



GSPC LNG Limited

B-103, 1st Floor, IT Tower - 2, Infocity, Nr. Indroda Circle,
Gandhinagar - 382009, Gujarat, India.

www.gspcgroup.com

GSPC LNG Limited (The “Company” or “GLL”) is a Joint Venture company of Government of Gujarat (“GoG”), GoG undertakings including Gujarat State Petroleum Corporation Limited (“GSPC”) and Adani Enterprises Limited (“AEL”). GLL has set up a LNG import and regasification terminal at Mundra port with an initial nameplate capacity of 5 MMTPA (the “Project”), expandable up to 10 MMTPA. Mundra port is the largest private port in India located on the north shores of the Gulf of Kutch near Mundra, Kutch district, Gujarat.

The LNG Terminal is set up within Adani Ports and Special Economic Zone area, Mundra, Gujarat. The LNG terminal employs state of art technology and the Company is looking for sincere and committed individuals with relevant expertise to operate and maintain the LNG terminal. The company follows progressive HR practices and believes in motivated individuals who can push the boundaries for organisational and individual growth.

GSPC LNG Ltd. invites applications from Indian nationals for filling up following posts as per category wise vacancies indicated against each post in Table-A. Following initial positions are required for the O&M team at Mundra, Gujarat.

Table - 1

Sr. No	Job Code	Name of post	Department	No. of post
1	P23/01	Shift Manager	Operations	2
2	P23/02	Shift Engineer	Operations	4
3	P23/03	Shift Operator	Operations	1
4	P23/04	Shift Engineer	Mechanical	1
5	P23/05	Manager	Mechanical	1
6	P23/06	Shift Engineer	Instrumentation	3
7	P23/07	Shift Engineer	Civil	1
8	P23/08	Shift Engineer	Port Operations	1
9	P23/09	Manager	HSE	1
10	P23/10	Shift Officer	Security	2
11	P23/11	Shift Engineer	Electrical	1
12	P23/12	Officer	Commercial	1
13	P23/13	Officer	Warehouse	1



1. HOW TO APPLY

- 1.1. Candidates shall have to login to the careers section and apply against the respective vacancy.
- 1.2. All the details must be accurately submitted along with all the relevant documents as mentioned in the website.
- 1.3. The application number generated at the end of the form should be noted.
- 1.4. The Last Date for doing online Application is 20.06.2023. The onus is upon the prospective candidates to ensure receipt of application by the deadline and no late application shall be allowed on the website.

2. SELECTION PROCEDURE

- 2.1. The selection procedure will be decided by GLL depending upon the response received against each post. The selection criteria can be by way of Personal Interview or by way of written test followed by Personal Interview or by any other appropriate way. Decision of GLL will be final in this regard. Selected candidates will be on probation for one year from the date of Joining.

3. GENERAL TERMS & CONDITIONS

- 3.1. Only full time Regular courses will be considered. This shall include all qualification(s) starting from Class X & XII examination, all Diploma(s), Graduation, Post-Graduation, etc.
- 3.2. The required experience for all the posts as mentioned shall be Post Qualification work experience only.
- 3.3. Relevant qualification for each position shall be from a recognised institute of repute. Diploma in Engineering qualifications (if applicable) should be recognized by respective State Board of Technical Education.
- 3.4. Candidates satisfying the conditions of eligibility criteria shall apply on-line through our website <https://gspcgroup.com/GSPCLNG/latest-opening>. No other mode of submission of application is allowed.
- 3.5. Before applying on-line, a candidate must have an active email ID and a mobile phone number. Any important information including Corrigendum / Changes / Updates, and information to candidates and general instructions (including call letters for interview) during the course of engagement process shall be made available either through the website or on the e-mail id provided by the candidates. Candidates may therefore provide a valid e-mail id and mobile phone number.
- 3.6. Queries, if any, may be addressed to the following e-mail id gspclng.hr@gspc.in.
- 3.7. GLL shall not be responsible, if candidates fill up their details wrongly and consequently their application is rejected.



3.8. GLL will not be responsible for any candidate for not being able to submit their online application within the last date on account of system error or for any other reasons.

3.9. IMPORTANT DATES:

Sl. No.	Activity	Date
1.	Opening date for submission of online application.	31.05.2023
2.	Closing date for submission of online application.	20.06.2023 (06:00 PM)

3.10 **TRAVELLING ALLOWANCE FOR INTERVIEW:** Candidates appearing for the interview for selection shall be paid Travelling Allowance as given below:

Position	Travelling Allowance
Engineer/Officer/Manager	Air (Economy Class) or II AC/III AC Train
Operator/Technician	Train – II AC/III AC/ AC Chair Car

- 3.11 Those working in Central Govt. / State Govt. / PSUs etc. must produce No Objection Certificate (NOC) at the time of interview.
- 3.12 Mere fulfilment of the eligibility criteria will not confer any right on them for engagement and to be called for the interview. Corporation reserves the right to raise the minimum eligibility standards, to fill or not to fill all or any of the above positions and cancel/restrict/enlarge/ modify/ alter the recruitment/ selection process without any further notice or assigning any reasons whatsoever.
- 3.13 Candidates are advised to carefully read the full advertisement for details of eligibility criteria before submission of application. Multiple applications from the same person against a post is not permitted and such applications are liable to be rejected.
- 3.14 Candidates are advised to give specific, correct, full information. All original certificates/documents in support of information furnished in the application form are to be produced at the time of interview, failing which the candidates will be disqualified for appearing in Interview. Candidature of the candidate is liable to be rejected at any stage of recruitment process or after recruitment or joining, if any information provided by the candidate is found to be false / fabricated or is not found in conformity with eligibility criteria mentioned in the advertisement.
- 3.15 GLL reserves the right to cancel/restrict/modify or alter the recruitment process and also reserves the right to increase/decrease/add/delete any post or discipline, if required without issuing any further reason or assigning any reasons whatsoever
- 3.16 Mere submission of application and fulfilling the eligibility criteria gives no right to appear for interview and/or employment. The management reserves the right to short list the candidates for Interview. No correspondence shall be entertained about the outcome of the application.

- 3.17 Selected candidates will be required to undergo 'Pre-employment Medical Examination' and should be declared medically fit as per pre-employment medical standard.
- 3.18 Any update, corrigendum etc. of this advertisement shall be posted at Company's website - <https://gspcgroup.com/GSPCLNG> only. Hence candidates are requested to regularly check the website.
- 3.19 Any dispute with regard to the recruitment against this advertisement shall be under the legal jurisdiction of Gandhinagar, Gujarat Only.
- 3.20 Furnishing of wrong/false information or suppression of factual information will lead to disqualification. Since all the applications will be screened without documentary evidence, the candidates must fully satisfy themselves of the suitability for the position to which they are applying. If at any stage during the selection process, it is found that a candidate has furnished false or wrong information or has suppressed factual information or is found ineligible with respect to any of the eligibility parameters, his/her candidature will be rejected. If any of the above discrepancies w.r.t. to eligibility parameters, furnishing of wrong/false information and or suppressing of any material fact is detected / noticed even after appointment, his/her services will be liable for termination without any further notice. Candidate may also render himself liable to criminal prosecution.
- 3.21 The candidature of the applicant would be provisional and subject to subsequent verification of certificates/testimonials, medical fitness, etc.
- 3.22 Management reserves the right to cancel/restrict/enlarge/modify/alter the recruitment/selection process, if need arises, without issuing any further notice or assigning any reason thereof.
- 3.23 Corrigendum/ Addendum etc. with regard to this advertisement, if any, will be made available on <https://gspcgroup.com/GSPCLNG> only. Candidates are advised to refer to the above website periodically for updates. All future correspondence with respect to the advertised posts will be made only through <https://gspcgroup.com/GSPCLNG>
- 3.24 Only Indian Nationals are eligible to apply
- 3.25 Canvassing in any form will disqualify the candidature of the candidate.
- 3.26 Minimum Essential Qualification(s), Minimum Essential Experience and Job responsibilities in respect of the above Posts are as indicated in below-



Position Description

Position Title	Shift Manager - Operations	No. of Post (s)	2	Job code	P23/01
-----------------------	-----------------------------------	------------------------	----------	-----------------	---------------

POSITION SUMMARY

The position is responsible to plan and monitor the achievement of production targets and drive production improvement initiatives for controlling operational costs & producing products meeting the quality standards. It ensures compliance to safety / environmental guidelines and other statutory norms; address grievances and monitor functional performance and development of team members.

POSITION ACCOUNTABILITIES

Operations

- Plan the department/ shift production activities & monitor its execution for timely achievement of defined production targets
- Coordinate with departments for optimizing production and to meet plant profitability targets
- Provide resources for production and ensure efficient production of products

Productivity

- Generate ideas for improving efficiency/ productivity
- Plan & execute productivity, quality improvement and cost reengineering initiatives

Quality

- Monitor compliance to quality systems in order to ensure adherence to set quality standards
- Review plant quality audit reports, analyze deviations, conduct root cause analysis and drive corrective plans

Cost Management

- Ensure production delivery within budgeted costs through constant monitoring
- Monitor costs of utilities, indirect material etc.

Safety

- Maintain a strong HSE culture in the operations group.
- Ensuring that the Company safety policy is effectively implemented and that corrective measures are taken in a timely manner
- Ensure that adequate safety norms are followed by terminal personnel
- Ensure compliance with all regulatory requirements for plant operations

People Management

- Ensure production schedules are met through the development, motivation and effective utilization of employees
- KRA review of subordinates & providing supervision for competency enhancement
- Identify training needs of staff and co-ordinate with HR Department for implementing the same
- Handle issues related to employee safety, grievances etc.
- Communicate management policies, targets and philosophies to production staff.



LEVEL OF SKILLS, EDUCATION AND EXPERIENCE REQUIRED

Qualification: BE (Chemical)

Experience: 7 to 10 years of experience in hydrocarbon sector preferably with 5 years' experience in LNG terminal or liquefaction plant/cryogenic plant

KEY COMPETENCIES

Behavioural	Functional
<ul style="list-style-type: none">• Target Driven• Crisis Management Skills• Good People Management Skills• Time Management, Organizational and Multi-Tasking Skills• Leadership skills	<ul style="list-style-type: none">• Operation Systems Management• Equipment Operation Management• Technical Knowledge (Product & Process)• Knowledge of Business Excellence Initiatives• Orientation towards QHSE• Knowledge about Quality Systems• Knowledge on Statutory Compliances



Position Description

Position Title	Shift Officer/ Engineer (Operations)	No. of Post (s)	4	Job Code	P23/02
-----------------------	---	------------------------	----------	-----------------	---------------

POSITION SUMMARY

The position is responsible to manage day to day production operations; monitor and achieve budgeted production targets and concurrently drive production improvement initiatives for controlling operational costs & improved quality standards.

POSITION ACCOUNTABILITIES

- Plan for the daily production operation & monitor its execution for timely achievement of the targets
- Plan & execute for productivity/ quality improvement & cost reengineering initiatives
- Handle IR issues related to employee safety, grievances etc.
- Guide & motivate subordinates/ operators through on the job guidance and training
- Ensure that equipment and production processes run safely, efficiently and cost effectively
- Incorporate concepts and quality techniques for improving productivity
- Handle and oversee quality assurance and business excellence initiatives
- Work closely and oversee Technicians to solve problems with machinery
- Providing training and technical support to employees
- Conduct safety training, ensure adherence to safety & environment norms
- Maintain daily logs and reports as per guidelines
- Report, Resolve and record daily issues relating to delays, bottlenecks, manpower

LEVEL OF SKILLS, EDUCATION AND EXPERIENCE REQUIRED

Qualification: BE (Chemical)

Experience: 3 to 5 years of experience in hydrocarbon sector. Experience in DCS operations is must.

KEY COMPETENCIES

Behavioural	Functional
<ul style="list-style-type: none"> • Target Driven • Team Working • Decision Making • Good People Management Skills • Time Management, Organizational and Multi-Tasking Skills • Crisis Management Skills 	<ul style="list-style-type: none"> • Operation Systems Management • Equipment Operation Management • Technical Knowledge (Product & Process) • Knowledge of Business Excellence Initiatives • Orientation towards QHSE • Knowledge about Quality Systems • Knowledge on Statutory Compliances



Position Description

Position Title	Shift Operator(Operations)	No. of Post (s)	1	Job Code	P23/03
----------------	----------------------------	-----------------	---	----------	--------

POSITION SUMMARY

The position is responsible for the operation of a liquefied natural gas (LNG) - Liquefaction & Regasification facility and emergency response. To set the controls and observe gauges and other instrumentation to monitor progress and check for malfunctions, leaks and other faults.

POSITION ACCOUNTABILITIES

- Start, stop and operate equipment to maintain designated operating parameters
- Ensure the efficient performance of all gas and liquid processing units and associated equipment
- Monitor quality of product to ensure meeting specifications - Accountable for the management of pipeline operations activities in the shift
- Troubleshoot any production disturbances that may occur
- Unload LNG ships in a safe, efficient and timely manner
- Responsible for the general upkeep and maintenance of all facilities and equipment as needed
- Actively participate in safety and security program and initiatives
- Report risks and incidents to the appropriate personnel
- Perform all work in compliance with Company standards, procedures, and regulatory requirements
- Perform site checks and risk assessments before starting work
- Take appropriate action to resolve abnormal conditions
- Assist in the planning and performance of maintenance and repairs on compressors, engines, turbines, auxiliary equipment, pumps, process controls, and related equipment

LEVEL OF SKILLS, EDUCATION AND EXPERIENCE REQUIRED

Qualification: Diploma in Chemical.

