

Date - 19th February 2023										Job Descriptions	
S.No	Function	Department	Position (Skill Name)	Years of Experience	Location	Education	Job Responsibility	Knowledge and Skill Required			
1	IT	IT – Business Analytics	Big Data Hadoop & Cloud Data Engineer	2 Years & above	Delhi	MCA/ B.Tech (CS)	<ol style="list-style-type: none"> 1. Technical Development – Development and maintenance of various Big Data application on Organization's requirements. 2. Resolution of day-to-day system issues (Bugs/ Process Gaps/ Data Discrepancy/ Integration issues with other modules and non-sap applications). 3. HADOOP Best Practices – To ensure high technical standards and following the HADOOP best practices always while developing or maintaining the application and focus on providing the best of user experience. 4. Learning & Development– To explore advance functionalities in BA domain and keeping abreast with the new technologies. Also participate in Seminars/Workshops/Training for skill enhancement. 5. Documentation – To maintain the Technical Specification documents for the new developments and changes carried out in the system. 6. To perform any other work allocated by Top Management based on Organization requirements. 7. Plan, architect, migrate, monitor, and manage cloud data platform. 8. Create and manage data pipelines for ETL in Azure Cloud 9. Troubleshoot data pipelines. 10. Improve ETL performance in data ingestion process. 11. Implement automated ETL solution. 12. Create documentation for data lineage including High Level Design (HLD), Low Level Design (LLD) & Data Flow Diagram (DFD) 	<ol style="list-style-type: none"> 1. Should have in-depth knowledge of Hadoop eco-system and Data ware house concepts. 2. Should have Knowledge of SQL, SQOOP, Flume, NIFI, Oozie, Python, Spark, Py-Spark, Kafka, HBase, Hive, Impala, Hadoop Eco-System, AZURE Data Factory, AZURE Storage, Blob Storage. 3. Capable for data cleansing using Pig 4. Capable data transformation using Hive QL 5. Capable to create workflow design/monitoring using Oozie 6. Handson of storage technologies like HIVE, HDFS 7. Exposure on performance improvement task using Impala 8. Should have in-depth knowledge of ETL process 9. Should have experience in developing data pipelines by connecting different types external databases. 10. Must have experience in analyzing the data flow defined in data pipelines to automate, optimize ETL performance. 11. Must have experience in troubleshooting data pipelines. 12. Must have experience in implementing data engineering best practice and development techniques. 13. Fundamental idea of data visualization tools like OBIEE/Power BI. 			
2	IT	IT – Business Analytics	Data Scientist	2 Years & above	Delhi	MCA/ B.Tech (CS)	<ol style="list-style-type: none"> 1. Technical Development – Development and maintenance of various data science models/projects for Organization's requirements. 2. Resolution of day to day system issues (Bugs/ Process Gaps/ Data Discrepancy/ integration issues with other modules and non-sap applications). 3. Data Science Best Practices – To ensure high technical standards and following the data science development best practices always while developing or maintaining the application and focus on providing the best of user experience. 4. Learning & Development– To explore advance functionalities in analytics domain and keeping abreast with the new technologies. Also participate in Seminars/Workshops/Training for skill enhancement. 5. Documentation – To maintain the Technical Specification documents for the new developments and changes carried out in the system. 6. To perform any other work allocated by Top Management based on Organization requirements. 	<ol style="list-style-type: none"> 1. Hands on working experience for Data Science with necessary skillset as follows: <ul style="list-style-type: none"> > Big Data basics o HIVE/HDFS o Impala o SPARK, OBIEE > Data Science o Tools like R, Python, and SPSS etc. o Data transformation o Statistics. o Linear Algebra. o Programming (R,Python). o Machine Learning. o Data Mining. o Data Visualization using OBIEE, Power BI. 2. Knowledge of Code level comments, User Manual Preparation, Knowledge to work on PPT / Excel and Word in particular, Departmental CR's 			
3	IT	IT SAP & AMI	Team Member-SAP & AMI -ABAP Senior Developer	6 Years & above	Delhi	MCA/ B.Tech (CS)	<ol style="list-style-type: none"> 1. Technical Development – Development of new Reports, Smart Form, BDC, RFC, LSMW, User Exit, Customer Exit & Screen Exit,Workflows,ODATA Services,FIORI Application to meet user requirement. 2. ABAP Best Practices – To ensure high technical standards and following the ABAP best practices always while developing or maintaining the application and focus on providing the best of user experience. 3. Learning & Development– To explore advance functionalities in SAP and keeping abreast with the new technologies. Also participate in Seminars/Workshops/Training for skill enhancement. 4. Documentation – To maintain the Technical Specification documents for the new developments and changes carried out in the system. 5. Pears Development– To provide support in the development of SAP Technical experts in different SAP Technologies like ABAP/Web Dynpro/Workflow/FIORI 6. To perform any other work allocated by Top Management based on Organization requirements. 7. Resolution of day to day system issues (Bugs/ Process Gaps/ Data Discrepancy/ integration issues with other modules and non-sap applications). 	<ol style="list-style-type: none"> 1. Conceptual Knowledge of SAP MM, PM, PS, HCM, Sales and Distribution (S & D) Master Data, SAP ISU Modules (CS, UM, Billing, FICA), Working knowledge of LSMW. Knowledge of Utility business processes would be a plus. Should be comfortable to work with Functional and Technical Consultants in creating specifications, designing, developing, testing, production support and business enhancements of varying sizes (Certification Preferred) 2. Having ABAP Certification, also extensive hands on experience of Technical skills of L1 & L2, Functional and Domain Knowledge, Experience to Lead teams of at least 3 technical consultantsHaving sound knowledge of SAP ISU as well as SAP R/3 Technical Objects 4. Having sound knowledge of SAP Workflow/ Web Dynpro/Adobe Form/CRM Technical/ODATA/ FIORI 5. Knowledge of Code level comments, Basic Help files, User Manual Preparation, Knowledge to work on PPT / Excel and Word in particular, Departmental CR's 6. Sound knowledge of Reports, Enhancement Framework, Workflow, Smart Forms, Object Oriented Concepts, Module Pool, BDC, Technical Specification Document Writing 7. Knowledge about CRM technical competency deals with management of the CRM programming in the backend. 8. Preparation of user manuals and other documents as per IMS process. 9. Post go-live support and maintenance as per defined SLA. 10. Self-driven to identify and try best practices, new technologies and effective solutions and be able to implement them following documentation, with least external intervention 11. JMODS Functional Expertise 2. Knowledge on HES -MDM Integrations (SOAP/REST) 3. Knowledge on CIS -MDM Integrations (SOAP/REST) 4. SQL 5. Linux OS basic Commands 			
4	IT	IT SAP & AMI	Team Member-SAP & AMI - Meter Data Management System	3 Years & above	Delhi	MCA/ B.Tech (CS)	Maintain Meter Data Management System	<ol style="list-style-type: none"> 1. JMODS Functional Expertise 2. Knowledge on HES -MDM Integrations (SOAP/REST) 3. Knowledge on CIS -MDM Integrations (SOAP/REST) 4. SQL 5. Linux OS basic Commands 			
5	IT	IT SAP & AMI	Team Member-SAP & AMI - SAP FIORI	3 Years & above	Delhi	MCA/ B.Tech (CS)	SAP FIORI/UI5 App Development	SAP Fiori/UI5/odata/Basic ABAP			
6	IT	IT SAP & AMI	Team Member-SAP & AMI - Web Application Development	3 Years & above	Delhi	MCA/ B.Tech (CS)	Web Application Development in SAP like PPOS/BG Manager/Reimbursement Module	SAP WebDynpro/ABAP			
7	IT	IT - User Service	Team Member - IT Service Desk	2 Years & above	Delhi	MCA/ B.Tech (CS)	<ol style="list-style-type: none"> 1. Registration of IT users' request / complaint in IT service desk tool 2. Prioritization, categorization and forwarding of requests to concerned team / field support engineers, BA for resolution 3. Monitoring, tracking, follow up for requests resolution. 4. Quality check of resolution provided for each request and update the status in IT service desk tool. 5. Obtain users' feedback, analyse it and take action 6. Generate MIS, reports and SOP documents for IT Service Desk operation 7. Participate in organizational initiatives like TQM, CHML, safety, business excellence, employee engagement, CSR and other organization wide initiatives. 	<ol style="list-style-type: none"> 1. Knowledge of IT asset like Desktop, Laptop, IPAD, Tablet, Printer, IP Phones, CCTV, UPS, Network, video conferencing equipment etc. 2. Knowledge of software like Windows, email, SAP and other in-house and bought software being used by users. 3. Ability to understand IT users' problem w.r.t Hardware and software and troubleshoot it 4. Understand the functionality of IT Service Desk tool. 5. Oral and written Communication skill to interface with users and record their requests. 6. Problem solving skills. 7. Customer orientation. 8. Knowledge of IT IMS and ISMS processes. 			
8	Customer Exp., Comm., Gov	CONSUMER CARE	Customer Care Supervisor	2 Years & above	Delhi	Graduation in BA / BBA / B.Com	<ol style="list-style-type: none"> 1. To ensure Customer Delight & capturing of Voice of Customer - Ensuring the district Customer Delight Index scores. - Contributing in VOC through capturing feedback in tab and registering process gaps in ANUBHAV Portal 2. To ensure Complaint Management: proper registration of consumer complaints (including DAK cases) & requests along with uploading of complete documents in the system. Ensuring NIL escalation at Top Management/ CCAAG/External Forums/CGRF based on analysis and through effective resolution to complaints 3. To ensure enhanced Customer Experience at CCC : <ul style="list-style-type: none"> a. To capture the complete Consumer Footfall by entering the same in General Query / Follow Up / Notification in system (0% error) b. To ensure improvement in CCC Scorecard parameters and achieve targeted score and Participation in monthly quiz & achieving desired WDI 4. To ensure Customer Engagement Initiatives. 5. Initiating and Participation in Customer Outreach Program Like Green Zones, Synergy or any Other Process related Awareness program. 7. To ensure Digitalisation by enhancing Digital Services Usage among consumers: 8. Effective handling of Queue Management system (in mins) 9. To ensure outbound calling (feedbacks, Recovery, smart meter calling, Home automation calling, POD calling etc.) 10. To ensure Customer Database Update 11. To increase Sale of Bundled Services/ Energy management solutions 12. To prepare MIS of work and department related and maintain required files for same. 13. To perform any other work allocated by Top Management based on Organizational requirements. 14. To ensure adherence to Information Security Policy of the Company. 	<ol style="list-style-type: none"> 1. Intermediate/Graduate. 2. Must be proficient in using various IT tools i.e. Windows Operating System, Microsoft Office applications (Microsoft Word, Excel, and PowerPoint), SAP and other in house developed applications. 3. Must possess and exhibit strong interpersonal, speaking, and writing skills. 4. Must possess strong verbal and nonverbal communication skills. 5. Must be able to deal complex situations independently. 6. Knowledge of departmental work procedures and practices, DERC norms, PA Guidelines and electricity rules and notification generation. 7. Preparation, analysis and feedback on departmental MIS. 			
9	Customer Exp., Comm., Gov	Customer Welcome Group (CWG)	Team Member-NOC	2 Years & above	Delhi	Graduation in BA / BBA / B.Com	<ol style="list-style-type: none"> 1. To analyze the new connection cases for dues verification as and when allocated by TL NOC. (30%) 2. To provide feedback to TL NOC on the available resources for correct identification of dues and seek updates from TL NOC for timely data updation. (30%) 3. To conduct Brainstorming sessions with TL NOC for continual improvement of dues checking process (40%) 4. To perform any other work allocated by Top Management based on Organizational requirements. 5. To ensure adherence to Information Security Policy of the Company. 	<ol style="list-style-type: none"> 1. To ensure adherence to Information Security Policy of the Company. 			
