



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 HSE 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 upto 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	Reservation	Remuneration
HSE Officer on Contract (Safety)	02	Graduate Degree in any discipline of Engineering of minimum 04 years duration	Minimum 01 year of working experience in Petroleum Industry for Graduate Engineers (as on 30.11.2015)	UR-03 SC-01 OBC-01	A consolidated contract fee of Rs. 40,000/- plus Rs. 4,000/- as accommodation allowance and Rs. 1,500/- as medical allowance will be paid per month.
		Diploma in any discipline of Engineering of minimum 03 years duration	Minimum 03 years of working experience in Petroleum Industry for Diploma Holders (as on 30.11.2015)		
HSE Officer on Contract (Environment)	03	M.Sc. in Environment Science of minimum 02 years duration or Graduate Degree in Environmental Engineering of minimum 04 years duration.	Minimum 01 year of working experience in Petroleum Industry (as on 01.12.2015)		

\* Projected requirements may change

\*\* Preference will be given to the candidates having degree or diploma in Industrial Safety Engineering/ Fire & Safety Engineering from recognized/ approved institutes and to the candidates having additional qualification either diploma or post graduate diploma course on safety from recognized Regional Labour Institutes (RLI).

3.0 Candidates meeting the above criteria may appear with original mark sheets, certificates (including experience certificate) and self attested photocopies of the same and 2 passport size photographs for a walk-in interview for engagement on contract basis as per the details given below:

Post	Date	Reporting time	Venue
HSE Officer on Contract (Safety)	30.11.2015	8.30 am to 10.00 am	Centre of Excellence for Energy Studies INTEGRA, Rukminigaon GS Road, Guwahati, Assam 781022
HSE Officer on Contract (Environment)	01.12.2015		

Contd....2/-

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 Experience requirement, job profile & responsibilities:

5.1 Skill and Post Qualification Experience:

- Should have practical field experience and knowledge of various operations of drilling and workover activities, production oil and gas activities and other related operations.
- Should have sound knowledge of Mines Act, 1952, Environment Protection Act 1986 and the rules and regulations framed there under, various OISD and CPCB guidelines issued by various government and internal agencies.
- Should have Knowledge in applying risk-based safety management principles.
- Should be aware of latest developments in improving HSE standards in OIL's various installations.
- Should have good communication and presentation skills.
- Should have good managerial/negotiation and influencing skills and dealing with public.
- Should have working knowledge in computer.
- Should be ready for extensive field visits and interaction with concerned people.
- To abide by the instructions, advices, suggestions and recommendations made by OIL-authorities and External Statutory / Regulatory bodies with respect to HSE aspect and perform duties accordingly.
- To draft letters to external/Internal Authorities/ agencies, to arrange meetings and draft Minutes of meeting, interact & correspond in English with external & internal authorities verbally and in writing.

5.2 Job Profile:

- i. Function as a member of the Internal Safety Organization (ISO-S&E department) responsible for:
  - Formulation of Health, Safety and Environment Policy at the Corporate level
  - Effective monitoring of the state of implementation of the policy directives on safety;
  - Periodic inspection of mines for assessing status of safety;
  - Enquiry into all accidents and dangerous occurrences;
  - Actively associated in obtaining permissions, relaxations and exemptions under the statute.
- ii. Attend Safety & Environment Audit as a part of multidisciplinary team.
- iii. Attend to public pollution complaints resolve the same in liaison with other departments, District Administration, Assam Agricultural University etc. Arrange payment of compensation, if needed.
- iv. Attend Sitting Committee's visit for site clearance of new project jobs.
- v. Preparation and updation of Safety manual, S.O.P., Disaster Management Plan (Onsite, Mutual Aid, Corporate, etc.)

- vi. To attend Safety meetings of departments, Mines and monitor follow up actions required for improvement of Safety standards.
- vii. Impart in-house trainings on HSE issues including statutory training requirement like MVT, Gas testing & work permits for OIL company personnel as well as for contractor to build HSE competence.
- viii. Liaise with MSOs, DSOs on Internal & External Safety Audit recommendations and implementation Status.
- ix. Liaise with departments for replying to the inspection observations, ISO & ISRS and other related job.
- x. Take active part for observance of North East Oil & Coal Mines Safety, World Environment Day celebration, HSE Workshop, Seminars and Conference.
- xi. Compile data with regard to various statutory returns to DGMS, APCB, CPCB, OISD, etc and also for Mines Safety Award, OISD Safety Award, etc.
- xii. Work for matters related to obtaining Environmental clearance, compliance, monitoring, timely submission of Cess, consent fees, matters related to NOC etc.
- xiii. To carry out administrative and planning jobs of the department
- xiv. Play a key role in maintaining stock of PPE items by being actively involved in drawing the specifications and scrutinize the various quotations timely as per the standards and guidelines submitted against the tenders.
- xv. Organize regular safety education programs and safety campaigns to promote safety awareness amongst persons employed in the mine.
- xvi. Any other jobs assigned by seniors in the department.

6.0 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 having command over local language as well as English will be given preference.
- Any dispute with regard to the recruitment against this advertisement will be under the jurisdiction of Dibrugarh district court only.