



Advt. No. CMD/OIL/HR/14(C)/July 2024-Advisor

1.0 Oil India Limited (OIL), a Maharatna Public Sector Undertaking is the oldest Oil & Gas Company of India with pan India presence and global footprint. Oil India Limited intends to engage an Advisor to CMD, to provide guidance and advisory support on Contract & Purchase (C&P) related matters. The engagement will be on contract basis in its Corporate Office, Delhi/Noida on consolidated honorarium.

2.0 Eligibility:

The incumbent should have retired from any Oil & Gas sector PSU at OIL's equivalent to Director/Executive Director level having a minimum of 30 years of experience in Contract & Purchase/ Commercial functions.

The age of the incumbent should not be more than **68** years on the last date of receipt of application.

2.1 Job Description/Responsibilities:

The Advisor will be responsible for providing strategic guidance and advisory support pertaining to Contract and Purchase related matters such as:

- a) Guidelines & directives from regulatory bodies such as CVC for C&P activities and their implementation/incorporation in the internal C&P process.
- b) Improvement in the C&P process based on industry best practices and development of a Strategic Procurement Cell.
- c) Resolving critical contractual matters such as representations / grievances / disputes / arbitration etc.
- d) General Condition of Contract (GCC) for Consultancy Services & Procurement of Works, General Terms and Conditions for Procurement of Goods etc.
- e) Standardization of Tender Clauses and Formats across the organization such as Instructions to Bidders, Special Terms and Conditions, and formats for Non-Disclosure Agreements and Bank Guarantees etc.
- f) Contract Monitoring Documents for effective and robust contract management post award of Contract.

NB: The above list is only indicative and not exhaustive.

2.2 Period of Contract: 1(one) year, extendable by another 1(one) year.

2.3 Place of Posting: CMD Office, Noida/Delhi

2.4 Honorarium and Facilities:

SN	Level	Monthly Honorarium
1	Director Level	Rs. 2,15,000/-
2	Executive Director Level	Rs. 1,70,000/-

Note: - The consolidated honorarium stated above will depend upon the selection of the level of the Advisor (one).

- a) The above honorarium will be lump-sum and inclusive of local conveyance, telephone (landline/mobile), internet expenses etc. The applicable GST, if any, will be extra and borne by the Company. Other taxes are to be borne by the individual. Income tax, as applicable, will be deducted.
- b) Paid leave of 20 (twenty) days for 1(one) year engagement.
- c) Normal Company holidays of OIL will be applicable.
- d) Travel/Boarding and Lodging during all official tours outside the place of posting will be extended as per entitlement of the grade last held.
- e) Incidentals of Rs.250 per day for the actual number of days worked for OIL outside the place of posting.
- f) Incumbent will work in line with regular executives of the Company.

2.5 Selection Procedure: Selection will be based on personal interaction with a Selection Committee.

3.0 Please note that no TA/DA will be paid. Further, no reimbursement shall be provided for joining.

4.0 Interested and eligible candidates may send their duly filled in application form (in prescribed format along with requisite documents) at email cmd.adv2024@oilindia.in on or before **23:59** hours of **01.08.2024**.

5.0 The shortlisted candidates would be informed about the Personal Interaction through e-mail about the scheduled date and time. As such, the candidates are advised to mention a valid e-mail ID and mobile number.

6.0 Online application received after **01.08.2024** will be rejected.



APPLICATION FORM FOR ADVISOR, CMD (OIL)

*Please affix your recent
passport size photograph*

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	

9 EDUCATIONAL QUALIFICATIONS					
S 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 EXPERIENCE DETAILS						
S. 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 the applicant

Please enclose copy of following documents along with the application:

1. Proof of Date of Birth
2. Proof of relevant experience