



ऑयल इंडिया लिमिटेड

(भारत सरकार का उद्यम)

Oil India Limited

(A Government of India Enterprise)

Duliajan – 786 602, Assam

OIL INDIA LIMITED, a Navratna Public Sector Undertaking is the pioneer and second-largest national upstream Oil and Gas Company with a pan Indian presence and growing global footprint. OIL is all 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 Manufacture of LPG with its field Headquarters at Duliajan, Dist. Dibrugarh, Assam.

2.0 Oil India Limited intends to engage the following persons on contract basis for its KGB Project, purely for temporary requirement initially for a period of six months, extendable by three six months tenure upto a maximum term of two years. The details are given below:

Post	Code	Projected Requirements *	Educational Qualification	Post Qualification Work Experience as on date of walk-in interview	Consolidated Contract Honorarium
Drilling Engineers on contract	CONT/KGB /DRLG/ 2017-08	02	BE/ B Tech in Engineering or PGD in Petroleum Exploration or equivalent from a recognized University (Approved by AICTE/ UGC).	Minimum three years of working experience.**	Rs. 67,500/- per month
Well-site HSE Officer on contract	CONT/KGB /HSE/ 2017-09	01	Graduate Degree (4-year regular course) from any recognized university in any discipline of Engineering	Minimum one year of working experience as HSE Officer in Drilling installations in Oil Mines	Rs. 45,500/- per month
			Diploma of three years regular duration from any recognized university/ Technical Institute in any discipline of Engineering	Minimum three years of working experience as HSE Officer in Drilling installations in Oil Mines	
Well-site Civil	CONT/KGB /CIV/	01	BE or B. Tech degree	Minimum experience of	Rs. 50,000/- per month

Engineer on contract	2017-10		in Civil Engineering from a recognized institute	three years in any Govt./Public /Private sector organization of repute.	
Well-site Chemist on contract	CONT/KGB /CHEM/ 2017-11	02	Post Graduation in Chemistry of minimum 02 years duration or BE/ B.Tech degree in Chemical Engineering of minimum 04 years from a recognized University.	Master degree in Chemistry with 03 years Mud engineering Experience or BE / BTECH in Chemical Engineering with 03 years mud engineering experience in drilling wells.	Rs. 67,500/- per month

* The projected requirements may change.

** For the post of Drilling Engineer on contract - The candidates should be able to operate AC/SCR, drilling rigs and workover rigs. They should have 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 drawworks and handling of brake. They should have knowledge to identify and do the necessary trouble shooting of the rig equipment and tools and have knowledge of HSE and statutory rules & regulations as per Mines Act, OISD rules, etc. They should be capable of identifying well control situation and overall management of the well site crew. They should also have good inter-disciplinary skills and should be conversant about mud chemicals and maintenance of mud property. Other things being equal, candidates having well control certificate (IWCF) / Well cap certificate will be given preference.

3.0 **Date of walk-in interview:**

Candidates meeting the above criteria may appear with original marksheets, certificates (including experience certificate & caste certificate) and photocopies of the same and 2 passport size recent photographs for a walk-in- interview for engagement on contract basis as per the details given below:

Post	Date	Reporting time	Venue
Drilling Engineers on contract	06.06.2017	08:30 am to 09:30 am	Training & Placement Office, Swarnotsav Bhavan, Jawaharlal Nehru Technological University, Kakinada (JNTUK)- 533003, A.P.
Well-site HSE Officer on contract	07.06.2017	08:30 am to 09:30 am	
Well-site Civil Engineer on contract	07.06.2017	01:00 pm to 02:00 pm	
Well-site Chemist on contract	08.06.2017	08:30 am to 09:30 am	

4.0 **Leave:**

The selected candidates shall be entitled for 15 days paid leave every six months which can be availed to a maximum of 5 days at a time.

5.0 **Experience requirement and job profile:**

5.1 **Skill requirement and Post Qualification Work Experience:**

A. **Drilling Engineers on contract:**

- Minimum three years of post-qualification working experience.
- The candidates should be able to operate AC/SCR, drilling rigs and workover rigs. They should have 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 drawworks and handling of brake. They should have knowledge to identify and do the necessary trouble shooting of the rig equipment and tools and have knowledge of HSE and statutory rules & regulations as per Mines Act, OISD rules, etc. They should be capable of identifying well control situation and overall management of the well site crew. They should also have good inter-disciplinary skills and should be conversant about mud chemicals and maintenance of mud property.
- Other things being equal, candidates having well control certificate (IWCF) / Well cap certificate will be given preference.

B. **Well-site HSE Officer on contract:**

- Candidates with four years Graduation degree should have minimum one year of working experience as HSE Officer in Drilling installations in Oil Mines and candidates with three years' diploma should have minimum three years of working experience as HSE Officer in Drilling installations in Oil Mines.
- Preference will be given to the candidates having bachelor degree or three years diploma in Industrial Safety Engineering / Fire & Safety Engineering (Regular Course) from recognized/approved institutes. Candidates having additional qualification either diploma or post graduate diploma course on safety from the recognized Regional Labour Institutes (RLI) will have an edge over others.
- Candidate should have practical field experience and knowledge of various operations of drilling and workover activities.
- Candidate should have sound knowledge of drilling and workover installation safety, environment protection guidelines issued by various government and internal agencies.
- Candidate should be aware of latest developments in improving safety and environment in drilling and workover installations.
- Candidate should have strong people managerial skills and dealing with public.

- Candidate should have working knowledge in computer.

