

Advt. No. CC/02/2026
Date: 28.04.2026
Post ID: 562
Post Name: Officer Trainee (Company Secretary)
SPECIAL RECRUITMENT DRIVE FOR ST CATEGORY
Recruitment of Professionals in 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 1,84,960 ckm Transmission Lines along with 291 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.45,792.32 Crores and Profit After Tax of Rs.15,521.44 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.

To take the growth curve to newer heights, **POWERGRID** is looking for candidates having membership certificate of **Associate Member of Institute of Company Secretaries of India** to join as **Officer Trainee (Company Secretary)** under its **Special Recruitment Drive for ST** category.

VACANCY

Post ID	Post Name	Vacancy
562	Officer Trainee (Company Secretary)	ST-01

JOB SPECIFICATION & OTHER DETAILS :

Post	Officer Trainee (Company Secretary)
Essential Qualification	Candidates should be Associate Member of Institute of Company Secretaries of India
Upper Age Limit	* 33 years as on 19.05.2026, (Upper Age limit of 33 years is inclusive of age relaxation of 05 years)

Other Details			
	Compensation during training period	Designation & Level on successful completion of training period	Basic pay on Regularization
Compensation Package	Basic Pay of ₹ 40,000/- along with extant IDA, HRA and perks @12% of basic pay during training period.	Officer at E-2 level in Executive Cadre.	On successful completion of training and upon regularization, the candidate will be absorbed as Officer in E2 scale - ₹ 50,000/- 3%- 1,60,000/- (IDA).
	On regularization, Compensation package includes Basic Pay, Dearness 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 reimbursement, 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 Loans & Advances in subsidized rates including House Building Advance etc. to its regular employees in accordance with the policies of the organization from time to time.		
Service Agreement Bond	The selected candidates will be required to execute a service agreement bond to successfully complete the prescribed training period and thereafter serve the organization for at least three years. The amount of the bond is ₹ 2,50,000/- for ST/PwBD candidates, plus applicable taxes.		
Application Fees	ST candidates are exempted from payment of application fee.		
CTC per annum (Rs) approx.	During Training		Rs. 11.00 lakhs
	After successful completion of Training		Rs. 22.50 lakhs
<i>The CTC shall vary depending on location of posting and other terms and conditions of appointment</i>			

RELAXATIONS AND CONCESSIONS

- Reservation/ Relaxation/ Concession to candidates belonging to ST category shall be as per Government of India directives and will be subject to submission of Caste certificate in the GoI prescribed format issued by a Competent Authority at the time of application as well as interview, if called for.
- Relaxation in Upper Age Limit:

a) For ST candidates	: 5 years
b) For PwBD ST candidates	: 15 years

3. The post is identified suitable for the following Categories/ Subcategories of PwBD :

a) **Visual Impairment** : Blind, Low Vision

b) **Hearing Impairment** : Deaf , Hard of Hearing

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** involving (a) to (d) above

4. Relaxation/ Concession for POWERGRID Departmental Candidates: Please refer to Internal Circular for further details.

5. Trainees / Apprentices/ Interns working in POWERGRID shall not be considered as Departmental Candidate.

SELECTION PROCESS

The selection process will comprise of Written Test / Computer Based Test, followed by Document Verification, Group Discussion, Behavioral Assessment and Personal Interview.

<p>Computer Based Test (CBT):</p>	<p>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 –</p> <p>Professional Knowledge Test (PKT) - 120 Questions Executive Aptitude Test (EAT) - 50 Questions</p> <p>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.</p> <p>All questions shall carry equal marks (1) with (1/4) negative marking for each wrong or multiple answer.</p> <p>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.</p> <p>Minimum 30% marks in aggregate, subject to at least 25% marks in EAT and PKT separately.</p>
<p>Shortlisting of Eligible candidates for DV, GD & Interview</p>	<p>The eligible & qualified candidates shall be shortlisted for GD & Interview on the basis of their marks in CBT, in the prescribed ratio.</p>

Qualifying Marks in GD & Interview	<p>GD will not have any qualifying marks.</p> <p>Candidates must qualify in the Personal Interview in order to be considered for empanelment. The qualifying percentage in interview shall be as mentioned below :</p> <table border="1" data-bbox="521 405 1408 506"> <thead> <tr> <th>Category</th> <th>Qualifying Percentage in Interview</th> </tr> </thead> <tbody> <tr> <td>ST</td> <td>30%</td> </tr> </tbody> </table>	Category	Qualifying Percentage in Interview	ST	30%		
Category	Qualifying Percentage in Interview						
ST	30%						
Weightage to Different Parameters	<p>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:</p> <table border="1" data-bbox="509 695 1300 848"> <tbody> <tr> <td>Marks in Written Test / CBT</td> <td>85%</td> </tr> <tr> <td>Group Discussion</td> <td>3%</td> </tr> <tr> <td>Personal Interview</td> <td>12%</td> </tr> </tbody> </table> <p>Candidates shall have the option for appearing in Group Discussion / Personal Interview in Hindi or English.</p>	Marks in Written Test / CBT	85%	Group Discussion	3%	Personal Interview	12%
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Group Discussion	3%						
Personal Interview	12%						
Empanelment of Candidates	<p>Candidates shortlisted for GD and interview will have to undergo behavioral assessment; results of which shall be used as an input during the interview.</p> <p>Candidates who will qualify in the Personal Interview will only be adjudged suitable for empanelment.</p> <p>Therefore it is reiterated that candidates will have to qualify in the Test and in the Personal Interview separately in order to be considered eligible for empanelment.</p>						
Offer of Appointment & Pre-employment Medical Examination	<p>The Offer of Appointment shall be issued to the suitable candidates in the order of merit and based on the vacancy. 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.</p> <p>Health Standards: 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</p>						

