



### **ENGAGEMENT ON CONTRACTUAL BASIS**

**(ADVT.NO.HRAQ/CONT-EX-B/23-109 dated 22/12/2023)**

Oil India Limited (OIL), a Maharatna Public Sector Undertaking intends to engage following personnel purely on contractual basis for immediate engagement under Mahanadi Basin Project, Bhubaneswar. The contractual requirement which is purely temporary in nature shall also entail working in shifts involving arduous and hazardous nature of jobs in remote/far-flung OIL installations/locations and also on "On-Call" duty basis. Only Indian Nationals are eligible to apply on the date of registration.

Sl. No.	Contractual Engagement Requirement	Eligibility Criteria		Contract Emoluments*
		Candidates should possess all the qualification/requirements as given below	Age Limit (years) as on the date of registration for Walk-in-Interview	
1	Contractual Drilling Engineer <b>(01 No.)</b>	(i) Bachelors Degree in Petroleum /Mechanical Engineering of four years duration from a Govt. recognised institute. (ii) Post Qualification Work Experience of more than 03 (Three) years in upstream Oil & Gas industry. (iii) Must possess a valid Well Control Certificate (IWCF Level-4/IADC-L4.).	Minimum age: 24 years  Upper age limit: 40 years as on date of registration for Walk-in-Interview.	₹ 80,000/- per month
2	Contractual Chemist <b>(02 Nos.)</b>	(i) Post Graduate in Chemistry of (02) Two years duration from a Govt. recognised institute. (ii) Post Qualification Work Experience of more than 05 (five) years in Preparation, Maintenance and Supply of Water Base Drilling Fluid (Mud) in Drilling well. <b>OR</b> (i) Bachelors Degree in Chemical Engineering of four years duration from a Govt. recognised institute. (ii) Post Qualification Work Experience of more than 07 (Seven) years in Preparation, Maintenance and Supply of Water Base Drilling Fluid (Mud) in Drilling well.	Minimum age: 24 years  Upper age limit: 40 years as on date of registration for Walk-in-Interview.	₹ 1,00,000/- per month

\*The total Contract Emoluments consists of Fixed and Variable components.

\*Incidental of ₹ 500/- per day for the actual number of days worked for OIL outside the place of posting.

**Note:**

- i). Reservation and age relaxation will be as per Government guidelines.
- ii). Contract Period: Contractual engagement will be for a period of 01 (One) year, extendable by another 01 (One) year subject to a maximum period of 02 (Two) years. The said contract period will be extendable depending upon requirement of the company, performance of the individual, conduct, fitness etc.
- iii). Age Limit: As on the date of registration for Walk-in-Interview for respective requirements.

### 1.0 **Details of Walk-in-Interview:**

Interested candidates meeting the above eligibility criteria should report for registration for the Walk-in-Interview process at the following venue as per the schedule given below:

**Venue:** Mahanadi Basin Project (erstwhile Bay Exploration Project), Oil India Limited, IDCO Towers, 3rd Floor, Janapath, Bhubaneswar-751022, Odisha, India.

<b>Contractual Engagement Requirement</b>	<b>Date and Time of Registration*</b>	<b>Date of Walk-in-Interview<sup>#</sup></b>
Contractual Drilling Engineer	08/01/2024 9:00 A.M. to 11:00 A.M.	08/01/2024
Contractual Chemist		

\*No candidates will be allowed to register after 11:00 AM as stated herein above.

#### **NOTE:**

#. If the total number of candidate(s) registered for the Walk-in-Interview on the above scheduled date is beyond the adequate limit/capacity, please note that the Walk-in-Interview for the remaining registered candidate(s) will be carried forward/completed on the subsequent day(s), as required, which will be informed to the candidate(s) on the date of the registration.

### 2.0 **Candidates must bring the following document(s)/certificate(s)/testimonial(s) in originals while reporting for the Walk-in-Interview process:**

- a) Filled in Personal Bio-Data Form (format given on the last 2 pages of this advertisement).
- b) 01 (One) recent 3cm X 3cm coloured photograph.
- c) Valid Identity Proof and valid Address Proof from Competent Government Authority.
- d) Date of Birth (DOB) proof i.e., Birth Certificate or Class X certificate containing DOB.
- e) Admit Card, Marksheet and Pass Certificate of Class 10 issued by the concerned Government Recognised Education Board; Document(s)/Certificate(s)/Testimonial(s) of essential qualification(s) and Experience Certificate(s).
- f) Valid Caste Certificate (SC/ST/OBC), if applicable; Valid Non-Creamy Layer certificate, if applicable; Valid Income and Asset Certificate to be produced by Economically Weaker Sections, if applicable; Valid Disability Certificate, if applicable; Valid Discharge Book/Service and Release Certificate for Ex-Servicemen (Pages containing Personal Particulars and Service Particulars), if applicable. No-Objection Certificate from concerned employer, in original, in case the applicant is working in any organization.
- g) A set of self-attested photocopies of all applicable document(s)/certificate(s)/testimonial(s) as mentioned above.

**2.1 Candidate(s) without original document(s)/certificate(s)/testimonial(s) will not be allowed to appear in the Walk-in-Interview.**

**2.2 Candidates meeting the eligibility criteria will only be allowed to appear in the Walk-in-Interview.**

### 3.0 **Selection Criteria:**

- a) The candidate will be selected based on Walk-in-Interview of total 100 marks.
- b) The minimum qualifying marks will be 50 for all categories.
- c) 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.
- d) Final selection from among the candidates who have appeared and secured the minimum qualifying marks of 50 in the Walk-in-Interview will be only on the basis of merit as per the marks obtained in the Walk-in-Interview.

#### **4.0 Experience, Job Profile, Duty Responsibilities/Accountabilities, Skill and knowledge:**

##### **I. Experience, Job Profile and Responsibilities of Contractual Drilling Engineer:**

- a) To be posted at Rig site under 21 days (minimum) ON/OFF duty pattern.
- b) Candidates should be able to operate AC/SCR, drilling rigs and workover rigs with knowledge on operation of the rigs and down hole complications and be able to take decisions relating to down hole and surface problems in drilling/workover wells, operating draw works & handling of brake.
- c) The candidates should have knowledge to identify and do the necessary trouble shooting of the rig equipment and tools and have knowledge of HSE & statutory rules & regulations as per Mines Act, OISD rules etc.
- d) The candidates should be able to detect well control situation and overall management of the well site crew with good inter-disciplinary skills and he/she should be conversant about mud chemicals & maintenance of mud property.
- e) The candidate must possess a valid Well Control Certificate (IWCF Level-4/IADC-L4.)
- f) The selected candidates will function as Company Representative in drilling wells and will be in-charge of well operations.
- g) The selected candidates will receive and dispatch well consumables/materials at/from well site.
- h) The selected candidate will send daily progress report regarding all operations at rig site in Company's DPR format.
- i) Selected candidates will supervise well operations, provide technical guidance and ensure safety in all respects at rig site.
- j) The selected candidates will hold daily Tool-box meeting, Pit level meeting, Job safety analysis, Fire Drill, BOP Drill etc. as per standard practice.
- k) The selected candidates will coordinate the activities of all service providers.
- l) The selected candidates will be responsible to carry out all operations as per the well policy and/or as directed by Company officials designated by HOD.
- m) The selected candidates will report to Installation Manager/Operation Manager and be guided by him as regards operations and safety related issues.
- n) The selected candidates will be responsible for maintaining all relevant well records, safety documents and test reports.
- o) The selected candidates will be responsible for proper functioning of well-site/base camp.
- p) The selected candidates will be responsible for ensuring compliance of all contractual obligations by the service providers.

##### **II. Skills & Knowledge of Contractual Drilling Engineer:**

- a) Should have practical field experience and knowledge of various operations of drilling and workover activities.
- b) Should have sound knowledge of drilling and workover installation safety, environment protection guidelines issued by various government and internal agencies.
- c) Should be aware of latest developments in Improving safety and environment in drilling and workover installations.
- d) Should have strong people managerial skills and dealing with public.
- e) Should have working knowledge in computer.

##### **III. Duty Responsibilities/Accountabilities of Contractual Chemist:**

- a) To be posted at Rig site under 21 days (minimum) ON/OFF duty pattern.
- b) Duties shall include but should not be limited to managing and supervising drilling fluid properties both for Chemical and Physical treatment related to mud programme.
- c) To liaise with Company Representative of OIL, Mud Engineering Personnel and Drilling Fluid Manager of Contractor as and when required.
- d) To supervise the day to day well site operational activities of the contracts being served.
- e) To maintain good customer relationship at the well site.
- f) Supervise all mud treatment and ensure proper use and maintenance of solids control equipment.

- g) Coordinate third party/sub-contractor services like Effluent Treatment Plant (ETP) services at the well site, TSDF (Treatment, Storage, and Disposal Facility) services and during well cementation job as and when required.
- h) Forecast Material/ Chemical requirements for well site operations and liaise with Contractor Drilling Fluid Manager/Drilling Fluid Engineer to ensure timely purchase, preparation and delivery of sufficient stock.
- i) Ensure that an adequate rig site chemical inventory and an accurate record of supply and consumption is maintained and reported according to company and contractual requirements.
- j) Ensure provision of a complete, accurate and informative Daily Drilling Fluid Report in accordance with company procedures and contractual requirements.
- k) Ensure provision of a complete, accurate and informative Well Summary Report (End of Well Report or Well History) in accordance with company procedures and contractual requirements.
- l) Ensure proper inventory of testing equipment and chemical reagents is maintained and that all drilling fluid test equipment at well site is well maintained and regularly calibrated according to procedures.
- m) Make regular contact with well site HSE Officer and Company Representative (Installation Manager) and attend all company and operator organized QHSE meetings.
- n) Ensure correct and appropriate use of Chemicals, Services and Resources.
- o) Ensure knowledge in solving downhole problem during Pipe stuck, Loss Circulation, Mud Loss and Well Kick at the rig.
- p) Ensure implementation of the company's Health Safety and Environmental Policies, Procedures and Quality Plans.
- q) Maintain an active role in the identification of Opportunities for Improvement in the company's Quality Health Safety and Environmental Management Systems and where relevant to assist in the implementation of these improvements.
- r) Monitor the effectiveness of the company's (and where appropriate the contractor's) Quality, Health Safety and Environmental Management Procedures and ensure all legal and contractual requirements are fulfilled to the Company's satisfaction.

## **5.0 General Conditions:**

- a) The contract can be terminated at any time by giving notice of 15 days, by either side.
- b) Candidates will be required to join immediately, if selected.
- c) 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.
- d) No Travelling Allowance/ Daily Allowance will be paid to the candidates for appearing in the Walk-in-Interview.
- e) Selected candidates will be entitled for the total Contract Emoluments, which will include both the Fixed and Variable components. However, in case selected candidate avails Maternity Leave during the course of Contractual engagement, only the Fixed component of the Contract Emoluments shall be paid.
- f) Candidates have to make their own arrangements to appear for the Walk-in-Interview viz. travel, accommodation etc. Further, no reimbursement shall be provided for joining.
- g) If a candidate is found guilty of either of the following mentioned hereunder, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, will also be liable to be disqualified for the above contractual engagement for which he/she is a candidate and to be debarred, either permanently or for a specified period, from any examination or test conducted by OIL i.e. (i) using unfair means (ii) impersonating or procuring impersonation by any person (iii) misbehaving (iv) resorting to any irregular or improper means in connection with his/her candidature for selection (v) obtaining support for his/her candidature by any unfair means.
- h) The contractual engagement will NOT confer any right on the candidate for regularization in OIL.
- i) Candidate/contract of candidate(s) submitting false certificates or suppression/submission of incorrect information shall be liable for termination/disqualification/rejection at any stage.
- j) The candidate 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.
- k) The candidate will have to submit a character and antecedents verification certificate from concerned

authorities at the time of joining.

- l) Candidate(s) working in any organisation, if selected, has to submit release letter, in original, from the present employer at the time of engagement.
- m) The selected candidate(s) will be liable to be placed in any location as deemed fit by the competent authority.
- n) The selected candidate(s) will have to arrange accommodation at his/her own cost during the period of the above contractual engagement.
- o) All taxes as applicable will be borne by the individual(s).
- p) The selected candidate(s) shall be entitled for 20 days paid leave for a 01 (One) year period.
- q) Any dispute with regards to the engagement against this advertisement will be under the jurisdiction of Dibrugarh district court only.
- r) Oil India Limited reserves the right to cancel or postpone the Contractual Engagement Process at any stage without assigning any reason.
- s) Candidates are advised to keep checking OIL's website regularly for any update/information pertaining to the above contractual engagement requirement(s).

**Mobile Phones, calculators, any other electronic devices or objectionable items are strictly banned in the entire premises of the venue. Please note that, if any candidate is found carrying or using such items within the entire premises of the venue, the candidate will be debarred from appearing in the Walk-in-Interview and candidature of such a candidate will be disqualified/rejected. Further, a candidate committing such an unscrupulous act is also liable to be blacklisted and may not be considered for any further requirement in OIL. Furthermore, such a candidate is also liable for appropriate legal action.**

#### **BEWARE OF FRAUDULENT OFFERS**

**It has been brought to our notice that some unscrupulous individuals/criminal elements are attempting to defraud jobseekers/general public by issuing fake engagement/appointment letters, assuring jobs etc. in Oil India Limited. It may be noted that Oil India Limited has well laid out and transparent policies/procedures and engagement/appointment letters are issued by the Company to selected candidates at the conclusion of such a process. Oil India Limited does not authorize any person/organization outside of Oil India Limited to offer any job on its behalf.**

**Through this public notice, Oil India Limited warns all job seekers/general public to be vigilant against such unscrupulous elements and reject such engagement/appointment letters, assurance of jobs etc. in the Company. Oil India Limited will not be responsible for any loss/damage suffered either directly or as a consequence of such fake offers from any source whatsoever.**

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**For office use only:**  
Selection Category:



Recent 3cm x 3cm  
coloured  
photograph

**PERSONAL BIO-DATA**  
**(CONTRACTUAL ENGAGEMENT)**

Statement of Shri/Smt. \_\_\_\_\_ (IN BLOCK LETTERS) given  
at the time of Walk-in Interview for the requirement of \_\_\_\_\_.

1. **Date of Birth** (DD/MM/YYYY): .....

2. **Gender** : **Male / Female** (Please put ✓ as applicable)

3. **Marital Status**: **Married / Unmarried** (Please put ✓ as applicable)

4. **Mother Tongue**: .....

5. **Father's / Mother's Name**: .....

6. **Identification Mark**: .....

7. **Caste**:  GEN  ST  SC  OBC-NCL  EWS 8. **Sub-Caste**: .....

(Please put ✓ as applicable)

9. <b>Other Recognized Category</b>	:	<u>EWS</u>	<u>Ex-Servicemen</u> (Mention length of Service in Defence)	<u>Persons with Benchmark Disability</u> (Mention category & % age of disability)
		<b>Yes / No</b> (Put tick here)		

10. **Permanent Address**:

Vill/Town/ Place : .....

P.O. : ..... PIN : .....

Police Station : ..... District : .....

State : ..... **Mobile No.** : .....

**E-mail ID (in block letters)** : .....

11. (A) **Relevant Educational Qualification** (acquired as on date):

Exam Passed	Board/University/Institute	Percentage of Marks	Year of Passing

(B) **Other Qualification - License/Permit etc.** (acquired as on date):

License/Permit etc.	Board/Authority/Institution	Part/Class etc.	License/Permit etc. No.	Valid till

Signature of candidate: \_\_\_\_\_

Date: \_\_\_\_\_

12.

<b>Work Experience:</b>				
<b>Designation</b>	<b>Employer's Name &amp; Address</b>	<b>Duration</b>		<b>Total no. of Days</b>
		<b>From</b>	<b>To</b>	

13. I, Shri/Smt. \_\_\_\_\_, hereby solemnly declare that, **no criminal case against me pending before any Court/ never been arrested / never been prosecuted / never been in Jail or Police Custody / never been fined by the Government Authority / never been convicted by a Court of Law / never been debarred from appearing in any examination / never been rusticated by any educational authority / Institution** and the above information are duly filled by me and are true to the best of my knowledge. If any false/incorrect declaration/information has been made/provided by me herein, I will be liable for cancellation/disqualification at any stage of my contractual engagement and for such action as deemed fit in this regard.

**Signature:** \_\_\_\_\_

**Full Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Enclosure:**

1. **DOB proof**
2. **Category proof**
3. **Address proof**
4. **Education qualification proof**
5. **Work experience certificate**
6. **Any other**