



BPC/HRA/HR-01/2019/ 306

February 19, 2019

INTERNAL NOTIFICATION

HRAS is pleased to announce the post of Sub Divisional Manager, ESSD, Jomotshangkha, ESD, DCSD, Samdrup Jongkhar, internally. The details of the post are as follows:

I. Job Responsibilities

1. Overall administration of the Sub-Division, Units and Service Centers under ESSD, Jomotshangkha, ESD, DCSD, Samdrup Jongkhar.
2. Maintain good customer relation through proper delivery of the services.
3. Represent BPC in all the meetings with the local administration.
4. Proper implementation of the planned/deposit works with the quality and within the stipulated time frame as per TAS.
5. Ensure timely maintenance of the distribution lines and substations.
6. Provide reliable and quality power supply to all the customers under the jurisdiction of ESSD, Jomotshangkha.
7. Responsible for taking appropriate contingency measures to ensure reliable power supply in the region at all times.
8. Responsible for loss reduction in the system and improve collection efficiency.
9. Responsible for providing adequate public awareness on electricity safety and right of way issues.
10. Responsible for ensuring timely submission of data/information to Division/Head Office or external agencies as and when required.
11. Monitoring and controlling the System Performance of the Sub-Division.

II. Qualification

Minimum of Diploma in Electrical Engineering.

III. Grade

B4 and above can apply (Posting will be in the same grade held).

IV. Selection criteria

1. Should have good communication skills
2. Should have good internal/external public relationship
3. Should be physically fit
4. Should have good managerial skills and good field experience
5. Should have minimum of 5 years experience in O&M of distribution system.

V. Place of Posting

Electricity Services Sub-Division, Jomotshangkha, ESD, Samdrupjongkhar

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