

Advt. No. CMD/OIL/PER/14(C)/July 2021- Advisor (Coordination)

1.0 Oil India Limited (OIL) intends to engage an Advisor (Coordination) on contract basis in its Corporate Office, Noida on consolidated honorarium for a period of 6(six) months, extendable by another 6(six) months. Applications are invited from interested and eligible candidates (superannuated employees of OIL) for engagement as Advisor (Coordination) in Oil India Limited.

2.0 **Job Responsibilities:**

- (a) To coordinate actions to be taken in respect of various high level meetings taken at MoP&NG, other Ministries and autonomous government agencies.
- (b) To monitor follow up actions to be taken for obtaining clearances /approval of Company's projects/proposals from various central government agencies.
- (c) To facilitate and liaise with concerned Departments in OIL for timely submission of questionnaires, all logistic arrangements related to visits of various Parliamentary Committee Meetings.
- (d) To coordinate with Corporate HR/MoP&NG/PESB/DOPT regarding actions related to selection process for Board level members in OIL.
- (e) To follow up and coordinate with CVC on vigilance matters pertaining to OIL.
- (f) To coordinate with MHA/MoP&NG from time to time for visits of senior officials for meetings etc. in various Ministries.
- (g) Facilitate and liaise with Corporate Administration for arrangement of all logistics related to various Company events, Company conferences etc.
- (h) Facilitate and coordinate all administrative requirement of senior Govt. officials in relation to Company's work.
- (i) Any other assignment that may be required to be undertaken from time to time.

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

3.0 **Eligibility:**

- (a) The incumbent should have retired at the level of GM and above (superannuated employees of OIL) having minimum 15 years of experience in handling liaison/coordination jobs.
- (b) The age of the incumbent should not be more than 70 years as on 12th August, 2021.

4.0 **Period of Contract:**

Six months, extendable by another six months depending on the requirement of the Company.

5.0 **Place of Posting:**

OIL's Corporate Office, Noida

6.0 **Honorarium and Facilities:**

Sl. No.	Level	Monthly Honorarium
1	GM Level	Rs. 1,16,000/-
2	CGM Level	Rs. 1,43,000/-
3	ED Level	Rs. 1,70,000/-

- a) The above honorarium will be lump-sum and inclusive of local conveyance, telephone (landline/mobile), internet expenses etc. The applicable GST, if any, will be extra and borne by the Company. Income tax, as applicable, will be deducted.
- b) Paid leave of 10 (ten) days for 6 (six) months.
- c) Travel/Boarding and Lodging during all official tours outside the place of posting will be extended as per entitlement of the grade last held.
- d) Incidentals of Rs.250 per day for the actual number of days worked for OIL outside the place of posting.
- e) Incumbent will work in line with regular executives of the Company.

7.0 **Selection Procedure:**

Selection will be based on personal interaction with a Selection Committee.

- 8.0 Interested and eligible persons may send their duly filled in application (in prescribed format given below) to **Executive Director (HR), Oil India Limited, Plot No. 19, Sector-16A, Noida-201301** at email id cons_rectdel@oilindia.in on or before 23:59 hours of 12.08.2021.