

HRAQ/CONT-EX-B/23-72 dated 13/04/2023

**Engagement of Retired Experienced Personnel as Consultant-OGPS on contract for OGPS
Department, Field Headquarters, OIL.**

1.0 Oil India Limited (OIL), a Navratna Public Sector Undertaking intends to engage 01 (One) Retired Experienced Personnel from OIL or any other oil and gas PSU under MoP&NG on contract basis as Consultant for OGPS Department, Duliajan, Assam.

2.0 Job Responsibilities:

- a) Monitoring and supervising the workover activities in In-house and Charter hired workover rigs.
- b) Managing the day-to-day workover operations, monitoring the work in progress and dealing with any problems that arise.
- c) Finalization of workover program and execution of the workover jobs as per approved program.
- d) Ensuring that all the necessary equipment, materials, and resources are available.
- e) Conducting or ensuring that regular rig inspections are carried out.
- f) Conducting location assessment recce of forward locations and forward the details recce report to the concerned department.
- g) Optimum utilization of resources and take measures for cost saving.
- h) Liaise with Shift In-charge/ Tool Pusher/ Rig Manager for solving operational, administrative and HSE related issues.
- i) Providing technical advice and support to Shift In-Charge / Tool Pusher / Rig Manager for successful completion of workover operation.
- j) Ensure compliance of all safety and environmental related issues raised by DGMS, DMS, DDMS, OISD and other statutory agencies from time to time.
- k) Proper documentation of HSE parameter.
- l) Ensuring that health and safety regulations are met, including the wearing of protective clothing and the correct use of safety equipment.
- m) Adhere to environmental protection standards.
- n) Conduct weekly safety meeting & pit level meetings.
- o) Assessing risk, hazard and take corrective action to mitigate the risk, hazard.
- p) Reporting unsafe act and unsafe condition to Mines Safety Officer (MSO).

3.0 Eligibility:

- a) Must have minimum of 20 years of experience of working in Drilling/Workover rigs.
- b) Must have knowledge of different workover operations like well killing, packer retrieving, milling and fishing operations etc.
- c) Individual must have retired from an oil and gas PSU under MoP&NG at post equivalent to Grade D or Grade E of OIL.
- d) The age of the applicant should be not more than 65 years as on the last date of receipt of application.

4.0 Period of Contract: Initial period of 06 (Six) months, which may be further extended to another period of 06 (Six) months depending on requirement of the company. The total period of contract will be a maximum of 01 (One) year only.

5.0 Place of Posting: Primary job location of the consultant would be Moran/Duliajan in Assam and he would be required to visit well sites on daily basis for monitoring the workover activities.

6.0 Emoluments and other Terms & Conditions:

- Based on the grade of the candidate at the time of his/her retirement, the honorarium will be fixed as under:

Sl.No.	Level	Monthly Honorarium (in ₹)
01	Grade D or equivalent	55,000/-
02	Grade E or equivalent	60,000/-

- Local conveyance @ ₹ 6,000/- per month.
- Mobile and landline telephone reimbursement for due discharge of official responsibilities subject to a maximum of ₹ 1750/- per month or actual, whichever is lower.
- Travel/boarding and lodging during all official tours outside the place of posting will be as per entitlement pertaining to Grade D/Grade E at OIL, as applicable.
- Incidentals ₹ 250/- per day for the actual number of days worked for OIL outside the place of posting.
- Incumbent will work in line with regular executives of the company.
- All taxes as applicable will be borne by the individual.
- 20 days paid leave for a period of 12 months i.e., 10 days for a period of 06 months.
- Normal company holidays of OIL will be applicable.

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

8.0 Please note that no TA/DA will be paid for appearing in the Selection process. Further, no reimbursement shall be provided for joining.

9.0 Accommodation will have to be arranged by the selected candidate.

10.0 Interested and eligible persons may send their duly filled in application (in the prescribed format given on page 3 and 4) along with supporting document(s)/certificate(s)/testimonial(s) to the email id **con_app@oilindia.in** on or before **11:59 PM** of **12/05/2023**. The supporting document(s)/certificate(s)/testimonial(s) are to be self-attested and sent to **con_app@oilindia.in** in pdf files. Application of candidates without supporting document(s)/certificate(s)/testimonial(s) will be rejected.

11.0 The candidates shortlisted for the Personal Interaction will be informed through e-mail about the date, time and mode of interaction. As such, candidates are advised to mention a valid email ID and mobile number.

12.0 Online Applications received through email after **11:59 PM** of **12/05/2023** will be rejected.



Please affix your
recent passport size
photograph

**APPLICATION FOR ENGAGEMENT OF CONSULTANT-OGPS ON
CONTRACT BASIS FOR OGPS DEPARTMENT, DULIAJAN, ASSAM**

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

10. Work Experience Details						
Sl. No.	Name of the 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 engagement 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. Marksheets and Pass Certificates of Educational Qualification.
3. Documentary proof for Work Experience.