



ऑयल इंडिया लिमिटेड

(भारत सरकार का उद्यम)

Oil India Limited

(A Government of India Enterprise)

Duliajan – 786 602, Assam

Oil India Limited is a Navratna Company under the Ministry of Petroleum and Natural Gas, Government of India, engaged in business of exploration, production and transportation of crude oil and natural gas and production of LPG. With glorious legacy of hydrocarbon exploration spanning over six decades and with the core purpose of “the fastest growing energy company with global presence providing value to stakeholders”, OIL has carved a niche as a leading Indian national oil and gas company in the upstream sector. OIL has pan India presence and growing global footprint.

2.0 Oil India Limited intends to hire the following Electrical Safety Officer on contract basis for its operations in Kakinada purely for temporary requirement. The contract would be for a minimum period of six months, extendable by three six months tenure upto a maximum period of two years depending upon requirement and the performance of the individual. The details are given below:

Post Code	Post	Projected Requirements	Educational Qualification	Post Qualification Experience as on 11.01.2019	Contract Remuneration
CONT/ ELEC/ KGB/ 2018-14	Electrical Safety Officer on Contract	01	Graduate in Electrical Engineering of minimum 4 years duration from a recognized University (approved by AICTE/ UGC).	Minimum 02 years of working experience with a registered firm associated with construction residential and commercial buildings and industrial installations like workshop, substations etc. Electrical load calculation, preparation of specification, estimation, single line and wiring diagrams, supervision jobs. Candidate should have knowledge on National Building Code, National Electrical Code and Central Electricity Authority Regulations.	Rs. 45,000/- will be paid per month.

3.0 Candidates meeting the above criteria may appear with the duly filled up enclosed ‘Bio-Data’ form as per the following schedule:

Date	Reporting time	Venue
11.01.2019	9.00 am to 10.00 am	Training & Placement Office, Swarnotsav Bhavan, Jawaharlal Nehru Technological University(JNTUK), Kakinada (JNTUK)-533003, A.P.

3.1 The candidates should also bring the following documents:

- Original mark-sheets, pass certificates, caste certificate (if applicable) & experience certificates.
- A set of self-attested photocopies of original mark sheets, pass certificates, caste certificate (if applicable), experience certificate.
- 2 passport size recent photographs
- Filled-in Bio Data form

4.0 Leave: Paid leave entitlement of 10 (ten) days for every 6 (six) months.

5.0 Skills, job profile & responsibilities of Electrical Safety Officer on contract:

5.1 Skills:

- Testing and calibrating electrical equipment like motor, alternator etc.
- Conversant with MS-Office software like Word and excel
- Should have Electrical supervisor license covering mine installation as per CEA regulation.

5.2 Job Profile & Responsibilities:

- Inspect the installation of mines and observe operations to ensure conformance to equipment specifications and provide technical assistance to field personnel in the areas of high voltage distribution equipment and high voltage motors/ generators.
- Coordinating with State Electricity Board at the time of Rig Mobilization & ILM for shifting of electrical poles, transformers, etc.
- Carry out audits (Pre-spud audit, Electrical Installation audit, pre Rig Up/ Down audit) as per check list and other statutory audits as per guidelines of DGMS/ OISD/ other statutory bodies.
- Preparation of electrical layout drawing based on National Building Code, National Electrical Code and Central Electrical Authority Regulations for residential and commercial buildings and industrial installations like workshop, substation etc.
- Electrical load calculation and preparation of single and wiring diagrams.
- Preparation of detail specification of items along with quantity.
- Estimation based on CPWD and OIL's standard practice.
- Site supervision of projects.
- Estimation and calibration of panels, motors, alternators.
- Measurement of record and billing purpose.

6.0 General Conditions:

- No TA/ DA will be paid to the candidates for appearing in the interview.
- Travel & accommodation during all official tours outside the place of posting will be provided/ arranged by OIL and an incidental of Rs. 250/- per day will be paid for the actual number of days worked for OIL outside the place of posting.
- Local conveyance @ Rs. 6,000/- per month will be paid.
- Mobile & Landline telephone reimbursements for due discharge of official responsibilities subject to a maximum of Rs. 1750/- per month or actual whichever is lower, will be paid.
- The contract 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.
- Any dispute with regard to the contract engagement against this advertisement will be under the jurisdiction of Dibrugarh district court only.



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Post Name- Electrical Safety Officer on contract Code – CONT/ ELEC /KGB/2018-14

1. Full name (In block Letters):

2. Father's name :

3. Address

(A) Address for communication

(B) Permanent address

C/o

Village/City/Town:

Street/Road/House No.:

District:

Police Station:

Nearest Railway Station:

State:

Pin:

4. Gender (Tick the option) Male Female

5. Martial Status: _____

5. Contact details: Mobile: _____

Email : (In block letters) _____

6. Date of Birth: _____

7. Nationality: _____

8. Category: (✓ the option) General SC ST OBC (Non creamy Layer) OBC (Creamy Layer)

9. Whether physically challenged (Tick the option) Yes No

If yes, indicate type of disability & percentage:

10. Details of Serious illness/
operation undergone (If any):

11. Educational & Professional Details (Attach documentary proof)

Name of Examination Passed	Name of School/ College/Institute	Name of University/ Board	Subjects/ Major Subject	% age of Marks obtained	Class/ Division	Duration of Course	Year of Passing

12. Experience Details (Attach documentary proof)

Name & address of the organization	Post held	Period		Key Responsibilities held	Gross Salary drawn
		From	To		

Extra curricular activities/Hobbies:

Any Other information /relevant details you would like to furnish:

I hereby certify that the particulars furnished as above are true, correct and complete in all respects. I agree and accept without reservation that at any time, if any of the particulars is found to be untrue, incorrect and/ or incomplete, action as deemed fit shall be initiated against me.

Signature of Applicant

Date:

Place: