

POWER SYSTEM OPERATION CORPORATION LTD

Advt. No CC/08/2018

Date : 17.10.2018

Power System Operation Corporation Ltd. (POSOCO), a Govt. Of India Enterprise, under the Ministry of Power, Govt. of India is a Knowledge based organization of national importance. It is responsible for managing the power system operations - a mission critical activity, with security, economy and reliability. To achieve this, it has adopted a multi-disciplinary approach with state of the art technology. It ensures equitable use of Transmission Infrastructure and has invested significantly in its human capital and towards strengthening the whole power system faculty. It operates the National Load Despatch Centre and the five Regional Load Despatch Centers.

In order to address all the needs of various assignments, Power System Operation Corporation Ltd. intends to engage Consultant (retired personnel) from Power Sector CPSUs on monthly emoluments for awarding specific assignment on Contract basis purely for temporary requirement. The job contract shall be initially for six months. The same shall be extendable by six months on each occasion on need basis. The job contract will not be for more than two years in each contract.

Candidates meeting the following criteria may apply in the format enclosed in **Annexure – I :-**

Job Title	Eligibility	Tentative job description of Consultant on contract basis																														
Consultant-Secretarial Services (04 Posts) Location - Delhi	Retired executives at the following Pay Scales from Power Sector CPSUs, who have retired on superannuation :- <table border="1" data-bbox="405 337 865 708"> <thead> <tr> <th colspan="2">Pre-revised</th> <th colspan="2">Revised w.e.f. 01.01.2017</th> </tr> </thead> <tbody> <tr> <td>E1</td> <td>20600-46500</td> <td>E2</td> <td>50000-160000</td> </tr> <tr> <td>E2</td> <td rowspan="2">24900-50500</td> <td>E3</td> <td rowspan="2">60000-180000</td> </tr> <tr> <td>E2A</td> </tr> <tr> <td>E3</td> <td>29100-54500</td> <td>E4</td> <td>70000-200000</td> </tr> <tr> <td>E4</td> <td>32900-58000</td> <td>E5</td> <td>80000-220000</td> </tr> <tr> <td>E5</td> <td>36600-62000</td> <td>E6</td> <td>90000-240000</td> </tr> <tr> <td>E6</td> <td rowspan="2">43200-66000</td> <td>E7</td> <td rowspan="2">100000-260000</td> </tr> <tr> <td>E6A</td> </tr> </tbody> </table> More than 20 years of experience in Secretarial services in Power Sector. Should be born on or after 1st May, 1954.	Pre-revised		Revised w.e.f. 01.01.2017		E1	20600-46500	E2	50000-160000	E2	24900-50500	E3	60000-180000	E2A	E3	29100-54500	E4	70000-200000	E4	32900-58000	E5	80000-220000	E5	36600-62000	E6	90000-240000	E6	43200-66000	E7	100000-260000	E6A	Job description shall include answering calls, taking messages and handling correspondence, maintaining diaries and arranging appointments, preparing and collating reports, organizing and servicing meetings (producing agendas and taking minutes), managing databases, logging or processing bills or expenses, Prepare and disseminate correspondence, memos and forms, develop and maintain a filing system, make travel arrangements, Document expenses and extend all other clerical & administrative support to the official concerned. Any other work jobs assigned from time to time.
Pre-revised		Revised w.e.f. 01.01.2017																														
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2.1 SELECTION PROCESS

- The selection process shall consist of Scrutiny of Applications and assessment of shortlisted candidates. Applications of candidates shall be scrutinized with respect to the requirement and on the basis of the details of qualification/experience/ particulars provided by the applicants.
- Short listed candidates will be called for interview before selection committee. No TA/ DA will be paid to the candidates for appearing in the interview.
- The decision of POSOCO regarding scrutiny of application and short listing shall be final and binding.
- The offer of engagement shall be issued to the suitable candidates. Engagement of consultant shall be subject to Medical fitness to be obtained by the candidate from any registered medical practitioner, which must state that the candidate is “Medically fit for office duties”.

2.2 **COMPENSATION AND BENEFITS**

The Corporation shall offer Professional fees and other benefits to the engaged consultant, which shall be negotiable and as per rules of the Corporation

2.3 **GENERAL INFORMATION AND TERMS AND CONDITIONS**

1. Before applying, the candidate should ensure that she / he fulfils the basic minimum eligibility conditions and other norms mentioned in this notification.
2. Only Indian Nationals are eligible to apply.
3. Qualification should be from a recognized Institution or University.
4. In case of Qualification acquired from foreign Institute/ University, the same may be treated at par with qualification offered by Indian Institute / Universities provided the candidates are able to produce equivalency certificate for such qualification from Competent Authority.
5. Percentage of marks obtained by the candidate in the bachelor's degree shall be calculated based on the practice followed by the university/institution from where the candidate has obtained the degree. In case the candidates are awarded grades/CGPA instead of marks, the conversion of grades/CGPA to percentage of marks shall be based on the procedure certified by the university / institution from where they have obtained the bachelor's degree.
6. In case the university / institution does not have any scheme for converting CGPA into equivalent marks, the equivalence would be established by dividing the candidate's CGPA by the maximum possible CGPA and multiplying the result with 100.
7. All computations of qualification, experience, age etc. for shortlisting shall be done by POSOCO as on last date of receipt of application.
8. Management shall reserve right to give weightage in selection to the candidates based on their competencies, qualification, experience and the requirement of the corporation.
9. 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, if asked for.
10. Applications that are not in conformity with the requirements of POSOCO indicated in the notification/incomplete/without signature/without photograph/received after last date of application or without necessary document proofs as prescribed may not be considered.

11. The engaged consultant has to maintain integrity and secrecy of the company's business and shall not engage himself with any other business during his tenure as consultant/advisor.
12. The consultant should have phone/mobile and be able to work independently. No secretarial assistance shall be provided for execution of work by POSOCO. He/She shall have to work on all working days.
13. The engagement shall stand terminated automatically at the end of the period specified in the offer of engagement or attaining the age of 65 years, whichever is earlier. The engagement may also be terminated, without assigning reason at any point during the term by giving one month notice or on payment of consolidated compensation amount from either side. No correspondence regarding this willingness will be entertained.
14. Complaints attributable to the incompatibility or the non-availability of internet connectivity or any other aspects beyond the direct control of POSOCO employees or systems will not be entertained.
15. Candidature is liable to be rejected at any stage of selection process or after engagement, if any information provided by the candidate is not found in conformity with the eligibility criteria or if POSOCO 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 which should have been brought to the notice of POSOCO.
16. The total number of projected requirement indicated in this advertisement may increase/ decrease/ be cancelled at the discretion of POSOCO Management, if need so arises, without any further notice and without assigning any reason thereof.
17. Legal jurisdiction will be NCT of Delhi in case of any dispute.
18. Mere applying for engagement as consultant does not entitle any candidate to ask/claim for employment/ regularisation/ absorption/ engagement/ interview/ consideration of candidature. POSOCO reserves the right to consider any application as per its requirement and engagement of consultant is not to be treated as a recruitment/re-employment process.
19. The candidate should have working knowledge of English and Hindi language.
20. POSOCO will not be responsible for any postal delay/loss in transit in submission of documents within specified time.

2.4 How to Apply:

The duly filled in application form (**Annexure – I**) along with self-attested copies of required documents shall reach us superscribing the envelope as **"APPLICATION FOR ENGAGEMENT OF CONSULTANT"** addressed to **"Officer (HR-Recruitment), Power System Operation Corporation Ltd, 9th Floor, IFCI Towers, 61, Nehru Place, New Delhi-110016"** ***latest by 05.11.2018 with a copy to posocohr@posoco.in.***

Note: All the applicants are requested to forward only their applications in prescribed format along with requisite enclosures.

Annexure – I

Advertisement No		
Position Applied for		

1	Name in full (in Block Letters)						Affix self-attested recent passport size photograph
2	Father's/Husband's Name :						
3	Gender & Marital Status						
4	Permanent Address including Pin code						
5	Correspondence address including Pin code						
6	Contact details (Phone No. & Email ID)						
7	(a) Date of Birth (Attested copy of proof of age to be attached)	Date		Month		Year	
	(b) Age as on last date of receipt of application	Year		Months		Days	
8	Nationality						
9	Religion						
10	(a) State your category (Gen/SC/ST/OBC/Ex-Serv.) (attach certificate)						
	(b) Whether belongs to PwD (Yes/No) (If yes, attach copy of certificate)		If yes, VH/HH/OH With % of disability				
11	Whether Registered with any Council/Professional agency (If yes, attach copy of certificate)	Date of Reg.	Reg. No.		Name of Council		

12. Professional / Technical Qualifications (Attach copies of mark sheets & certificates)

Examination Passed	Year of passing	Marks details		% of marks	Div./ Class	Board / University	College/Institution	Subject Taken
		Max marks	Marks obtained					

13. Work Experience (**Latest first** and certificate of each experience to be attached)

Name and address of Organization	Designation & Job Type (Regular/ Contract)	Scale of pay & Grade Pay /Consolidated	Period of Service				Nature of work and level of responsibilities
			From	To	Year	Month	

14	Professional training undergone, if any, and details thereof		
15	Any other relevant information that you may like to furnish		

I hereby declare that I have read the provisions given in the advertisement and all the statements made and information given by me in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information or part of it being found false or incorrect or suppressed before or after the test/interview or during the appointment period, my candidature/appointment shall automatically stands cancelled/repatriated/ terminated without any notice or compensation.

Date:-

Place:-

Signature of the Candidate