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 another six months upto a maximum period of one year, 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 09.02.2017	Contract Honorarium
CONT/RENW/RP/2017-002	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 Govt./ Public/ Private sector organization.	A consolidated contract honorarium of 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 Govt./ Public/ Private sector organization.	

* Projected requirement may change.

Contd... 2/-

3.0 Candidates meeting the above criteria may appear with original marksheets, certificates (including experience certificate) and self attested photocopies of the same and 2 passport size recent photographs for a walk-in- interview for engagement on contract basis as per the details given below:

Date	Reporting time	Venue
09.02.2017	9.30 am to 11.00 am	Oil India Limited, Rajasthan Project 2A, Saraswati Nagar District Shopping Centre Basni, Jodhpur - 342005

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 Experience requirement, job profile & responsibilities of Project Assistant on Contract on contract:

5.1 Skill and Post Qualification Experience:

- Candidate should have graduate degree in Electrical/ Mechanical Engineering of minimum 04 years duration from a recognized Institute with at least 03 (three) years of working experience in wind turbine generator plants and solar photovoltaic plants with any Govt./ Public/ Private sector organization.

  Or

  Candidate should have 03 years diploma in Electrical/ Mechanical Engineering from a recognized Institute with at least 05 (five) years of working experience in wind turbine generator plants and solar photovoltaic plants with any Govt./ Public/ Private sector organization.
- 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, liason 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.
- Monitoring preventive and breakdown maintenance (PM&BM).
- Preparation, implementation of annual maintenance & operating plans and its monitoring.

Contd... 3/-

- Following up with the service providers for statutory compliances as per the provision of O & M contracts.
- 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.
- Conducting inspection of the plants during PM & BM (including records).
- To 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 reviewed orders/ amendments/ query for CERC, RERC, IREDA, RREC, RRVVNL, 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 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 recruitment against this advertisement will be under the jurisdiction of Dibrugarh district court only.

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