



ऑयल इंडिया लिमिटेड

(भारत सरकार का उद्यम)

Oil India Limited

(A Government of India Enterprise)

Duliajan – 786 602, Assam

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 Headquarters at Duliajan, Dist. Dibrugarh, Assam.

2.0 Oil India Limited intends to engage the following personnel on contract basis for its on-land operations in Projects Department, FHQ, Duliajan purely for temporary requirement for a period of six months extendable by another six months for a maximum period of one year as detailed under:

| Post Code | Post | Contract Period* | Projecte d Requirements ** | Educational Qualification*** | Post Qualification Experience as on date of Walk in Interview **** | Contract Hono- rarium per month |
|------------------------|---------------------------------------|---|----------------------------|--|---|---------------------------------|
| CONT/ PROJ/ ME/2021-04 | Mechanical Engineer on contract | Minimum period of six months, extendable by another six month period for a maximum period of one year | 02 | Graduate degree in Mechanical Engineering from a recognized institute and approved by AICTE/ UGC. | Minimum three (03) years post qualification working experience in projects in any Govt./ Public/ Private sector organization of repute with preference to be given for experience in Oil & Gas Industry | ₹ 45,000/- |
| CONT/ PROJ/ IE/2021-05 | Instrumentat ion Engineer on contract | | 02 | Graduate degree in Instrumentation Engineering from a recognized institute and approved by AICTE/ UGC. | | ₹ 45,000/- |
| CONT/ PROJ/ EE/2021-06 | Electrical Engineer on contract | | 01 | Graduate Degree in Electrical Engineering from a recognized institute and approved by AICTE /UGC. | | ₹ 45,000/- |

* The contract tenure will be extendable depending upon requirement of the company and the performance of the individual

** Projected requirements may change.

*** BE/B. Tech/Graduation degrees should be of minimum four (04) years duration.

**** Experience requirement will be as detailed in para 7.0

Reservation will be as per Govt. of India guidelines

3.0 **Age Limit:**

Upper age limit as on the date of walk in interview for the above posts is 65 years.

4.0 **Leave:**

The selected candidate(s) shall be entitled for 10 days paid leave during six months engagement.

5.0 **How To Apply**

- Interested candidates shall apply only through email to **con_app@oilindia.in** on or before **12.02.2021**, with the filled in application form which is attached herewith (page 6 and 7 of this advertisement), with the relevant self-attested (signed with dates) documents as detailed under:
 - DOB Proof i.e. Birth Certificate or Class X certificate containing DOB
 - Educational qualification document i.e. Final Year marksheet or pass certificate
 - Experience Certificates containing required years of experience.
 - Caste Certificate in proper format (if applicable).

- Online Applications without filled in Bio Data (page 6 and 7 of this advertisement) form will be rejected. Resumes / CV's in format other than the above will not be accepted.
- The candidates are advised to send through email the Application Form alongwith the above documents to the email ID mentioned above in separate PDF files with proper naming in each file.
- The documents of the shortlisted candidates will be verified with the originals at the time of joining at OIL.
- Candidates sending the Biodata form without the required scanned documents as mentioned above will be rejected.
- A duly self-attested (with date) recent passport size photograph has to be compulsorily affixed on the top right corner of the application duly self-attested (with date). Applications without photographs will be rejected.
- Experience will be calculated strictly based on the experience certificates provided/sent vide email along with the application form. Candidature of Candidates not providing experience certificates will be rejected
- The candidates shortlisted for the interview will be informed through e-mail about the date and time of interview. As such candidates are advised to mention a valid email ID and mobile no.
- The interviews for the shortlisted candidates will be online. The mode of interview (Google Meet, Zoom Call/ Webex, etc.) will be intimated to the eligible shortlisted candidates well in advance.
- The candidates will be shortlisted for interview after scrutiny of eligibility by OIL. Candidates meeting the eligibility criteria will only be called for the contractual interview.
- Online Applications received through email after the last date i.e. **12.02.2021** will be rejected.

6.0 Selection Criteria:

- The candidates will be selected based on Online Personal Interview of total 100 marks.
- The minimum qualifying marks will be 50 for all categories.
- 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.

7.0 Experience Requirement, Job Profile & Responsibilities:

I. Mechanical Engineer on contract

- Project expediting at vendor premises and to co-ordinate inspection & delivery.
- To execute and support all mechanical engineering based project activities related to Projects conforming to safety standards and function as mechanical engineer for projects of oil & gas installations right from conceptualization stage up to execution & commissioning stage.
- Ensure compliance with approved drawings and review of work breakdown structure, bar chart schedule, S-Curve, manpower histograms and resource allocation
- Assure and support Quality Assurance, Quality Control of site works in Projects.
- Ensure compliance to all Safety standards at project site and monitor procurement/supply of mechanical equipment's/components of projects by EPC.

- Ensure compliance to contract specification of all Mechanical Equipment's/Components related to respective Projects.
- Follow up with EPMC/PMC on project activities as required.
- Examine/analyze/approve mechanical based diagrams prepared by LSTK/EPMC Contractor.
- Calculate mechanical items/equipment's requirement at site for smooth construction works at site.
- Oversee installation of mechanical components at project site as per contract specifications.
- Ensure compliance of execution of all mechanical jobs at site as per contract terms & conditions for projects.
- Close and constant monitoring of mechanical activities carried out by LSTK/EPC contractor at site.
- Regular site supervision of projects. Ensure proper execution of jobs by EPC/LSTK contractor.
- Monitor the work progress at all structures with respect to deployment of manpower as per project requirement/schedule
- Ensure Availability of Site construction drawings – follow-up with EPMC & EPC, ensure Material availability for round the clock work by EPC/contractor, ensure Quality checks of ongoing works, ensure Safety of works at site, ensure Storage of procured items by EPC at site & ensure that Site review meetings are held & follow up action is taken
- Planning of works at site to achieve construction targets/ progress as per micro-schedule
- Assistance in Project commissioning & closure activities and assistance as required on checking/verifying site work measurements/IMIR

II. Instrumentation Engineer on contract

- Project expediting at vendor premises and to co-ordinate inspection & delivery
- Ensure Project execution related to instrumentation and control works executed in EPC/ EPMC/ LSTK modes, reading & understanding P&ID's, PFD, System Configuration drawings, wiring diagrams, loop drawings, cable layout & instrument installation, hookup drawings, etc. related to an engineered project.
- Review of project documents based on latest codes and standards related to process control instruments, ISA, IEC standards, OMR, OISD, etc.
- To execute and support installation & commissioning activities related to instrument and control aspects of the Projects to ensure timely completion of planned jobs as per the approved documents without time and cost overrun. The same should be ensured by following and complying with the prescribed contract and procurement procedures and policies of the company.
- Review the Project contractual, Technical, Product Specification and Standard Requirements.
- Project Management activities for successful execution and control as planned.
- Estimation and planning of manpower and materials with EPC for entire project.
- Project scheduling and progress reporting.
- Review of work breakdown structure, bar chart schedule, S-Curve, manpower histograms and resource allocation.
- Coordination with vendors and subcontractors for technical and other issues for meeting the delivery/completion schedule.
- Review of Project Weekly/Monthly Progress Report.
- Attending the Project Progress Review Meetings.
- Project Progress monitoring & reporting.
- Coordination with contractor/ project Manager/ Engineers for commercial and technical issues.
- Preparation of Project summary, Risk Register and updating on regular basis.
- Management of resources as per the project schedule and milestones.
- Ensure compliance of execution of all instrumentation jobs at site as per contract terms & conditions.
- Close and constant monitoring of instrumentation activities carried out by LSTK/EPC contractor at site.
- Ensure conformation to instrumentation safety standards of Oil & Gas installations as per DGMS, OISD,
- Regular site supervision of projects. Ensure proper execution of jobs by EPC/LSTK contractor.

- Monitor the work progress at all structures with respect to deployment of manpower as per project requirement
- Ensure Availability of Site construction drawings – follow-up with EPMC & EPC, ensure Material availability for round the clock work by EPC, ensure Quality checks of ongoing works, ensure Storage of procured items by EPC at site & ensure that Site review meetings are held & follow up action is taken
- Planning of works at site to achieve construction targets/ progress as per micro-schedule
- Assistance in Project commissioning & closure activities & assistance as required on checking/verifying site work measurements/IMIR

III. Electrical Engineer on contract Field

- To execute and support installation and commissioning activities related to electrical engineering aspects of the Projects to ensure timely completion of planned jobs as per the approved documents without time and cost overrun.
- Assure and support Quality assurance, Quality Control.
- Review of work breakdown structure, bar chart schedule, S-Curve, manpower histograms and resource allocation.
- Ensure compliance to all Electrical Safety standards as per CEA, DGMS, OISD, CIMFR etc.
- Monitor procurement/supply of electrical equipment's / components of projects.
- Maintain records of electrical equipment's / components of projects.
- Ensure compliance to contract specification of all Electrical equipment's / components related to respective Projects.
- Follow up with EPMC/PMC on project activities as required.
- Oversee installation of electrical components at project site as per industry practice/contract specifications.
- Close and constant monitoring of electrical activities carried out by LSTK/EPC contractor at site.
- Ensure quality checks of ongoing works
- Ensure safety of work at site
- Assistance in Project commissioning & closure activities
- Provide assistance as required on checking/verifying site work measurements/IMIR

8.0 General Conditions:

- 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 online contractual 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.
- The contract can be terminated at any time by giving notice of 15 days, by either side.
- Candidates will be required to join immediately if selected.
- 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.
- No Travelling Allowance/ Daily Allowance will be paid to the candidates for appearing in the interview.
- The contract engagement will **NOT** confer any right on the candidate for regularization in OIL.
- Candidate/contract of candidate(s) submitting false certificates or suppression/submission of incorrect information shall be liable for termination/disqualification / rejection at any stage.
- 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 candidates will have to submit a character and antecedents verification certificate from concerned authorities at the time of joining
 - Local conveyance @ Rs. 6,000/- per month will be paid.
 - Mobile & Landline telephone reimbursements for due discharge of official responsibilities subject to a maximum of Rs. 1750/- per month or actual whichever is lower, will be paid.
 - Travel/ boarding during all official tours outside the place of posting will be provided/ arranged by OIL and an incidental of Rs. 250/- per day will be paid for the actual number of days worked for OIL outside the place of posting.
 - 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 |
|------------------------------------|-----------|--------|----|---------------------------|--------------------|
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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:

Signature of Applicant

Place: