



HRAQ/CONT-EX-B/25-231 dated 08/08/2025

1.0 Oil India Limited (OIL), a Maharatna Public Sector Undertaking is the second largest national upstream Oil & Gas Company with pan India presence and global footprint. Oil India Limited intends to engage 01 (one) Consultant (ERP-PS & IM Module) on Contract basis for ERP Department, FHQ, OIL, Duliajan on consolidated honorarium for a period of 01 (one) year only. Applications are invited from interested and eligible candidates for engagement as Consultant (ERP-PS & IM Module) on Contract basis for ERP Department, FHQ, OIL, Duliajan.

2.0 Eligibility Criteria:

- a) B.Tech./BE in Electronics and Telecommunication /Computer/ Mechanical/ Electrical/ Chemical as Full-time Regular course from Institutions/Colleges/Universities/Deemed Universities duly recognized by AICTE.
- b) Must have retired at least from the Grade G or equivalent post from OIL or any other PSU under MoP & NG.
- c) The age of the applicant should not be more than 68 years as on the last date of receipt of application.
- d) Minimum 30 years working experience as an Engineer in any Government/PSU Oil & Gas Industry on Permanent basis.
- e) Working knowledge of the following:

Technical Skills:

- i. **Project Systems (PS):** Extensive knowledge in Configuration of Project Profile for customizing WBS Elements, Networks & Activities. Working knowledge of the Financials & Controlling, Material Management. Project management experience in configuration of WBS elements and Activities, Project Builder, Project Planning Board and Special Maintenance Functions, Resource Planning, Capacity Levelling, Workforce Planning, Workflow related to PS, Milestone & Network Configuration, Change Management, Period-End Closing, Easy Cost Planning of External Activities and Costing Activities, configuration Settings for Cost Planning, Portfolio and Project Management integration, performing budgeting functions, configuring budgeting functions, performing procedures for period-end costing.
- ii. **Investment Management (IM):** Experience in configuration for investment programs for organizational hierarchies, creating planning and budget profiles and specifying budget distribution to measures, assignment and coding masks for the appropriation request, setting up plan profiles for plan costs & defining approval workflows, project profiles and investment profiles, settlement structures, source structures, settlement profiles, status selection profiles, forms, drill down reports, change existing drill-downs, generate summarization database, etc.

3.0 Job Description/Responsibilities:

- a) As a PS & IM Consultant, you will be responsible for utilizing your expertise in SAP Project System PS to provide effective solutions. Day-to-day activities will involve analyzing client requirements, designing solutions, and collaborating with project teams to ensure successful implementation.
- b) Analyze client requirement to design customized solutions using SAP Project System PS/IM.
- c) Develop comprehensive solution architectures and technical designs specific to the Program Implement project.
- d) Collaborate effectively with project teams to ensure seamless integration of SAP Project System PS.
- e) Provide expert technical guidance and support to project teams throughout the implementation lifecycle.
- f) Conduct rigorous system testing and troubleshooting to optimize the performance of SAP Project System PS solutions.

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

4.0 Period of Contract: 01 (One) year only.

5.0 Place of Posting: Duliajan, Assam. The candidate may require to work at other locations as per Company's recruitment/policy.

6.0 Honorarium and Facilities:

Monthly Honorarium	Rs. 1,50,000/-
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- a) The above honorarium is lump-sum and inclusive of local conveyance, telephone (landline/mobile), internet expenses etc., if any.
- b) Travel/Boarding and Lodging/Local conveyance during all official tours outside the place of posting will be as per the equivalent Grade of selection as Consultant.
- c) The Incumbent during domestic official tour, a lump-sum Daily allowance of ₹ 2,000/- per day will be extended.
- d) Consultant will be entitled for 20 (twenty) days paid leave for every 12 months on pro-rata basis which is non-cumulative and non-encashable.
- e) Normal Company holidays of OIL will be applicable.
- f) Incumbent would work in line with regular officers of the Company and observe normal office timings. However, they may be called upon to attend office on weekly off days or any holiday in case of any urgency for which no additional payment will be made.
- g) The Incumbent during their engagement will not be allowed to take up assignment with any other Organization, Institution & Govt. agencies etc.
- h) The applicable GST, if any, will be extra and borne by the Company. Any other taxes are to be borne by the concerned individual.
- i) Income tax, as applicable, will be deducted.

7.0 Selection Procedure: Selection will be based on personal interaction (online mode) by a Selection Committee.

8.0 Please note that no TA/DA will be paid. Further, no reimbursement shall be provided for joining.

9.0 Accommodation must be arranged by the selected candidate.

- 10.0** Interested and eligible candidates may send their duly filled in application form (in prescribed format along with self-attested requisite documents) at email id **con_app@oilindia.in** on or before **23:59** hours of **07/09/2025**. Applications submitted in any other format other than the prescribed format will be summarily REJECTED.
- 11.0** The shortlisted candidates will be informed through email about the mode of Personal Interaction, scheduled date and time. As such, the candidates are advised to mention a valid e-mail ID and mobile phone number.
- 12.0** Online application received after **23:59** hours of **07/09/2025** will be rejected. Applications submitted without supporting documents for proof of date of birth, educational qualification and relevant experience will also be rejected.



Please affix your
recent passport size
photograph

**APPLICATION FOR ENGAGEMENT AS CONSULTANT (ERP-PS & IM MODULE) ON
CONTRACT BASIS FOR ERP DEPARTMENT, FHQ, OIL, DULIAJAN.**

1	Name of the applicant				
2	Father's name				
3	Date of Birth				
4	Gender				
5	Caste				
6	Address for communication				
7	Permanent address (if different from address for communication)				
8	Telephone/Mobile Phone No.				
9	E-mail ID (in block letters)				
10	Details of Educational Qualification				
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.	Members of Professional Bodies				

11 Experience Details						
Sl. No.	Name of 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 Applicant

Please enclose copy of the following documents along with the application:

1. Proof of Date of Birth.
2. Caste Certificate (if applicable)
3. Proof of educational qualification
4. Proof of relevant experience.