



ऑयल इंडिया लिमिटेड

(भारत सरकार का उद्यम)

Oil India Limited

A Government of India Enterprise

ENGAGEMENT ON CONTRACTUAL BASIS

(ADVT.NO.HRAQ/CONT-EX-B/22-38 dated 13/08/2022)

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 Kms 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 following personnel purely on contractual basis for immediate engagement for its Pipeline Headquarters, Guwahati. The contractual engagement requirement mentioned hereunder may entail working in shifts involving arduous and hazardous nature of jobs in remote/far-flung OIL installations/locations in the production and exploration areas and also on "On-Call" duty basis.

| Sl. No. | Contractual Engagement Requirement | Eligibility Criteria | | Contract Honorarium per month |
|---------|---|--|--|-------------------------------|
| | | Qualification & Experience | Age Limit (years) as on the date of registration for Walk-in-Interview | |
| 1 | Civil Engineer on contract (03 nos.) | <ul style="list-style-type: none"> Bachelors degree in Civil Engineering of four years duration from a Govt. recognised institute. Must have minimum 03 (Three) years of post-qualification work experience in any Govt./Public/Private Sector organization of repute. | <p>Minimum age: 18 years</p> <p>Upper age limit as on the date of registration for the Walk-in-Interview will be 40 years.</p> <p>Further, age relaxation in applicable category(s) i.e., OBC(NCL)/ PwBD / ESM will be as per Govt. of India Guidelines /Instructions.</p> | ₹ 45,000/- |
| 2 | Safety Officer on contract (01 no.) | <ul style="list-style-type: none"> Bachelors degree in Engineering (Any discipline) of four years duration from a Govt. recognised institute. Must have minimum 03 (Three) years of post-qualification work experience in any Govt./Public/Private Sector organization of repute, out of which 01 (One) year must be as an HSE/Safety Officer. | <p>Minimum age: 18 years</p> <p>Upper age limit as on the date of registration for the Walk-in-Interview will be 40 years.</p> <p>Further, age relaxation in applicable category(s) i.e., PwBD / ESM will be as per Govt. of India Guidelines/Instructions.</p> | ₹ 45,000/- |

Reservation:

| Contractual Engagement | UR | SC | ST | OBC-NCL | EWS |
|----------------------------|----|----|----|---------|-----|
| Civil Engineer on contract | 02 | - | - | 01 | - |
| Safety Officer on contract | 01 | - | - | - | - |

Note:

- i). Abbreviations used: UR: Unreserved, ST: Scheduled Tribes; SC: Scheduled Caste; OBC (NCL): Other Backward Classes (Non-Creamy Layer); PwBD: Persons with Benchmark Disability; EWS: Economically Weaker Sections; ESM: Ex-Servicemen.
- ii). Contract Period: Contractual engagement will be for a period of 06 (Six) months, extendable by three tenures of 06 (Six) months each, up to a maximum period of 02 (Two) years only. The said contract tenure will be extendable depending upon requirement of the company, performance of the individual, conduct, fitness etc.
- iii). Age Limit: As on the date of registration for Walk-in-Interview for respective requirements.

1.0 Details of Walk-in-Interview:

Candidates meeting the above eligibility criteria should report for registration for the Walk-in-Interview process as per the following schedule:

| Contractual Engagement Requirement | Date and Time of Registration* | Date of Walk-in-Interview | Venue |
|------------------------------------|--|---------------------------|---|
| Civil Engineer on contract | 29/08/2022 08:00 A.M. to 10:00 A.M. | 29/08/2022# | Narengi Club, Oil India Residential Colony, Oil India Limited, Narengi, Guwahati-781171, Assam. |
| Safety Officer on contract | 30/08/2022 08:00 A.M. to 10:00 A.M. | 30/08/2022# | |

*No candidates will be allowed to register after 10:00 AM as stated herein above.

NOTE:

#. If the total number of candidate(s) registered for the Walk-in-Interview on the above scheduled date(s) is beyond the adequate limit/capacity, please note that the Walk-in-Interview for the remaining registered candidate(s) will be carried forward/completed on the subsequent day(s), as required, which will be informed to the candidate on the date of the registration.

