

TERMS OF REFERENCE FOR THE POST OF ASSISTANT MANAGER (ELECTRICAL)

Name of the Post	: Assistant Manager. (Electrical)
No. of Post	: 01 (One)
Qualification	: Full time B.E./B.Tech in Electrical Engineering from a recognized Institute / University.
Experience	: Minimum 05 years post qualification experience in Automated Plants/ Production Units in Electrical maintenance
Age limit as on 31.12.2020	: 50 years
Nature of employment	: Contractual Engagement for a period of 3 years. Contract will be renewed every year subject to satisfactory performance.
Monthly remuneration	: Negotiable, depending on experience and Suitability/Merit.

JOB DESCRIPTION

Duties and Responsibilities:

1. Routine maintenance of all HT/MV installations , electrical substation, outdoor/Indoor transformer , CTs , ACB, incoming / Outgoing feeders, Diesel Generator sets, motor control Centre etc and maintain records for the same.
2. Break-down Maintenance of all industrial Electrical installation as specified above within least possible time.
3. Response to problem reported by production management / operatives.
4. Constant monitoring of incoming voltage, current, Power factor and monthly electricity bill and maintain their records from time to time.
5. Analysis of Break-downs, Failures, Chronic problems in the plants and taking corrective actions.
6. Effective Maintenance of DCS, SCADA, VFD, General instrumentation and control and PLC Systems.
7. Effective Maintenance of Dairy process equipments, services and utilities, water treatment and effluent treatment plant.
8. Supervision of workshop activities such as motor rewinding, repair of pumping stations, welding fabrication of service pipe line and installation work.
9. Maintain overall equipment effectiveness (OEE) and reliability as well as continuously improving plant performance across all aspects.
10. Energy audit of electrical and heat energy, water consumption at utility points to minimise consumption.
11. Preparation of material indents of Mechanical/ Electrical spares / Equipments as per requirement and ensures to maintain the stock of inventory for smooth functioning of plant activities.
12. Ensure to comply with all statutory requirement of the plant as laid down under various statutory rules.
13. Working out on up gradation of mechanical/electrical/service utilities equipments as per requirement and preparation of DPR, technical specification, tendering and execution.
14. Ensure to follow safety guideline and address to the issues within least possible time.
15. Maintain overall equipment effectiveness (OEE) and reliability as well as continuously improving plant performance across all aspects.
16. Any other duties assigned from time to time.

Submission of application :

- i) Interested eligible candidates may apply in the prescribed Application Format, as per annexure and submit the same duly filled in and signed along with the proof of documents in a cover superscribed “**APPLICATION FOR THE POST OF ASSISTANT MANAGER (ELECTRICAL)**” which should reach the Dy. General Manager (HR), OMFED,D-2, Sahidnagar, Bhubaneswar-751007, Odisha on or before **03.03.2021**. The application along with the requisite documents can also be submitted through e-mail -careers@omfed.com or by post.
- ii) The candidates already employed in Government/Semi-Government/Central PSU/State PSU shall submit “No Objection Certificate” issued by their present Employer at the time of personal interview.
- iii) Internal candidates shall apply through proper channel.
- iv) Applicant should attach self-attested copy of the Mark-sheet/Certificates/Documents regarding Age, Qualification, Working Experience, ID Proof (Aadhaar Card), Latest pay slip & recent colour passport size photograph must be attached with the Application Form.
- v) Applications without supporting documents /incomplete/ not fulfilling the prescribed criteria in any respect shall be rejected.

Selection Process:

Eligible candidates will be shortlisted and called for personal interview. Selection will be made on the basis of career rating, review of past performance and personal interview by the Selection Board.

General Conditions:

- i) Candidates are requested to visit website of OMFED- www.omfed.com for any Notification, updates, result etc. relating to recruitment.
- ii) At any stage of selection process, if it is found that the candidate has furnished false or incorrect information, then the candidature/engagement of the candidates shall be cancelled.
- iii) Upper age shall be relaxed for Internal Candidates based on the eligibility, qualification and experience.
- iv) Interested eligible candidates are requested to fill up the application form neatly without any overwriting or cutting which may lead to rejection of application.
- v) Application submitted after the due date shall liable for rejection and cannot be entertained.
- vi) Canvassing in any form will be viewed adversely and may lead to disqualification.
- vii) Finally, selected candidates shall have to produce the required documents at the time of joining as per Rules of OMFED.

- viii) The decision of Omfed Management will be final & binding on candidates in all matters relating to eligibility, acceptance or rejection of the application, selection of candidate, cancellation of the recruitment process etc. No. inquiry/correspondence will be entertained in this regard.
- ix) This engagement is purely contractual and temporary in nature. The candidates shall not have any right for regular employment in OMFED.
- x) Any dispute arising out of this connection will be subject to jurisdiction of appropriate Courts in Odisha.

ANNEXURE**THE ODISHA STATE COOPERATIVE MILK PRODUCERS' FEDERATION LTD. (OMFED).**
APPLICATION FORMAT FOR THE POST OF ASSISTANT MANAGER (ELECTRICAL)

- 1) Post applied for :
 2) Full Name (in capital) :
 3) Father's/Husband's Name :
 4) Date of Birth :
 (As recorded in HSC or equivalent exam) (Attach copy of certificate)
 5) Age as on 31.12.2020 :
 6) Sex :
 7) Category :
 8) Marital status(Married/Unmarried) :
 9) Address with PIN Code

Affix recent colour passport Size photograph
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Present Address

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Permanent Address

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- 10) Contact details (a) Phone :
 (b) E-Mail :

- 11) Qualification & Certification (10th towards) (Attach copy of certificates):

Sl. No.	Exam passed/ Discipline	Name of the Board/ University/ Institute	Duration of course	Year & month passing	Whether regular course (Yes/No)	Maximum marks	Marks obtained	% of Marks/ CGPA

(In case of CGPA/Grades, please indicate equivalent percentage as per norms adopted by the University/Institute & attach a copy of such norm fixed by the concerned University/Institute)

- 12) Post Qualification Experience (attach copy of certificates)

Sl. No.	Name & Address of organizations worked	Post held	Scale of Pay/ CTC	Basic Pay	Duration of experience (DD/MM/YYYY)		Total years & months of experience	Type of assignment handled/ specific nature of work/duty performed.
					From	To		

Declaration

I.....Son/Daughter/Wife of, do hereby declare that all the statements made in this application are true and correct to the best of my knowledge and belief. In the event of any information being found false, my candidature/appointment is liable to be cancelled/terminated without any notice to me.

Place:

Date :

(Signature in Full)
 Name:

Documents/Certificates Attached:

- 1)
 2)
 3)
 4)