



**ENGAGEMENT ON CONTRACTUAL BASIS**

**(ADVT.NO.HRAQ/CONT-EX-B/22-56 dated 20/12/2022)**

Oil India Limited (OIL), a Navratna 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 Honorarium per month
		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>(02 Nos.)</b>	(i) Bachelors Degree in Petroleum /Mechanical Engineering of four years duration from a Govt. recognised institute. (ii) Minimum 03 (Three) years of post-qualification work experience in upstream Oil & Gas industry.	Minimum age: 24 years  Upper age limit: 40 years as on date of registration for Walk-in-Interview.	₹ 55,000/-
2	Contractual Geologist <b>(02 Nos.)</b>	(i) Post Graduate in Geology /Applied Geology of two years duration from a Govt. recognised institute. (ii) Minimum 03 (Three) years of post-qualification work experience as Wellsite Geologist.	Minimum age: 24 years  Upper age limit: 40 years as on date of registration for Walk-in-Interview.	₹ 55,000/-
3	Contractual Chemist <b>(02 Nos.)</b>	(i) Post Graduate in Chemistry of (02)two years duration from a Govt. recognised institute. (ii) Minimum 05 (five) years post qualification work experience 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) Minimum 07 (Seven) years post qualification work experience 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.	₹ 60,000/-

4	Contractual Civil Engineer (02 Nos.)	(i) Bachelors Degree in Civil Engineering of four years duration from a Govt. recognised institute. (ii) Minimum 03 (Three) years of post-qualification work experience of executing major building/infrastructure/road related projects.	Minimum age: 24 years  Upper age limit: 40 years as on date of registration for Walk-in-Interview.	₹ 50,000/-
5	Contractual Stores Officer (01 No.)	(i) Bachelors degree in Engineering (Any discipline) of four years duration from a Govt. recognised institute (ii) Minimum 05 (Five) years of post-qualification work experience as Stores Officer/Stores Keeper/Stores Executive in any reputed organisation dealing in manufacturing/engineering activity. <b>OR</b> (i) MBA (Any specialization) from a Govt. recognised institute. (ii) Minimum 05 (Five) years of post-qualification work experience as Stores Officer/Stores Keeper/Stores Executive in any reputed organisation dealing in manufacturing/engineering activity.	Minimum age: 24 years  Upper age limit: 40 years as on date of registration for Walk-in-Interview.	₹ 55,000/-

**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:** Bay Exploration Project, IDCO Towers, 3rd Floor, Janapath, Bhubaneswar-751022, Odisha, India

Contractual Engagement Requirement	Date and Time of Registration*	Date of Walk-in-Interview
Contractual Drilling Engineer	05/01/2023 9:00 A.M. to 11:00 A.M.	05/01/2023 <sup>#</sup>

Contractual Geologist	06/01/2023 9:00 A.M. to 11:00 A.M.	06/01/2023 <sup>#</sup>
Contractual Chemist	07/01/2023 9:00 A.M. to 11:00 A.M.	07/01/2023 <sup>#</sup>
Contractual Civil Engineer	08/01/2023 9:00 A.M. to 11:00 A.M.	08/01/2023 <sup>#</sup>
Contractual Stores Officer	09/01/2023 9:00 A.M. to 11:00 A.M.	09/01/2023 <sup>#</sup>

\*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 3 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. Experience, Job Profile and Responsibilities of Contractual Geologist:**

- a) Overall responsible for geological representation on site during drilling operations.
- b) Execute wellsite geological operations including various well data acquisitions.
- c) Active participation in critical decisions through interpretation of all available data.
- d) Supervise subsurface service company personnel and ensure all equipment's provided by contractor are in line with the program and contract.
- e) Identify and evaluate drilling hazards, timely advising rig team about geologic risks and drilling safety.
- f) Monitor pore pressure and fracture pressure against Mud parameters in real-time using drilling, Mud, Mudlogging, LWD, Gas and cutting data, timely advising rig team about any bore-hole stability and pore pressure issues.
- g) Cutting sample evaluation and description: Lithology, grain size, sorting, roundness, porosity, consolidation, cementation
- h) Hydrocarbons show analysis and description: stain, visual cut, surface fluorescence, cut fluorescence, percentage of HOT (heavy oil/tar) occluding porosity.
- i) Advise MWD and mud logging personnel of program requirements and revisions and ensure delivery of program objectives.
- j) Execute on site decision to initiate coring, intermediate logging, continuation, or halting drilling at casing points etc. after seeking approval.
- k) Witnessing wireline logging operations, including LQC, quick look interpretation of logs.
- l) Prepare and transmit daily morning and evening reports along with mudlogging, LWD, and wireline logging files and interpreted data, acquired since last report.
- m) Regular interface with operations team at base.
- n) Awareness and adherence to OIL's HSE policies and Code of Conduct.

