



Position: Billing Officer (Grades II&III)

Minimum Qualification	Post Qualification Experience	Max. Age (Years)	Job Description/ Key Result Areas
<ul style="list-style-type: none"> M. Com 	1 to 3 years (Minimum)	35	<ul style="list-style-type: none"> To arrange processing of Flow Proving Reports from regions and booking of pilferage charges as finalized by Detection & Evaluation Committee. To arrange resolution of non-billing cases. To ensure timely billing of all categories of consumers. To ensure that all defect reports prepared and forward to concerned department. To attend consumers' complaints and resolve their problems. To check/ report any violation of contract/ misuse, and report to concerned department and maintain the record of FPRs of all categories of consumers. To resolve all complaints received in the office.

Essential Skill Requirements:

- Sound knowledge of Microsoft Office applications, e.g. Excel, Word, Power Point etc.
- Excellent Written and Communication Skills
- Ability to write effective Letters and Reports
- Knowhow of Utility Billing procedures
- Knowledge of OGRA regulations