



ENGAGEMENT ON CONTRACTUAL BASIS

(ADVT.NO.HRAQ/CONT-EX-B/23-90 dated 04/08/2023)

Oil India Limited (OIL), a Navratna Public Sector Undertaking intends to engage following personnel purely on contractual basis for immediate engagement at Centre of Excellence for Energy Studies (CoEES), Guwahati. 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 Geologist-I (01 No.)	(i) M.Sc./M.Tech. in Geology/Applied Geology of minimum 02 (two) years duration from a Govt. recognized institute. (ii) Must possess PhD degree with specialization in Organic Geochemistry. (iii) Post Qualification Work Experience of more than 01 (one) year in Geological laboratory of Oil & Gas industry / Research Organization/University/ Institute.	Minimum age: 24 years Upper age limit: 45 years as on date of registration for Walk-in-Interview.	₹ 70,000/- per month*
2	Contractual Geologist-II (01 No.)	(i) M.Sc./M.Tech. in Geology/Applied Geology of minimum 02 (two) years duration from a Govt. recognized institute. (ii) Must possess PhD degree with specialization in Micro-Paleontology. (iii) Post Qualification Work Experience of more than 01 (one) year in micropaleontological laboratory of Oil & Gas industry / Research Organization /University/Institute.	Minimum age: 24 years Upper age limit: 45 years as on date of registration for Walk-in-Interview.	₹ 70,000/- 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:

- Reservation and age relaxation will be as per Government guidelines.
- 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.
- 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: Oil India Limited, Centre of Excellence for Energy Studies, 5th Floor, NRL Centre, 122A Christian Basti, G.S. Road, Guwahati, Assam, India, PIN-781005.

Contractual Engagement Requirement	Date and Time of Registration*	Date of Walk-in-Interview[#]
Contractual Geologist-I	18/08/2023 09:00 A.M. to 11:00 AM.	18/08/2023
Contractual Geologist-II		

*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:**

- Filled in Personal Bio-Data Form (format given on the last 2 pages of this advertisement).
- 01 (One) recent 3cm X 3cm coloured photograph.
- Valid Identity Proof and valid Address Proof from Competent Government Authority.
- Date of Birth (DOB) proof i.e., Birth Certificate or Class X certificate containing DOB.
- Admit Card, Marksheet and Pass Certificate of Class 10 issued by the concerned Government Recognized Education Board; Document(s)/Certificate(s)/Testimonial(s) of essential qualification(s) and Experience Certificate(s).
- 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.
- 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:**

- The candidate will be selected based on Walk-in-Interview of total 100 marks.
- The minimum qualifying marks will be 50 for all categories.
- 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.
- 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. Job Profile & Responsibilities of Contractual Geologist-I (Organic Geochemistry):

- a) To be posted at CoEES, Oil India Limited, Guwahati, Assam.
- b) Overall responsible for generation geological and geochemical laboratory data and analysis.
- c) Work with a range of specialist equipment as part of job, including mass spectrometers, microscopes and electron microprobes etc.
- d) Undertake field visits to collect site samples.
- e) Interpret a variety of data and analyse results.
- f) Provide support and recommendations to maintain geologists.
- g) Develop databases to track and organize information.
- h) The candidate will review and update the requirement of consumables/materials in related laboratory.
- i) The selected candidate will weekly report the progress of project/assigned works etc. to concerned reporting authority/HoD.
- j) The candidate will ensure and follow the safety measure in laboratory and office.
- k) The candidate has to maintain the relevant records of analysis/projects/results etc.
- l) Awareness and adherence to OIL's HSE policies and Code of Conduct.

