

ONGC Tripura Power Company Limited (OTPC)
Job Description

Position	Officer - HR & Admin - One Position at S3 Grade
Place of Posting	OTPC Plant at Palatana, Tripura
Qualification	Graduate in any stream with at least 60% marks from a reputed & recognized University in India. However, candidate with full time PG Degree / PG Diploma / PG Programme in Management with specialization in Human Resource / Industrial Relations / Personnel Management or MBA with specialization in HR with at least 60% marks from a recognized University / Institution shall be given preference.
Experience	Minimum 07 Years of post-qualification executive experience in the relevant area, Maximum Age – 35 years
Industry Type	Power Sector
Maximum Age Limit	35 Years
Compensation	Attractive
Job Description	<ul style="list-style-type: none"> • Shall be responsible for HR and administrative activities at Palatana Plant. • Ensures adherence to approved personnel and manpower development norms, rules, regulations and policies. • Ensure completion of on-boarding process of new hires at Plant as per approved company process in time. • Assisting Head / Section Head in Training and Development initiatives. Identifying TNIs, designing and execution of Training plans, and evaluation of training effectiveness • Ensuring harmonious Industrial Relations in the plant, conducting periodic meetings with the workers’ representatives and grievance handling & addressing day to day issues • Maintaining leave and attendance records, vendor lists, etc. • Should have ability to implement terms of service contract and manage the contractors and service providers for effective delivery of services • Shall be responsible for general administration – e.g. security of the plant, canteen, transportation, guest house management, handling contract labour and contractor, etc. • To perform all such duties as assigned by Head / Section Head – HR & Admin at Plant from time to time
Required Profile	<ul style="list-style-type: none"> • Should have hands on experience of various aspects of human resource / Industrial Relations / Administration / legal functions / CSR activities in a large manufacturing organization. • Must have adequate legal/statutory knowledge to handle HR & IR issues • Must have excellent drafting and liaison skill. Preference to the candidates having good communication skill along with ability to read, write and speak English, Hindi & Bangla languages.
Contact Details	<p>Company Name: ONGC Tripura Power Company Ltd.</p> <p>Website : www.otpcindia.in</p> <p>Contact Person : Head – Corp HR & Admin</p>