# Important Instructions for Candidates

1. This Admit card is provisionally issued based on the details submitted by the candidate in the online registration portal. Before reporting for the Computer Based Test, Candidate should ensure that he/she meets all the eligibility criteria for the post as mentioned in the Advertisement No.1/NR-3/HRM/Rect-2018 dt. 21.02.2018. **Those who do not fulfill eligibility criteria set for the said post should not attend the Examination.**

2. Candidate should note that this admit card does not confirm an offer of employment to him/her. His/her candidature for this test is provisional and is subject to his/her fulfilling the educational and other eligibility criteria prescribed for the post as per above said advertisement. Merely attending the Computer Based Test (CBT) does not bind POWERGRID to consider the candidate for employment.

3. Candidate is advised to affix his/her recent passport size self attested photograph, in the space provided.

4. Admission to the Examination center is subject to production of this Admit card for verification at the time of the Examination. At least one original (not photocopied or scanned) and valid (not expired) photo identification card (such as Employer ID, Driving License, Passport, PAN Card, Voter ID, Aadhaar, UID) should also be presented. The candidate's photograph and signature images should be legibly printed and visible on the photo ID card and should match the name on Admit Card. The Photo ID card should not be damaged or smudged. Departmental candidates should also bring their original POWERGRID ID Card along with a self-attested photocopy of the same.

5. Print this Admit card on an A4 size paper using a good quality printer. Admit Card is valid only if the candidate's photograph and signature images are legibly printed.

6. This Admit card is valid only for the test date and time as specified above. **Gates of Examination centers shall be closed half an hour before the commencement of CBT and no candidates shall be allowed inside thereafter in any case. Candidates are advised to report as per the reporting time mentioned above.**

7. Candidate must check his/her personal particulars printed in this admit card and in case of any discrepancy, inform POWERGRID Observer at Examination Center with supporting documents for correction.

8. Bringing Mobile phones, electronic calculator, smart watch or any other such electronic devices, text book, notes, scales, logarithmic tables, etc. is not permitted at examination center. There is no facility for safekeeping of your personal belongings outside the test center and POWERGRID is not responsible for its loss. Candidates have to make their own arrangement to keep these items out of the examination Hall Only Admit Card & Photo ID Card will be allowed inside the Examination center. The candidature of Candidates found with any of the above things inside the Examination Center, shall be cancelled.

9. Friends and relatives accompanying the candidate will not be allowed inside the Examination centre.

10. Rough sheet(s) will be provided to the candidate for rough work which will have to be returned after the test. Candidate should write his/her name and registration number on the rough sheet(s).
11. Candidates are advised to locate their Examination centre and its accessibility at least a day before the test so that they can reach the centre on time on the day of the test.

12. Candidate needs to make his/her own travel and stay arrangements for attending the test.

13. Candidates are advised to keep a copy of this admit card with him/her as this admit card has to be submitted in original at the time of examination.

14. POWERGRID reserves the right to cancel/restrict/enlarge/modify/alter the selection/ recruitment process if need so arises, without issuing any further notice or assigning any reason thereafter.

15. Guidelines for candidates appearing in the Computer Based Test(CBT) are mentioned at next page. Candidates are advised to go through it carefully.

16. **Information/Guidelines for SC/ST/PwD Candidates for Travelling Allowance (TA).**
   a. TA for SC/ST/PwD Candidates will be limited to 2nd class to and fro rail fare from the nearest railway station mentioned in online application form, provided the distance is at least 30 Kms. and out of municipal limits of the center of examination. In case of journey by bus, reimbursement will be limited to 2nd class rail fare for equivalent distance or actual bus fare whichever is less.
   b. TA payment of SC/ST/PwD candidates shall be made through e-banking and accordingly such candidates are required to give valid bank account details/cancelled cheque in the TA claim form.
   c. SC/ST/PWD Candidates are advised to download the TA claim form available along with this notification and bring the duly filled in TA form along with self-attested copy of their Caste/PwD certificate in the format prescribed by the Govt. of India and original proof of journey performed by them in form of bus ticket and/or railway ticket. No TA shall be paid in the absence of any of these documents.

