



ऑयल इंडिया लिमिटेड

(भारत सरकार का उद्यम)

Oil India Limited

(A Government of India Enterprise)
Duliajan – 786 602, Assam

OIL INDIA LIMITED, a Navratna Public Sector Undertaking is the pioneer and second-largest national upstream Oil and Gas Company with a pan Indian presence and growing global footprint. OIL is all set to conquer newer horizons of all-round growth and excellence. It is engaged in Exploration, Production and Transportation of Crude Oil, Natural Gas and Manufacture of LPG with its field Headquarters at Duliajan, Dist. – Dibrugarh, Assam.

2.0 Oil India Limited intends to hire the following Civil Engineer on contract basis for its onland operations in Duliajan, Assam purely for temporary requirement. The contract would be initially for a period of six months, extendable by another three six months term upto a maximum of 02 years, depending upon requirement and the performance of the individual. The details are given below:

Post	Projected Requirements *	Reservation	Educational Qualification **	Post Qualification Experience as on 11.12.2015**	Remuneration (per month)
Civil Engineer on Contract basis	04	UR-2 SC-1 OBC-1	Graduate in Civil Engineering of minimum 04 years duration from a recognized university**	Minimum 03 years experience in various contractual procedures like Inviting Tenders, Preparation of Tender documents, Scrutinizing Offers/Bids received against tenders, Awarding contracts etc. in any Govt./Public/Private sector organization of repute with specific reference to Corporate Units.	Consolidated contract fee of Rs. 45,000/- plus Rs. 3,500/- as accommodation allowance and Rs. 1,500/- as medical allowance

(*) The projected requirements may change.

(**) The education qualification and Post qualification experience mentioned above are the Minimum requirements and the candidates having additional qualification over and above the minimum as above, may also apply.

3.0 Candidates meeting the above criteria may appear with original mark sheets, certificates (including experience certificates, caste certificate and photocopies of the same and 2 passport size photographs for a walk-in interview for engagement on contract basis as per the details given below:

Post	Date of Walk-in Interview	Reporting time	Venue
Civil Engineer on Contract basis	11.12.2015	8.30 AM To 10.00 AM	Centre of Excellence for Energy Studies INTEGRA, RUKMINIGAON GS Road, Guwahati, Assam, 781022

4.0 Leave:

The selected candidates shall be entitled for 15 days paid leave every six months which can be availed to a maximum of 5 days at a time.

5.0 Experience requirement, job profile & responsibilities of Civil Engineer on Contract basis:

5.1 Skill and Post Qualification Experience:

- Minimum 03 years experience in various contractual procedures like Inviting Tenders, Preparation of Tender documents, Scrutinizing Offers/Bids received against tenders, Awarding contracts etc. in any Govt./Public/Private sector organization of repute with specific reference to Corporate Units.

Contd. Pg 2/-

- Candidate should have Computer skills. Candidates having knowledge of SAP and E-Tendering will be preferred.
- Candidates should be acquainted with Legal aspects of contracts.

5.2 Job Profile:

- Execute and support the contracts activities related to ongoing and upcoming Projects of Oil India Limited at right quality at right time and right place from right source for the creation, operation and maintenance of safe, environmentally complaint Upstream process facilities and pipelines; by following and complying with prescribed contract policies of company.
- Award of services: initiating, tendering, executing, monitoring, controlling and reporting on all contract activities.
- Follow up to ensure timely delivery/execution.
- Maintain contracting records.
- Monitor contracting management plan.
- Ensure compliance with approved contracting policy and vendor list.
- Interface with the User Departments, IT, ERP, HSE, Finance and other Corporate Groups concerning all projects and operations execution issues to ensure consistency and compatibility.
- To assure and support Quality Assurance, Quality Control and Surveillance on services to contract specifications.
- Support other business function(s) as required to accomplish team goals and objectives.

6.0 General Conditions:

- No TA/ DA will be paid to the candidates for appearing in the interview.
- The engagement will not confer any right on the candidate for regularization in OIL.
- The candidates should be of sound health and have to provide a fitness certificate from a Govt. Registered medical practitioner at the time of joining in the prescribed format.
- The candidate should have command over English. Knowledge of local language will be given preference.
- Any dispute with regard to the recruitment against this advertisement will be under the jurisdiction of Dibrugarh district court only.

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