



ऑयल इंडिया लिमिटेड

(भारत सरकार का उद्यम)

Oil India Limited

(A Government of India Enterprise)
Duliajan – 786 602, Assam

OIL INDIA LIMITED is a Navratna Company under the Ministry of Petroleum and Natural Gas, Government of India, engaged in business of exploration, production and transportation of crude oil and natural gas and production of LPG. With glorious legacy of hydrocarbon exploration spanning over six decades and with the Core Purpose of “The fastest growing energy company with global presence providing value to stakeholders”, OIL has carved a niche as a leading Indian national oil and gas company in the upstream sector. OIL has pan India presence and growing global footprint.

2.0 Oil India Limited intends to engage the following personnel on contract basis for its on-land operations in Assam purely for temporary requirement. The contract would be for a minimum period of six months, extendable by another six months tenure up to a maximum period of one year depending upon requirement and the performance of the individual. The details are given below:

Post Code	Post	Projected Requirements *	Educational Qualification	Post Qualification Experience as on 20.07.2018	Consolidated Contract Honorarium
CONT/ CA/ FHQ/2018- 07	Chartered Accountant on Contract	02	Associate Member of ICAI/ ICMAI	One year experience in Finance/ Accounts/ Audit in a Govt., Public/Private organization of repute. Other criteria being same, candidates having experience in SAP will be preferred.	Rs. 55,000/- per month.

* The projected requirements may change.

3.0 Candidates meeting the above criteria should appear for walk-in interview with the duly filled up enclosed ‘Bio-Data’ form (given as attachment) as per the following schedule:

Date	Reporting time	Venue
20.07.2018	8.00 am to 9.00 am	Conference Room, Narangi Club, Pipeline Headquarters, Oil India Limited, PO- Udayan Vihar, Guwahati, Assam

3.1 The candidates must bring the following documents at the time of walk-in interview failing which he/ she will not be allowed to appear in interview:

- (a) Original mark-sheets, pass certificates, caste certificate (if applicable) & experience certificates.
- (b) A set of self-attested photocopies of original mark sheets, pass certificates, caste certificate (if applicable), experience certificate.
- (c) 2 passport size recent photographs.
- (d) Filled-in Bio Data form.

4.0 Leave:

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

5.0 Job profile of Chartered Accountants on contract:

- To be a part of the Team members of Internal Audit Team and work in Internal Audit jobs.

6.0 General Conditions:

- No TA/ DA will be paid to the candidates for appearing in the interview.
- The engagement will not confer any right on the candidate for regularization in OIL.
- The candidates should be of sound health and have to provide a fitness certificate from a Govt. registered medical practitioner at the time of joining in the prescribed format.
- The selected candidate, depending upon the requirement, may have to travel to other places/ spheres of the Company for work.
- Travel and accommodation 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.

Experience Details (Attach documentary proof)

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

Extra curricular activities/Hobbies:

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

I hereby certify that the particulars furnished as above are true, correct and complete in all respects. I agree and accept without reservation that at any time, if any of the particulars is found to be untrue, incorrect and/ or incomplete, action as deemed fit shall be initiated against me.

Date:
Place:

Signature of Applicant