

HRAQ/CONT-EX-B/21-11

Engagement of Retired Experienced Personnel from Oil Sector PSUs/Government Organisations on contract basis as consultant (Land & Co-ordination) at KG Basin, Kakinada

1.0 Oil India Limited, a Navratna Public Sector Undertaking is the pioneer and second largest national upstream Oil and Gas Company with a pan India presence and growing global footprint. OIL is 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 production of LPG with its Field Headquarters (FHQ) at Duliajan, Dibrugarh, Assam. OIL has operations in Assam, Arunachal Pradesh, Andhra Pradesh, Odisha, Rajasthan, Mizoram and offices in Kolkata, Guwahati, Noida. OIL also has crude oil transportation pipelines from Assam to Barauni in Bihar. In overseas OIL has presence in USA, Russia, Libya, Nigeria, Gabon, Venezuela, Israel, Bangladesh and Mozambique.

Oil India Limited intends to engage 01 (One) Consultant (Land & Co-ordination) who has retired from Oil Sector PSUs in Executive Grade / retired Government Officer of minimum Tahsildar Level for the KG Basin Project at Kakinada.

2.0 Job Responsibilities:

- (a) To attend land related matters including acquisition of land (both freehold and lease land), restoration of lease land, crop compensation etc.
- (b) To liaise with all landowners towards preparation of agreements on renewal of land lease and negotiation with land owners from time to time.
- (c) To liaise with District Administration and pursue the CSR activities, preparation of estimates, obtain utilization certificates etc.
- (d) To attend all public issues and solve miscellaneous problems for uninterrupted operations.
- (e) Liaising with other department(s) of Government of Andhra Pradesh for any other matters.
- (f) To prepare the drafts for approval of the competent authority for payment of land lease/rent, crop compensation etc, and proposals for sanctioning of funds under CSR.
- (g) To maintain all land related and CSR documents in a systematic manner.
- (h) To meet the public representatives as well as District Officers along with officers of OIL for solving environmental issues at OIL's locations.
- (i) Any other assignment that may be required to be undertaken from time to time.

3.0 Eligibility:

- a) The incumbent should have either retired from Oil Sector PSUs in an Executive Grade or should be a retired Government Officer of minimum Tahsildar Level.
- b) The age of the incumbent should not be more than **67** years as on the last date of application i.e., **24/10/2021**.
- c) The candidate should not have any disciplinary cases/criminal cases during his/her service career.
- d) The candidate should be conversant in Telugu language.

- 4.0 Period of Contract:** Minimum period of six months, extendable by three six months tenures up to a maximum period of two years. The contract tenure will be extendable depending upon requirement of the company and the performance of the individual.
- 5.0 Place of Posting:** KG Basin Project, Kakinada. However, the consultant will have to visit areas in various fields/projects for operational requirements from time to time.
- 6.0 Honorarium and Facilities:**
- (a) Contract Remuneration of ₹ 40,000/- per month.
 - (b) Local conveyance @ ₹ 6,000/- per month.
 - (c) Mobile & Landline Telephone Reimbursement for due discharge of official responsibilities subject to a maximum of ₹ 1750/- per month or actual whichever is lower.
 - (d) Travel/Boarding and Lodging during all official tours outside the place of posting will be as per entitlement of Grade A executive of OIL.
 - (e) All taxes as applicable will have to be borne by the individual.
 - (f) Incidentals of ₹ 250 per day for the actual number of days worked for OIL outside the place of posting.
 - (g) Incumbent has to arrange for accommodation at own cost at the place of posting.
 - (h) Paid leave entitlement of 10 (Ten) days for 06 (Six) months.
 - (i) Normal company holidays of OIL will be applicable.
- 7.0 Selection Procedure:** Selection will be based on Personal Interaction by a Selection Committee.
- 8.0** Please note that no TA/DA will be paid for appearing in the Selection process. Further, no reimbursement shall be provided for joining.
- 9.0** Interested and eligible persons may send their duly filled in application (in the prescribed format given on page 3 and 4) along with supporting document(s)/certificate(s)/testimonial(s) to the email id **con_app@oilindia.in** on or before **24/10/2021**. The supporting document(s)/certificate(s)/testimonial(s) are to be self-attested and sent to **con_app@oilindia.in** in pdf files.
- 10.0** The candidates shortlisted for the Personal Interaction will be informed through e-mail about the date and time of interaction. As such candidates are advised to mention a valid email ID and mobile number.
- 11.0** The interaction for the shortlisted candidates will be either through online mode or through a Walk-in process. If the Personal Interaction is online, then the date and time of interaction via Google Meet/Zoom Call/Webex/Microsoft Teams etc will be intimated to the eligible shortlisted candidates on their email id and if the Personal Interaction is a Walk-in-Process, then the eligible candidate(s) will be informed about the venue and date of the Personal Interaction on their email id accordingly.
- 12.0** Online Applications received through email after the last date i.e., **24/10/2021** will be rejected.



Please affix your
recent passport
size photograph

**APPLICATION FOR ENGAGEMENT OF CONSULTANT (LAND & CO-
ORDINATION) for KG BASIN, KAKINADA**

1.	Name of the Applicant				
2.	Father's Name				
3.	Date of Birth				
4.	Gender				
5.	Address for Communication				
6.	Permanent Address (if different from address for communication)				
7.	Telephone / Mobile No.				
8.	E-mail ID (in block letters)				
9.	Educational Qualification Details				
Sl. No.	Degree	College/ Institution	Year of Passing	Specialization/Discipline	Class/Division
a.	Graduation				
b.	Post-Graduation				
c.	Others (if any)				
d.	Any other academic details				
e.	Member of Professional Bodies				

10. Work Experience Details						
Sl. No.	Name of the Organization	Position Held	Grade of the Position Last Held	Period of Service		Nature of Duties
				From	To	
a.						
b.						
c.						
d.						
e.	Write-up on relevant experience (maximum 300 words)					

Declaration

I hereby certify that the particulars furnished above are true, correct and complete in all respects. In case of information provided by me being found incorrect or false, my engagement may be cancelled at any time without informing me.

Date:

Place:

Signature of Applicant

Please enclose copy of the following documents along with the application:

1. Proof of Date of Birth.
2. Marksheets and Pass Certificates of Educational Qualification.
3. Documentary proof for Work Experience.