### **IV. Skills & Experience of Contractual Geologist:**

- a) At least three years oil industry experience of working as Wellsite Geologist in exploratory wells.
- b) Experience of doing lithology descriptions, hydrocarbon show detection and interpretation.
- c) Experience of supervising, witnessing, QC and interpreting data from mudlogging, LWD wireline logging services.
- d) Demonstrated ability to effectively communicate with Company man, and coordinate activities with directional driller, MWD/logging engineer, mud engineer and office-based operations geologist.
- e) Strong computer skills, particularly with MS Excel and other industry software such as GEO.
- f) Ability to focus efforts and prioritize work under pressure and adapt effectively to fast-paced operations.
- g) Comfortable working in a remote, physically demanding environment.
- h) Excellent communication skills having fluency in English, strong team player, open and transparent communicator across multiple oilfield disciplines.

### **V. 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.

**VI. Experience, Job Profile and Responsibilities of Contractual Civil Engineer:**

- a) The candidates should have experience of executing major building/ infrastructure/ road related projects.
- b) Candidates should have knowledge of relevant IS codes of practice for Civil Engineering works.
- c) To execute and support all civil project activities related to on-going and upcoming Oilfield Projects of Oil India Limited conforming to safety standards at various locations.
- d) Preparation of specification of all civil components related to respective Projects & Cost Estimate of works following CPWD-DSR or relevant State Govt. Schedule of Rates including market rate analysis as per requirement.
- e) Preparation of civil layout drawings/ plot plan/ soil testing/ contour survey of installations.
- f) Preparation of detail specification of civil items along with quantity.
- g) Examine/ analyse/ approve civil diagrams/ drawing prepared by Contractors.
- h) Calculate civil items / equipment's requirement at site and maintain inventory.
- i) Oversee installation of civil components at oilfields as per industry practice.
- j) Ensure compliance of execution of all civil jobs at site as per contract terms & conditions.
- k) Inspections of material & witness requisite tests at site & take samples of materials for laboratory test from approved laboratory.
- l) Close and constant monitoring of all civil activities carried out by Contractors at site.
- m) Ensure conformation to project safety standards of Oil & Gas installations as per DGMS, OISD, CIMFR.
- n) Regular site supervision of projects. Ensure proper execution of jobs by Contractors.
- o) Keeping abreast with latest safety requirements of Oil & Gas installations.

**VII. Skill and Experience of Contractual Civil Engineer:**

- a) The candidates having command over the local language of Odisha as well as English will be given preference.

### **VIII. Experience, Job Profile & Responsibilities of Contractual Stores Officer:**

- a) The applicant should have knowledge in various stores' functions of materials handling, viz., receiving material, issue of material and proper storage of material with bins arrangement.
- b) The applicant should be familiar in using MS Word, MS Excel & email correspondence and have working knowledge in SAP systems.
- c) Should have knowledge of shipment documents, skills in supervising stores activities on a daily basis and housekeeping.
- d) Carry out logistics operations/ material movement ensuring safety of man, material and handling equipment.
- e) Periodic physical verification and reconciliation of stocks, record keeping, generating reports and controlling movement of man, material to and from warehouse.
- f) Should have good command over written and spoken English language.

