



**HRAQ/CONT-EX-B/23-84 dated 12/07/2023**

**1.0** Oil India Limited (OIL), a Navratna 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 1(one) Consultant (Land) at Pipeline Headquarters (PHQ) OIL, Guwahati on consolidated honorarium for a period of 06 (six) months, extendable by 03 (three) tenures of 06 (six) months each up to a maximum period of 02 (two) years depending upon requirement of the Company. Applications are invited from interested and eligible candidates for engagement as Consultant (Land) in OIL.

**2.0 Job Description/Responsibilities:**

- To coordinate day-to-day activities of Land Section, Pipeline Services.
- To visit and liaise with Government officials for land matters.
- To deal with legal cases pertaining to Land Section, Pipeline Services.

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

**3.0 Eligibility:**

- Must possess Bachelor's Degree in Law (LLB) of minimum 03 years' duration.
- Must have retired at least from the post of Chief Manager (Grade E) or equivalent post from OIL or any other PSU under MoP&NG.
- Must have minimum 30 years of experience in handling land/ estate matters.
- Must have knowledge on The Land Acquisition Act (1894/2013), The Forest (Conservation) Act-1980, The Assam Public Premises (Eviction of Unauthorized Occupants) Act-1971, The Assam Land and Revenue Regulations-1886, The Registration Act-1908, The Transfer of Property Act-1882.
- Must have knowledge in policy, applicable laws and regulatory scenario of the Indian Oil & Gas Sector and understanding of oil and natural gas value chain and land matters, along with strong analytical and presentation skills is desirable.
- The age of the applicant should not be more than 65 years as on the last date of receipt of application i.e. 11/08/2023.

**4.0 Period of Contract:** 06(six) months, extendable by 03 (three) tenures of 06(six) months each up to a maximum period of 02 (two) years depending upon requirement of the Company.

**5.0 Place of Posting:** Pipeline Headquarters, Guwahati

**6.0 Honorarium and Facilities:**

- Consolidated Honorarium of Rs. 60,000/- per month. Other taxes are to be borne by the individual. Income tax, as applicable, will be deducted.
- Local conveyance @Rs.6,000/- per month will be paid.
- 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 and Lodging during all official tours outside the place of posting would be extended as per entitlement of the grade last held.
- Incidentals of Rs. 250/- per day for the actual number of days worked for OIL outside the place of posting.
- Paid leave of 20(twenty) days for 01(one) year engagement i.e. 10 (ten) days for a period of 06 (six)

months.

g) Normal Company holidays of OIL will be applicable.

h) Incumbent would work in line with regular executives of the Company.

**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. Further, no reimbursement shall be provided for joining.

**9.0**     Accommodation will have to 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 requisite documents) at email id **recruitment.phq@oilindia.in** on or before **23:59** hours of **11/08/2023**.

**11.0**    The shortlisted candidates will be informed about the scheduled date and time of Personal Interaction through e-mail. As such, the candidates are advised to mention a valid e-mail ID and a valid mobile phone number.

**12.0**    Online application received after **23:59** hours of **11/08/2023** will be rejected. Applications submitted without supporting documents for proof of date of birth, educational qualification and relevant experience will be rejected.

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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 AS CONSULTANT**  
**(LAND), PHQ, OIL, GUWAHATI**

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 Phone No.				
8	E-mail ID (in block letters)				
<b>9</b>	<b>Details of Educational Qualification</b>				
<b>Sl. 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.	Members of Professional Bodies				

10 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. Proof of relevant experience.