



ऑयल इंडिया लिमिटेड

(भारत सरकार का उद्यम)

Oil India Limited

(A Government of India Enterprise)
Duliajan – 786 602, Assam

OIL INDIA LIMITED, a Navratna Public Sector Undertaking is the pioneer and second-largest national upstream Oil and Gas Company with a pan Indian presence and growing global footprint. OIL is all set to conquer newer horizons of all-round growth and excellence. It is engaged in Exploration, Production and Transportation of crude Oil, Natural Gas and Manufacture of LPG with its field Headquarters at Duliajan, Dist. – Dibrugarh, Assam.

2.0 Oil India Limited intends to hire a Project Assistant on contract basis, purely for temporary requirement, for its Renewable Energy Project in Rajasthan. The contract would be for a minimum period of six months, extendable by three six months tenure upto a maximum period of two years, depending upon requirement and the performance of the individual. The details are given below:

Code	Post	Projected Requirements *	Educational Qualification	Post Qualification Experience as on 30.03.2018	Consolidated Contract Honorarium
CONT/ RE /RP/ 2018- 01	Project Assistant on Contract	01	Graduate Degree in Electrical/ Mechanical Engineering of minimum 04 years duration from a recognized Institute.	At least 03 (three) years of working experience in wind turbine generator plants and solar photovoltaic plants with any Government / Public/ Private sector organization.	Rs. 50,000/- will be paid per month.
			03 years Diploma in Electrical/ Mechanical Engineering from a recognized Institute.	At least 05 (five) years of working experience in wind turbine generator plants and solar photovoltaic plants with any Government/ Public/ Private sector organization.	

* Projected requirement may change.

Contd... 2/-

3.0 Candidates meeting the above criteria should appear for walk-in interview with the duly filled up enclosed 'Bio-Data' form (given as attachment) as per the following schedule:

Date	Reporting time	Venue
30.03.2018	9.00 am to 10.30 am	Oil India Limited, Rajasthan Project 2A, Saraswati Nagar District Shopping Centre Basni, Jodhpur - 342005

3.1 The candidates must bring the following documents at the time of walk-in interview failing which he/ she will not be allowed to appear in interview:

- (a) Original mark-sheets, pass certificates, caste certificate (if applicable) & experience certificates.
- (b) A set of self-attested photocopies of original mark sheets, pass certificates, caste certificate (if applicable), experience certificate.
- (c) 2 passport size recent photographs.
- (d) Filled-in Bio Data form.

4.0 Leave:

The selected candidate shall be entitled for 15 days paid leave every six months which can be availed to a maximum of 5 days at a time.

5.0 Skill requirement, job profile & responsibilities of Project Assistant on Contract:

5.1 Skill Requirement:

- Candidate should have good understanding of the theories & practices of Renewable Energy Project with experience in their operation, maintenance & trouble shooting.
- Candidate should be well-versed in billing and invoicing process, liaison with state & national agencies dealing renewable energy, state DISCOM authorities, etc.
- A good understanding and communication abilities in English Language is a must.

5.2 Job Profile:

- Day to day monitoring of Wind Power Plants (13.6 MW & 54 MW) and Solar Power Plants (5MWp & 9MWp) set up at different sites in Jaisalmer, Rajasthan/ other sites in India.
- Monitoring preventive and breakdown maintenance (PM&BM).
- Preparation, implementation of annual maintenance & operating plans and its monitoring.
- Following up with the service providers for statutory compliances as per the provision of O & M contracts.

Contd... 3/-

- Performance analysis of the plants.
- Reviewing existing systems and methods of running RE plants in order to achieve 100% capacity utilization.
- Constant follow up with the service providers' site manager/ Customer Relationship Management (CRM) personnel's for restoration of the turbines for m/cs under breakdown, if any.
- Conduct inspection of the plants during PM & BM (including records).
- Check the healthiness of the turbine and quality executed maintenance works of the Gear Box, Generators, nacelle & hub.
- Routine site visit to all plants & periodic meetings with service providers.
- Follow up for the monthly JMR, initiating processing for invoices (checking JMR with respect to the DGRs) and ensuring timely onward submission.
- Updation of revised orders/ amendments/ query for CERC, RERC, IREDA, RREC, RRVNVL, RDPPC, CEIG, State Revenue Department etc. followed up by the next course of action as required.
- Initiation/ preparation of issuance of Renewable Energy Certificates (RECs) including
 - ❖ RTGs payment
 - ❖ Document submission to SLDC & NLDC
- REC-trading at IEX (Indian Energy Exchange): Monitoring the market trend and upkeeping the records for the same.
- Initiation/ preparation for Generation Based Incentive (GBI)-
 - ❖ Monthly preparation of the relevant documents for the GBI claim
 - ❖ Uploading the same in the IREDA portal
 - ❖ Claim for transmission loss (not configured in OREDA web portal)- hard copy
- Checking and facilitating processing of the quarterly invoice from the service providers for payment as per the provision of contract.
- Ensuring that all statutory regulations/ payments to local bodies at various plant locations (land lease rent, accreditation fee, registration fee, etc.)
- All other function(s) as may be assigned from time to time.

6.0 General Conditions:

- No TA/ DA will be paid to the candidates for appearing in the walk-in interview.
- The selected candidate has to travel extensively to requisite locations for the project assignment as and when required.
- Travel & accommodation during all official tours outside the place of posting will be provided/ arranged by OIL and an incidental of Rs. 250/- per day will be paid for the actual number of days worked for OIL outside the place of posting
- The engagement will not confer any right on the candidate for regularization in OIL.
- The candidates should be of sound health and have to provide a fitness certificate from a Govt. registered Medical Practitioner at the time of joining in the prescribed format.
- Any dispute with regard to the engagement against this advertisement will be under the jurisdiction of Dibrugarh District Court only.

Experience Details (Attach documentary proof)

Name & address of the organization	Post held	Period		Key Responsibilities held	Gross Salary drawn
		To	From		

Extracurricular activities/Hobbies:

Any Other information /relevant details you would like to furnish:

I hereby certify that the particulars furnished as above are true, correct and complete in all respects. I agree and accept without reservation that at any time, if any of the particulars is found to be untrue, incorrect and/ or incomplete, action as deemed fit shall be initiated against me.

Signature of Applicant

Date:

Place: