



Guru Gobind Singh Indraprastha University
“A State University established by the Govt. Of NCT Delhi”
Sector 16-C, Dwarka, New Delhi – 110078



F. No.: GGSIPU/CCGPC/2023/ 811

6th December 2023

Sub. Placement opportunity for MBA and MA(MC) students of GGSIP University of the batch passing out in year 2024 in the company “Tata Power Company Ltd”.

Dear Placement Officer,

Greetings from CCGPC, GGSIPU!!!

Please find below details of Placement opportunity for MBA and MA(MC) students of GGSIP University of the batch passing out in year 2024 in the company “Tata Power Company Ltd” for your reference and circulation to students to apply on given link by **7th December 2023, 9:00 AM:**

Registration Link – <https://forms.gle/z8m4QhgjJPiuMGgM7>

Name of Company – Tata Power Company Ltd

Position – Executive Trainee, JDs attached

Selection Process –

- 1) Campus hiring process will begin with a pre-placement talk by company’s Campus & Cadre Management team who will be interacting with your students.

The schedule and virtual link to our pre-placement talk is as below:

Date: 6th Dec 2023

Time: 3:00 PM to 5:30 PM

Mode: Virtual over MS-Teams call

Pre-Placement link: [Click here](#)

We request you to forward the meeting link with all your students.

- 2) Post pre-placement talk, we will be sending list of candidates who aspire to be part of Tata Power family and have registered on above given registration link.
- 3) The company will then trigger the registration link to eligible candidates on company’s portal.
- 4) After the candidates register on company’s portal, shortlisted candidates will be invited for the online written Aptitude Test.
- 5) Candidates who clear the aptitude test in merit order will be given the Psychometric assessment.

- 6) The next phase is the interview round which will be conducted for candidates in merit order.
- 7) Provisional offer will be issued to candidates who clear the interview on the same day of interview.

Please find below the schedule of campus hiring process, kindly communicate the same to your students.

Campus Process	Date
Pre-placement talk by Tata Power Campus & Cadre Management Team	6 th Dec, 2023, 3:00 PM
College to share the data of interested students	7 th Dec, 2023, 10 AM
Tata Power to trigger mail to candidate to fill their profile	8 th Dec, 2023, EOD
Candidate to fill self-profile via registration link which will be triggered from the Email ID - Tata Power < no-reply@talview.com >	8 th - 10 th Dec, 2023, EOD
Aptitude Test (Analytical Ability, Quantitative Ability and Verbal Usage) for candidates who clear our eligibility criteria	12 th - 15 th Dec, 2023
Psychometric Assessment & Asynchronous Video Interview for candidates who clear the aptitude test in merit order	18 th - 20 th Dec, 2023
Commencement of Live Interview for candidates in merit order	22 th Dec, 2023 onwards
Release of provisional offer letter for selected / waitlisted candidates.	Same day of interview

Please ensure that the students follow the below guidelines while attending the pre-placement talk:

- The candidates are expected to join the session 10 mins prior to the scheduled date and time.
- Candidates can access the meeting link through Microsoft Teams app or web browser using their laptop/smartphone.
- Candidates shall keep themselves on mute.
- Candidates can ask their queries by typing in the chat box their Name, College Name and Discipline followed by the question.
- Candidates should ask relevant questions only.

