

**CORPORATE CENTER***Saudamini, Plot No.2, Sector 29, Near IFFCO Chowk, Gurgaon (Haryana) - 122001*

REFERENCE NO: Apprenticeship/2024-25/ CC /01

DATE: 19.08.2024

**ENGAGEMENT OF APPRENTICES UNDER THE APPRENTICES ACT, 1961*****Submission of Online Application from 20.08.2024 to 08.09.2024***

Power Grid Corporation of India Limited (POWERGRID), a Maharatna Enterprise under the Ministry of Power, Government of India, invites online applications from promising, energetic and bright candidates for **APPRENTICESHIP FOR ONE YEAR DURATION** for its Corporate Centre in following trades.

STATE "HARYANA", Corporate Center - Gurugram & PAL Manesar					
Apprenticeship Trade	Total Training Slots#	SC	ST	OBC (NCL)	UR
CSR Executive	3	0	0	1	2
Executive Law	6	1	0	2	3
HR Executive	18	4	0	5	9
PR Assistant	4	1	0	1	2
Graduate (Civil)	2	0	0	1	1
Graduate (Computer Science)	12	3	0	3	6
Graduate (Electrical)	16	3	0	5	8
Graduate (Electronics/Telecomm Engg)	3	1	0	0	2
Library Professional Assistant	2	0	0	1	1
Rajbhasha Assistant	2	0	0	0	2
Business Development Executive	3	1	0	0	2
<b>Total</b>	<b>71</b>	<b>14</b>	<b>0</b>	<b>19</b>	<b>38</b>

#The number of training slots is provisional/tentative and may vary according to the actual requirement of the company and in compliance of the reservation as per the Apprentice Act 1961 at the time of engagement. Apprentice Trainee may be assigned any training location within the state as per the requirement/availability of the training facility.

**Training Locations (Tentative List):**

Haryana
Gurugram
PAL Manesar

**Educational Qualification & Monthly Stipend Amount: -**

<b>S. N</b>	<b>Trade Name</b>	<b>Qualification (Recognized Degree/Diploma/Certificate) Full-time regular course</b>	<b>Monthly Stipend*</b>
1	Graduate (Electrical)	B.E./ B.Tech./ B.Sc. (Engg.) in Electrical Engineering	₹ 17500 (including DBT of ₹ 4500)
2	Graduate (Civil)	B.E./ B.Tech./ B.Sc. (Engg.) in Civil Engineering	₹ 17500 (including DBT of ₹ 4500)
3	Graduate (Electronics/ Telecommunication Engineering)	B.E./ B.Tech./ B.Sc. (Engg.) in Electronics/ Telecommunication Engineering	₹ 17500 (including DBT of ₹ 4500)
4	Graduate (Computer Science)	B.E./ B.Tech./ B.Sc. (Engg.) in Computer Science Engg./ Information Technology	₹ 17500 (including DBT of ₹ 4500)
5	HR Executive	MBA (HR) / Post Graduate Diploma in Personal Management / Personal Management & Industrial Relations or equivalent	₹ 17500
6	CSR Executive	Master in Social Work (MSW) or Rural Development/ Management or equivalent	₹ 17500
7	Law Executive	Graduate Degree in any discipline and Bachelor Degree in Law (LLB) (minimum 03 years professional course) OR 05 years Integrated LLB Degree (Professional)	₹ 17500
8	PR Assistant	Bachelor of Mass Communication (BMC) / Bachelor of Journalism and Mass Communication [BJMC] / B.A. (Journalism & Mass Comm.) or equivalent courses	₹ 17500
9	Rajbhasha Assistant / राजभाषा सहायक	B.A. (Hindi) with proficient knowledge of English language / बी.ए. (हिंदी) में 3-वर्षीय पूर्णकालिक स्नातक डिग्री, अंग्रेजी भाषा के कुशल ज्ञान के साथ	₹ 17500
10	Library Professional Assistant	Bachelor of Library and Information Sciences (BLIS) after graduation or equivalent qualification	₹ 17500
11	Business Development Executive	MBA (Business Development / International Business / Marketing) or Post Graduate Diploma in Business Development / International Business / Marketing	₹ 17500

\*Payment of an additional ₹ 2500 in case no company accommodation is provided/availed.

**Detailed Terms and Conditions for the Engagement of Apprentices in POWERGRID****1. Eligibility Criteria:**

Candidates who possess educational qualifications as mentioned above and passed (date of result of final examination) **within two years from the closing date of application (from 09.09.2022 to 08.09.2024)** and are medically fit as per the provisions of the Apprentice Act, 1961 are eligible to apply for apprenticeship in POWERGRID.

**Candidates are not eligible to apply for the apprenticeship in any of the following cases-**

- Awaiting the results of their final examination at the time of application.

- Not completed the 18 years of age.
- Have already undergone or are currently undergoing apprenticeship training in any organization for any duration.
- Having more than 1 year of job experience.

**Please note-**

- 1) **Candidates must possess the requisite full-time regular degree/diploma qualification in their respective area by a recognised institute/university.** Candidates holding a qualification acquired through part-time/correspondence/distance education/online mode are not eligible.
- 2) **Candidates should have completed their required qualifications within two years from the application closing date (i.e., from 09.09.2022 to 08.09.2024).** The date of the result declaration/publication must be clearly mentioned on the mark sheet/certificate. If not, supporting documents must be uploaded.
- 3) **The percentage of marks should be clearly stated in the final/consolidated mark sheet/certificate.** If not, an equivalent Percentage Conversion Letter issued by the institute/university must be uploaded.
- 4) **The required area of specialization should be mentioned in the degree/diploma mark sheet/certificate.** If not, a certificate/letter from the institute/university stating the specialization must be provided.

**2. Registration for Direct Benefit Transfer (DBT) and Aadhaar Seeded Bank Details:**

The candidate should have an active aadhaar seeded bank account and same should be DBT enabled for Direct Benefit Transfer as per Govt of India norms. The same details should be submitted in the online application by candidates while applying. The Name and Date of Birth of the applicant should be the same as in the Matriculation (10<sup>th</sup> Class) Certificate, Aadhaar Card and in Bank Account.

To check your **Bank Seeding Status** please visit the link and enter your Aadhaar number:-

<https://myaadhaar.uidai.gov.in/bank-seeding-status>

**For more information please visit –**

[https://boptr.gov.in/mysite/assets/others/announcement/Standard\\_Operating\\_Procedure\\_for\\_DBT\\_Status.pdf](https://boptr.gov.in/mysite/assets/others/announcement/Standard_Operating_Procedure_for_DBT_Status.pdf)

**3. Required Documents:**

- Apprenticeship Registration/Enrolment Number under NATS/NAPS and 100% completed/updated profile in the portal.
- Scanned copies of educational certificates and mark sheets (clear and legible).
- Proof of age (Matriculation Certificate, Aadhaar Card, Passport, etc.).
- SC/ ST/ latest OBC(NCL) Caste certificate as per Govt of India formats (if applicable)
- Bank Cancelled Cheque/ First Page of Passbook (DBT enabled account details)
- Recent colour passport-sized photograph and signature.

**General-**

- Applicant must be an Indian citizen and 18 years old or above at the time of application.
- Incomplete applications or applications submitted without proper documents will be summarily rejected without any intimation.
- Candidates are advised to apply for **only one region/state of their choice.** Candidates submitting multiple applications or applying for more than one region/state/trade will not be considered and their applications will be summarily rejected.
- If any candidates found not eligible/ providing false information/ documents are not in order, shall be disqualified at any stage during the engagement process or during the period of engagement.

- Completion/undergoing of the apprenticeship program, the apprentice shall not have any claim for any employment with POWERGRID.

#### **4. Application Process:**

Interested candidates who fulfil the above-mentioned eligibility criteria may submit their application as below.

##### **Step 1-**

Candidates should first register themselves (as a candidate/student) on the website of

- **NAPS** at <https://apprenticeshipindia.gov.in> for HR Executive/ CSR Executive/ Business Development Executive/ Law Executive / PR Assistant/ Rajbhasha Assistant / Library Professional Assistant / ITI (Electrician) or
- **NATS** at <https://nats.education.gov.in/> for Degree/ Diploma in Engineering.

and complete/update their profile by uploading all the required documents.

