

**OIL INDIA LIMITED
CORPORATE HR, NOIDA**

CMD/OIL/PER/14(C)

August 23, 2019

**ENGAGEMENT OF RETIRED OIL SECTOR PSU OFFICERS
AS CONSULTANT (ACCOUNTS) ON CONTRACT BASIS**

1.0. Oil India Limited intends to engage a Consultant for Finance & Accounts Department on a contract basis at its Corporate Office, Noida on consolidated honorarium for a period of one year. Applications are invited from interested candidates for engagement as Consultant (Finance & Accounts) in Oil India Limited.

2.0 **Job Responsibility**

- (a) To coordinate with PSU/Private Sector Banks in connection with official matters such as collection of old TDS certificates from bankers involving significant amount.
- (b) To coordinate with various banks for distribution of Dividends to various shareholders in connection with payment of Final Dividend/Interim Dividend of the Company.
- (c) To follow up with for recovery of inter corporate loans and interest thereon.
- (d) To liaise with Foreign Exchange Dealers and complete necessary documentation for issuance of FE to employees in connection with their Foreign Tours.
- (e) Any other job as assigned from time to time.

3.0 **Eligibility**

- (a) The incumbent should have retired from oil sector PSU at a level of Manager having minimum 15 years of experience of handling liaison and coordination jobs.
- (b) The age of the incumbent should not be more than 70 years as on 22.09.2019.

4.0 **Period of Contract** : One year extendable by one more year depending on the requirement of the Company.

5.0 **Place of Posting** : Corporate office, Noida

6.0 **Honorarium and Facilities** : A consolidated lump-sum of Rs. 55,000/- monthly honorarium will be paid as admissible. Local conveyance @ Rs. 6,000/- per month will be paid irrespective of any grade. Mobile & Landline telephone reimbursement for due discharge of official responsibilities subject to a maximum of Rs. 1,750/- per month or actual, whichever is lower. Travel/boarding during all official tours outside the place of posting will be as per entitlement of the grade last held. Incidentals Rs. 250/- per day for the actual number of days worked for OIL outside the place of posting. Paid leave entitlement 20 days for every 12 months.

- 7.0 **Selection Procedure:** Selection will be based on personal interaction by 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 prescribed format given below) to CGM(HR),Oil India Limited, Plot No.19, Sector-16A, Noida – 201301 or via email corp.fin1@oilindia.in on or before **22nd September, 2019.**



ऑयल इंडिया लिमिटेड
Oil India Limited

**APPLICATION FOR ENGAGEMENT AS
CONSULTANT (ACCOUNTS)**

Post applied for	
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Please affix your recent
passport size photograph.

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 QUALIFICATIONS				
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. 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 as above are true, correct and complete in all respects. In case of information provided by me being found incorrect or false, my appointment may be cancelled at any time without informing me.

Date:

Place:

Signature of Applicant