

OFFICER / ASSISTANT MANAGER – TESTING & SERVICES

No. of Positions – One(1)

JOB PROFILE

The incumbent will be required to conduct relevant electrical / electro mechanical tests in line with IS / BS / IEC standards for Switchgear Panels at various stages till finished product before despatch. He will be required to liaise with customer's representatives during testing, inspection, maintain records, etc.

JOB DESCRIPTION

- To conduct relevant electrical / electro mechanical tests
- Fault analysis and submission of reports for Corrective and Preventive measures
- Data Collection and generation of MIS on Customer Complaint Report (CCR)
- Providing hands on supervision / guidance to Service Teams
- Extensive touring for servicing work throughout India
- Visit to different customers for warranty / paid service with very short notice
- Fault analysis and submission of reports for Corrective and Preventive measures
- Supervision / Commissioning / Erection / Testing of MV switchgears at site.
- Data Collection and generation of MIS on Customer Complaint Report (CCR)
- Generation of spares order after customer visit
- Preparing and submitting quotations in case of exigency
- Any other job that may be assigned, depending upon Company's requirement

QUALIFICATION

Diploma / Graduate Engineer (Electrical) with hands on experience in testing / servicing of MV Switchgear.

EXPERIENCE & AGE:

Graduate Engineer: Officer level: 2-3 years experience
Graduate Engineer: Assistant Manager level: 4 – 6 years experience
Age : Preferably around 27-35 years

Diploma Engineer: Officer level: 4-6 years experience
Diploma Engineer: Assistant Manager level: 7-10 years experience
Age: Preferably around 30-36 years

The candidate should preferably have experience in a MV Switchgear manufacturing Company with hands-on experience in electrical testing of Switchgears. Must be familiar with relevant latest testing standards / procedures, etc.

GENERAL:

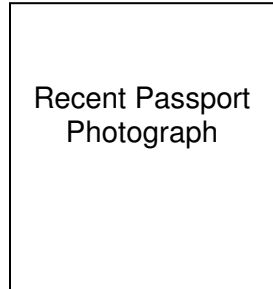
- Relaxations for SC/ST/OBC candidates will be as per Government directives.
- Remuneration will be commensurate with experience and qualifications and relaxation in age, qualifications, experience, etc., will be made only in the case of deserving candidates.
- Those working in Govt./ PSU should apply through proper channel or produce a No Objection Certificate from their present employer at the time of Interview, in case they are short-listed. Incomplete application forms shall be liable for rejection.

Eligible candidates should forward their applications, in the prescribed format ATTACHED, to GM(HR&ICT), Bienco Lawrie Limited, P-54 Hide Road Extension, Kolkata 700 088 within fifteen (15) days from the date of publication of the advertisement.

BIECCO LAWRIE LIMITED
(A Govt. of India Enterprise)
Under Ministry of Petroleum & Natural Gas

Serial No.....

APPLICATION : POST



Instructions:

- i) All answers must be given in words and not by dashes and dots
- ii) No column should be left blank
- iii) The application blank must be filled by the applicant's own handwriting

1. Name in full (in block letters) :

2. Father's/Mother's/Husband's Name :

3. Present Address :

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Phone : Residence Mobile No.

Email Id :

4. Permanent address :

.....

Name, Address & Tel. No. Of next of Kin

.....

5. Date of Birth : 6. Age (as on date)

7. Physical Data :

Height : cm Weight Kgs

Physical handicap / ailment, if any (give details) :

8. Nationality : 9. State : 10. Religion :

11. Do you belong to SC/ST/OBC Community ? : Yes / No

If yes, please specify Community and Caste :

(Candidates who belong to SC/ST/OBC Communities must obtain attested copy of Certificate from an authority not below the rank of 1st Class Stipendiary Magistrate)

12. Marital Status : Single / Married / Widow /Widower / Separated / Divorced :

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13. Name & relationship of dependents (with ages)

(i)

(ii)

(iii)

(iv)

14. Details of Academic and Professional Qualifications (Please mention from Matriculation onwards) :

Examination Passed	College / Institution	Year of Joining	Year of leaving / passing	Board / University	Class / Divn., % of marks	Major Subjects	Remarks

15. Details of Employment :

Period		Name of Organization	Emoluments at the time of joining	Emoluments at the time of leaving **	Designation & Job responsibilities	Reasons for leaving
From	To					

** Emoluments

Basic	DA	CCA	HRA	Other Perquisites / Allowances, if any

16. Proficiency in Languages (including Mother Tongue)

Name of Language	Can Read	Can Write	Can Speak

17. Details of Training (s)

Sl.No.	Name of the Institution	Nature of Training	Duration		Exam. Passed if any	Pay / Stipend, if any
			From	To		

18. Are you a Govt. servant or any employee of Quasi Government or a Public Sector Undertaking? If yes, please give details :

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19. In the event of your selection, what are the minimum emoluments acceptable (Please give the break up) :

20. In the event of your selection, when can you join ?

21. Membership of Professional Bodies :

(i)

(ii)

(iii)

(iv)

22. Are there any publications to your credit ? If so, please state briefly.

23. Have you ever been convicted ? Yes / No. If yes, please give details

24. Has any disciplinary action been instituted against you for misconduct in any of your employment(s) ?

25. Extra-curricular activities :

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26. Reference (Referees must be familiar with the applicant's character and work. He/She must not be a relative) :

(a) Name :
Occupation / Position Held :
Address :

(b) Name :
Occupation / Position Held :
Address :

Why do you consider yourself suitable for the job applied for ?

I hereby declare that the information given above are true and correct to the best of my knowledge and belief and I understand that I shall be liable to appropriate disciplinary action, if the information given above is found to be incorrect.

Date :

Signature :

Name :