10	Customer Exp., Comm., Gov	RCM & CWG	Team Member - (PB & Modification)	2 Years & above	Delhi	Graduation in BA / BBA / B.Com	<ol style="list-style-type: none"> 1. To generate accurate final bill in all type of meter removal notifications of allocated district, with in given timelines. 2. To process and resolve billing related queries / complaints correctly and initiate JEs for bill revision for allocated district with in stipulated timelines. 3. Analysis & preparation of reassessment cases for taking approval from competent authority 4. To expedite the PA cases of other district in case of non availability of other official 5. To interact/coordinate with front team and other departments for resolution of customer complaints/queries 6. To generate Daily Management MIS and track cases on daily basis to ensure that all notifications are processed within timelines 7. To analyze the pending final bill notifications for reason and follow up with concerned desk for resolution of pending notification to generate the final bill 8. To escalate the anomalies observed during routine activities 9. To initiate Generic Approval Notes for high value JEs 10. Quality check of JEs & allocated final bills and sharing observations with the T.Ls. 11. Analysis of consumer complaints to find out the root cause and report to T.Ls for taking preventive action 12. Analysis of data under Data governance desk, providing suggestion for process improvements 13. Listening the calls made by consumer at call center and sharing the OFIs. 14. To provide inputs/resolution to all departments for billing related matters 15. Soft calling to customers for recovery and participation in recovery drives on monthly and quarterly basis 16. To prepare the data for monthly reviews 17. To participate in skill based training for better performance 18. To foster the culture of welcoming innovations, total quality management, safety, ethics & to create generation next leaders to take higher roles & responsibilities. 19. To perform any other work allocated by Top Management based on Organizational requirements 20. To ensure adherence to Information Security Policy of the Company 	<ol style="list-style-type: none"> 1. Graduate or equivalent and above. 2. Ability to propose solution in billing and other related processes based on the changes in tariff orders or commercial guidelines, government notification. 3. Should have basic knowledge of meter, Reading Parameters, TOD (Time of Day) readings. 4. Knowledge of Electricity Act/ Electricity rules/ Supply code and able to identify clauses of Act/Rules applicable to different procedures. 5. Ability to expertly communicate within group and other departments as well as customers 6. Basic Knowledge of Connection, Metering, Reading, Billing, Collection and Recovery processes. 7. Basic understanding of: <ul style="list-style-type: none"> o RC Tools o MS Word, MS Excel and MS Power Point o Flow of information in SAP at various levels o Codes used for the department & Extraction of data 			
11	F&A - Finance & Accounts	RCM & CWG	Team Member - HCB Recovery	2 Years & above	Delhi	B.Com	<ol style="list-style-type: none"> 1. To ensure sending Disconnection Notices to consumer so as to recover arrear at an early stage. 2. To ensure timely generation and execution of Disconnection Order so as to take timely action against the defaulters and hence live arrear reduction. 3. To ensure sending timely, pre and post SMS to defaulters for live arrear reduction. 4. To ensure timely allocation of calling cases to district, ICC & CCG to achieve live arrear reduction. 5. To ensure live arrear analysis for rectification any bug in system so that timely recovery action may be initiated against such defaulters. 6. To ensure timely circulation of MIS to support management in necessary decision making. 7. To make innovative initiatives and process improvement for further reduction of live arrears. 8. To perform any other work allocated by Top Management based on Organization requirements. 	<ol style="list-style-type: none"> 1. In depth understanding & knowledge of all the processes of revenue recovery. 2. Must possess and exhibit strong interpersonal & excellent communication skills. 3. Must possess good analytical skills. 			
