



HRAQ/CONT-EX-B/22-43 dated 10/09/2022

Engagement of Retired Experienced Personnel as Consultant-Project on contract for Projects Department, OIL

1.0 Oil India Limited (OIL), 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. The company's In-Country operations are spread over the areas in the states of Assam, Arunachal Pradesh, Mizoram, Tripura, Nagaland, Odisha, Andhra Pradesh and Rajasthan and offshore areas in Andaman, Kerala-Konkan and KG shallow waters. OIL operates a 1157 Km long crude oil pipeline from Digboi, Assam to Barauni in Bihar and a 660 Kms long product pipeline from Numaligarh Refinery to Siliguri. Besides having a Pan-India presence, OIL has Participating Interest (PI) in blocks in eight countries overseas viz Russia, USA, Venezuela, Mozambique, Nigeria, Gabon, Bangladesh & Libya. OIL has also ventured into the City Gas Distribution (CGD) projects and has diversified into the Renewable & Alternate Energy sector in the Wind and Solar domains with a total installed capacity of 188.10 MW. OIL has acquired majority stake in Numaligarh Refinery Limited (NRL) Assam, resulting in OIL becoming the promoter and the holding company of NRL.

Oil India Limited intends to engage 01 (One) Retired Experienced Personnel from OIL or any other PSU under MoP&NG on contract basis as Consultant-Project for Projects Department, Duliajan, Assam.

2.0 Job Responsibilities:

- (a) Preparation of daily working schedule and monitoring achievement against planned and working out mitigation strategy for any deficiencies.
- (b) Set priorities and ensure execution of works as per priority.
- (c) Overall supervision of site civil and mechanical construction activities
- (d) Liaison and coordination with individual package vendors and other agencies for completion of erection/ installation of the packages and other associated activities.
- (e) Supervision of integration and hooking up of individual packages.
- (f) To ensure technical conformance/ compliance of jobs executed by various agencies.
- (g) Measurement of works carried out by various agencies.
- (h) Plan for pre-commissioning/commissioning activities of individual packages/equipment.

3.0 Eligibility:

- a) Must have retired from minimum Grade D level or equivalent post from OIL or any other PSU under MoP&NG.
- b) Must have minimum 15 years of experience in activities of project nature or facilities modification / augmentation activities in OCS, GCS, EPS, QPS, Tank Farm or similar installation.
- c) The age of the applicant should be not more than **65** years as on the last date of receipt of application i.e.; **10/10/2022**.

4.0 Period of Contract: Contract will be for a period of 06 (Six) months, extendable by another 06 (six) months, upto a maximum period of 01 (One) year only. The aforesaid extension will depend on requirement of the Company.

5.0 Place of Posting: Primary job location of the consultant will be in Duliajan, Assam, however he/she would be required to travel to any location of OIL in India depending on job requirement from time to time.

6.0 Honorarium and Facilities:

- Honorarium of ₹ **55,000/-** per month.
- Local conveyance @ ₹ **6,000/-** per month.
- Mobile and landline telephone reimbursement for due discharge of official responsibilities subject to a maximum of ₹ **1750/-** per month or actual, whichever is lower.
- 20 days paid leave for a period of 12 months i.e., 10 days for a period of 06 months.
- Normal Company holidays of OIL will be applicable.
- Travel/Boarding and Lodging during all official tours outside the place of posting will be as per entitlement pertaining to Grade D at OIL.
- Incidentals ₹ **250/-** per day for the actual number of days worked for OIL outside the place of posting.
- All taxes as applicable will be borne by the individual.
- Incumbent will work in line with regular executives of the company.

*Accommodation will have to be arranged by the selected candidate.

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 **10/10/2022**. The supporting document(s)/certificate(s)/testimonial(s) are to be self-attested and sent to **con_app@oilindia.in** in pdf files. Application of candidates without supporting document(s)/certificate(s)/testimonial(s) will be rejected.

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., **10/10/2022** will be rejected.



Please affix your
recent passport size
photograph

**APPLICATION FOR ENGAGEMENT OF CONSULTANT-PROJECT ON
CONTRACT BASIS FOR PROJECTS DEPARTMENT, DULIAJAN,
ASSAM**

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.