



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 engage following persons on contract basis for its on-land operations in Assam, purely for temporary requirement for six months, extendable by three six months tenure upto a maximum period of two years. The details are given below:

Post	Code	Projected Requirements *	Reservation	Educational Qualification	Post Qualification Work Experience as on 31.05.2017	Consolidated Contract honorarium
Graduate Engineers on Contract for ERP	CONT/ FHQ / ERP /2017-06	03	UR-02 SC-01	Graduate Degree in any branch of Engineering	Minimum 02 (two) years of Domain experience on Contract & Purchase activities including inventory management	Rs. 50,000/- per month

* The projected requirements may change.

3.0 **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.

4.0 **Date of walk-in interview:**

Candidates meeting the above criteria may appear with original marksheets, certificates (including experience certificates & caste certificate) and photocopies of the same and 2 passport size recent photographs along with the filled up Bio Data form for a walk-in- interview for engagement on contract basis as per the details given below:

Date	Reporting time	Venue
31.05.2017	8.30 AM to 9.30 AM	Pipeline Headquarters P.O: Udayan Vihar, Guwahati, Assam -781171

5.0 **Experience requirement and job profile of Graduate Engineers on contract for ERP:**

5.1 **Skill requirement and Post Qualification Work Experience:**

- Minimum 02 (two) years of Domain experience on Contract & Purchase activities including inventory management.
- Working in SAP Environment and knowledge of SAP-MM and SA-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.

5.2 **Job Profile:**

- Providing active support related to e-tender portal.
- Understanding the OIL's e-tender process and portal.
- Communicating with vendors and departments through telephone and email.
- Attending the issues experienced by bidders.
- Attending to the Supplier Enlistment Portal Registration.
- Vendor and Material Master Data Management.
- Other allied jobs assigned as part of support services.

6.0 **General Conditions:**

- No TA/ DA will be paid to the candidates for appearing in the interview.
- 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.

13. Experience Details (Attach documentary proof)

Name & address of the organization	Post held	Period		Key Responsibilities held	Gross Salary drawn (Rs. Per Month last drawn)	Documentary Evidence Attached (Yes/No)
		From (Give date/Year)	To (Give date/Year)			

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: