



ADVT.NO.: HRAQ/CONT-EX-B/22-35 dated 09/07/2022

Engagement of Retired Experienced Personnel from OIL/ONGC/other PSUs/Government Organizations on contract basis as IT Consultant for Information Technology Department, OIL

- 1.0 Oil India Limited (OIL), a Navratna Public Sector Undertaking is the pioneer and second largest national upstream Oil and Gas Company with a pan India presence and growing global footprint. OIL is 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 production of LPG with its Field Headquarters (FHQ) at Duliajan, Dibrugarh, Assam. The company's In-Country operations are spread over the areas in the states of Assam, Arunachal Pradesh, Mizoram, Tripura, Nagaland, Odisha, Andhra Pradesh and Rajasthan and offshore areas in Andaman, Kerala-Konkan and KG shallow waters. OIL operates a 1157 Km long crude oil pipeline from Digboi, Assam to Barauni in Bihar and a 660 Kms long product pipeline from Numaligarh Refinery to Siliguri. Besides having a Pan-India presence, OIL has Participating Interest (PI) in blocks in eight countries overseas viz Russia, USA, Venezuela, Mozambique, Nigeria, Gabon, Bangladesh & Libya. OIL has also ventured into the City Gas Distribution (CGD) projects and has diversified into the Renewable & Alternate Energy sector in the Wind and Solar domains with a total installed capacity of 188.10 MW. OIL has acquired majority stake in Numaligarh Refinery Limited (NRL) Assam, resulting in OIL becoming the promoter and the holding company of NRL.

Oil India Limited Intends to engage 01 (One) Retired Experienced Personnel from OIL/ONGC/other PSU/Government Organization on contract basis as an IT Consultant for Information Technology Department, Duliajan, Assam.

2.0 Job Responsibilities:

- Study OIL's existing processes, organograms, hierarchy, IT systems etc. to formulate one appropriate IT Governance Framework using integrated approach of recognized standards like ISO 38500 (International Organization for Standardization), COBIT (Control Objectives for Information Technologies), ITIL (Information Technology Infrastructure Library), etc.
- Guide OIL management in formalizing and institutionalizing the proposed Governance Framework to transform it to a core business process.
- Supervise functioning of IT Governance Framework in the form of convening meeting, workshop, internal training etc. to meet the intended goal of the framework.
- Guide and supervise in formulating an IT Governance Steering Committee (ITGSC) in order to promote effective IT governance for OIL and to direct, review and approve IT strategic plans, oversee major initiatives and allocate resources.
- Guide and supervise in instituting the role of CISO (Chief Information Security Officer) for OIL so that it is positioned independent for the functions of IT.
- Guide OIL management in adopting and institutionalizing appropriate cyber security controls and practices so as to minimize the risk of cyber incident.
- To carry out any other jobs not exclusively mentioned above but relevant to framing of IT Governance Framework.

3.0 Eligibility:

- Engineering Degree in Computer Science (Computer Engineering, Computer Science, Computer Sc. & Technology, Computer Sc. & Engineering etc.) / Electronics Engineering (Electronics, Electronics & Telecom etc.)
- Must have minimum 25 years of IT experience in OIL/ONGC/other PSUs/Government Organizations.
- Individual must have retired from OIL/ONGC/other PSUs/Government Organizations at Executive Director (ED)/Chief General Manager (CGM) level.
- The age of incumbent should not be more than 65 years as on the last date for submission of application i.e., 08/08/2022.

- e) Must have working experience in:
- SAP ERP Platform
 - Managing Corporate Data Centre
 - Working as CIO/Head of IT/CISO
- f) Must possess industry accredited certification of CISA and CGEIT.

4.0 Period of Contract: Initial period of 06 (Six) months, extendable by another period of 06 (Six) months based on requirement of the Company.

5.0 Place of Posting: Primary job location of the consultant will be in Duliagan, Assam, however he/she would be required to travel to any location of OIL in India depending on job requirement from time to time.

6.0 Honorarium and Facilities:

- (a) Based on the grade of the candidate at the time of his/her retirement, the honorarium will be fixed as under:

Sl no.	Level	Monthly Honorarium (in ₹)
01	CGM (Grade H or equivalent)	1,43,000/-
02	ED (Grade I or equivalent)	1,70,000/-

- (b) The above honorarium is lump sum and inclusive of local conveyance, telephone (landline/mobile), internet expenses, etc., if any.
- (c) Taxes other than GST will be borne by the individual.
- (d) Income Tax, as applicable, will be deducted.
- (e) Selected individual will work in line with regular executives of the Company.
- (f) Travel/boarding and lodging during all official tours outside the place of posting will be as per entitlement pertaining to Executive Director/Chief General Manager at OIL, as applicable.
- (g) Incidentals of ₹ 250/- per day for the actual number of days worked for OIL outside the place of posting.
- (h) Paid leave entitlement of 10 (Ten) days for a period of 06 (Six) months.
- (i) Normal company holidays of OIL will be applicable.

7.0 Selection Procedure: Selection will be based on personal interaction by a Selection Committee.

8.0 Please note that no TA/DA will be paid for appearing in the Selection process. Further, no reimbursement shall be provided for joining.

9.0 Interested and eligible persons may send their duly filled in application (in the prescribed format given on page 3 and 4) along with supporting document(s)/certificate(s)/testimonial(s) to the email id **con_app@oilindia.in** on or before **08/08/2022**. The supporting document(s) /certificate(s)/testimonial(s) are to be self-attested and sent to **con_app@oilindia.in** in pdf files.

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

11.0 The interaction for the shortlisted candidates will be either through online mode or through a Walk-in process. If the Personal Interaction is online, then the date and time of interaction via Google Meet/Zoom Call/Webex/Microsoft Teams etc. will be intimated to the eligible shortlisted candidates on their email id and if the Personal Interaction is a Walk-in-Process, then the eligible candidate(s) will be informed about the venue and date of the Personal Interaction on their email id accordingly.

12.0 Online Applications received through email after the last date i.e., **08/08/2022** will be rejected.



Please affix your
recent passport size
photograph

**APPLICATION FOR ENGAGEMENT OF IT CONSULTANT ON
CONTRACT BASIS FOR INFORMATION TECHNOLOGY
DEPARTMENT, DULIAJAN, ASSAM**

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

10. Work Experience Details						
Sl. No.	Name of the 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 engagement 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. Marksheets and Pass Certificates of Educational Qualification.
3. Documentary proof for Work Experience.