

**TERMS OF REFERENCE FOR THE POST OF
TECHNICAL SUPERINTENDENT–(SCADA OPERATION)**

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| Name of the Post | : | Technical Superintendent (SCADA Operation) |
| No. of Post | : | 05 (Five) |
| Qualification | : | Full time B.E./B.Tech.in Instrumentation/ Electrical Engineering from a recognized Institute / University. |
| Experience | : | Minimum 03 years post qualification experience in Automated Plants/ Production Units with experience in SCADA operation |
| Age limit as on 31.12.2020 | : | 45 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. Monitoring of SCADA installation, reception and configuration of servers and network equipments.
2. Continuous maintenance and up gradation to the SCADA system.
3. Data communication, monitoring and Acquisition.
4. PLC Circuit trouble shooting.
5. Firewall set up and Security of SCADA from external attack
6. Trouble shooting equipments and software to repair and diagnoses any malfunction in the system.
7. System access management& Transmission and receiving of large amounts of data from field to control centres.
8. Licence and support documents organisation and maintenance.
9. Periodic Maintenance of sensor (Digital/ Analogy and control relay), Remote Telemetric Units (RTU) SCADA master unit and communication network.
10. Continuous monitoring of the parameters of voltage, current etc and automatic tasks of switching of transmission lines, CBs, etc.
11. Managing spare parts inventories for just-in-time manufacturing, regulate industrial automation, and monitor process and quality control with SCADA systems.
12. Real-Time Monitoring and Control using SCADA and quantitative measurements immediately, Detect, Diagnose and correction of problems as soon as they arise, Measure trends over time and prepare reports and charts, Discover and eliminate bottlenecks over time and improve efficiency.
13. Monitoring SCADA master station with several different functions of continuous monitors of all sensors and alerts the operator as and when the “alarm” is activated.
14. Monitoring SCADA master station for data processing on information gathered from sensors and maintains report logs and summarize historical trends.
15. Ensure to follow safety guideline and address to the issues within least possible time.
16. Maintain overall equipment effectiveness (OEE) and reliability as well as continuously improving plant performance across all aspects.
17. 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 SUPERINTENDENT (SCADA OPERATION)**” 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.

THE ODISHA STATE COOPERATIVE MILK PRODUCERS' FEDERATION LTD. (OMFED)
APPLICATION FORMAT FOR THE POST OF TECHNICAL
SUPERINTENDENT (SCADA OPERATION)

- 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

Present Address

.....

Permanent Address

.....

- 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 |
|---------|-------------------------|--|--------------------|----------------------|---------------------------------|---------------|----------------|------------------|
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(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. |
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| | | | | | From | To | | |
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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)