TEST CENTERS

The test shall be held at Delhi NCR.

However, POWERGRID reserves the right to change the test center at its discretion depending on the no. of applications and availability of venue. Test Centre once allotted will not be changed under any circumstances.

Date of the CBT shall be intimated later.

IMPORTANT INSTRUCTIONS FOR REGISTRATION

- Interested & eligible candidates will have to register themselves online irrespective of the applications made earlier for any other post/recruitment process in POWERGRID, on POWERGRID website <https://www.powergrid.in>. Application window for POWERGRID shall be open from **29.04.2026 to 19.05.2026**.
- To apply log on to <https://www.powergrid.in> **Careers Section → Job Opportunities → Openings → Executive Positions → “Special Recruitment Drive for ST category for the post of Officer Trainee (CS)-2026”**. No other means/ mode of application shall be accepted.
- 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 Application ID, e-mail ID and Mobile number entered in the online application form compulsorily active for at least one year.
- 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. **POWERGRID will not be responsible for bouncing of any e-mail sent to the candidates.**
- Candidates are advised to take a print out of the submitted online application, same is required at the time of Document Verification / Interview.
- 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.	03 MB	.pdf
f)	Caste 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)	Domicile cum Age relaxation certificates for Candidates from Riots Victim in the prescribed Govt. of India format issued by Competent Authority (if applicable)	03 MB	.pdf

Candidates are not required to forward the hard copies of applications to POWERGRID. Candidate will have to bring these documents along with original for verification at the time of document verification /Interview/ medical / joining, if called for.

Information Related To 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	PwBD (not less than 40% disability)		PwD (less than 40% disability)	
Disability	Scribe	Compensatory Time	Scribe	Compensatory Time
Blindness	Allowed	Allowed	To be granted solely to those having difficulty in writing subject to production of a certificate to the effect that person concerned has limitation to write and that scribe is essential to write examination on his/ her behalf from a Competent Medical Authority of a Government Healthcare Institution as per proforma	
LD (Both Arms)				
Cerebral Palsy				
Other PwBD/ PwD	Allowed – on production of certificate *	Allowed – on production of certificate *		
	* 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			

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.
- **Compensatory / Extra Time** : Candidates who are eligible for using a scribe shall be allowed for 20 minutes of Compensatory Time per hour of the examination.

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. Candidates should retain sufficient number of same coloured size photograph as used in the online application for future use.
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. Marks in Essential Qualification will not be rounded off for deciding eligibility of any candidate (if Applicable).
10. 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 at the time of application or whenever called for.
11. 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.
12. All computations of Age and Qualification etc., shall be as on closing date of online application.
13. ST/PwBD Candidates shall be reimbursed sleeper class rail fare/bus fare by shortest route for to and fro travel for the purpose of appearing in Computer Based Test, provided they meet the laid down criteria, on production of railway ticket/number/bus ticket for onward journey and self-attested copy of ST/PwBD certificate, restricted to distance between the address for communication and the test centre.
14. 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.
15. Candidates selected, are liable to be posted anywhere in India and Abroad.
16. Candidature is liable to be rejected at any stage of recruitment / selection process without notice or if joined services are liable to be terminated, 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 the application /

- personal resumes / 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 POWERGRID or that the candidate has been shortlisted for next stage in the process / has secured employment in POWERGRID through or adopting any unfair means.
17. 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.
 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. No correspondence regarding this recruitment made in Complaint Management System of POWERGRID, will be entertained.
 21. 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.
 22. **For any queries regarding this recruitment please send email to recruitment@powergrid.in with “OT (CS-SRD) -CC/02/2026” in the subject line.** Candidates are required to add this email-id to their address book in order to avoid any email communication gap.
 23. **Incomplete/Draft application/ will be rejected.**
 24. 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.
 25. 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.
 26. 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.
 27. 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.
 28. Legal jurisdiction will be NCT of Delhi in case of any cause / dispute.

IMPORTANT DATES

Commencement of Online Submission of Application to POWERGRID	29.04.2026 (1700 Hrs)
Last date for online submission of application to POWERGRID	19.05.2026 (2359 Hrs)
Cut-off date for eligibility criteria	19.05.2026

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