

Advt. No. CMD/OIL/PER/14(C)/2021-C&P Consultant

1.0 Oil India Limited intends to engage a Contract & Purchase (C&P) Consultant on contract basis in its Corporate Office, Noida on consolidated honorarium for a period of 6(six) months. Applications are invited from interested candidates for engagement as C&P Consultant in Oil India Limited.

2.0 **Job Responsibilities:**

- a) To prepare a proper guideline on post-award Contract Management (during execution) keeping in view various issues that may come up during the currency of the contract.
- b) To finalize the prepared guidelines and form a documented working manual for the Officers handling contract execution.
- c) Any other assignment that may be required to be undertaken from time to time.

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

3.0 **Eligibility:**

- a) The applicant should have retired from an Oil & Gas sector PSU, holding the post of Executive Director of Contracts & Purchase/Materials Management prior to retirement.
- b) The age of the applicant should not be more than 70 years as on 01.08.2021
- c) The applicant should have experience of making Manual for Contracts & Purchase/Materials Management in the past.

4.0 **Period of Contract:**

6(six) months, extendable by another 6(six) months depending on requirement. However, the periodicity can be curtailed as and when the required assignments are over.

5.0 **Place of Posting:**

Corporate Office, Noida.

6.0 **Honorarium:**

A consolidated lump-sum monthly honorarium of Rs.1,70,000/- will be paid. The honorarium is lump-sum and inclusive of local conveyance, telephone (mobile/landline), internet expenses etc. The applicable GST, if any, will be extra and borne by the Company. Other taxes are to be borne by the individual. Income tax, as applicable, will be deducted.

7.0 **Other terms and conditions:**

- a) 10 (ten) days paid leave for 6(six) months will be provided.
- b) The individual will work in line with regular executives of the Company.
- c) Normal Company holidays of OIL will be applicable.
- d) Travel/Boarding and Lodging during all official tours outside the place of posting will be extended as admissible.
- e) Incidentals Rs.250/- per day for the actual number of days worked for OIL outside the place of posting.

8.0 **Selection Procedure:**

Selection will be based on personal interaction with a Selection Committee.

- 9.0 Interested and eligible candidates may send their duly filled in application form (in prescribed format given below) along with requisite documents to **ED(HR), Oil India Limited, Plot No. 19, Sector-16A, Noida-201301** at e-mail id [cons\\_rectdel@oilindia.in](mailto:cons_rectdel@oilindia.in) on or before 23:59 hours of **1<sup>st</sup> August, 2021**.



ऑयल इंडिया लिमिटेड  
(भारत सरकार का उद्योग)  
**Oil India Limited**  
(A Government of India Enterprise)

*Conquering Newer Horizons*

**APPLICATION FOR ENGAGEMENT AS  
CONSULTANT (C&P)**

*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	

<b>9 EDUCATIONAL QUALIFICATIONS</b>					
<b>S No</b>	<b>Degree</b>	<b>College/ Institution</b>	<b>Year of passing</b>	<b>Specialization/ Discipline</b>	<b>Class/ Division</b>
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 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 the applicant**

Please enclose copy of following document along with the application:

1. Proof of date of birth.
2. Documentary proof of relevant experience.