



HRAQ/CONT-EX-B/24-147 dated 03/07/2024

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 1(one) Consultant for Project Monitoring, Coordination and Supervision activities in Nadua & East Khagorijan Project on contract at OIL, Duliajan on consolidated honorarium for a period of 06 (six) months, extendable by another 06 (six) months up to a maximum period of 01 (one) year depending upon requirement of the Company. Applications are invited from interested and eligible candidates for engagement as Consultant for Project Monitoring, Coordination and Supervision activities in Nadua & East Khagorijan Project on contract in OIL.

2.0 Job Description/Responsibilities:

- a) Preparation of daily working schedule and monitoring achievement against plan and working out mitigation strategy for any deficiencies.
- b) Set priorities and ensure execution of works as per priority.
- c) Overall supervision of site civil and mechanical construction activities.
- d) Liaison and coordination with individual Package vendors and other agencies for completion of erection/ installation of the Packages and other associated activities.
- e) Supervision of integraton and hooking up of individual packages.
- f) To ensure technical conformance/ compliances of the jobs executed by various agencies.
- g) Measurement of works carried out by various agencies.
- h) Plan for pre-commissioning/ commissioning activities of individual packages/ equipment.

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

3.0 Eligibility:

- a) Must have retired at least from the Grade C or equivalent post from OIL or any other PSU under MOP & NG.
- b) The age of the applicant should not be more than 65 years as on the last date of receipt of application.
- c) Must have minimum experience of 15 years in activities of project nature or facilities modification/ augmentation activities in OCS, GCS, EPS, QPS, Tank Farm in any central or state PSU in oil and gas sector.
- d) Must have knowledge on working of OCS, EPS, GCS etc.

4.0 Period of Contract: 06(six) months, extendable by another 06(six) months up to a maximum period of 01 (one) year depending upon requirement of the Company.

5.0 Place of Posting: Duliajan, Assam

6.0 Honorarium and Facilities:

Monthly Honorarium	₹50,000/-
--------------------	-----------

- a) Local conveyance @₹6,000/- per month will be paid.
- b) Mobile & Landline telephone reimbursement for due discharge of official responsibilities subject to a maximum of ₹1,750/- per month or actual, whichever is lower.
- c) Travel/Boarding and Lodging during all official tours outside the place of posting would be extended as per entitlement of the grade last held.
- d) Incidentals of ₹250/- per day for the actual number of days worked for OIL outside the place of posting.

- e) Paid leave of 10 (ten) days for a period of 06 (six) months.
- f) Normal Company holidays of OIL will be applicable.
- g) All taxes as applicable will be borne by the individual.
- h) Incumbent would work in line with regular executives of the Company.

- 7.0** **Selection Procedure:** Selection will be based on personal interaction with 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 self-attested requisite documents) at email id **con_app@oilindia.in** on or before **23:59** hours of **02/08/2024**.
- 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 a valid mobile phone number.
- 12.0** Online applications received after **23:59** hours of **02/08/2024** will be rejected. Applications not submitted in the prescribed format will be rejected. Applications submitted without supporting documents for proof of date of birth and relevant experience will also be rejected.



Please affix your
recent passport size
photograph

**APPLICATION FOR ENGAGEMENT AS CONSULTANT FOR PROJECT MONITORING,
COORDINATION AND SUPERVISION ACTIVITIES IN NADUA & EAST KHAGORIJAN PROJECT
ON CONTRACT AT 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 relevant experience.