Experience: 3 to 5 years of experience in hydrocarbon industry

KEY COMPETENCIES

Behavioural	Functional
<ul style="list-style-type: none"> • Problem Solving Skills • Team Working • Crisis Management Skills • Interpersonal Skills 	<ul style="list-style-type: none"> • Knowledge of General Operation Processes and Methods • Working knowledge of tools, common appliances and devices



Position Description

Position Title	Shift Officer/ Engineer(Mechanical)	No. of Post (s)	1	Job code	P23/04
-----------------------	--	------------------------	---	-----------------	--------

POSITION SUMMARY

The position is responsible to attend and manage corrective and preventive maintenance to ensure maximum uptime of the equipment/ machines; responsible for allocation of jobs to operators/ technician and supervise them for quality maintenance work. It is responsible for record keeping & log book entries.

POSITION ACCOUNTABILITIES

- Plan and perform preventive and corrective maintenance of equipment's / machines
- Routine checking of equipment's / machines for proper functioning
- Plan and manage spare part availability for immediate attention to any breakdown
- Allocating work to a team of operator/ technician
- Reduce and maintain the breakdown to facilitate 365 days a year operation to meet production targets
- Carry out routine scheduled maintenance work and responding to equipment faults
- Carryout quality inspections and review of previous day work
- Organise routine servicing schedules
- Responding immediately to machinery breakdowns
- Responsible for trouble shooting & diagnosing breakdown problems
- Monitoring and controlling maintenance costs
- Coordination with other departments
- Maintain Records and equipment manuals as per guidelines

LEVEL OF SKILLS, EDUCATION AND EXPERIENCE REQUIRED

Qualification: BE (Mechanical)

Experience: 3 to 5 years of experience in hydrocarbon sector

KEY COMPETENCIES

Behavioural	Functional
<ul style="list-style-type: none"> • Team Working • Customer Service • Interpersonal Skills • Time Management • Crisis Management Skills 	<ul style="list-style-type: none"> • Management of Electrical/ Mechanical/ Instrumentation Systems and Equipment Upkeep • Management of diesel fired power plant • Problem Diagnosing and Resolution Ability • Knowledge on Statutory Compliances • Orientation towards QHSE



Position Description

Position Title	Manager Maintenance Mechanical	No. of Post (s)	1	Job code	P23/05
-----------------------	---------------------------------------	------------------------	---	-----------------	--------

POSITION SUMMARY

The position is responsible to provide effective supervision & coordination for all the maintenance work in his section/ domain (Mechanical). It implements & monitors various maintenance activities in line with the cost, quality & time parameters through innovative maintenance techniques ensuring better reliability of the Machines/ equipment's to ensure smooth execution of operations / production.

POSITION ACCOUNTABILITIES

Maintenance

- Responsible to ensure uptime of equipment's/ machines for uninterrupted operations 365 days in a year
- Prepare maintenance action plan related to preventive/ corrective maintenance of the plant & machinery and enhance efficiency
- Carry out inspections of the facilities to identify and resolve issues
- Develop maintenance procedures and ensure implementation
- Plan and manage spare parts availability
- Reduce and maintain breakdown to lowest possible period to facilitate regular operation
- Ensure all machine hand-books are properly kept and easily accessible
- Manage relationships with contractors and service providers
- Maintain maintenance logs and reports on daily activities
- Ensure costs are within budgets
- Perform administrative activities such as scheduling workmen, coordinate other reporting as necessary by the operating facility

Development

- Drive the implementation of productivity improvement, cost & other business excellence control initiatives
- Co-ordinate and ensure ISO requirements
- Plan and carry out planned routine installation inspection

Quality

- Monitor compliance to quality systems in order to ensure adherence to set quality standards
- Review audit reports, analyze deviations, conduct root cause analysis and drive corrective plans

Safety

- Ensuring that the Company safety policy is effectively implemented and that corrective measures are taken in a timely manner



- Ensuring that adequate safety norms are followed by maintenance personnel
- Ensure compliance with all regulatory requirements
- Ensure proactive support to meet any emergency
- Safety audits of maintenance systems

