



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 hire the following Contract & Purchase Officers on contract basis for its on land operations purely for temporary requirement. The contract would be initially for a period of six months, extendable by another three six months term upto a maximum of 02 years, depending upon requirement and the performance of the individual. The details are given below:

Post	Projected Requirements *	Educational Qualification	Post Qualification Experience as on 18.11.2015 **	Remuneration (per month)
Contract & Purchase Officer on Contract	04	Graduate in Engineering of minimum 04 years duration from a recognized university**	Minimum 03 years experience in procurement of goods, machinery and/or services in any Govt./Public/Private sector organization of repute with specific reference to Corporate Units.	Consolidated contract fee of Rs. 45,000/- plus Rs. 3,500/- as accommodation allowance and Rs. 1,500/- as medical allowance

(\*) The projected requirements may change.

(\*\*) The education qualification mentioned above is the Minimum requirement and candidates having additional qualification over and above the minimum as above, may also apply.

3.0 Candidates meeting the above criteria may appear with original mark sheets, certificates (including experience certificate) and photocopies of the same and 2 passport size photographs for a walk-in interview for engagement on contract basis as per the details given below:

Post	Date of Walk-in Interview	Reporting time	Venue
Contract & Purchase Officer on Contract	18.11.2015	8:30 AM to 10:00 AM	Centre of Excellence for Energy Studies INTEGRA, Opposite PIBCO, Rukminigaoh GS Road, Guwahati, Assam 781022

4.0 Leave:

The selected candidates shall be entitled for 15 days paid leave every six months which can be availed to a maximum of 5 days at a time.

5.0 Experience requirement, job profile & responsibilities of Commercial Officer on Contract:

5.1 Skill and Post Qualification Experience:

- Candidate should have minimum 03 years of post qualification experience in procurement of goods, machinery and services in any Govt./Public/Private sector organization of repute with specific reference to Corporate Units.
- Candidate should have Computer skills [knowledge of ERP, E-Tendering and Windows based applications].
- Candidate should have general knowledge about the Oil Industry processes such as Extraction, Drilling, Production, Refining as well as its associated machinery, materials and equipment.
- Candidates should be acquainted with Laws regulating the Taxation & Import and Export activities and Legal aspects of contracting.

5.2 Job Profile:

- Execute and support the contracts and procurement activities related to ongoing and upcoming Projects of Oil India Limited at right quality at right time and right place from right source for the creation, operation and maintenance of safe , environmentally complaint Upstream process facilities and pipelines; by following and complying with prescribed contract and procurement procedures and policies of company.
- Award of contract and Procurement of Goods and Services; initiating, tendering, executing, monitoring, controlling and reporting on all contract and procurement activities.
- Follow up to ensure timely delivery/execution.
- Maintain contracting /purchasing records.
- Monitor contracting/materials procurement management plan.
- Ensure compliance with approved contracting/procurement policy and vendor list.
- Ensure logistics for efficient on time delivery of goods / services
- Forecast cash flow requirement for meeting procurement/ contracting commitments.
- Interface with the User Departments, IT, HSE, Finance and other Corporate Groups concerning all project and operations execution issues to ensure consistency and compatibility.
- To assure and support Quality Assurance, Quality Control and Surveillance on good and services to contract specifications.
- Support other business function as required to accomplish team goals and objectives.

6.0 General Conditions:

- No TA/ DA will be paid to the candidates for appearing in the interview.
- The engagement will not confer any right on the candidate for regularization in OIL.
- The candidates should be of sound health and have to provide a fitness certificate from a Govt. Registered medical practitioner at the time of joining in the prescribed format.
- The candidate should have command over English. Knowledge of local language will be given preference.
- Any dispute with regard to the recruitment against this advertisement will be under the jurisdiction of Dibrugarh district court only.

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