2.0 Candidates must bring the following document(s)/certificate(s)/testimonial(s) in originals while reporting for the Walk-in-Interview process:

- a) Filled in Personal Bio-Data Form (format given on the last 3 pages on this advertisement).
- b) 01 (One) recent 3cm X 3cm coloured photograph.
- c) Valid Identity Proof and valid Address Proof from Competent Government Authority.
- d) Date of Birth (DOB) proof i.e., Birth Certificate or Class X certificate containing DOB.
- e) Admit Card, Marksheet and Pass Certificate of Class 10 issued by the concerned Government Recognised Education Board; Document(s)/Certificate(s)/Testimonial(s) of essential qualification(s) and Experience Certificate(s).
- f) Valid Caste Certificate (SC/ST/OBC), if applicable; Valid Non-Creamy Layer certificate, if applicable; Valid Income and Asset Certificate to be produced by Economically Weaker Sections, if applicable; Valid Disability Certificate, if applicable; Valid Discharge Book/Service and Release Certificate for Ex-Servicemen (Pages containing Personal Particulars and Service Particulars), if applicable. No-Objection Certificate from concerned employer, in original, in case the applicant is working in any organization.
- g) A set of self-attested photocopies of all applicable document(s)/certificate(s)/testimonial(s) as mentioned above.

3.0 Candidates meeting the eligibility criteria will only be allowed to appear in the Walk-in-Interview.

4.0 Selection Criteria:

- a) The candidates will be selected based on Walk-in-Interview of total 100 marks.
- b) The minimum qualifying marks will be 50 for all categories.
- c) The breakup of 100 marks will be on, Professional Knowledge and skills (in concerned discipline), Professional Knowledge and skills (in allied discipline), Personal Attributes and Soft Skills.
- d) Final selection from among the candidates who have appeared and secured the minimum qualifying marks of 50 in the Walk-in-Interview will be only on the basis of merit as per the marks obtained in the Walk-in-Interview.

5.0 Technical Skills & Job Responsibilities:

I. Technical Skills for Civil Engineer on contract

- a) Working Knowledge of AutoCAD.
- b) The candidates shall have experience of executing / supervision & monitoring of construction projects for major building / infrastructure / road related / industrial plant facilities etc. Candidates should have knowledge of relevant IS codes of practice for Civil Engineering works.
- c) The candidate shall have working experience on contract management.

II. Job Responsibilities for Civil Engineer on contract

- a) To execute and support all civil project activities related to on-going and upcoming Oilfield Projects of Oil India Limited conforming to safety standards at various locations spread over operational areas of Oil India Limited.
- b) Preparation / review of specification of civil components related to projects, as required.
- c) Review of civil layout drawings / plot plan / soil testing / contour survey of installations.
- d) Review of detail specification of civil items along with quantity.
- e) Examine / analyse / approve civil diagrams / drawings prepared by LSTK / EPMC contractor.
- f) Calculate civil items / equipment's requirement at site and maintain inventory.
- g) Oversee installation of civil components at oilfields as per industry practice.
- h) Ensure compliance of execution of all civil jobs at site as per contract terms & conditions.
- i) Verification of civil work measurement as per drawing.
- j) Close and constant monitoring of civil activities carried out by LSTK / EPC contractor at site.
- k) Ensure conformation to project safety standards.
- l) Regular site supervision of projects. Ensure proper execution of jobs by EPC / LSTK contractor.
- m) Keeping abreast with latest safety requirements of Oil & Gas installations.

III. Technical Skills for Safety Officer on contract

- a) Should have practical field exposure on Construction of Process Plants/Factories and awareness on Construction Safety Management.
- b) Should have working knowledge of The Factories Act, 1948, Contract Labour related Acts & Rules, Environment related Acts and Rules and regulations framed there under, various OISD and CPCB guidelines issued by government and internal agencies.
- c) Should have knowledge in applying risk-based safety management, formulation of SOP's and Job Safety Analysis.
- d) Should have working knowledge in computers.

IV. Job Responsibilities for Safety Officer on contract

- a) Identify and assess hazards, risks and control measures for a specific operation or process.
- b) Conduct ongoing review of project activities and processes to identify potential hazards, risks and control measures that should be implemented to reduce these risks, including all costs involved in implementing such measures.
- c) Assess and document hazards, risks and controls in a manner consistent with established procedures and practices.
- d) Review of SOPs.
- e) Review various work procedures from the safety angles.
- f) Handling issues related to work permit, job safety analysis etc.
- g) Set up and supervising temporary work areas.
- h) Supervise the safe handling, storage disposal of hazardous materials, if any.
- i) Supervise the operation of any potential hazard in the work place.
- j) Sensitizing contractor's manpower on emergency practice and procedures of OIL.
- k) Monitoring of functioning of contractor's safety appliances, PPE compliance etc.
- l) Monitor compliance of other statutory compliances related to HSE.
- m) Provide assistance to OIL's officials in HSE matters related to Statutory Compliances.
- n) Site visit and supervision of work as and when required.
- o) Any other HSE related jobs assigned by OIL's official.

6.0 General Conditions:

- a) In view of the current situation arising out of COVID-19 pandemic, any new guidelines issued from Govt. of India will be strictly adhered to and as such the Walk-in-Interview might get cancelled/delayed/ extended in line with the govt. guidelines. Hence the interested candidates are advised to keep checking OIL's website regularly.
- b) Candidates are advised to strictly abide by all the applicable guidelines/SOPs as per extant directives/order issued by the Government pertaining to COVID-19 pandemic situation.
- c) Candidates are advised to take all necessary precautionary safety measures (wearing of mask, carrying hand sanitizer, maintaining social distance and maintaining hygiene will be mandatory) while reporting for the Walk-in-Interview. Further, to prevent the spread of COVID-19 pandemic, the candidates are advised to carry their own water bottle, refreshments etc. if required.
- d) In case any candidate is found to violate the strict norms/COVID-19 protocols laid down by the Government and also highlighted hereinabove, he/she will be barred from appearing in the Walk-in-Interview/disqualified at any time during the Walk-in-Interview process.
- e) The contract can be terminated at any time by giving notice of 15 days, by either side.
- f) Candidates will be required to join immediately, if selected.
- g) Contract tenure will commence from the date of joining and shall end on expiry of the prescribed period and no separate notice shall be required to be given.
- h) No Travelling Allowance/ Daily Allowance will be paid to the candidates for appearing in the Walk-in-Interview.
- i) Candidates have to make their own arrangements to appear for the Walk-in-Interview viz. travel, accommodation etc.
- j) If a candidate is found guilty of either of the following mentioned hereunder, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, will also be liable to be disqualified for the above contractual engagement for which he/she is a candidate and to be debarred, either permanently or for a specified period, from any examination or test conducted by OIL i.e. (i) using unfair means (ii) impersonating or procuring impersonation by any person (iii) misbehaving (iv) resorting to any irregular or improper means in connection with his/her candidature for selection (v) obtaining support for his/her candidature by any unfair means.

- k) The contractual engagement will NOT confer any right on the candidate for regularization in OIL.
- l) Candidate/contract of candidate(s) submitting false certificates or suppression/submission of incorrect information shall be liable for termination/disqualification/rejection at any stage.
- m) In view of the ongoing scenario of COVID-19 pandemic, candidates who have taken 02 (Two) vaccines will be allowed entry into the venue on production of proof of vaccination, otherwise candidates will have to bring a Rapid Antigen Test (RAT) Report with a negative test result for entering the venue. Candidates will have to do the test at their own cost (if any) and the test should be done only on the day before the date of registration for the Walk-in-Interview.
- n) The candidate 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.
- o) The candidate will have to submit a character and antecedents verification certificate from concerned authorities at the time of joining.
- p) Candidate(s) working in any organisation, if selected, has to submit release letter, in original, from the present employer at the time of engagement.
- q) The selected candidate(s) will be liable to be placed in any location as deemed fit by the competent authority.
- r) Local conveyance @ ₹ 6,000/- per month will be paid.
- s) Mobile & Landline telephone reimbursements for due discharge of official responsibilities subject to a maximum of ₹ 1750/- per month or actual whichever is lower, will be paid.
- t) Travel/ boarding during all official tours outside the place of posting will be provided/ arranged by OIL and an incidental of ₹ 250/- per day will be paid for the actual number of days worked for OIL outside the place of posting.
- u) All taxes as applicable will be borne by the individual(s).
- v) The selected candidate(s) shall be entitled for 10 days paid leave for a 06 months period/tenure.
- w) Any dispute with regards to the engagement against this advertisement will be under the jurisdiction of Dibrugarh district court only.
- x) Candidates are advised to keep checking OIL's website regularly for any update/information pertaining to the above contractual engagement requirement(s).

Mobile Phones, calculators, any other electronic devices or objectionable items are strictly banned in the entire premises of the venue. Please note that, if any candidate is found carrying or using such items within the entire premises of the venue, the candidate will be debarred from appearing in the Walk-in-Interview and candidature of such a candidate will be disqualified/rejected. Further, a candidate committing such an unscrupulous act is also liable to be blacklisted and may not be considered for any further requirement in OIL. Furthermore, such a candidate is also liable for appropriate legal action.

**BEWARE OF FRAUDULENT
OFFERS**

It has been brought to our notice that some unscrupulous individuals/criminal elements are attempting to defraud jobseekers/general public by issuing fake engagement/appointment letters, assuring jobs etc. in Oil India Limited. It may be noted that Oil India Limited has well laid out and transparent policies/procedures and engagement/appointment letters are issued by the Company to selected candidates at the conclusion of such a process. Oil India Limited does not authorize any person/organization outside of Oil India Limited to offer any job on its behalf.

Through this public notice, Oil India Limited warns all job seekers/general public to be vigilant against such unscrupulous elements and reject such engagement/appointment letters, assurance of jobs etc. in the Company. Oil India Limited will not be responsible for any loss/damage suffered either directly or as a consequence of such fake offers from any source whatsoever.