People Management

- Ensure maintenance schedules are met through the development, motivation and effective utilization of employees
- KRA review of subordinates & providing supervision for competency enhancement
- Identify training needs of staff and co-ordinate with HR Department for implementing the same
- Manpower management and resolving the IR issues
- Provide timely information and updates to subordinates

LEVEL OF SKILLS, EDUCATION AND EXPERIENCE REQUIRED

Qualification: BE (Mechanical)

Experience: 7 to 10 years of experience in hydrocarbon sector preferably with 5 years' experience in LNG terminal or liquefaction plant

KEY COMPETENCIES

Behavioural	Functional
<ul style="list-style-type: none"> • Crisis Management Skills • Good People Management Skills • Time Management, Organizational and Multi-Tasking Skills • Target Driven • Leadership skills 	<ul style="list-style-type: none"> • Management of Electrical/ Mechanical/ Instrumentation Systems and Equipment Upkeep • Management of diesel fired power plant • Problem Diagnosing and Resolution Ability • Knowledge on Statutory Compliances • Inventory Management • Orientation towards QHSE



Position Description

Position Title	Shift Officer/ Engineer(Instrumentation)	No. of Post (s)	3	Job code	P23/06
-----------------------	---	------------------------	----------	-----------------	---------------

POSITION SUMMARY

The position is responsible to attend and manage corrective and preventive maintenance to ensure maximum uptime of the equipment/ machines; responsible for allocation of jobs to operators/ technician and supervise them for quality maintenance work. It is responsible for record keeping & log book entries.

POSITION ACCOUNTABILITIES

- Plan and perform preventive and corrective maintenance of equipment's / machines
- Routine checking of equipment's / machines for proper functioning
- Plan and manage spare part availability for immediate attention to any breakdown
- Allocating work to a team of operator/ technician
- Reduce and maintain the breakdown to facilitate 365 days a year operation to meet production targets
- Carry out routine scheduled maintenance work and responding to equipment faults
- Carryout quality inspections and review of previous day work
- Organise routine servicing schedules
- Responding immediately to machinery breakdowns
- Responsible for trouble shooting & diagnosing breakdown problems
- Monitoring and controlling maintenance costs
- Coordination with other departments
- Maintain Records and equipment manuals as per guidelines

LEVEL OF SKILLS, EDUCATION AND EXPERIENCE REQUIRED

Qualification: BE (Instrument)

Experience: 3 to 5 years of experience in hydrocarbon sector

KEY COMPETENCIES

Behavioural	Functional
<ul style="list-style-type: none"> • Team Working • Customer Service • Interpersonal Skills • Time Management • Crisis Management Skills 	<ul style="list-style-type: none"> • Management of Electrical/ Mechanical/ Instrumentation Systems and Equipment Upkeep • Management of diesel fired power plant • Problem Diagnosing and Resolution Ability • Knowledge on Statutory Compliances • Orientation towards QHSE



Position Description

Position Title	Shift Engineer Maintenance Civil	No. of Post (s)	1	Job code	P23/07
-----------------------	---	------------------------	----------	-----------------	---------------

POSITION SUMMARY

The position is responsible for planning & execution of civil related activities in the plant. The position is responsible to attend and manage construction activities, corrective and preventive maintenance to ensure maximum uptime; responsible for allocation of jobs to operators/ technician and supervise them for quality work. It is responsible for record keeping & log book entries.

POSITION ACCOUNTABILITIES

- Plan & monitor adherence to planned maintenance schedules
- Identify civil maintenance tasks & preparation of cost, budget, work orders etc at the terminal
- Oversee the civil and structural work and civil maintenance during operations
- Monitor the construction contracts including periodic reporting of progress, area of concerns, financials etc.
- Supervision and successful completion of all new construction/ maintenance work
- Ensure that the company health, Safety & Environment policy and procedures are observed
- Carry out quality inspections
- Responsible for trouble shooting & diagnosing & resolving problems
- Allocating work to a team of operators/ technicians
- Responsible for record keeping & log book entries.
- To identify the material requirements and manage inventory
- Liaison with government agencies and other regulatory authorities for conforming to statutory norms.
- To ensure that all necessary legislation is being complied
- Coordination with other departments

LEVEL OF SKILLS, EDUCATION AND EXPERIENCE REQUIRED

Qualification: BE (Civil)