LAST DATE FOR REGISTRATION IS **7th December 2023, 9:00 AM.**



(Dr. Nisha Singh)
Training and Placement Officer,
CCGPC, GGSIP University

<p>Company Profile</p>	<p>Tata Power is India’s largest integrated power company with a 108-year-old legacy committed to ‘Lighting Up Lives’ for generations to come. Our vision is to “Empower a billion lives through sustainable, affordable and innovative energy solutions”. Tata Power, together with its subsidiaries and joint entities, is present across the entire power value chain of conventional and renewable energy and next generation customer solution with future focus on innovation and technology, emphasis on renewable power, power distribution and service-led business. Tata Power has a domestic footprint with a generation capacity of 14,384 MW (FY23) from Thermal, Hydro, Waste Heat/BFG, Wind and Solar energy, out of which 7,800 MW is from “Clean and Green sources”. We have 12.5 million distribution customers and carry a clean energy portfolio of 38%. With a bold aspiration to become the ‘Most Preferred Green Energy Company’, we are proactively investing in a greener portfolio, and innovating with smart technology for a future-ready business. Tata Power has a holistic approach to Sustainability that covers environment, climate change, biodiversity and community relations.</p> <p>At Tata Power, we are on a journey to challenge conventions, set benchmarks and consistently innovate to explore solutions to meet the energy needs of the present and the future. Today, more than ever, we have a responsibility to all our stakeholders and the world at large, to find such solutions that usher in a sustainable tomorrow.</p> <p>Our highly engaged workforce is a reflection of the work environment that inspires excellence, continuous learning and a culture that encourages employees to innovate. With a strong foundation of values and ethical conduct, strong legacy and expertise across the value chain, Tata Power stands out to be one of the most valued power companies in India.</p> <p>For more details, please visit www.tatapower.com</p>
<p>Target Courses & Specialization</p>	<p><u>Finance</u></p> <p>We are looking out for the students who are currently in the final year of MBA/PGDM (Finance) and would graduate in 2024.</p>
<p>Designation</p>	<p>Executive Trainee- Finance</p>
<p>Role & Responsibilities</p>	<p>The roles and responsibilities include but not limited to the following:</p> <p>T&D</p> <ul style="list-style-type: none"> • Financial modelling for different BD projects • Ensuring timely invoicing for projects • Coordinating with Vendors for their invoices and payment

	<ul style="list-style-type: none"> • Coordination with internal/cluster finance teams with respect to budget allocation & other finance related activities. • Monthly MIS generation based on financial reconciliation of all vendors • Maintaining Project wise accounts • Maintaining project wise profitability • Understanding of Tax implications under various project scenarios • Evaluate capex project viability and variance analysis of capex project under execution • Closing of accounts • To work closely on Preparation of strategy • To work continuously on Automation and cost optimization initiatives
Key Required Skills	<p>Key skills required include the following:</p> <ul style="list-style-type: none"> • Analytical ability • Commercial Acumen • Strong Financial reporting skills • Problem solving skills • Attention to details • Good communication and presentation skills • Well-versed with MS Office (Excel, PowerPoint, Outlook and Word)
CTC and incentives	<p>INR 6.64 Lakhs per annum + other benefits such as: Subsidized Basic Hostel/ Company Provided accommodation (deductions as applicable), Medical Facilities, Insurances including Group Medical Coverage Insurance (GMC), Group Term Life Insurance (GTLI), Group Personal Accident Insurance (GPA), Voluntary OPD coverage, Executive health check-up, Canteen and Transport facility (available at certain locations), Official Travel reimbursement, contemporary leave practices, Higher Education Support (post trainee period), Car Lease benefit (post trainee period), Mobile Phone and Data Card/Broadband reimbursement, Laptop (compulsory buyback on exit at WDV), Rewards & Recognitions, Holiday Homes etc.</p> <p><i>All the benefits mentioned above are as per prevailing HR Policies and Practices of the Company and are subject to change as per management discretion.</i></p>
Joining Locations	Tata Power Group companies across India
Joining Period	May 2024 onwards (subject to completion of qualifying examinations)
Selection Process	Online Written Test > Psychometric Test & Asynchronous Video Interview > Personal Interview
Shortlisting Criteria	<ul style="list-style-type: none"> • 60% above throughout SSC, HSC, Graduation and PGP/MBA • The applicant must not have any active backlogs (uncleared exams) • The applicant should have completed all academic courses (Under Graduation/ Post Graduation) within the stipulated tenure of course (e.g.: B.A./ B.Com./ B.Sc. in 3 year or B.E./ B. Tech. in 4 years, and MBA/ PGDM in 2 years)

- Candidate should be willing to travel and be posted anywhere in India at office, plant, project site location etc.
- Candidate to be declared medically fit by Company CMO

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<p>Target Courses & Specialization</p>	<p><u>Human Resource Management</u></p> <p>We are looking for students who are currently in the final year of MBA / PGP (Human Resources) and would graduate in 2024.</p>
<p>Designation</p>	<p>Executive Trainee - Human Resources</p>
<p>Role & Responsibilities</p>	<p>The roles and responsibilities include but not limited to the following:</p> <ul style="list-style-type: none"> • Contribute to overall organizational and HR strategy execution through involvement in Talent Acquisition, Campus & Cadre Management, Performance