12	F&A - Finance & Accounts	F&A Operations and Circle F&A	Team Member- Accounts Payable	2 Years & above	Delhi	B.Com	<ol style="list-style-type: none"> 1. To check of all invoices with respect to PORC terms, applicable supporting documentation along with approval of the same 2. To process of invoice as per PORC terms & meeting all statutory compliances 3. To make payment to vendor as per contractual term by ensuring that all compliances with respect to agreement are complied with. 4. To clearing of control accounts viz-SRIR, GRIR to ensure Zero balance at periodical interval 5. Reconciliation of Bank Accounts on monthly basis 6. To closing of books on monthly, quarterly & annual basis within the given time frame & to ensure that all compliances related to Companies Act, Accounting Standard etc. are complied with. 7. To make advance payment to vendor as per contractual terms & adjustment of the same at the time of invoice booking including follow-up with users for open advances. 8. To hold payment under retention / Security / EMO as per contractual term & releasing of the same as per timelines defined in Contracts/Tender. 9. To accept Bank guarantee from vendor as per contractual term, their safe keep & releasing after confirmation from contract & user. 10. Month end booking of provision in financial & timely clearance of Provisions. 11. Scrutiny & reconciliation of Business Associate accounts 12. Responding to the queries raised by users / vendor pertaining to accounts payable 13. Preparation of expense schedule, variance analysis & provide supporting document / Information for Audit (statutory & Internal) closing 14. The incumbent is responsible for participating in various company wide employee engagement initiative 	<ol style="list-style-type: none"> 1. Bachelor's degree in Accounting, Finance or related discipline 2. Ability to use Microsoft productivity software such as Excel, Word, Power point etc. 3. Familiarity with accounting software such as SAP 4. Must have strong interpersonal relationship skills 5. Effective corporate communication skills (speaking and writing) 			
13	F&A - Finance & Accounts	CF, Acc, RM & Taxation	Team Member - RM RAMG	2 Years & above	Delhi	B.Com	<ol style="list-style-type: none"> 1. To perform periodic review of commercial activities/processes such as Meter Reading, Billing & Collection, New Connection, Attribute Change Etc. Also to perform root cause analysis for the deviation/exceptions observed, then taking up the issue with the concerned groups for getting the needful corrective and preventive action taken. 2. To follow up with concerned user group for the observations shared by RAG. 3. Periodic review of cases where consumer is not billed for long. 4. To periodic review consumers never paid since energization. 5. To check the cases proposed for bad debt write-off on sample basis on various parameters viz. notifications/meters etc., to filter out ineligible cases. 6. Preparation and circulation of reports for monitoring demand, collection, billing efficiency, consumer profile etc. 7. To perform any other work allocated by reporting chain, Top Management based on organizational requirement. 	<ol style="list-style-type: none"> 1. Qualified Graduate / Post Graduate having experience of 3 year in TPDCL Commercial. 2. Knowledge of basic financial and accounting concepts and terminology, knowledge of Financial tracking and reporting requirements. Knowledge and understanding of purpose of basic MIS & financial reports 3. Knowledge of various platforms available in TPDCL from where data can be extracted viz. DEBS, SAMBANDH, SAP-ISU, SAP-HANA, BO, CRM, GIS etc. 4. Knowledge of Connection, Metering, Reading, Billing, Collection and Recovery and enforcement processes. 5. Knowledge of Electricity Act/ Electricity rules/ Supply code & DERC norms. 6. Ability to work on MS Word, MS Excel and MS Power Point. Ability to utilize computer skills to prepare correspondence, reports, forms, mailings, etc. 7. Knowledge of available tools and techniques to suitably analyze data available to provide concrete outcome. Analyzing root cause or drawing comparative patterns to assess available data. Extracting additional relevant information 			
14	F&A - Finance & Accounts	F&A Operations and Circle F&A	Team Member-Project Material Accounting	2 Years & above	Delhi	B.Com	<ol style="list-style-type: none"> 1. Virtual Stock booking and monitoring to ensure no stock booking is pending for more than 180 days 2. Removal of EICL check in SAP after thorough verification to ensure that various compliances have been done and no cost booking is pending. 3. Liquidation / movement of CWP (Capital Work in progress) as per the timelines provided by the management 4. Undertaking the capitalisation activity timely & accurately. 5. Preparation of various MIS and reports i.e. virtual stock pending report. 6. To make the payment of ROW/Road restoration charges and EI fees after due verification. 7. To perform any other work allocated by Top Management based on Organization requirements 	<ol style="list-style-type: none"> 1. Basic knowledge of accounting 2. Must be commerce graduate/CA/Cost Accountant/MBA 3. Must be proficient in using Windows Operating System as well as Microsoft Office applications (Microsoft Word, Excel, and PowerPoint), SAP etc. 4. Must demonstrate reasonably good interpersonal, speaking, and writing skills. 5. Must be able to effectively communicate information and ideas both orally and in writing. 6. Knowledge of departmental work procedures and practices and basic knowledge of DERC norms. 			
15	F&A - Finance & Accounts	CF, Acc, RM & Taxation	Team Member - Taxation	2 Years & above	Delhi	Chartered Accountants	<ol style="list-style-type: none"> 1. To ensure Tax compliances with laws and regulations within timeframe like preparation and filing of Tax Audit report, Transfer Pricing report, Income Tax Return and other forms (10CCB etc.). 2. To provide all desired information related to Tax to Statutory Auditor for successful completion of Quarterly and Annual Audit. 3. To coordinate with various departments w.r.t tax details for analysis purposes and manage tax compliance process. 4. To handle all direct tax litigation which involves proactive control over litigation, interaction and liaisoning with consultants/auditors, providing necessary data etc. 5. Filing of appeals for disputed issues and to assist the Counsel in presenting the case before legal forums like CIT (A), ITAT etc. for any ongoing dispute. 6. Responsible for getting the old pending rectification application cleared and do all the necessary requisite. 7. Responsible for Tax planning/tax optimization and identify & mitigate tax risks whenever required. 8. To provide opinions on various tax related matters and concerns of other departments. 9. To improve processes by developing or implementing best practices. 10. To participate in companywide excellence initiatives. 	<ol style="list-style-type: none"> 1. Should be a CA having 4-5 years of post-qualification experience 2. Knowledge about Tax laws and Rules. 3. Excellent knowledge of tax accounting, tax compliance and all types of tax returns. 4. Knowledge of SAP (ERP) and MS Office at advanced level. 5. Good at meeting deadlines and solving problems. 6. Analytical skills with detailed orientation. 			
16	F&A - Finance & Accounts	CF, Acc, RM & Taxation	Team Member - Corp. Accou	2 Years & above	Delhi	Chartered Accountants	<ol style="list-style-type: none"> 1. Preparation of month/quarter/year-end financial statements within designated timelines. 2. Preparation of audit schedules such as consumer contribution for capital works, deferred tax, prepaid expense /prepaid insurance etc. in timelines. 3. Preparation of separate financials for Tata Power-DL Generation segment & NDPL Infra Ltd. along with relevant schedules. 4. To ensure accuracy of audit schedules submitted by various departments before submission to auditors. 5. To perform any other work allocated by Top Management based on organizational requirements 6. To co-ordinate with relevant departments for collection of information and collate information for disclosure in financial statements as per the requirements of Indian accounting standards and other applicable laws. 7. To perform analysis and facilitate execution of requirements for implementation of new accounting standards and other relevant laws. 8. To prepare financial information as per the requirements of various internal/external stakeholders. 9. Collation of O&M Budget data and hold meeting with all functions to understand their budget requirement. Timely preparation of Annual Business Plan (ABP) along with long term projection. 10. Assistance/resolution to auditor for their observations in quarterly/annually audit. And preparation and finalization of workbooks for CABO compliance. 	<ol style="list-style-type: none"> 1. Basic knowledge of accounting 2. Must be commerce graduate/CA/Cost Accountant/MBA 3. Must be proficient in using Windows Operating System as well as Microsoft Office applications (Microsoft Word, Excel, and PowerPoint), SAP etc. 4. Must demonstrate reasonably good interpersonal, speaking, and writing skills. 5. Must be able to effectively communicate information and ideas both orally and in writing. 6. Knowledge of departmental work procedures and practices and basic knowledge of DERC norms. 			