For office use only:
Selection Category:

OIL INDIA LIMITED

(A Government of India Enterprise)
DULIAJAN

Recent 3cm x 3cm
coloured
photograph

PERSONAL BIO-DATA (CONTRACTUAL ENGAGEMENT)

Statement of Shri/Smt. _____ given at the time of Walk-in-Interview for
the requirement of _____ on contract:

1. **Name in Full** (in block letters) :
2. **Date of Birth** (DD/MM/YYYY) : 3. **Religion** :
4. **Gender** : 5. **Mother Tongue** :
6. **Father's Name** :
7. **Mother's Name** :
8. **Identification Mark** :
9. **Caste** (SC/ST/OBC/Gen) : **Sub-Caste** :
10. **Do you belong to Non-Creamy Layer category:** Yes No (Please put ✓ as applicable)
11. **Do you belong to Economically Weaker Sections (EWS) category:** Yes No (Please put ✓ as applicable)
12. **Marital Status** : **Married** **Unmarried** (Please put ✓ as applicable)
13. **Name of Spouse, if married** :

| | | | |
|--|---|--|---|
| 14. Other Recognized Category | : | Ex-Servicemen (Mention length of Service in Defence) | Persons with Benchmark Disability (Mention category & percentage of disability) |
| | | | |
| 15. Details of serious illness/operation undergone (if any) | : | | |

16. (A) **Educational Qualification** (acquired as on date):

| Exam Passed | Board/University/Institute | Percentage of Marks | Year of Passing |
|-------------|----------------------------|---------------------|-----------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

- (B) **Other Qualification - Licence/Permit etc.** (acquired as on date):

| Licence/Permit etc. | Board/Authority/Institution | Part/Class etc. | Licence/Permit etc. No. | Valid till |
|---------------------|-----------------------------|-----------------|-------------------------|------------|
| | | | | |
| | | | | |

*N. B: Self-attested copies enclosed, where applicable

Signature of candidate: _____

Date: _____

| Work Experience: | | | | |
|------------------|---------------------------|---------------------------|----------|----|
| Designation | Employer's Name & Address | Key Responsibilities Held | Duration | |
| | | | From | To |
| | | | | |
| | | | | |
| 17. | | | | |
| | | | | |
| | | | | |

18. a) Communication/ Mailing/ Present Address:

Vill/Town/ Place :

P.O. : PIN :

Police Station : District :

State : Mobile No. :

E-mail ID (in block letters) :

b) Permanent Address:

Vill/Town/ Place :

P.O. : PIN :

Police Station : District :

State :

19. Address Proof Certificate (Enclosed): (Please put a ✓ tick in the box)

| | | | | | |
|----------------------|--------------------------|---------------------------|--------------------------|-------------------------|--------------------------|
| Driving Licence | <input type="checkbox"/> | Voter ID Card | <input type="checkbox"/> | Bank Pass Book | <input type="checkbox"/> |
| Indian Passport | <input type="checkbox"/> | LPG Cylinder Issuing Book | <input type="checkbox"/> | Recent Electricity Bill | <input type="checkbox"/> |
| Recent Landline Bill | <input type="checkbox"/> | Govt. Ration Card | <input type="checkbox"/> | Aadhaar Card | <input type="checkbox"/> |

* N.B: Self-attested copies enclosed, where applicable

Signature of candidate: _____

Date: _____

20. **Criminal Cases:** (Please put a ✓ tick in the appropriate answer)

| | <u>YES</u> | <u>NO</u> |
|--|--------------------------|--------------------------|
| a) Is there any criminal case pending before any Court? | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Have you ever been arrested? | <input type="checkbox"/> | <input type="checkbox"/> |
| c) Have you ever been prosecuted? | <input type="checkbox"/> | <input type="checkbox"/> |
| d) Have you ever been in Jail or Police Custody? | <input type="checkbox"/> | <input type="checkbox"/> |
| e) Have you ever been fined by the Government Authority? | <input type="checkbox"/> | <input type="checkbox"/> |
| f) Have you ever been convicted by a Court of Law? | <input type="checkbox"/> | <input type="checkbox"/> |
| g) Have you ever been debarred from appearing in any examination? | <input type="checkbox"/> | <input type="checkbox"/> |
| h) Have you ever been rusticated by any Educational authority/Institution? | <input type="checkbox"/> | <input type="checkbox"/> |

21. I, Shri/Smt. _____, hereby solemnly declare that the above information is duly filled by me and is true to the best of my knowledge. If any false/incorrect declaration/information has been made/provided by me herein, I will be liable for cancellation/disqualification at any stage of my contractual engagement and for such action as deemed fit in this regard.

* N.B: Self-attested copies enclosed, where applicable

Signature: _____
Full Name: _____
Date: _____