



HRAQ/CONT-EX-B/24-146 dated 03/07/2024

1.0 Oil India Limited (OIL), a Maharatna Public Sector Undertaking is the second largest national upstream Oil & Gas Company with pan India presence and global footprint. Oil India Limited intends to engage 1(one) Consultant (Land & Coordination) on contract at KG Basin Project, Kakinada on consolidated honorarium for a period of 06 (six) months, extendable by another 03 (three) tenures of 06 (six) months each up to a maximum period of 02 (two) years depending upon requirement of the Company. Applications are invited from interested and eligible candidates for engagement as Consultant (Land & Coordination) on contract at KG Basin Project, OIL, Kakinada.

2.0 Job Description/Responsibilities:

Consultant (Land & Coordination): 01 (One) requirement

- a) To attend to land related matters, viz. lease of land through negotiations with Landowners / Legal heirs, facilitated by the Government of Andhra Pradesh or on permanent basis through Government of Andhra Pradesh including returning the land to the Landowners / Legal heirs / Government of Andhra Pradesh after completion of exploratory drilling campaign if there are on future plans for usage of the land.
- b) To liaise with the landowners with the help of departments / agencies of Government of Andhra Pradesh for negotiation of compensation rate for lease / permanent acquisition of land, preparation of agreements and renewal thereof whenever necessary.
- c) To liaise with Government Departments and District Administration for obtaining necessary permissions and execution of processes for acquired land on lease / permanent basis.
- d) To attend all public issues and work towards early resolution for uninterrupted operations for exploration of hydrocarbons.
- e) To prepare proposals for approval of competent authority for acquiring land on lease / permanent basis.
- f) To maintain all land related documents in a systematic manner and present before OIL officials as and when required.
- g) To Liaise with Government Departments / Public Representatives for any other matter.
- h) 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 applicant should have retired from the services of the Government of Andhra Pradesh at Gazetted Officer grade with minimum 30 (thirty) years of working experience of which minimum 10 (ten) years should have been in dealing with land related matters.
- b) The applicant should be a Graduate in any discipline from a recognized College / University with proficiency in English language. The applicant should be able to work on desktop computers and have the basic knowledge of MS Word and MS Excel.
- c) The age of the applicant should not be more than 63 (sixty-three) years on the last date of submission of applications.
- d) The applicant should not have any disciplinary cases / criminal cases during his service career.
- e) Candidates fluent in reading and writing Telegu language will be given preference.

4.0 Period of Contract: 06(six) months, extendable by another 03 (three) tenures of 06 (six) months each up to a maximum period of 02 (two) years depending upon requirement of the Company.

5.0 Place of Posting: Kakinada, Andhra Pradesh

6.0 Honorarium and Facilities:

Monthly Honorarium	₹60,000/-
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- a) Local conveyance @₹6,000/- per month.
- b) Mobile & Landline telephone reimbursement for due discharge of official responsibilities subject to a maximum of ₹1,750/- per month or actual, whichever is lower.
- c) Travel/Boarding and Lodging during all official tours outside the place of posting would be extended as per entitlement of the grade last held.
- d) Incidentals of ₹250/- per day for the actual number of days worked for OIL outside the place of posting.
- e) Paid leave of 10 (ten) days for a period of 06 (six) months.
- f) Normal Company holidays of OIL will be applicable.
- g) All taxes as applicable will be borne by the individual.
- h) Incumbent would 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 Please note that no TA/DA will be paid. 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 candidates may send their duly filled in application form (in prescribed format along with self-attested requisite documents) at email id **kg_passage@oilindia.in** on or before **23:59** hours of **02/08/2024**.

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

12.0 Online applications received after **23:59** hours of **02/08/2024** will be rejected. Applications not submitted in the prescribed format will be rejected. Applications submitted without supporting documents for proof of date of birth, educational qualification and relevant experience will also be rejected.

Please affix your
recent passport size
photograph



**APPLICATION FOR ENGAGEMENT AS CONSULTANT (LAND & COORDINATION) ON
CONTRACT AT KG BASIN PROJECT, OIL, KAKINADA**

1	Name of the applicant				
2	Father's name				
3	Date of Birth				
4	Gender				
5	Caste				
6	Address for communication				
7	Permanent address (if different from address for communication)				
8	Telephone/Mobile Phone No.				
9	E-mail ID (in block letters)				
10	Details of Educational Qualification				
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.	Members of Professional Bodies				

11 Experience Details						
Sl. No.	Name of 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 appointment 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. Caste Certificate (if applicable)
3. Proof of educational qualification
4. Proof of relevant experience.