	<p>Management, Learning & Development, Talent Management, HR policies and benefits, Industrial Relations, HR Processes and Systems.</p> <ul style="list-style-type: none"> • Contribute to design of HR interventions for specific business requirements. • Understand the business and provide people solutions to achieve & exceed business plan • Champion change by ensuring 100% implementation of various effectiveness initiatives • Drive workforce engagement by designing and implementing various activities & initiatives. • Continuously improve existing processes and introduce new practices to provide best-in-class experience to workforce
Key Skills Required	<p>Key skills required include the following:</p> <ul style="list-style-type: none"> • Agility of thoughts and action • Operational efficiency • Open to Learn • Result oriented • Good organization skills • Time Management • Good communication (Verbal and Written) and presentation skills • Good interpersonal skills and empathetic • Maintaining confidentiality • Adaptable to change • Taking ownership and responsibility • Well-versed with MS Office (Excel, PowerPoint, Outlook and Word).
CTC and incentives	<p>INR 6.64 Lakhs per annum + other benefits such as: Subsidized Basic Hostel/ Company Provided accommodation (deductions as applicable), Medical Facilities, Insurances including Group Medical Coverage Insurance (GMC), Group Term Life Insurance (GTLI), Group Personal Accident Insurance (GPA), Voluntary OPD coverage, Executive health check-up, Canteen and Transport facility (available at certain locations), Official Travel reimbursement, contemporary leave practices, Higher Education Support (post trainee period), Car Lease benefit (post trainee period), Mobile Phone and Data Card/Broadband reimbursement, Laptop (compulsory buyback on exit at WDV), Rewards & Recognitions, Holiday Homes etc.</p> <p><i>All the benefits mentioned above are as per prevailing HR Policies and Practices of the Company and are subject to change as per management discretion.</i></p>
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<p>Target Courses & Specialization</p>	<p><u>Marketing / Business Development</u></p> <p>We are looking out for the students who are currently in the final year of MBA / PGP (Marketing) and would graduate in 2024.</p>
<p>Designation</p>	<p>Executive Trainee - Marketing/Business Development</p>
<p>Role & Responsibilities</p>	<p>The roles and responsibilities include but not limited to the following:</p> <p><u>T&D</u> BD - DNMG</p>

	<ul style="list-style-type: none"> • Develop, implement, and manage Customer Communication plan. • Manage and oversee Mobile App, Customer Portal, Social Media Communication in coordination with Corporate Communications Team & Monitor related KPIs • Measure success of every social media campaign in terms of impression and expression count. • Carrying out Benchmarking Activities with other Utility Service Providers for latest trends. • Manage end-to-end delivery of customer communications / campaign including Press Releases, MYT/MTR Tariff communication, New initiatives /services etc. • Collaborate with other departments on specific communication needs. • Execute communications plans with a detailed understanding of project's objectives, value, and priorities & ensuring quality, accuracy, and completeness of communications • Drive digitalization initiatives for the Customer Service area <p>BD – ESCO</p> <ul style="list-style-type: none"> • Business Development and devising new Energy Management solutions • Field visit and BOQ preparation (PR/PO/OLA), Solution deployment, Vendor/Partner management • Interfacing Building Management System (BMS) for direct collection of data • Building platform for Energy analytics and integrating it with different energy/analytics platforms • Continuous enhancement of value proposition based on client feedback/requirements, change of energy pricing, environment norms • Features enhancement of solutions: Making dashboards, analytics, automated reports, user friendly alerts • Monitoring of system, client data and generate energy analytics through AI/ML • Assisting for proposal preparation and solution deployment along with cost optimization • Performance management of partners/vendors, joint development, incubation of start-ups including technical due diligence with pilots • Understanding of different industrial process will help in developing and deploying Smart Energy Management
<p>Key Skills Required</p>	<p>Key skills required include the following:</p> <ul style="list-style-type: none"> • Excellent spoken and written communication skills • Public speaking skills • Good organizational and planning skills • Ability to understand customer needs and desires • Creativity, Critical Thinking and problem solving • Knowledge of Digital advertising and Social media management • Good analytical skills • Well-versed with MS Office tools (Word, Excel, PowerPoint and Outlook)

