



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 following persons 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 three six months tenure upto a maximum period of two years depending upon requirement and performance of the individual. The details are given below:

Post	Post Code	Projected Requirements *	Educational Qualification	Post Qualification Work Experience as on 07.06.2019	Contract Honorarium per month
Graduate Engineer on Contract for ERP	CONT/ ERP / FHQ /2019- 06	03	Graduate Degree in any branch of Engineering of minimum 04 years duration	Minimum 02 (two) years of Domain experience in Contract & Purchase activities including inventory management	Rs. 45,000/-

* The projected requirements may change.

** Reservation will be as per Government guidelines

3.0 **Leave:**

The selected candidates shall be entitled for 10 days paid leave for six months.

4.0 **Date of walk-in interview:**

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:

Post Code	Date	Reporting time	Venue
CONT/ ERP / FHQ /2019- 06	07.06.2019	08.00 am to 09.00 am	Conference Room, Narangi Club, Pipeline Headquarters, Oil India Limited, P.O.- Udayan Vihar, Narangi, Guwahati, Assam

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

5.0 Experience requirement and job profile of Graduate Engineers on contract for ERP:

5.1 Skill requirement and Post Qualification Work Experience:

Working in SAP Environment and knowledge of SAP-MM and SAP-SRM Modules and experience of handling and using new procurement tools like e-tendering and reverse auction in any Govt. / Public/ Private sector organization of repute.

5.2 **Job Profile:**

- Providing active support related to e-tender portal.
- Understanding the OIL's e-tender process and portal.
- Communicating with vendors and departments through telephone and email.
- Attending the issues experienced by bidders.
- Attending to the Supplier Enlistment Portal Registration.
- Vendor and Material Master Data Management.
- Other allied jobs assigned as part of support services.

6.0 **General Conditions:**

- 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.
 - 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 candidate 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
		From	To		

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