II. Skills & Experience of Contractual Geologist-I (Organic Geochemistry):

- a) The candidate should have master's degree in Geology/Applied Geology.
- b) The candidate should have PhD in Geology with specialization in Organic Geochemistry.
- c) Candidate should have research experience in the area of Organic petrography, Organic geochemistry, Petroleum/Coal Geology.
- d) Candidate should have in-depth hold in Organic petrography, Maceral Studies, Sedimentology, Geochemical analysis and interpretation.
- e) The candidates should have in-depth knowledge in Organic Geochemistry & Petrology related to Petroleum Exploration, Petroleum and Coal Geology and Sedimentary Petrology.
- f) The candidate must have at least 2 publications related to specialization (mentioned above) in reputed peer-reviewed Journals and Conference Proceedings in these fields.
- g) The Candidate should be knowing the operation of Rock-Eval pyrolizer, GC & GCMS, XRD, XRF, Petrological Microscope, Organic Petrographical analysis and Vitrinite Reflectance measurement.
- h) The candidate must have experience of outcrop geological mapping in sedimentary basin.
- i) Candidate should have knowledge and hold of Indian sedimentary basins.
- j) Candidate should have minimum 1 year working experience in Geological laboratory of Oil & Gas industry/ Research Organization/University/Institute.
- k) Excellent communication skills having fluency in English.
- l) General technical ability and safety awareness.
- m) The ability to work as part of a team.
- n) Research skills and the ability to manage a project or study.
- o) A methodical approach to work for analyzing samples and collating data.
- p) Good IT and database skills.

III. Job Profile & Responsibilities of Contractual Geologist-II (Micropaleontology):

- a) To be posted at CoEES, Oil India Limited, Guwahati, Assam.
- b) Overall responsible for carrying out micropaleontological studies.
- c) Work with a range of specialist equipment as part of job, including microscopes, SEM and electron microprobes etc.

- d) Undertake field visits to collect site samples.
- e) Interpret a variety of data and analyse results.
- f) Provide support and recommendation to mainstream geologists.
- g) Develop databases to track and organize information.
- h) The candidate will review and update the requirement of consumables/materials in related laboratory.
- i) The candidate will weekly report the progress of project/assigned works etc to concerned reporting authority/HoD.
- j) The candidate will ensure and follow the safety measure in laboratory and office.
- k) The candidate has to maintain the relevant records of analysis/project/results etc.
- l) Awareness and adherence to OIL's HSE policies and Code of Conduct.

IV. Skills & Knowledge of Contractual Drilling Engineer (Micropaleontology):

- a) The candidate should have master's degree in Geology/Applied Geology.
- b) The candidate should have PhD in Geology with specialization in micropaleontology.
- c) Candidates should have research experience in the area of micropaleontology, biostratigraphy and allied areas.
- d) Candidate should have in-depth hold in identifying micro-fossils, biostratigraphy and paleoenvironmental analysis, Biomarker analysis and interpretation.
- e) The candidate must have at least 2 publications related to specialization (mentioned above) in reputed peer-reviewed Journals and Conference Proceedings in these fields.
- f) Candidate must have experience of outcrop geological mapping in sedimentary basin.
- g) The Candidate should be knowing the processing and extraction techniques of microfossils and handling the equipments like sieves, ultrasonic bath, wet and dry sediment splitters, balances etc.
- h) Candidate should have knowledge and hold of Indian sedimentary basins.
- i) Candidate should have minimum 1 year working experience in micropaleontological laboratory of Oil & Gas industry/Research Organization/University/Institute.
- j) Excellent communication skills having fluency in English.
- k) General technical ability and safety awareness.
- l) The ability to work as part of a team.
- m) Research skills and the ability to manage a project or study.
- n) A methodical approach to work for analyzing samples and collating data.
- o) Good IT and database skills.

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) 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.
- e) No Travelling Allowance/ Daily Allowance will be paid to the candidates for appearing in the Walk-in-Interview.
- 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(s) submitting false certificates or suppressing information/submitting incorrect information shall be liable for disqualification/rejection/ termination 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 organization, 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.

For office use only:
Selection Category:

OIL INDIA LIMITED

(A Government of India Enterprise)
DULIAJAN

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 / Others** (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 8. **Sub-Caste** :

(Please put ✓ as applicable)

9.

Other Recognized Category	:	Ex-Servicemen (Mention length of Service in Defence)	Persons with Benchmark Disability (Mention category & % age of disability)

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.

Work Experience:				
Designation	Employer's Name & Address	Duration		Total no. of Days
		From	To	

13. I, Shri/Smt. _____, hereby solemnly declare that, **no criminal case against me is 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/termination 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