



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 operations in KG Basin, Kakinada purely for temporary requirement as detailed under:

Post Code	Post	Contract Period*	Projected Requirements **	Educational Qualification***	Post Qualification Experience as on 04.03.2021 ****	Contract Honorarium per month
KGB/EE/ESO/2021-08	Electrical Safety Officer on contract	Minimum period of six months, extendable by three tenures of six months up to a maximum period of two years	01	B.E. or B. Tech in Electrical engineering of minimum 04 years duration from a recognized institute and approved by AICTE /UGC.	Minimum three (03) years of post-qualification working experience with a registered firm associated with construction of residential/commercial buildings/industrial installations like workshop, substations etc. Electrical load calculation, preparation of specification, estimation, single line and wiring diagrams, supervision jobs. Candidate should have knowledge on national building code, national electrical code and Central Electricity Authority Regulations alongwith the experience in preparing electrical diagrams using Auto CAD. Candidate should also have experience in testing & calibrating equipment like motor, alternator etc. and should have Electrical supervisor license covering with mines installation as per CEA regulation.	₹ 45,000/-
KGB/CE/CEC/2021-09	Civil engineer on contract		01	B.E. or B. Tech in Civil engineering of minimum 04 years duration from a recognized institute and approved by AICTE /UGC.	Minimum three (03) years of domain experience in any Govt./Public/Private sector organization of repute. Candidate should have experience of executing major building/infrastructure/road related projects. Candidate should also have knowledge of relevant IS Codes of practice for Civil Engineering works.	₹ 45,000/-

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

\*\* Projected requirements may change.

\*\*\* Masters degrees/Post graduation degrees should be of minimum two (02) 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 **04.03.2021**, with the filled in application form which is attached herewith (page 4 and 5 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 form will be rejected.
- 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. **04.03.2021** 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. Electrical Safety Officer on contract:**

- Inspect the Installations of Mines and observed operations to ensure conformance to equipment specifications and provided technical assistance to field personnel in the areas of high voltage distribution equipment and high voltage motors/ generators.
- Coordinating with State Electricity Board at the time of Rig Mobilization & ILM for shifting of electrical poles, Transformers etc.
- Carry out Audits (Pre-Supd Audit, Electrical Installation Audit, pre Rig Up/ Down audit) as per check list and other statutory audits as per guide lines of DGMS/ OSID/ other statutory bodies.
- Preparation of Electrical layout drawing based on National Buildings codes, National Electrical Code and Central Electrical Authority Regulations for residential and commercial buildings and industrial installations like workshop, Substation etc.
- Electrical load calculation and preparation of single and wiring diagrams.
- Preparation of detail specification of items along with quantity.
- Estimation based on CPWD and OIL's standard practice.
- Site supervision of projects.
- Estimation and calibration of panels, motors, alternators.
- Measurement of record and billing purpose.

##### **II. Civil engineer on contract:**

- To execute and support all civil project activities related to ongoing and upcoming Oilfield Projects of Oil India Limited conforming to safety standards at various locations.
- Preparation of specification of all civil components related to respective Projects & Cost estimate of works following CPWD-DSR or relevant State Govt. Schedule of Rates including market rate analysis as per requirement.

- Preparation of civil layout drawings/ plot plan/ soil testing/ contour survey of installations.
- Preparation of detail specification of civil items alongwith quantity.
- Examine/ analyze/ approve civil diagrams/ drawings prepared by contractors.
- Calculate civil items/equipment's requirement at site and main inventory.
- Oversee installation of civil components at oilfields as per industry practice.
- Ensure compliance of execution of all civil jobs at site as per contracts terms & conditions.
- Close and constant monitoring of civil activities carried out by Contractors at site.
- Ensure conformation to project safety standards of Oil & Gas installations as per DGMS, OISD, CIMFR.
- Regular site supervision of projects.
- Ensure proper execution of jobs by Contractors.
- Keeping abreast with latest safety requirements of Oil & Gas installations.
- Other allied jobs assigned as part of support services.

## **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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## BIO DATA FORM

**Post Code:** \_\_\_\_\_ **Post:** \_\_\_\_\_ **on contract**

Please affix your recent  
passport size photograph.  
Size: 3.5 X 3.5 cm

1. Full name (In block Letters):

2. Father's name :

3. Address

(A) Address for communication

(B) Permanent address

C/o

Village/City/Town:

Street/Road/House No.:

District:

Police Station:

Nearest Railway Station:

State:

Pin:

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4. Gender (Tick the option) Male  Female

5. Martial Status: \_\_\_\_\_

5. Contact details: Mobile: \_\_\_\_\_

Email : (In block letters) \_\_\_\_\_

6. Date of Birth: \_\_\_\_\_

7. Nationality: \_\_\_\_\_

8. Category: (✓ the option) General  SC  ST  OBC (Non creamy Layer)  OBC (Creamy Layer)

9. Whether physically challenged (Tick the option) Yes  No

If yes, indicate type of disability & percentage:

10. Details of Serious illness/  
operation undergone (If any):

### Educational & Professional Details (Attach documentary proof)

Name of Examination Passed	Name of School/ College/Institute	Name of University/ Board	Subjects/ Major Subject	% age of Marks obtained	Class/ Division	Duration of Course	Year of Passing

**Experience Details** (Attach documentary proof)

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

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: \_\_\_\_\_

Place: \_\_\_\_\_

Signature of Applicant