CTC and incentives	<p>INR 6.64 Lakhs per annum + other benefits such as: Subsidized Basic Hostel/ Company Provided accommodation (deductions as applicable), Medical Facilities, Insurances including Group Medical Coverage Insurance (GMC), Group Term Life Insurance (GTLI), Group Personal Accident Insurance (GPA), Voluntary OPD coverage, Executive health check-up, Canteen and Transport facility (available at certain locations), Official Travel reimbursement, contemporary leave practices, Higher Education Support (post trainee period), Car Lease benefit (post trainee period), Mobile Phone and Data Card/Broadband reimbursement, Laptop (compulsory buyback on exit at WDV), Rewards & Recognitions, Holiday Homes etc.</p> <p><i>All the benefits mentioned above are as per prevailing HR Policies and Practices of the Company and are subject to change as per management discretion.</i></p>
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<p>Target Courses & Specialization</p>	<p><u>Operations</u></p> <p>We are looking out for the students who are currently in the final year of MBA / PGP (Operations) and would graduate in 2024 along with graduation in B.E / B.Tech in Electrical/Electronics.</p>
<p>Designation</p>	<p>Executive Trainee - Operations</p>
<p>Role & Responsibilities</p>	<p>The roles and responsibilities include but not limited to the following:</p> <p><u>T&D</u></p>

	<p>Electric Vehicle Operations (Require candidates with PG in Operations and B. Tech in Electrical/Electronics)</p> <ul style="list-style-type: none"> • Responsible for service and management of EV charging stations across India. • Develop & Manage Authorized Service Providers • Ensure smooth supply chain management, Installation & Maintenance requests through OEM/Implementation partners • Manage/ facilitate warranty claims & AMCs • Ensure Charger Uptime • Ensure preventive maintenance • Collaborate with customers for resolving service-related issues • Monitor & ensure timely closure of service delivery for signed partnerships
Key Skills Required	<p>Key skills required include the following:</p> <ul style="list-style-type: none"> • Excellent spoken and written communication skills • Public speaking skills • Good organizational and planning skills • Ability to understand customer needs and desires • Creativity, Critical Thinking and problem solving • Knowledge of Digital advertising and Social media management • Good analytical skills • Well-versed with MS Office tools (Word, Excel, PowerPoint and Outlook)
CTC and incentives	<p>INR 6.64 Lakhs per annum + other benefits such as: Subsidized Basic Hostel/ Company Provided accommodation (deductions as applicable), Medical Facilities, Insurances including Group Medical Coverage Insurance (GMC), Group Term Life Insurance (GTLI), Group Personal Accident Insurance (GPA), Voluntary OPD coverage, Executive health check-up, Canteen and Transport facility (available at certain locations), Official Travel reimbursement, contemporary leave practices, Higher Education Support (post trainee period), Car Lease benefit (post trainee period), Mobile Phone and Data Card/Broadband reimbursement, Laptop (compulsory buyback on exit at WDV), Rewards & Recognitions, Holiday Homes etc.</p> <p><i>All the benefits mentioned above are as per prevailing HR Policies and Practices of the Company and are subject to change as per management discretion.</i></p>
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<p>Target Courses & Specialization</p>	<p><u>Supply Chain Management</u></p> <p>We are looking for candidates who are currently in the final year of MBA in Supply Chain Management and would graduate in 2024.</p>
<p>Designation</p>	<p>Executive Trainee - Supply Chain</p>
<p>Role & Responsibilities</p>	<p>The roles and responsibilities include but not limited to the following:</p> <ul style="list-style-type: none"> • Strategic Sourcing • Value Engineering • Market Analytics • New Vendor development • Competitive sourcing and cost reduction