##### **Step 2-**

After getting the NAPS/NATS registration/enrolment number, candidates should apply on the POWERGRID website as per the following details: -

**Go to [www.powergrid.in](http://www.powergrid.in) → Careers → Engagement of Apprentices → Apply Online**

- Applications must be submitted online through the official POWERGRID website only. No other mode of application will be accepted.
- There is no application fee, written examination or interview process for applicants.

#### **5. Shortlisting of applications-**

- Applications will be screened based on the merit according to eligibility criteria and prescribed qualification applicable to the respective trade and the number of training slots notified in the detailed advertisement.
- Incomplete or ineligible applications will be summarily rejected without any intimation.
- Reservation shall be applicable for SC/ST/OBC(NCL) as per the Apprentices Act 1961 and Apprenticeship Rule 1992 amended from time to time.
- Candidates shall be called for verification of documents/certificates in order of merit in a ratio of 1:5 with respect to training slots notified/available. Shortlisted candidates will be communicated through the registered email. No TA/DA shall be paid for appearing for the document verification process.

#### **6. Selection of candidates -**

- A merit list will be prepared based on the candidates reported for document verification process and found suitable as per the eligibility criteria.
- The candidate shall be engaged in merit order on accepting tri-partite apprenticeship contract on the NATS/NAPS website and submission of a medical certificate in the prescribed format and police verification by the candidates.

#### **7. Apprenticeship Training:**

- **Stipend:** Selected apprentices will receive a prescribed monthly stipend subject to satisfactory performance and attendance. A Direct Benefit Transfer (DBT) Amount of Rs 4000/- for Diploma Apprentices and Rs 4500/- for Graduates in Engineering will be provided by Govt of India under NATS scheme. Poor performance or unauthorised absence may result in termination from the apprenticeship program.
- **Duration:** Total tenure of apprenticeship training shall be one year from their date of joining. Apprenticeship training shall be co-terminated with completion of one year duration and no further extension is permitted. Apprentices are not allowed to enroll/ undergo any regular course/job during their apprenticeship tenure.
- **Training Location:** Apprenticeship training location shall be determined as per the availability of the training facility and the requirements of the company. Training

location may also be changed as part of the training requirement or for job rotation purposes at any time during the apprenticeship training.

- **Accommodation:** Shared bachelor accommodation may be provided to the Apprentice Trainee at the training location, subject to availability. If accommodation is not provided, then an additional payment of Rs. 2500/- per month as HRA shall be paid to the trainee.
- **Leaves:** Apprentices are entitled to 12 days of Casual Leave on a pro-rata basis and 15 days of Medical Leave on medical illness grounds for one-year of apprenticeship duration. Except in case of extreme urgency every apprentice shall apply for leave to the concerned reporting officer/appropriate authority and obtain prior sanction before leaving the training location/station, failing which appropriate action shall be taken against the apprentice for any unauthorized absence which includes deduction from the stipend & HRA or termination from Apprenticeship Training or both.
- **Performance Evaluation:** Apprentices will be evaluated periodically on performance and must maintain a weekly work diary to be submitted to the assigned reporting officer and recorded in the apprenticeship portal.
- **Confidentiality and Conduct:** Apprentices must maintain confidentiality of all proprietary information of POWERGRID and adhere to the company's code of conduct and policies. Any violation may result in disciplinary action, including termination.
- **Intellectual Property:** Any inventions, discoveries, or works created by the apprentices during the apprenticeship will be the property of POWERGRID.
- **Termination Rights:** POWERGRID reserves the right to terminate the apprenticeship at any time for reasons including absenteeism, indiscipline, misconduct, poor performance, or violation of company policies. etc.
- **Liability Disclaimer:** POWERGRID shall not entertain any claims of injury/accident, theft and other natural calamity or any loss inflicted during the course of apprenticeship training.

Management reserves the right to amend these terms and conditions at any time. Apprentices will be notified of any changes via email or official communication channels. The decision of POWERGRID will be final and binding.

By applying for the apprenticeship program at POWERGRID, applicants agree to abide by the above terms and conditions.

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**Apply Now!** Visit the official website at <https://www.powergrid.in/en/rolling-advertisement-for-engagement-of-apprentices> to submit your application and stay connected for the latest updates.

**Important Dates: -**

Opening date of application: **20.08.2024**

Closing date of application: **08.09.2024**

**For inquiries, please email:** apprentice\_cc@powergrid.in

