



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 the following personnel on contract basis for its on-land operations in Assam purely for temporary requirement. The contract would be for a period of six months, extendable by another six months tenure depending upon requirement. The details are given below:

| Post Code | Post | Projected Requirement * | Educational Qualification | Post Qualification Experience as on date of walk in Interview** | Contract Remuneration per month (Rs.) |
|------------------------------|--------------------------|-------------------------|---|---|---------------------------------------|
| CONT/ PROJ/ ME/2019-09 | Mechanical Engineer | 03 | Graduate degree in Mechanical Engineering of minimum 4 years duration from a recognized University and approved by AICTE/ UGC. | Minimum 03 years post qualification working experience in projects in any Govt./ Public/ Private sector organization of repute with preference to be given for experience in Oil & Gas Industry and having experience in project inspection/expediting. | 45,000/- |
| CONT/ PROJ/ IE/2019-10 | Instrumentation Engineer | 01 | Graduate degree in Instrumentation Engineering of minimum 4 years duration from a recognized University and approved by AICTE/ UGC. | | 45,000/- |

* Projected requirements may change.

*** Experience requirement detailed in para 6.0

**** Reservation will be as per Govt. of India guidelines

3.0 **Age Limit:**

Upper age limit as on the date of walk in interview for the above posts is 65 years.

4.0 **Leave:**

The selected candidate(s) shall be entitled for 10 days casual leave during six months engagement.

5.0 **Date and Venue of Walk-In Interview:**

Candidates meeting the above criteria should appear for walk-in interview with the duly filled up enclosed 'Bio-Data' form (given as attachment) as per the following schedule:

| Post | Date | Reporting time | Venue |
|--------------------------------------|------------|-------------------------|--|
| Mechanical Engineer on contract | 02.12.2019 | 08.30 am to 09.30 am | Conference Room, Narangi Club, Pipeline Headquarters, Oil India Limited, P.O.- Udayan Vihar, Narangi, Guwahati, Assam |
| Instrumentation Engineer on contract | 03.12.2019 | | |

5.1 The candidates must bring the following documents at the time of walk-in interview failing which he/ she will not be allowed to appear in interview:

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

6.0 Experience Requirement, Job Profile & Responsibilities:

I. Mechanical Engineer on contract

- Project expediting at vendor premises and to co-ordinate inspection & delivery.
- To execute and support all mechanical engineering based project activities related to Projects conforming to safety standards and function as mechanical engineer for projects of oil & gas installations right from conceptualization stage up to execution & commissioning stage.
- Ensure compliance with approved drawings and review of work breakdown structure, bar chart schedule, S-Curve, manpower histograms and resource allocation
- Assure and support Quality Assurance, Quality Control of site works in Projects.
- Ensure compliance to all Safety standards at project site and monitor procurement/supply of mechanical equipment's/components of projects by EPC.
- Ensure compliance to contract specification of all Mechanical Equipment's/Components related to respective Projects.
- Follow up with EPMC/PMC on project activities as required.
- Examine/analyze/approve mechanical based diagrams prepared by LSTK/EPMC Contractor.
- Calculate mechanical items/equipment's requirement at site for smooth construction works at site.
- Oversee installation of mechanical components at project site as per contract specifications.
- Ensure compliance of execution of all mechanical jobs at site as per contract terms & conditions for projects.
- Close and constant monitoring of mechanical activities carried out by LSTK/EPC contractor at site.
- Regular site supervision of projects. Ensure proper execution of jobs by EPC/LSTK contractor.
- Monitor the work progress at all structures with respect to deployment of manpower as per project requirement/schedule
- Ensure Availability of Site construction drawings – follow-up with EPMC & EPC, ensure Material availability for round the clock work by EPC/contractor, ensure Quality checks of ongoing works, ensure Safety of works at site, ensure Storage of procured items by EPC at site & ensure that Site review meetings are held & follow up action is taken
- Planning of works at site to achieve construction targets/ progress as per micro-schedule
- Assistance in Project commissioning & closure activities and assistance as required on checking/verifying site work measurements/IMIR

II. Instrumentation Engineer on contract:

- Project expediting at vendor premises and to co-ordinate inspection & delivery
- Ensure Project execution related to instrumentation and control works executed in EPC/ EPMC/ LSTK modes, reading & understanding P&ID's, PFD, System Configuration drawings, wiring diagrams, loop drawings, cable layout & instrument installation, hookup drawings, etc. related to an engineered project.
- Review of project documents based on latest codes and standards related to process control instruments, ISA, IEC standards, OMR, OISD, etc.
- To execute and support installation & commissioning activities related to instrument and control aspects of the Projects to ensure timely completion of planned jobs as per the

approved documents without time and cost overrun. The same should be ensured by following and complying with the prescribed contract and procurement procedures and policies of the company.

- Review the Project contractual, Technical, Product Specification and Standard Requirements.
- Project Management activities for successful execution and control as planned.
- Estimation and planning of manpower and materials with EPC for entire project.
- Project scheduling and progress reporting.
- Review of work breakdown structure, bar chart schedule, S-Curve, manpower histograms and resource allocation.
- Coordination with vendors and subcontractors for technical and other issues for meeting the delivery/completion schedule.
- Review of Project Weekly/Monthly Progress Report.
- Attending the Project Progress Review Meetings.
- Project Progress monitoring & reporting.
- Coordination with contractor/ project Manager/ Engineers for commercial and technical issues.
- Preparation of Project summary, Risk Register and updating on regular basis.
- Management of resources as per the project schedule and milestones.
- Ensure compliance of execution of all instrumentation jobs at site as per contract terms & conditions.
- Close and constant monitoring of instrumentation activities carried out by LSTK/EPC contractor at site.
- Ensure conformation to instrumentation safety standards of Oil & Gas installations as per DGMS, OISD,
- Regular site supervision of projects. Ensure proper execution of jobs by EPC/LSTK contractor.
- Monitor the work progress at all structures with respect to deployment of manpower as per project requirement
- Ensure Availability of Site construction drawings – follow-up with EPMC & EPC, ensure Material availability for round the clock work by EPC, ensure Quality checks of ongoing works, ensure Storage of procured items by EPC at site & ensure that Site review meetings are held & follow up action is taken
- Planning of works at site to achieve construction targets/ progress as per micro-schedule
- Assistance in Project commissioning & closure activities & assistance as required on checking/verifying site work measurements/IMIR

7.0 General Conditions:

- Candidates will be required to join immediately if selected.
 - No Travelling Allowance/ Daily Allowance 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 has to provide a fitness certificate from a Govt. registered medical practitioner at the time of joining in the prescribed format.
 - The candidate will have to submit a character and antecedents verification certificate from concerned authorities at the time of joining
 - 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.
 - Travel/ boarding 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.
 - Any dispute with regard to the engagement against this advertisement will be under the jurisdiction of Dibrugarh district court only.
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Experience Details (Attach documentary proof)

| Name & address of the organization | Post held | Period | | Key Responsibilities held | Gross Salary drawn |
|------------------------------------|-----------|--------|----|---------------------------|--------------------|
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Extra curricular activities/Hobbies:

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

I, hereby, declare that all information provided in this application form are true, complete and correct to the best of my knowledge and belief and I have attached self-attested relevant supporting documents along with the application. I understand that in the event of any information being found false at any stage or not satisfying the eligibility criteria according to the requirements of the post, my candidature for the said contractual engagement is liable to be summarily rejected/ cancelled / terminated and action as deemed fit shall be initiated against me.

Date: _____

Place: _____

Signature of Applicant