



## POWER SYSTEM OPERATION CORPORATION LIMITED

(A Government of India Enterprise)

Regd. Office: B-9 (1<sup>st</sup> Floor), Qutab Institutional Area, Katwaria Sarai, New Delhi -110016

Crop.Centre: IFCI Tower, 9<sup>th</sup> Floor, Nehru Place, New Delhi

Date: 11.09.2018

### NOTICE

#### LIST OF CANDIDATES SHORTLISTED AGAINST VACANCIES NOTIFIED FOR POSOCO BY POWERGRID FOR RECRUITMENT FOR THE POST OF Diploma Trainee (IT)

Based on performance of candidates in the written test (Computer Based Test) conducted by POWERGRID on behalf of POSOCO, for the post of "Diploma Trainee (IT)", the following candidate is **provisionally** issued substitute call letter **for verification of documents against vacancies notified for POSOCO only**, subject to his fulfilling the eligibility criteria as notified in detailed Advertisements issued by POWERGRID.

The short-listed candidate is advised to report for document verification as per details below.

Time : **09:00 AM**

Date : **17<sup>th</sup> September, 2018**

**Venue** : POWER SYSTEM OPERATION CORPORATION LIMITED, IFCI Tower, 9th Floor, Nehru Place, New Delhi – 110016

After documentation, the said candidate is required to undergo Pre-Employment Medical Test. Details of which are as follows :-

Time : **11:00 AM**

Date : **17<sup>th</sup> September, 2018**

**Venue** : Sitaram Bhartia Institute of Science & Research, B-16, Qutab Institutional Area, Block B Road, New Delhi-110016.

#### LIST OF CANDIDATES SHORT-LISTED FOR THE POST OF DIPLOMA TRAINEE (IT)

S.N	ROLLNO	REG.NO	Post Name	NAME OF THE CANDIDATE (Ms./Sh)
1	132220299	831317	DT (IT)	Jagdish Raj

On successful completion of the document verification process they shall be issued Offer of Appointment followed by Pre-Employment Medical Examination on the dates mentioned against their names. On being found medically fit, they shall be required to join immediately and complete the joining formalities.

Call Letter for Document verification and other necessary document short-listed candidates will be mailed to the candidate. They are advised to go through the contents of letter and its enclosed documents carefully.

Further, they are advised to bring the following documents as listed below:

<b>LIST OF DOCUMENTS REQUIRED TO BE BROUGHT FOR VERIFICATION</b>
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Document in original along with one set photocopy:

1. **Resume** (enclosed)
2. **Call letter for Document verification and format for Pre-Employment medical examination report** (enclosed)
3. **Four latest Passport size colour photograph.**
4. Following documents in original along with one set photocopy (duly self-attested):
  - i. **Date of Birth Certificate – Matric/Birth Certificate**
  - ii. Educational Qualifications Certificate along with mark sheets all years / semesters following examination.
    - a) Matriculation
    - b) Intermediate (if applicable)
    - c) Diploma/Degree (as applicable)
    - d) Any other Qualification
  - iii. Proof of norms adopted by the University/Institute to convert CGPA/OGPA/DGPA into percentage (wherever applicable).
  - iv. Experience/ service Certificate in the letter head of Company clearly indicating the post held, period of service, gross emoluments, area of experience as proof of post qualification Experience duly certified by Organization concerned(if applicable).
  - v. “No Objection Certification” from your present employer, in case you are already employed in State/Central/Public Sector/Autonomous undertaking (if applicable).
  - vi. **SC/ST Certificate**, in the prescribed GOI format Competent Authority, if applicable.
  - vii. **Latest OBC (NCL) Certificate (issued in the Financial year 2017-18)**, in the prescribed GOI format from Competent Authority, if applicable.
  - viii. **Declaration Form** regarding Non Creamy Layer status in respect of OBC (NCL) candidates in the prescribed format.
  - ix. **Disability Certificate** in case of PwD candidate in the prescribed format, if applicable.
  - x. ID proof viz. Driving License/Passport/Aadhar Card/PAN Card etc.
  - xi. **Discharge Certificate, Undertaking and Performa of Certificate for Employed Official** in case of Ex-Servicemen in the prescribed format, if applicable
  - xii. **Certificate** in the prescribed format issued by Competent Authority in respect of J&K Domicile/Victims of Riots, if applicable.
5. **Service Agreement Bond** duly signed by candidate and the person standing surety for candidate as per mentioned in the enclosed terms and candidates of appointment. Guideline for executing Service Agreement Bond is enclosed along with the offer. Candidates are advised to study the guidelines carefully before executing the Bond. Candidates may note that they shall not be allowed to join without the Service Agreement Bond completed in all respects.
6. **Character Certificates** from two different persons not related to candidate from amongst the following:
  - (a) Gazetted Officer of Central or State Government;
  - (b) Member of Parliament/State Legislature or Municipal Bodies;
  - (c) District Magistrate of Sub-Division Magistrate;
  - (d) Tehsildar or Deputy Tehsildar;
  - (e) Principals of the recognized Educational Institutions last attended.
7. **Attestation Forms** (4 in numbers) duly filled and signed by any of the persons as mentioned in the enclosed Form.

**8. Duly filled in Pre-Employment Medical Examination Report (Part-I)**

**In case the candidate fails to bring any of the above mentioned certificates/documents or if they are found not meeting the eligibility criteria specified in the detailed advertisement, then his/her candidature will be rejected and he/she will not be allowed to appear for the Pre-employment Medical Exam and shall not be considered any further.**

Mere appearance in the Document verification and /or pre-employment Medical examination, does not entitle candidates for employment in POSOCO. Eligibility is further subject to check/verification at various stages during/after the selection process.

**Candidates may be required to stay for 1-2 days at their own expense for completion of Document verification, Pre-Employment Medical Examination & joining formalities. On successful completion of all the formalities, they shall be required to report at the training location immediately. Accordingly, they are advised to come prepared with their bag and baggage.**

**It may be noted that TA shall be paid only to those candidates who are found medically fit and report for joining at the place of training.**

We take this opportunity to welcome you to the POSOCO family & look forward to long and fruitful association and wish you an exciting career ahead.

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