17. No request for change of Examination center will be entertained.

18. Candidates are required to abide by the security protocols deployed at the Examination center.

Wish You all the Best!
Date:

[Signature]
Chief Manager (HR)/HOP
GUIDELINES FOR CANDIDATES APPEARING FOR DIPLOMA TRAINEE (ELECTRICAL) / JR OFFICER TRAINEE (HR)
Northern Region Transmission System-III
COMPUTER BASED TEST (CBT) ON 24.07.2018 (Tuesday)

A. Computer Based Test (CBT)
- The Computer Based test is of objective type in 2 parts viz Part-I and Part-II consisting of 170 questions to be answered in 120 minutes. Attempting both the parts shall be compulsory. The Details are as under:

<table>
<thead>
<tr>
<th>S.No</th>
<th>POST NAME</th>
<th>Part I</th>
<th>Part II</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Diploma Trainee (Electrical)/ Jr Officer Trainee (HR)</td>
<td>Comprises of 120 MCQs from the Technical/ Professional Knowledge having 4 answering Options commencing from Question 1 to 120</td>
<td>Comprises of 50 MCQs each having 4 answering options commencing from Question 1 - 50 on vocabulary, verbal comprehension, quantitative aptitude, reasoning ability, ability to determine data sufficiency, interpretation of Graphs/charts/tables, numerical ability etc.</td>
</tr>
</tbody>
</table>

- All questions carry equal marks of 1 each. Wrong answer would result in negative mark of 1/4. Qualifying criteria in Written Test
- Unreserved Minimum of 30% in each part I & Part II separately and minimum 40% marks in aggregate.
- Reserved Minimum of 25% in each part I & part II separately and minimum 30% marks in aggregate.

B. Selection Process
- Computer Based Test (100% Weightage) and/or Computer Skill Test (Qualifying in nature)
- Candidates qualified in Written Test, the top scoring candidates shall be shortlisted category-wise for empanelment, proportional to the number of vacancies in the respective category. Final merit for selection will be decided based on marks secured by the candidates in Written Test (100% weightage).

C. General Guidelines
- At Examination venue, you must occupy the seat allotted against your roll number. Interchanging seats, creating disturbance in the hall, exchanging notes, consulting/talking to each other etc. will result in summarily dismissal from the examination hall, non-evaluation of answer and other disciplinary proceedings.
- The examination center will be kept open 90 minutes prior to commencement of examination. No candidate will be admitted in the Examination center 30 minutes prior to commencement of Examination. Similarly no one will be allowed to leave the examination center before completion of Examination time.
- Admit Card and Rough Work sheets will have to be returned to the Invigilator before leaving the Examination Hall. Failure to do so shall lead to disqualification and cancellation of candidature.

How to attempt Computer Based Test (CBT)
1. Total duration of examination is 120 minutes.
2. The clock will be set at the server. The countdown timer in the top right corner of screen will display the remaining time available for you to complete the examination. When the timer reaches zero, the examination will end by itself. You will not be required to end or submit your examination.
3. The Question Palette displayed on the right side of screen will show the status of each question using one of the following symbols:

   ![Question Palette Paragraphs]

   - **1.** You have not visited the question yet.
   - **2.** You have not answered the question.
   - **3.** You have answered the question.
   - **4.** You have NOT answered the question, but have marked the question for review.
   - **5.** The question(s) "Answered and Marked for Review" will be considered for evaluation.
   - **6.** The question(s) "Marked for Review" will not be considered for evaluation. Hence, no marks will be allocated for the same.

4. The Marked for Review status for a question simply indicates that you would like to look at that question again.
5. You can click '"' arrow which appears to the left of the question Palette to collapse the question Palette thereby maximizing the question window. To view the question Palette again, you can click on '"' arrow which appears on right side of question window
6. You can click on your 'Profile' image on the top right corner of your screen to change the language during the exam for entire question paper. On clicking of profile image you will get a drop-down to change the question content to desired language.
7. You can click 'Down Arrow' to navigate to the bottom and 'UP Arrow' to navigate to the top of question area, without scrolling.

Navigating to a Question:
8. To answer a question, do the following:
   a. Click on the question number in the Question Palette at the right of your screen to go to that numbered question directly. Note that using this option does NOT save your answer to the current question.
   b. Click on Save & Next to save your answer for the current question and then go to the next question.
   c. Click on Mark for Review & Next to save your answer for the current question, mark it for review, and then go to the next question.

Answering a Question:
9. Procedure for answering a multiple choice type question:
a. To select your answer, click on the button of one of the options.
b. To deselect your chosen answer, click on the button of the chosen option again or click on the Clear Response button
c. To change your chosen answer, click on the button of another option
d. To save your answer, you MUST click on the Save & Next button
e. To mark the question for review, click on the Mark for Review & Next button.

10. To change your answer to a question that has already been answered, first select that question for answering and then follow the procedure for answering that type of question.

Navigating through Sections:

11. Sections in this question paper are displayed on the Top bar of the screen. Questions in a section can be viewed by clicking on the section name. The section you are currently viewing is highlighted.

12. After clicking the Save & Next button on the last question for a section, you will automatically be taken to the first question of the next section.

13. You can shuffle between sections and questions anytime during the examination as per your convenience only during the time stipulated.

14. Candidate can view the corresponding section summary as part of the legend that appears in every section above the question palette.

15. Instruction For Images:

16. To zoom the image provided in the question roll over it.