



**SUB: FILLING UP OF VACANT POSITIONS IN ISPRL ON DEPUTATION BASIS**

Indian Strategic Petroleum Reserves Limited (ISPRL), a wholly owned subsidiary of Oil Industry Development Board, Ministry of Petroleum & Natural Gas has been set up as a special Purpose Vehicle (SPV) by Government of India to create and operate Strategic Petroleum Reserves of the country.

Applications are invited from willing executives for filling up of vacant positions in ISPRL on deputation basis.

The details of vacant positions including their place, eligibility criteria and job description is attached at **Annexure-I** for ready reference.

In view of above, interested candidates may submit their application along with their Bio-data through respective I/c HR-ER of work centre to the office of GM(HR), Corporate Establishment, ONGC, Tel Bhawan, Dehradun (webmail: 78672@ongc.co.in) **latest by 08.05.2020.**

HRP-Drilling

**ISPRL VACCANCIES**

**1. MANAGER-TECHNICAL- Vishakhapattnam (Andhra Pradesh) - 01**

**Grade :** C/D (E-3/4)

**Qualification& Experience** - Graduate Engineer from a recognised University having a minimum of 10 years experience in the hydrocarbon industry with at least 05 years in the implementation of projects//operation & maintenance of oil/gas installations.

**Age** : Maximum 45 years as on the date of application

**JOB RESPONSIBILITIES**

- To assist Head Site for day to day activities on Site operations and technical matters.
- Management and coordination of all site activities and providing regular guidance to the operation and maintenance ( O&M) team at site.
- Planning and coordination of crude oil receipt, storage and handling.
- Processing of bills in time and in line with O & M contract and AMC contracts.
- Monitoring plant daily O & M inspection reports and follow up as per SOP.
- Ensuring adherence to Health, Safety and Environment (HSE) guidelines in plant operations.
- Preparing the monthly MIS report as per approved format.
- Ensure timely award and execution of various AMC contracts.
- Coordination / liaising with local, district and State Authorities including liaising with other organizations.
- Managing the budget related activities at the Site.
- To initiate and follow up procurement proposals related to the Site
- To ensure timely renewal of plant licenses and statutory compliances.

**2. Engineer – Padur, Distt Udipi (Karnataka) - 01****Grade : A/B (E1/ E2)****Qualification& Experience** - Graduate Engineer from a recognised University having a minimum of 05 years experience in the hydrocarbon industry in the implementation of projects//operation & maintenance of oil/gas installations.**Age** : Maximum 40 years as on the date of application**JOB RESPONSIBILITIES**

- To assist Head Site for day to day activities on plant operations and technical matters.
- Management and coordination of all site activities and providing regular interface with the operation and maintenance (O&M) team at site.
- Assist in Planning and coordination of crude oil receipt, storage and handling.
- Processing of bills in time and in line with O & M contract and AMC contracts.
- Monitoring plant daily O & M inspection reports and follow up as per SOP.
- Ensuring adherence of Health, Safety and Environment (HSE) guidelines in plant operations.
- Preparing the monthly MIS report as per approved format.
- Assisting in timely award and execution of various AMC contracts.
- Coordination / liaising with local, district and State Authorities including liaising with other organizations.
- To initiate and follow up procurement proposals related to the Site
- To ensure timely renewal of plant licenses and statutory compliances.

**3. Executive Assistant /PS to CEO&MD - HO Noida (Uttar Pradesh) - 01**

**Grade: Staff Level /A/B (Staff - E-1/E2)**

**Qualification& Experience** - Graduate from a recognized University having minimum of 05 years' experience in providing secretarial assistance to Board/ senior level executives, independently.

**Age** : Maximum 40 years as on the date of application

**Job Responsibilities :**

1. Assist the CEO&MD in attending to his Office jobs, including typing, filing of papers and general correspondence.
2. Scheduling , co-ordination and prioritization of activities/Meetings for the Top Leadership
3. Maintaining close liaison with other offices /Ministries with which ISPRL has regular interface.
4. Creating a strong MIS for day to day functioning of CEO&MD's office.

**Special aptitude:**

- Conceptualizing and understanding technical issues.
- Analytical and presentation skills
- Team-player

#### **4. Officer ( HR/Admin ) – Head Office, Noida (Uttar Pradesh) - 01**

**Grade: A/B (E1/E2)**

**Qualification& Experience – Graduate** with, MBA (HR) from a recognized University having minimum of 05 years' experience in HR and administration matters.

**Age** : Maximum 40 years as on the date of application

#### **Job Responsibilities:**

Assist the Head (HR) to achieve organizational goals by:

- Attending to all service matters of employees
- Managing various contracts including house keeping, vehicle and other labour contracts
- Liaison with MOPNG, ISPRIL locations and other authorities.
- Timely printing and submission of various report to MOPNG like Annual Report, Swachhta and misc activities during the year.
- Processing and maintaining the records of ISPRIL employees and deputationists
- Processing of all the bills of vendors for timely payment
- Arrangement for meetings like Board ,NRC and with foreign delegates.
- Making arrangement for foreign & domestic travel of HO and Site Officers.
- Discharge the role of Rajbhasha Adhikari.
- Procurement of stationary and other office material .

#### **Special aptitude :**

- Understanding of labour & contract issues.
- Thorough knowledge of Hindi correspondence
- Analytical and presentation skills
- Team-player