

**OIL INDIA LIMITED
CORPORATE HR, NOIDA**

CMD/OIL/PER/14(C)

June 11, 2019

**ENGAGEMENT OF RETIRED OIL SECTOR PSU OFFICERS
AS CONSULTANT (COORDINATION) ON CONTRACT BASIS**

- 1.0 Oil India Limited intends to engage a Consultant for Coordination role on contract basis in its Corporate Office, Noida on consolidated honorarium for a period of one year. Applications are invited from interested candidates for engagement as Consultant (Coordination) in Oil India Limited.
- 2.0 Job Responsibilities:
- (a) To Coordinate actions to be taken in respect of various high level meetings taken at MoP&NG, other Ministries and autonomous government agencies;
 - (b) To monitor follow up actions to be taken for obtaining clearances /approval of Company's projects /proposals from various central government agencies
 - (c) To facilitate and liaise with concerned departments in OIL for timely submission of questionnaires, all logistic arrangements related to visits of various Parliament Committee Meetings.
 - (d) To coordinate with corporate HR/MoP&NG/PESB/DOPT regarding actions related to selection process for Board level members in OIL.
 - (e) To follow up and coordinate with CVC on vigilance matters pertaining to OIL
 - (f) To coordinate with MHA/MoP&NG from time to time for visits of senior officials for meetings etc in various Ministries.
 - (g) Facilitate and liaise with Corporate Administration in arrangement of all logistics related to the visits of various Company events, Company Conferences etc
 - (h) Facilitate and coordinate all administrative requirement of senior Govt. officials in relation to company's work.
 - (i) Any other assignment that may be required to be undertaken from time to time.

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

3.0 Eligibility:

- (a) The incumbent should have retired from oil sector PSU at a level of General Manager having minimum 15 years of experience of handling liaison / coordination jobs
- (b) The age of the incumbent should not be more than 70 years as on 20/05/2019

4.0 Period of Contract: One year extendable by one more year depending on the requirements of the Company.

5.0 Place of Posting: Corporate Office, Noida

6.0 Honorarium and Facilities: A consolidated lump-sum monthly honorarium of Rs 1,43,000/- will be paid. Additionally, 20 days paid leave and travel, Boarding and Lodging during all official tours outside the place of posting will be extended as admissible.

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.

9.0 Interested and eligible persons may send their duly filled in application (in prescribed format given below) to **CGM(HR), Oil India Limited, Plot No. 19, Sector-16A, Noida-201301** on before **12th July, 2019** by 1700 hours.



ऑयल इंडिया लिमिटेड
Oil India Limited

**APPLICATION FOR ENGAGEMENT AS
CONSULTANT (COORDINATION)**

Please affix your recent
passport size photograph.

Post applied for	
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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	

9. EDUCATIONAL QUALIFICATIONS					
S.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. EXPERIENCE DETAILS						
S.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 as 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