



HRAQ/CONT-EX-B/24-165 dated 11/09/2024

1.0 Oil India Limited (OIL), a Maharatna Public Sector Undertaking is the second largest national upstream Oil & Gas Company with pan India presence and global footprint. Oil India Limited intends to engage 1(one) Consultant (Civil Engineering) on contract for Civil Engineering Department, OIL, Duliajan on consolidated honorarium for a period of 06(six) months, extendable by 03(three) tenures of 06(six) months each up to a maximum period of 02(two) years depending upon requirement of the Company. Applications are invited from interested and eligible candidates for engagement as Consultant (Civil Engineering) on contract in OIL.

2.0 **Job Description/Responsibilities:**

**Consultant (Civil Engineering): 1(one) requirement**

- a) Carrying out preliminary reconnaissance survey to check the Civil Engineering suitability of the site.
- b) Detailed topographical survey of the project site, preparation of land map and demarcation of the acquired site.
- c) Preparation of detailed planning, design and estimate (DPR) of the work.
- d) Preparation of detailed technical specifications of Civil items with quantity and special terms and conditions for formulation of contract for various related services.
- e) Set out layout of site as per OIL's approved drawings.
- f) Liaising with various related agencies for smooth execution of the project.
- g) Supervision of the work, compliance with design specifications.
- h) Clear understanding of survey maps and other related Civil Engineering Drawings.
- i) Create work schedules and adjust as needed to meet project deadlines.
- j) Monitor project progress, report regularly on project status and ensure completion of works as per work schedule.
- k) Assign responsibilities and mentor project team.
- l) Cooperate and communicate effectively with all the members and participants of the project and provide help and technical support.
- m) Review engineering deliverables and initiate appropriate corrective actions.
- n) Maintain compliance with safety and regulatory standards.
- o) Study & research to minimize environmental impact & ensure any kind of pollutions at the Project site.

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

3.0 **Eligibility:**

- a) B.Tech./BE/Equivalent in Civil Engineering as Full-time Regular course from Institutions/Colleges/Universities/Deemed Universities duly recognized by AICTE.
- b) The age of the applicant should not be more than 65 years as on the last date of receipt of application.

- c) Minimum 25 years working experience as a Civil Engineer in any Govt./PSU on Permanent basis.
- d) Working knowledge of design and visualizations software such as AutoCAD and Advanced MS Office.
- e) Excellent supervision skills on Civil Engineering works ensuring that works are done as per approved drawings, design and specifications. Candidates should have knowledge of relevant IS codes of practice for Civil Engineering works.
- f) Familiarity with rules, regulations, best practices and performance standards.
- g) Ability to work with multiple discipline projects.
- h) Project management and supervision skills.
- i) Decision-making ability and leadership skills.
- j) Time management and organization skills.
- k) The candidate shall have in depth knowledge and work experience on contract management and tendering process.
- l) Preference would be given to those candidates who handled Civil Engineering projects related to exploration of hydrocarbons at remote localities and hilly terrains of Northeast regions in India.

4.0 **Period of Contract:** 06(six) months, extendable by 03(three) tenures of 06(six) months each up to a maximum period of 02(two) years depending upon requirement of the Company.

5.0 **Place of Posting:** Duliajan, Assam. However, the candidate must be willing to be posted/oversee work in the states of Arunachal Pradesh, Assam, Mizoram, Nagaland, Tripura, and the hill districts of Dima Hasao and Karbi Anglong. The candidate may require working at other locations as per Company's requirement/policy.

6.0 **Honorarium and Facilities:**

Monthly Honorarium	Rs. 1,16,000/-
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- i. Travel/Boarding and Lodging during all official tours outside the place of posting would be extended as per entitlement of the grade last held.
- ii. Incidentals of Rs.250 per day for the actual number of days worked for OIL outside the place of posting.
- iii. Paid leave of 10(ten) days for 06(six) months.
- iv. Normal Company holidays of OIL will be applicable.
- v. Incumbent would work in line with regular executives of the Company.
- vi. The applicable GST, if any, will be extra and borne by the Company. Other taxes are to be borne by the individual.
- vii. Income tax, as applicable, will be deducted.

7.0 **Selection Procedure:** Selection will be based on personal interaction with a Selection Committee.

8.0 Please note that no TA/DA will be paid. Further, no reimbursement shall be provided for joining.

9.0 Accommodation must be arranged by the selected candidate.

- 10.0 Interested and eligible candidates may send their duly filled in application form (in prescribed format along with self-attested requisite documents) at email id **con\_app@oilindia.in** on or before 23:59 hours of **10/10/2024**. Applications submitted in any other format other than the prescribed format will be summarily REJECTED.
- 11.0 The shortlisted candidates will be informed through email about the mode of Personal Interaction, scheduled date and time. As such, the candidates are advised to mention a valid e-mail ID and mobile phone number.
- 12.0 Online application received after 23:59 hours of **10/10/2024** will be rejected. Applications submitted without supporting documents for proof of date of birth, educational qualification and relevant experience will be rejected.

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Please affix your  
recent passport  
size photograph

**APPLICATION FOR ENGAGEMENT AS CONSULTANT**  
**(CIVIL ENGINEERING) FOR CIVIL ENGINEERING DEPARTMENT, FHQ**

1	Name of the applicant				
2	Father's name				
3	Date of Birth				
4	Gender				
5	Caste				
6	Address for communication				
7	Permanent address (if different from address for communication)				
8	Telephone/Mobile Phone No.				
9	E-mail ID (in block letters)				
<b>10</b>	<b>Details of Educational Qualification</b>				
<b>Sl. No.</b>	<b>Degree</b>	<b>College/Institution</b>	<b>Year of Passing</b>	<b>Specialization / Discipline</b>	<b>Class / Division</b>
a.	Graduation				
b.	Post- Graduation				
c.	Others (if any)				
d.	Any other academic details				
e.	Members of Professional Bodies				

11 Experience Details						
Sl. No.	Name of 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 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

Please enclose copy of the following documents along with the application:

1. Proof of Date of Birth.
2. Caste Certificate (if applicable)
3. Proof of educational qualification
4. Proof of relevant experience.

**Application in any other format will be summarily rejected.**