Experience: 3 to 5 years of experience in hydrocarbon sector

KEY COMPETENCIES

Behavioural	Functional
<ul style="list-style-type: none"> • Team Working • Customer Service • Interpersonal Skills • Time Management • Crisis Management Skills 	<ul style="list-style-type: none"> • Knowledge of Civil Engineering & utility equipment's • Knowledge of legal Documentation • Problem Diagnosing and Resolution Ability • Knowledge on Statutory Compliances • Orientation towards QHSE



Position Description

Position Title	Shift Officer/Engineer Port Operations	No. of Post (s)	2	Job Code	P23/08
-----------------------	---	------------------------	---	-----------------	--------

POSITION SUMMARY

The position is responsible for managing the day to day operations of the port operations related to LNG terminal through optimum use of resources and continuously improving the process, productivity, cost, quality of terminal operations; and coordinate LNG ship movements at port.

POSITION ACCOUNTABILITIES

- Planning & execution of LNG berth related operations of the Terminal
- Supervise maintenance & upkeep of all marine control equipment's (mooring ropes, fenders, berth aid systems, gangway, mooring ropes etc)
- Coordinate/ communicate with port authorities/pilots/ tug crew/ mooring crew/ Jetty staff during vessel berthing/ unberthing and keep track of vessel movements
- Maintain presence on LNG jetty during ship unloading and monitor progress
- Supervise berthing and unberthing operations of LNG vessel
- Perform radio checklist when vessel arrives at the port and inform anchor position
- Board vessel as required prior berthing and/or prior commencement of cargo transfer for inspection and verification of physical condition of vessel review and confirm
- Ensure continuous compliance with ship shore checklists and agreements. Repetitive vessel rounds as stipulated within same.
- Conduct real time surveillance of water front area and channel to prevent accidents and subversive acts
- Ensure compliance with all regulatory requirements for operations
- Coordinate with port state authorities, immigration authorities, port management, Customs, SEZ authorities, CHA, ship agents etc.
- Ensure implementation of safety in yard and vessel operations
- Comply with all facility safety, environmental, and health requirements
- Maintain daily logs and reports as per guidelines
- Plan & execute for productivity/ quality improvement & cost reengineering initiatives
- Review of risk assessments and safe and standard operating procedures for various works
- Management of contracted staff and outsourced services

LEVEL OF SKILLS, EDUCATION AND EXPERIENCE REQUIRED

Qualification: DGS certificate for 1st Mate/ 2nd Mate FG ships or MEO Class II / Class IV or Master/1st Mate Home Trade ships or 1st class degree in Nautical Science

Experience: 3 to 5 years of experience in Terminal operations/Port Operations / Shipping Industry preferably in hydrocarbon sector

KEY COMPETENCIES

Behavioural	Functional
<ul style="list-style-type: none"> • Target Driven • Team Working • Good People Management Skills • Time Management, Organizational and Multi-Tasking Skills • Crisis Management Skills 	<ul style="list-style-type: none"> • Port Operations Management • Equipment Operation Management • Technical Knowledge (Product & Process) • Orientation towards QHSE • Knowledge about Quality Systems • Knowledge on Statutory Compliances



Position Description

Position Title	Manager – HSE	No. of Post (s)	1	Job Code	P23/09
----------------	---------------	-----------------	---	----------	--------

POSITION SUMMARY

The position is responsible for the development, review, implementation and monitoring of the Terminal's HSE management systems and procedures. The position holder must ensure that the systems and procedures are followed and the HSE system implementation is in place in line with HSE standards and regulations.

POSITION ACCOUNTABILITIES

HSE Policies and Procedures

- Develop / Review, and implement HSE policies, procedures and guidance, in keeping with best practices and applications
- Promote good HSE practices for all activities in the Terminal.
- Devise, develop and monitor effective Risk Assessment management strategies and make recommendations on the implementation of these strategies
- Monitor, evaluate and review existing, new and upcoming health and safety rules and ensure that the Terminal has systems and procedures in place to meet legal compliance
- Ensure that rigorous risk assessment and accident management systems are in place
- Ensure ERDMP is updated/modified regularly, imp[air training to all personnel and the same is submitted to statutes.
- Ensure that the Waste Management system is in place and regularly updated as per the Pollution Control Board Central and State
- Undertake risk assessment processes to identify hazards and to ensure that appropriate control measures are in place.
- Design and deliver training sessions & comprehensive and relevant information to employees on key areas of Terminal activity in relation to health, safety and environment systems and procedures
- Ensure that appropriate records are maintained in compliance with legal requirements

Monitoring Performance

- Propose, implement and monitor measures necessary to comply with HSE rules
- Carry out or arrange workplace safety audits and ensure that any remedial recommendations are implemented
- Ensure that statutory requirements are being upheld throughout the Terminal
- Coordinate and carry out various audits as per the requirement



Health and Safety

- Investigate or arrange for all accidents and near-misses be investigated, prepare report of findings, including recommendations to prevent recurrence and implement approved course of action as per the approved procedure.
- Manage and maintain the QMS.
- Maintain accident/ deviation statistics, analyse trends and take remedial action where necessary
- Liaise with other agencies and relevant authorities and provide assistance and cooperation concerning audits and remedial actions
- Develop procedures to ensure that contractors, suppliers and other irregular visitors comply with relevant Terminal health and safety policies
- Undertake regular Terminal safety inspections in conjunction with concerned authorities

Environmental Management

- Be the catalyst for activity and commitment to environmental management
- Identify opportunities for continuous environmental improvement and implement programmes to ensure legal compliance and reduce risk of non-compliance
- Promote and coordinate the integration of environmental management and sustainability issues into policies, rules, products, services and operations
- Represent the Company with local and national health, safety and environment bodies
- Manage and control the plant's recycling and waste management procedures
- Provide technical support to the Maintenance Department on projects and on building modifications that have environmental impacts and aspects

LEVEL OF SKILLS, EDUCATION AND EXPERIENCE REQUIRED

Qualification: BE with Diploma in Industrial Safety/M.Sc with Diploma in Industrial Safety

Experience: 7 to 10 years of experience with minimum 5 years of experience in health, safety and environment in LNG industry for candidates having BE background and 10 to 13 years of experience with minimum 5 years of experience in health, safety and environment in LNG industry for candidates having M.Sc background

KEY COMPETENCIES

Behavioural	Functional
<ul style="list-style-type: none"> • People Management Skills • Liaisoning Skill • Listening Skills • Crisis Management Skills • Problem Solving Skills 	<ul style="list-style-type: none"> • Knowledge of HSE Standards • Terminal safety Hazard Identification techniques • HSE Risk assessment • Orientation towards QHSE • Knowledge on Statutory Compliances • Knowledge about ISO and OSHAS and IMS Audits



Position Description

Position Title	Officer - Security	No. of Post (s)	2	Job Code	P23/10
-----------------------	--------------------	------------------------	---	-----------------	--------

POSITION SUMMARY

The position is responsible for providing security for employees and property within the Terminal by patrolling and monitoring premises and personnel. The position is responsible to manage a team of guards

POSITION ACCOUNTABILITIES

- Provide secure work environment by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment, and access points; permitting entry.
- Allocate & Ensure that the manned contract security guards deliver to the defined standards and efficiency
- Implement security policies, protocols and procedures
- Prevents losses and damage by reporting irregularities, informing violators of policy and procedures
- Maintain and record observations, information, occurrences, and surveillance activities
- Ensure compliance to legal requirements
- Contribute in achieving the departmental objectives
- Assist in crisis / risk management and contingency planning
- Periodic patrol of interior and exterior areas of the Terminal
- Observe and report and record suspicious activities and persons
- Write detailed narrative reports and maintain daily activity reports (DARs)
- Enforce rules, regulations, policies, procedures, and respond to emergency situations requiring security assistance

LEVEL OF SKILLS, EDUCATION AND EXPERIENCE REQUIRED

Qualification: Post Graduate

Experience: 3 to 5 years of experience in with minimum 2 years of security experience

KEY COMPETENCIES

Behavioural	Functional
<ul style="list-style-type: none"> • People Management Skills • Crisis Management Skills • Problem Solving Skills • Surveillance Skills 	<ul style="list-style-type: none"> • Knowledge of Safety & Security Standards • Knowledge on Statutory Compliances • Safety Management • Orientation towards QHSE • Conflict Management Techniques



Position Description

Position Title	Shift Engineer (Electrical)	No. of Post (s)	1	Job Code	P23/11
-----------------------	--	------------------------	----------	-----------------	---------------

POSITION SUMMARY

The position is responsible to attend and manage corrective and preventive maintenance to ensure maximum uptime of the equipment/ machines; responsible for allocation of jobs to operators/ technician and supervise them for quality maintenance work. It is responsible for record keeping & log book entries.

POSITION ACCOUNTABILITIES

- Plan and perform preventive and corrective maintenance of equipment's / machines
- Routine checking of equipment's / machines for proper functioning
- Plan and manage spare part availability for immediate attention to any breakdown
- Allocating work to a team of operator/ technician
- Reduce and maintain the breakdown to facilitate 365 days a year operation to meet production targets
- Carry out routine scheduled maintenance work and responding to equipment faults
- Carry out quality inspections and review of previous day work
- Organise routine servicing schedules
- Responding immediately to machinery breakdowns
- Responsible for trouble shooting & diagnosing breakdown problems
- Monitoring and controlling maintenance costs
- Coordination with other departments
- Maintain Records and equipment manuals as per guidelines

LEVEL OF SKILLS, EDUCATION AND EXPERIENCE REQUIRED

Qualification: BE (Electrical) from a reputed institute

Experience: 3 to 5 years of relevant experience in hydrocarbon sector

KEY COMPETENCIES

Behavioural	Functional
<ul style="list-style-type: none"> • Team Working • Customer Service • Interpersonal Skills • Time Management • Crisis Management Skills 	<ul style="list-style-type: none"> • Management of Electrical Systems and Equipment Upkeep • Management of Gas Turbine Operations • Problem Diagnosing and Resolution Ability • Knowledge on Statutory Compliances • Orientation towards QHSE



Position Description

Position Title	Officer- Commercial	No. of Post (s)	1	Job Code	P23/12
-----------------------	----------------------------	------------------------	----------	-----------------	---------------

POSITION SUMMARY

The position is responsible for planning, leading and executing various initiatives of Commercial Department activities.

POSITION ACCOUNTABILITIES

- Contract management, implementation of contracts and day to day co-ordination with other stakeholders.
- Set standard operating procedure for commercial activities and ensuring implementation thereof.
- Numerical workings in excel, MIS preparation, financial modelling skills, invoicing related mechanism.
- Plan and implement strategies for minimizing risk and maximizing value for the organization, along with other department / team members.
- Liaison with government agencies and other regulatory authorities for conforming to statutory norms.
- Coordination with other departments.

LEVEL OF SKILLS, EDUCATION AND EXPERIENCE REQUIRED

Qualification: BE + MBA

Experience: 3 to 5 years of experience in hydrocarbon sector

KEY COMPETENCIES

Behavioural	Functional
<ul style="list-style-type: none"> • Team Working • Customer Service • Interpersonal Skills • Time Management • Crisis Management Skills 	<ul style="list-style-type: none"> • Exposure of gas purchase and transportation contract • Knowledge of legal Documentation • Problem Diagnosing and Resolution Ability • Knowledge on Statutory Compliances • Knowledge of the regulatory framework for NG/LNG distribution.

Position Description

Position Title	General Shift Officer/Engineer - Materials (Warehouse)	No. of Post (s)	1	Job Code	P23/13
-----------------------	---	------------------------	---	-----------------	---------------

POSITION SUMMARY

The position is responsible for receipt, arrangement of inspection and issue of material, spares etc. to the concerned department through systematic monitoring of material in stores, control of inventories and need based requirement planning within stipulated norms/parameters of cost, quality and stores management systems.

POSITION ACCOUNTABILITIES

Purchase

- Procure materials including spares, components, consumables etc. and ensure timely availability and quality as per the defined parameters/ specifications.
- Interact & follow-up with suppliers for on-time delivery of materials as per schedule
- Monitor proper accounting of materials received & inventory levels within stipulated norms.
- Maintain cordial relationship with all vendors.
- Liaise with Finance/ Accounts Department to ensure accurate and timely payment of supplier invoices
- Ensure that all the records related to orders placed, receipt & issue details are maintained properly

Warehouse

- Coordinate the activities of receipt, storage and issue of materials in the warehouse for uninterrupted terminal operation
- To maintain Inventory as per plans and requisitions
- Monitor inventory levels and ensure that materials/ components are properly stocked and maintained
- Ensure data analysis and implementation of stores and inventory management system
- Maintain effective coordination with indenting departments
- Generate management information reports

LEVEL OF SKILLS, EDUCATION AND EXPERIENCE REQUIRED

Qualification: BE (Electrical / Mechanical) from a reputed institute with Post Graduate Diploma in Material Management

Experience: 3 to 5 years of relevant experience preferably in the hydrocarbon sector

KEY COMPETENCIES

Behavioural	Functional
<ul style="list-style-type: none"> • Team Working • Decision Making • Customer Service • Interpersonal Skills 	<ul style="list-style-type: none"> • Managing Budgets and Resources • Inventory Management • Technical Knowledge of Item being Procured • Orientation towards QHSE • Knowledge of related materials used in hydrocarbon industry