



ऑयल इंडिया लिमिटेड

(भारत सरकार का उद्यम)

Oil India Limited

(A Government of India Enterprise)

HRAQ/CONT-EX-B/21-837

Oil India Limited (OIL), 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 Production of LPG with its Field Headquarters at Duliajan, Dist. Dibrugarh, Assam.

2.0 Oil India Limited intends to engage 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 three six months tenure up to a maximum period of two years depending upon requirement of the company and performance of the individual. The details are given below:

Engagement Code	Contractual Engagement	Contract Period *	Projected Requirements **	Educational Qualification	Post Qualification Experience as on 01/07/2021 ***	Contract Honorarium per month
FHQ/GE/ERP/2021-10	Graduate Engineer on Contract for ERP	Minimum period of 06 (Six) months, extendable by three tenures of 06(Six) months up to a maximum period of 02 (Two) years	03 [UR:03]	Graduate Degree in any branch of engineering of minimum 04 (Four) years duration from a recognized institute and approved by AICTE /UGC.	Must have minimum 02 (Two) years of domain experience on Contract & Purchase activities including inventory management.	₹ 45,000/-

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

** Projected requirements may change.

*** Experience requirement will be as detailed in para 7.0.

3.0 Age Limit:

Minimum 22 years and maximum 40 years as on the last date of receipt of application.

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 **01/07/2021**, with the filled in application form which is attached herewith (page 4 and 5 of this advertisement), with the relevant self-attested (signed with date) documents as detailed under:
 - i. DOB Proof i.e., Birth Certificate or Class X certificate containing DOB.
 - ii. Educational qualification document i.e., Final Year marksheet or Pass certificate.
 - iii. Experience Certificates containing required years of experience.
 - iv. 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 along with 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 number.
- The interviews for the shortlisted candidates will be online. The mode of interview (GoogleMeet, 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., **01/07/2021** 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:

7.1 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.

7.2 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.

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 @ ₹ 6,000/- per month will be paid.
- Mobile & Landline telephone reimbursements for due discharge of official responsibilities subject to a maximum of ₹ 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 ₹ 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.

BIO DATA FORM

Engagement Code:

Contractual Engagement:

*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:	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> </tr> </table>							<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> </tr> </table>						
4. Gender (√ the option):	Male <input type="checkbox"/> Female <input type="checkbox"/>	5. Marital Status: _____												
5. Contact details:														
Mobile: _____														
Email : (In block letters) _____														
6. Date of Birth: _____		7. Nationality: _____												
8. Category (√the option): General <input type="checkbox"/> SC <input type="checkbox"/> ST <input type="checkbox"/> OBC (Non creamy Layer) <input type="checkbox"/> OBC (Creamy Layer) <input type="checkbox"/>														
9. Whether physically challenged (Tick the option) Yes <input type="checkbox"/> No <input type="checkbox"/>														
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	% ge 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		

Extracurricular 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 rejected/ cancelled / terminated and action as deemed fit shall be initiated against me.

Date:

Place:

Signature of Applicant