



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 ERP Officers on contract basis for its on-land operations in Assam purely for temporary requirement. The contract would be for a minimum period of six months, extendable by three six months tenure up to a maximum period of two years depending upon requirement and the performance of the individual. The details are given below:

Post	Projected Requirements *	Educational Qualification	Post Qualification Experience	Remuneration
ERP Officer on Contract	03	Graduate Degree in any branch of Engineering	Minimum 02 (two) years of Domain experience on Contract & Purchase activities including inventory management	A consolidated contract fee of ₹ 45,000/- plus ₹ 3500/- as accommodation allowance and ₹ 1,500/- as medical allowance will be paid per month.

* The projected requirements may change.

3.0 Remuneration:

A consolidated contract fee of ₹ 45,000/- plus ₹ 3,500/- as accommodation allowance and ₹ 1,500/- as medical allowance will be paid per month.

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 Date of walk-in interview

Post	Date	Reporting time	Venue
ERP Officer on Contract	18/05/2015	8:30 AM to 10:00 AM	Centre of Excellence for Energy Studies INTEGRA, Opposite PIBCO, Rukminigaon GS Road, Guwahati, Assam 781022

6.0 Experience requirement, job profile & responsibilities of ERP Officer on Contract:

6.1 Minimum Experience:

- Minimum 02 (two) years of Domain experience on Contract & Purchase activities including inventory management

6.1 Preferred Experience:

- Working experience in SAP environment and knowledge of SAP-MM and SAP-SRM Module and experience of handling and using new procurement tools like e-tendering and reverse auction in any Govt./Public/Private sector organization of repute.

Contd./-

6.2 Job Profile:

- Providing active support related to the e-tender portal.
- Understanding the oil's e-tender process and portal.
- Attending to telephone queries and e-mail Communication.
- Understanding the nature of the issues experienced by the bidder and attending the same as per the procedure.
- Attending to the Supplier Enlistments portal registration.
- Vendor and Material Master Data Management.
- Other allied jobs assigned as part of support services.

7.0 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.
- Any dispute with regard to the recruitment against this advertisement will be under the jurisdiction of Dibrugarh district court only.