



HRAQ/CONT-EX-B/22-52 dated 20/11/2022

Engagement of Retired Experienced Personnel from OIL/ONGC/other PSUs/Government Organizations on contract basis as Consultant-Civil Engineering at Frontier Basin, Duliajan, Assam

1.0 Oil India Limited (OIL), a Navratna Public Sector Undertaking is the pioneer and second largest national upstream Oil and Gas Company with a pan India presence and growing global footprint. OIL is 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 production of LPG with its Field Headquarters (FHQ) at Duliajan, Dibrugarh, Assam. The company's In-Country operations are spread over the areas in the states of Assam, Arunachal Pradesh, Mizoram, Tripura, Nagaland, Odisha, Andhra Pradesh and Rajasthan and offshore areas in Andaman, Kerala-Konkan and KG shallow waters. OIL operates a 1157 Km long crude oil pipeline from Digboi, Assam to Barauni in Bihar and a 660 Kms long product pipeline from Numaligarh Refinery to Siliguri. Besides having a Pan-India presence, OIL has Participating Interest (PI) in blocks in eight countries overseas viz Russia, USA, Venezuela, Mozambique, Nigeria, Gabon, Bangladesh & Libya. OIL has also ventured into the City Gas Distribution (CGD) projects and has diversified into the Renewable & Alternate Energy sector in the Wind and Solar domains with a total installed capacity of 188.10 MW. OIL has acquired majority stake in Numaligarh Refinery Limited (NRL) Assam, resulting in OIL becoming the promoter and the holding company of NRL.

Oil India Limited intends to engage 01 (One) Retired Experienced Personnel from OIL/ONGC/other PSUs/Government Organizations on contract basis as Consultant-Civil Engineering at Frontier Basin, Duliajan, Assam.

2.0 Job Responsibilities:

- (a) Carrying out preliminary reconnaissance survey to check the Civil Engineering suitability of the site.
- (b) Detailed topographical survey of the project site, preparation of land map and demarcation of the acquired site.
- (c) Preparation of detailed planning, design and estimate (DPR) of the work.
- (d) Formulation of technical specifications and special terms and conditions of formulation of contract for various related services.
- (e) Set out layout of site as per OIL's approved drawings.
- (f) Liaising with various related agencies for smooth execution of the project.
- (g) Supervision of the works, compliance with design specifications.
- (h) Clear understanding of survey maps and other related Civil Engineering Drawings.
- (i) Create work schedules and adjust as needed to meet project deadlines.
- (j) Monitor project progress, report regularly on project status, and ensure completion of works as per schedule.
- (k) Assign responsibilities and mentor project team.
- (l) Cooperate and communicate effectively with all the members and participants of the project to provide assistance and technical support.
- (m) Review engineering deliverables and initiate appropriate corrective actions.
- (n) Maintain compliance with safety and regulatory standards.
- (o) Study & research to minimize environmental impact and ensure any kind of pollution at the project site.

3.0 Eligibility:

- a) B.E. or B. Tech in Civil Engineering Degree of minimum 04 years duration from a recognized institute and approved by AICTE/UGC.
- b) Must have minimum 25 years work experience as a Civil Engineer in any PSU/Government Organization of repute.

- c) The age of incumbent should not be more than 65 years as on **19/12/2022**.
- d) Working knowledge of design and visualization software such as AutoCAD.
- e) Advanced MS Office skills.
- f) Excellent supervision skills on Civil Engineering works ensuring that works are done as per approved drawings, designs and specifications.
- g) Familiarity with rules, regulations, best practices and performance standards.
- h) Ability to work with multiple discipline projects.
- i) Project management and supervision skills.
- j) Decision-making ability and leadership skills.
- k) Time management and organization skills.
- l) Preference would be given to those who headed Civil Engineering projects related to exploration of hydrocarbons at remote localities and hilly terrains of North East region of India.
- m) The applicant must be willing to be posted/oversee work in the states of Arunachal Pradesh, Assam, Mizoram, Nagaland, Tripura and the hill districts of Dima Hasao and Karbi Anglong.

4.0 Period of Contract: 01 (One) year.

5.0 Place of Posting: Primary job location of the consultant will be in Duliajan, Assam, however he/she would be required to travel to any location of OIL in India depending on job requirement from time to time.

6.0 Honorarium and Facilities:

- (a) Consolidated Honorarium of ₹ 1,16,000/- per month.
- (b) The above honorarium is lump sum and inclusive of local conveyance, telephone (landline/mobile), internet expenses, etc., if any.
- (c) Taxes other than GST will be borne by the individual.
- (d) Income Tax, as applicable, will be deducted.
- (e) Selected individual will work in line with regular executives of the Company.
- (f) Travel/boarding and lodging during all official tours outside the place of posting will be as per entitlement pertaining to Grade-G level officer at OIL, as applicable.
- (g) Incidentals of ₹ 250/- per day for the actual number of days worked for OIL outside the place of posting.
- (h) Paid leave entitlement of 20 (Twenty) days for 12 (twelve) months.
- (i) Normal company holidays of OIL will be applicable.

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 for appearing in the Selection process. Further, no reimbursement shall be provided for joining.

9.0 Interested and eligible persons may send their duly filled in application (in the prescribed format given on page 3 and 4) along with supporting document(s)/certificate(s)/testimonial(s) to the email id **con_app@oilindia.in** on or before **19/12/2022**. The supporting document(s) /certificate(s)/testimonial(s) are to be self-attested and sent to **con_app@oilindia.in** in pdf files.

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

11.0 Online Applications received through email after the last date i.e., **19/12/2022** will be rejected.



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 OF CONSULTANT-CIVIL ENGINEERING ON CONTRACT BASIS FOR FRONTIER BASIN, DULIAJAN, ASSAM

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 (in block letters)				
9.	Educational Qualification Details				
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.	Member of Professional Bodies				

10. Work Experience Details						
Sl. 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 engagement 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. Marksheets and Pass Certificates of Educational Qualification.
3. Documentary proof for Work Experience.