



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/ 812

6th December 2023

Sub. Placement opportunity for LLB 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 LLB 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, JD 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>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>
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

- 60% above throughout SSC, HSC, Graduation and PGPM/MBA (if applicable)
- 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