

OIL INDIA LIMITED
CORPORATE FINANCE, NOIDA

CMD/OIL/PER/14(C)

December 6, 2019

ENGAGEMENT OF RETIRED OIL SECTOR PSU OFFICERS
AS CONSULTANT (F&A) – (IFC/AUDIT) ON CONTRACT BASIS

1.0 Oil India Limited intends to engage eligible candidates, having financial background, as consultant in its Corporate Office, Noida. Applications are invited from interested candidates for engagement as consultant in Oil India Limited.

2.0 **Job Responsibilities:**

Review of existing Internal Financial Controls (IFC)

Recommend improvements based on study of Company's business processes and digitization of processes related to IFC.

Review and monitoring of Internal Audit processes

Review of Audit universe and Internal audit manual for any changes keeping in view the experience since adoption of Audit universe/ Manual.

Conceiving and coordinating digitalization of other financial processes

Other matters.

1. Any other matter that may be assigned from time to time.

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

3.0 **Eligibility:**

- (a) The incumbent should have retired from oil sector PSU at a level of Chief General Manager/ED having minimum 15 years of experience of handling Internal audit/other finance functions.
- (b) Consultants engaged in office oriented assignments should not be more than 70 years as on 07/01/2020.

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

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

6.0 **Honorarium and Facilities:** A consolidated lump-sum monthly honorarium of Rs 1,70,000/- will be paid. Additionally, 20 days paid leave and travel, Boarding and Lodging during all official tours outside the place of posting will be extended as admissible.

- 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 prescribed format given below) to **CGM(HR), Oil India Limited, Plot No. 19, Sector-16 (A), Noida – 201301** or via email at **faifc@oilindia.in** on or before **07.01.2020 by 1700 hours**.



ऑयल इंडिया लिमिटेड

Oil India Limited

**APPLICATION FOR ENGAGEMENT AS
CONSULTANT (F&A)- (IFC/Audit)**

*Please affix your recent
passport size photograph.*

Post applied for					
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

Please enclose copy of following documents along with the application:

1. Date of Birth Proof
2. Educational Qualification Mark Sheets
3. Documentary proof for Work Experience