	<ul style="list-style-type: none"> • Development of bottom-up simulation cost model for each activity based on the market prices (e.g. raw materials, labor, transport etc.) • Domestic and International Negotiation • Spend management of services, procurement processes and policies & supplier relationship management • Monthly MIS preparation and present data for monthly procurement review meeting • Maintenance of documentation as per QAP • Support in procurement activities (from PR to PO) • Work with cross-functional teams to ensure smooth completion of projects
Key Skills Required	<p>Key skills required include the following:</p> <ul style="list-style-type: none"> • Business Skills • Budget Management • Economics and market dynamics • Interpersonal and negotiation skills • Use of data analytics • Well-versed with MS Office (Excel, PowerPoint, Outlook and Word)
CTC and incentives	<p>INR 6.64 Lakhs per annum + other benefits such as: Subsidized Basic Hostel/ Company Provided accommodation (deductions as applicable), Medical Facilities, Insurances including Group Medical Coverage Insurance (GMC), Group Term Life Insurance (GTLI), Group Personal Accident Insurance (GPA), Voluntary OPD coverage, Executive health check-up, Canteen and Transport facility (available at certain locations), Official Travel reimbursement, contemporary leave practices, Higher Education Support (post trainee period), Car Lease benefit (post trainee period), Mobile Phone and Data Card/Broadband reimbursement, Laptop (compulsory buyback on exit at WDV), Rewards & Recognitions, Holiday Homes etc.</p> <p><i>All the benefits mentioned above are as per prevailing HR Policies and Practices of the Company and are subject to change as per management discretion.</i></p>
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<p>Target Courses & Specialization</p>	<p><u>Corporate Communication</u></p> <p>We are looking for candidates who are currently in the final year of Masters/PGP (Mass Communication) with graduation in Journalism and Mass Communication and would graduate in 2024.</p>
<p>Designation</p>	<p>Executive Trainee - Corporate Communication</p>
<p>Role & Responsibilities</p>	<p>The roles and responsibilities include but not limited to the following:</p> <ul style="list-style-type: none"> • Role would involve both internal communications and external communications including marketing communications and PR.

	<ul style="list-style-type: none"> • It includes assisting in creating, implementing and overseeing communications programs, be it internal or external, that effectively describe and promote the organization and its brand • Plan, implement, monitor and review communication processes for effective delivery of communication programs • Effectively manage key internal communication channels including local publications, intranet/ internet etc. • Collaborate with all employees across the organization for key initiatives • It entails performing a variety of tasks, such as the creation and development of print and online advertising, email marketing, web site management and content development, press releases, by lined articles, white papers, corporate videos and marketing collateral • The candidate may also aid in the preparation of presentations and/or speeches geared toward employees
Key Required Skills	<p>Key skills required include the following:</p> <ul style="list-style-type: none"> • Must be a confident communicator and presenter • Strong writing, editing, proofreading, layout and design, professional printing/publishing skills are essential, including ability to present concepts verbally • Must possess excellent organizational and planning skills • Superior project management and time management skills • A wide degree of creativity and latitude • Strong knowledge and understanding of current trends in digital media/social media • Self-motivated with a positive and professional approach to management
CTC and incentives	<p>INR 6.64 Lakhs per annum + other benefits such as: Subsidized Basic Hostel/ Company Provided accommodation (deductions as applicable), Medical Facilities, Insurances including Group Medical Coverage Insurance (GMC), Group Term Life Insurance (GTLI), Group Personal Accident Insurance (GPA), Voluntary OPD coverage, Executive health check-up, Canteen and Transport facility (available at certain locations), Official Travel reimbursement, contemporary leave practices, Higher Education Support (post trainee period), Car Lease benefit (post trainee period), Mobile Phone and Data Card/Broadband reimbursement, Laptop (compulsory buyback on exit at WDV), Rewards & Recognitions, Holiday Homes etc.</p> <p><i>All the benefits mentioned above are as per prevailing HR Policies and Practices of the Company and are subject to change as per management discretion.</i></p>
Joining Locations	Tata Power Group companies across India
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Selection Process	Online Written Test > Psychometric Test & Asynchronous Video Interview > Personal Interview

Shortlisting
Criteria

- 60% above throughout SSC, HSC, Graduation and PGPM/MBA
- Completed graduation in Journalism and Mass Communication
- The applicant must not have any active backlogs (uncleared exams)
- The applicant should have completed all academic courses (Under Graduation/ Post Graduation) within the stipulated tenure of course (e.g.: B.A./ B.Com./ B.Sc. in 3 year or B.E./ B. Tech. in 4 years, and MBA/ PGDM in 2 years)
- Candidate should be willing to travel and be posted anywhere in India at office, plant, project site location etc.
- Candidate to be declared medically fit by Company CMO

<p>Company Profile</p>	<p>Tata Power is India’s largest integrated power company with a 108-year-old legacy committed to ‘Lighting Up Lives’ for generations to come. Our vision is to “Empower a billion lives through sustainable, affordable and innovative energy solutions”. Tata Power, together with its subsidiaries and joint entities, is present across the entire power value chain of conventional and renewable energy and next generation customer solution with future focus on innovation and technology, emphasis on renewable power, power distribution and service-led business. Tata Power has a domestic footprint with a generation capacity of 14,384 MW (FY23) from Thermal, Hydro, Waste Heat/BFG, Wind and Solar energy, out of which 7,800 MW is from “Clean and Green sources”. We have 12.5 million distribution customers and carry a clean energy portfolio of 38%. With a bold aspiration to become the ‘Most Preferred Green Energy Company’, we are proactively investing in a greener portfolio, and innovating with smart technology for a future-ready business. Tata Power has a holistic approach to Sustainability that covers environment, climate change, biodiversity and community relations.</p> <p>At Tata Power, we are on a journey to challenge conventions, set benchmarks and consistently innovate to explore solutions to meet the energy needs of the present and the future. Today, more than ever, we have a responsibility to all our stakeholders and the world at large, to find such solutions that usher in a sustainable tomorrow.</p> <p>Our highly engaged workforce is a reflection of the work environment that inspires excellence, continuous learning and a culture that encourages employees to innovate. With a strong foundation of values and ethical conduct, strong legacy and expertise across the value chain, Tata Power stands out to be one of the most valued power companies in India.</p> <p>For more details, please visit www.tatapower.com</p>
<p>Target Courses & Specialization</p>	<p><u>LLB</u> We are looking out for students, who are currently in their final year of the 5-year LLB course and would graduate in 2024.</p>
<p>Designation</p>	<p>Executive Trainee – Legal</p>
<p>Roles & Responsibilities</p>	<p>The role and responsibilities include but are not limited to the following:</p>

	<ul style="list-style-type: none"> • Maintaining an MIS of all cases; reviewing all documents and pleadings; monitoring court calendars; meeting deadlines; documenting actions; inputting information into file database and case management software; confirming case status with Law Firms. • Interact with internal teams to develop cases by maintaining contact with people; scheduling depositions; preparing and forwarding summonses and subpoenas; drafting pleadings and complaints; preparing and filing discovery requests; preparing responses to opposing counsel; generating status reports. • Keep internal teams informed by communicating case progress. • Maintain case costs by verifying outstanding balances with attorney and service providers. • Support case preparation by preparing case summaries and materials for mediation conferences. • Enhance trial proceedings by organizing evidence; preparing exhibits; scheduling witnesses; ensuring that witnesses are ready when needed; taking courtroom notes.
Key Skills Required	<p>Key skills required include the following:</p> <ul style="list-style-type: none"> • Strong oral and written communication skills • Understanding of Legal Terminology and Documentation • Analytical and research skills • Persuasive communication • Well-versed with MS Office (Excel, PowerPoint, Outlook and Word)
CTC and incentives	<p>INR 6.64 Lakhs per annum + other benefits such as: Subsidized Basic Hostel/ Company Provided accommodation (deductions as applicable), Medical Facilities, Insurances including Group Medical Coverage Insurance (GMC), Group Term Life Insurance (GTLI), Group Personal Accident Insurance (GPA), Voluntary OPD coverage, Executive health check-up, Canteen and Transport facility (available at certain locations), Official Travel reimbursement, contemporary leave practices, Higher Education Support (post trainee period), Car Lease benefit (post trainee period), Mobile Phone and Data Card/Broadband reimbursement, Laptop (compulsory buyback on exit at WDV), Rewards & Recognitions, Holiday Homes etc.</p> <p><i>All the benefits mentioned above are as per prevailing HR Policies and Practices of the Company and are subject to change as per management discretion.</i></p>
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