



OFFICER – HYDROELECTRIC PROJECT

No. of Positions – One(1)

JOB PROFILE

Responsible for supervision, liaison between client at site and headquarters. Must be competent to deal with officials, contractors, site personnel, etc and have expertise in independently dealing with techno-commercial activities, including purchase, related to the site jobs and execution of Hydro Electric Projects. The incumbent may be posted anywhere in India and must be ready to travel as per Company's requirements.

JOB DESCRIPTION

- Creates and executes project work plans and revises as appropriate to meet changing needs and requirements.
- Identifies resources needed
- Manages day-to-day operations aspects of a project and scope
- Review deliverables
- Effectively enforces project standards and quality assurance procedure
- Minimizes our exposure and risk on project
- Ensures project documents are complete, current and stored appropriately
- Follows up with clients, when necessary, regarding unpaid invoices.

QUALIFICATIONS

Degree / Diploma in Electrical / Mechanical Engineering

EXPERIENCE

The candidate should have around 2-3 years experience for Graduate Engineer and 4-5 years experience for Diploma Engineer in erection / revamping / renovation / modernization and commissioning of Hydel Projects. Should be able to handle Estimating, Costing, Budgeting & preparation of construction schedule, construction methodology and equipment planning, etc.

AGE

Preferably around 35 years

GENERAL:

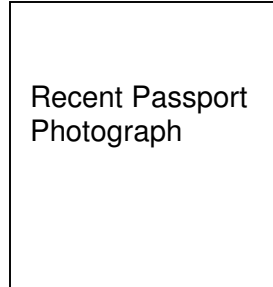
- Relaxations for SC/ST/OBC candidates will be as per Government directives.
- Remuneration will be commensurate with experience and qualifications and relaxation in age, qualifications, experience, etc., will be made only in the case of deserving candidates.
- Those working in Govt./ PSU should apply 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 to GM(HR&ICT), Biecco 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 :

.....

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 :

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 |
|--------------------|-----------------------|-----------------|---------------------------|--------------------|---------------------------|----------------|---------|
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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 | | | | | |
| | | | | | | |
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** Emoluments

| Basic | DA | CCA | HRA | Other Perquisites / Allowances, if any |
|-------|----|-----|-----|--|
| | | | | |
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16. Proficiency in Languages (including Mother Tongue)

| Name of Language | Can Read | Can Write | Can Speak |
|------------------|----------|-----------|-----------|
| | | | |
| | | | |
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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 | | |
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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 :

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 :