



ऑयल इंडिया लिमिटेड

(भारत सरकार का उद्यम)

Oil India Limited

(A Government of India Enterprise)

Duliajan – 786 602, Assam

1.0 OIL INDIA LIMITED, a Navratna Public Sector Undertaking is the pioneer and second-largest national upstream Oil and Gas Company with a pan Indian presence and growing global footprint. OIL is all set to conquer newer horizons of all-round growth and excellence. It is engaged in Exploration, Production and Transportation of crude Oil, Natural Gas and Manufacture of LPG with its field Headquarter at Duliajan, Dist. Dibrugarh, Assam

2.0 Oil India Limited intends to engage a Liaison Officer on contract purely for temporary requirement. The contract would be for a period of Six (06) months, extendable by Three (03) Six (06) months tenures upto to a maximum period of two years depending upon requirement and performance of the individual. The details are given below:

Post Code	Post	Projected Requirements **	Educational Qualification & Experience *	Consolidated Contract Honorarium per month
CONT/FB/LO/2020-15	Liaison Officer on Contract	01	BE / B. Tech in any discipline.	Rs. 25,000/-

Note: * One (01) year of experience in Liaison with Govt. Offices.
** Reservation will be as per Government guidelines

3.0 **Leave:**

The selected candidates shall be entitled for 10 days paid leave for one year which can be availed to a maximum of 06 days at a time.

4.0 **Accommodation:**

No accommodation will be provided by the company.

5.0 **How to Apply:**

Candidates meeting the above educational criteria should send their application in a prescribed enclosed format along with necessary scanned documents in PDF form to the following e-mail id: **con_app@oilindia.in** on or before 30.10.2020. The following **scanned documents** must be enclosed along with e-mail as under:

- Filled-in Bio Data form
- DOB (Date of Birth) proof certificate.
- Bachelor of Engineering (BE)/ B. Tech. pass certificate.
- Caste certificate (if applicable),
- Experience certificate.
- One passport size photograph.

6.0 **Date of Walk-In-Interview:**

The eligible candidates will be intimated the date & time of online interview via e-mail along with a link for enabling the candidates to appear in the online interview.

7.0 **Skill Requirement, Job Profile & Responsibilities:**

Skill Requirement:

- Should have proficiency in basic computer operations , e.g. MS Word, Excel and PPT
- Should have proficiency in English and local language or Mizoram and good communication skill
- Should have sound health to withstand the rigors of oil field operation in difficult terrain.

Job Profile & Responsibilities:

- To be posted in Aizwal base office
- To co-ordinate all liaison activities with Mizoram State Govt. Officials, Ministry and local people and other organizations.

8.0 General Conditions:

- Candidates will be required to join immediately, if selected.
- The contract engagement will not confer any right on the candidate for regularization in OIL.
- The candidates should be of sound health and has to provide a fitness certificate from a Govt. registered medical practitioner at the time of joining in the prescribed format.
- The candidate will have to submit a character and antecedents verification certificate from concerned authorities at the time of joining.
- Any dispute with regard to the engagement against this advertisement will be under the jurisdiction of Dibrugarh district court only.

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Experience Details (Attach documentary proof)

Name & address of the organization	Post held	Period		Key Responsibilities held	Gross Salary drawn
		From	To		

Extra curricular activities/Hobbies:

Any Other information /relevant details you would like to furnish:

I, hereby, declare that all information provided in this application form are true, complete and correct to the best of my knowledge and belief and I have attached self-attested relevant supporting documents along with the application. I understand that in the event of any information being found false at any stage or not satisfying the eligibility criteria according to the requirements of the post, my candidature for the said contractual engagement is liable to be summarily rejected/ cancelled / terminated and action as deemed fit shall be initiated against me.

Date:

Place: Signature of Applicant