### **5.0 General Conditions:**

- a) Candidates are advised to strictly abide by all the applicable guidelines/SOPs as per extant directives/order issued by the Government pertaining to COVID-19 pandemic situation.
- b) The contract can be terminated at any time by giving notice of 15 days, by either side.
- c) Candidates will be required to join immediately, if selected.
- d) 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.
- 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.
- 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) Local conveyance @ ₹ 6,000/- per month will be paid.
- o) Mobile & Landline telephone reimbursements for due discharge of official responsibilities subject to a maximum of ₹ 1750/- per month or actual whichever is lower, will be paid.
- p) Travel/ boarding and lodging during all official tours outside the place of posting will be provided/ arranged by OIL and an incidental of ₹ 250/- per day will be paid for the actual number of days worked for OIL outside the place of posting.
- q) All taxes as applicable will be borne by the individual(s).
- r) The selected candidate(s) shall be entitled for 20 days paid leave for a 01 (One) year period.

- s) Any dispute with regards to the engagement against this advertisement will be under the jurisdiction of Dibrugarh district court only.
- t) 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:  
\_\_\_\_\_

# OIL INDIA LIMITED

(A Government of India Enterprise)

DULIAJAN

Recent 3cm x 3cm  
coloured  
photograph

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

Statement of Shri/Smt. \_\_\_\_\_ given at the time of Walk-in-Interview for the requirement of \_\_\_\_\_ on contract:

1. **Name in Full** (in block letters) : .....
2. **Date of Birth** (DD/MM/YYYY): ..... 3. **Religion** : .....
4. **Gender** : ..... 5. **Mother Tongue** : .....
6. **Father's Name** : .....
7. **Mother's Name** : .....
8. **Identification Mark** : .....
9. **Caste (SC/ST/OBC/Gen)** : ..... Sub-Caste : .....
10. **Do you belong to Non-Creamy Layer category:** Yes  No  (Please put ✓ as applicable)
11. **Do you belong to Economically Weaker Sections (EWS) category:** Yes  No  (Please put ✓ as applicable)
12. **Marital Status** : Married  Unmarried  (Please put ✓ as applicable)
13. **Name of Spouse, if married** : .....

14. <b>Other Recognized Category</b>	:	<u>Ex-Servicemen</u> (Mention length of Service in Defence)	<u>Persons with Benchmark Disability</u> (Mention category & percentage of disability)
15. <b>Details of serious illness/operation undergone (if any)</b>	:		

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

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

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

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

\*N. B: Self-attested copies enclosed, where applicable

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

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

Work Experience:				
Designation	Employer's Name & Address	Key Responsibilities Held	Duration	
			From	To

17.

18. **a) Communication/ Mailing/ Present Address:**

Vill/Town/ Place : .....

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

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

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

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

**b) Permanent Address:**

Vill/Town/ Place : .....

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

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

State : .....

19. **Address Proof Certificate (Enclosed): (Please put a ✓ tick in the box)**

Driving Licence	<input type="checkbox"/>	Voter ID Card	<input type="checkbox"/>	Bank Pass Book	<input type="checkbox"/>
Indian Passport	<input type="checkbox"/>	LPG Cylinder Issuing Book	<input type="checkbox"/>	Recent Electricity Bill	<input type="checkbox"/>
Recent Landline Bill	<input type="checkbox"/>	Govt. Ration Card	<input type="checkbox"/>	Aadhaar Card	<input type="checkbox"/>

\* N.B: Self-attested copies enclosed, where applicable

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

Date:

20. **Criminal Cases:** (Please put a ✓ tick in the appropriate answer)

	<b><u>YES</u></b>	<b><u>NO</u></b>
a) Is there any criminal case pending before any Court?	<input type="checkbox"/>	<input type="checkbox"/>
b) Have you ever been arrested?	<input type="checkbox"/>	<input type="checkbox"/>
c) Have you ever been prosecuted?	<input type="checkbox"/>	<input type="checkbox"/>
d) Have you ever been in Jail or Police Custody?	<input type="checkbox"/>	<input type="checkbox"/>
e) Have you ever been fined by the Government Authority?	<input type="checkbox"/>	<input type="checkbox"/>
f) Have you ever been convicted by a Court of Law?	<input type="checkbox"/>	<input type="checkbox"/>
g) Have you ever been debarred from appearing in any examination?	<input type="checkbox"/>	<input type="checkbox"/>
h) Have you ever been rusticated by any Educational authority/Institution?	<input type="checkbox"/>	<input type="checkbox"/>

21. I, Shri/Smt. \_\_\_\_\_, hereby solemnly declare that the above information is duly filled by me and is 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.

\* N.B: Self-attested copies enclosed, where applicable

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

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

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