

HRAQ/CONT-EX-B/21-497

ENGAGEMENT OF RETIRED EXPERIENCED PERSONNEL FROM PSU/GOVERNMENT ORGANISATIONS ON CONTRACT BASIS AS CONSULTANT-CIVIL ENGINEERING AT FRONTIER BASIN, DULIAJAN, ASSAM

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 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. Oil India Limited intends to engage 03 (three) experienced Civil Engineers who have retired from any PSU/Government Organisation for engagement on contract basis in Frontier Basin Project of Oil India Limited as per the terms & conditions mentioned below.

2.0 Job Responsibilities:

- (a) Carrying out preliminary reconnaissance survey to check the Civil Engineering suitability of the site.
- (b) Detailed topographical survey of the project site, preparation of land map and demarcation of the acquired site.
- (c) Preparation of detailed planning, design and estimate (DPR) of the work.
- (d) Formulation of technical specifications and special terms and conditions of formulation of contract for various related services.
- (e) Set out layout of site as per OIL's approved drawings.
- (f) Liaising with various related agencies for smooth execution of the project.
- (g) Supervision of the works, compliance with design specifications.
- (h) Clear understanding of survey maps and other related Civil Engineering Drawings.
- (i) Create work schedules and adjust as needed to meet project deadlines.
- (j) Monitor project progress, report regularly on project status, and ensure completion of works as per work schedule.
- (k) Assign responsibilities and mentor project team.
- (l) Cooperate and communicate effectively with all the members and participants of the project to provide assistance and technical support.
- (m) Review engineering deliverables and initiate appropriate corrective actions.
- (n) Maintain compliance with safety and regulatory standards.
- (o) Study & research to minimize environmental impact and ensure any kind of pollution at the project site.

NB: The above list is only indicative and not exhaustive.

3.0 Eligibility:

- (a) The incumbent should have passed B.E. or B. Tech in Civil engineering of minimum 04 years duration from a recognized institute and approved by AICTE /UGC.
- (b) The incumbent should have minimum 25 years working experience as a Civil Engineer in any PSU/Government organization of repute.
- (c) The age of the incumbent should not be more than 65 years as on **10/06/2021**.

- (d) Working knowledge of design and visualization software such as AutoCAD.
- (e) Advanced MS Office skills.
- (f) Excellent supervision skills on Civil Engineering works ensuring that works are done as per approved drawings, designs and specifications.
- (g) Familiarity with rules, regulations, best practices and performance standards.
- (h) Ability to work with multiple discipline projects.
- (i) Project management and supervision skills.
- (j) Decision-making ability and leadership skills.
- (k) Time management and organization skills.
- (l) Preference would be given to those who headed Civil Engineering projects related to exploration of hydrocarbons at remote localities and hilly terrains of North East region of India.
- (m) The applicant must be willing to be posted/oversee work in the states of Arunachal Pradesh, Assam, Mizoram, Nagaland, Tripura and the hill districts of Dima Hasao and Karbi Anglong.

4.0 Period of Contract: 01 (One) year

5.0 Place of Posting: Frontier Basin, Duliajan, Assam.

6.0 Honorarium and Facilities:

- (a) Contract Remuneration of ₹ 1,16,000/- per month.
- (b) The above honorarium is lump-sum and inclusive of local conveyance, telephone (landline/mobile), internet expenses, etc, if any.
- (c) Taxes other than GST will be borne by the individual.
- (d) Income Tax, as applicable, will be deducted.
- (e) Travel / boarding during all official tours outside the place of posting will be as per the entitlement.
- (f) Incidentals of ₹ 250 per day for the actual number of days worked for OIL outside the place of posting.
- (g) Paid leave entitlement of 20 (Twenty) days for 12 (twelve) months.
- (h) 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.

9.0 Interested and eligible persons may send their duly filled in application (in the prescribed format given below) along with supporting document(s)/certificate(s)/testimonial(s) to the email id **con_app@oilindia.in** on or before **10/06/2021**. 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 online. The mode of interaction (Google Meet, Zoom Call/ Webex, Microsoft Teams, etc.) will be intimated to the eligible shortlisted candidates well in advance.

12.0 Online Applications received through email after the last date i.e., **10/06/2021** will be rejected.



ऑयल इंडिया लिमिटेड

(भारत सरकार का उद्यम)

Oil India Limited

(A Government of India Enterprise)

Please affix your
recent passport
size photograph

**APPLICATION FOR ENGAGEMENT OF
RETIRED EXPERIENCED PERSONNEL ON CONTRACT
BASIS AS CONSULTANT-CIVIL ENGINEERING
IN FRONTIER BASIN, DULIAJAN**

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				
9.	Educational Qualification Details				
S.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						
S.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.