.
- 12. Candidates working in Govt. / PSU are required to produce "No Objection Certificate" at the time of Interview. In case NOC is not provided by the respective organization, the candidate is required to upload an undertaking stating that if selected for appointment in POWERGRID on terms acceptable to him/her:
  - (a) he/she will be agreeable to forego the benefits of carry forward of leave, gratuity etc.
  - (b) he/she will be able to produce a 'No Objection Certificate' and secure due release from his/her present organization within the stipulated notice period.
- 13. Application Fee is non-refundable even if the candidature is rejected for any reason.
- 14. Applications should be submitted through online mode only.
- 15. 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.
- 16. All computations of Age and Qualification etc., shall be as on closing date of online application.







- 17. 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.
- 18. 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.
- 19. 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.
- 20. Candidates selected, are liable to be posted anywhere in India and Abroad.
- 21. 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.
- 22. No correspondence regarding this recruitment made in Complaint Management System of POWERGRID, will be entertained.
- 23. Legal jurisdiction will be NCT of Delhi in case of any cause / dispute.
- 24. 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 of which should have been brought to the notice of POWERGRID.
- 25. Vacancies are for requirement in our Corporate Center, RHQs and other offices. Selected candidates shall be posted for On the Job Training (OJT) and final postings accordingly.
- 26. The application process will be treated as complete only on submission of application fees, wherever applicable.
- 27. Incomplete/Draft application/applications without application fees (if applicable) will be rejected.
- 28. The candidates are advised to submit their application well in advance and not to wait till the last date of submission of online application to avoid any technical issue at the last moment.
- 29. 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.
- 30. 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.
- 31. Applicants are advised NOT to upload documents which are not clearly legible or/are password protected. Mobile phone scans/clicks/pictures which are not readable /not in proper size will not be considered for further process.
- 32. 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.

#### **IMPORTANT DATES**

Commencement of Online Submission of Application to POWERGRID	15.10.2025(1700 hrs)
Last date for Online submission of Application to POWERGRID	05.11.2025(2359 hrs)
Cut-off date for eligibility criteria viz. age, educational qualification,	05.11.2025
category status.	

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