C. Well-site Civil Engineer on contract:

- Candidate should have minimum experience of three years in any Govt./Public/Private sector organization of repute.
- Candidate should have experience of executing major building/infrastructure/ road related projects. Candidates should have knowledge of relevant IS codes of practice for Civil Engineering works.

D. Well-site Chemist on contract:

- Candidate should minimum two years of working experience in Drilling/ Workover fluids.

5.2 **Job Profile:**

A. Drilling Engineers on contract:

Skill Requirement and Job profile of Drilling Engineer on Contract:

- The Candidate should have knowledge on operation of AC-SCR or AC-VFD Drilling Rig. They should have knowledge on down hole complications and be able to take decision relating to down hole problem. They should have knowledge to identify and do the necessary trouble shoot of Rig equipment and have knowledge of HSE and statutory rules and regulations as per Mines Act, OISD rules, Pollution Control act etc. Also they should be able to identify well control situation and take remedial measure as per best practices for well control.
- The Candidate should be able to communicate in English and write daily operation report, incident report etc. as per operational requirement.
- Other Things being equal, Candidate having Valid Well Control Certificate from IWCF/IADC and experience in deep Exploratory drilling will be given preference.

B. Well-site HSE Officer on contract:

- Responsibility to ensure Health safety & Environment standards in Drilling & Workover installation during drilling site preparation, rig up, rig down & rig move, raising & lowering mast, rig floor operations like making & lowering of BHA, cementing jobs, tripping in / out of tubular, safety meeting during crew change, pre job safety meetings, routine inspection rig and well site, preparation of site specific SOP in local language, ERP (Emergency Response Plan), Risk Register, preparation of Job Safety analysis, Permit to Work systems, investigation & analysis of accidents, incidents & near miss.
- To follow all DGMS, OISD & MoEF guidelines and submit return at specified intervals.

- Responsible for Safety briefing to all at site advising safe practices and hazards associated with the current jobs/task
- Responsible for issuing safety equipment to all personnel arriving at rig including the visitors and ascertain that all personnel use and maintain these equipment properly.
- Responsible for designing location entrance and exit.
- The safety officer shall:
 - Inspect, as often as may be necessary, the installations of the mine with a view to identify the dangers which may cause bodily injury or impair health of any person or environment
 - Advise the manager on measures necessary to prevent dangerous situations.
 - Enquire into the circumstances and causes of all accidents whether involving persons or not and advise the manager on measures necessary to prevent recurrence of such accidents.
 - Collect, compile and analyze information in respect of accidents and dangerous occurrences with a view to promote safe practices and improvement of working environment.
 - Organize regular safety education programmes and safety campaigns to promote safety awareness amongst persons employed in the mine.
 - Ensure that all new workers and workers transferred to new jobs receive adequate safety fire fighting and first aid training.
 - Maintain a detailed record of work performed by him every day.
 - To abide by the instructions, advices, suggestions and recommendations made by OIL-authorities and External Statutory / Regulatory bodies with respect to HSE aspect and perform duties accordingly.
 - Either at site or in office to maintain stock of PPE, Stationeries, registers, Formats, Signboards, Display boards etc required for installation; prepare requisitions/ reservations for procurement/stock-withdrawal of the same and issuance of the same as per prevailing practices of OIL or as per advice of Oil authorities.
 - To draft letters to External/Internal Authorities / agencies, to arrange meetings and draft Minutes of meeting, interact & correspond in English with external & internal authorities verbally and in writing.
 - To assess safety standard of Drilling & Workover installations and workout the ways and means to uplift the existing standard. This should be a continuous process.
 - Any other work, job and duties assigned by Oil-authorities and directly or indirectly related to HSE matters of installations/rigs.
 - To arrange for safety meetings and monitor follow up actions required for improvement of Safety standards.
 - Impart training on HSE issues.
 - Liaise with MSOs, DSOs, on OISD Safety Audit implementation Status, Reply to DGMS on their inspection observation, ISO & ISRS documentation works.
 - Compile data with regard to various statutory returns to DGMS, APCB, CPCB, OISD & Mines Awards etc.
 - Assist for obtaining Environmental Clearance of Projects.
 - Carry out Audits (Pre-Spud Audit), Safety Audit), Environmental Audit, Pre-Rig-up/ down Audit as per checklist and other statutory audits) as per guidelines of DGMS/OISD/ other statutory bodies.
 - Provide HSE training to the field personnel as and when required.

- Must be ready for extensive field visits and interaction with the concerned people.
- To abide by the instructions, advices, suggestions and recommendations made by OIL authorities and External Statutory/ Regulatory bodies with respect to HSE aspect and perform duties accordingly.
- Any other work, job and duties assigned by OIL authorities and directly or indirectly related to HSE matters of installation/ rigs.

C. Well-site Civil Engineer on contract:

- The job will be supervision and monitoring of Projects in and around Kakinada (i.e., within 80km radius of Kakinada), East Godavari District in Andhra Pradesh.
- Preparation of specification of all civil components related to respective Projects.
- Preparation of civil layout drawings/ plot plan/ contour survey of installations with the help of AutoCAD
- Preparation of detail specification of civil items along with quantity.
- Examine/analyze/approve civil diagrams/drawings prepared by Contractors.
- Calculate civil items/equipment's requirement at site and maintain inventory.
- Oversee installation of civil components at oilfields as per industry practice.
- Ensure compliance of execution of all civil jobs at site as per contract terms & conditions.
- Close and constant monitoring of civil activities carried out by Contractors at site.
- Ensure conformation to project safety standards of Oil & Gas installations as per DGMS, OISD, CIMFR.
- Regular site supervision of projects and take field measurement of all civil project activities. Ensure proper execution of jobs by Contractors.
- Keeping abreast with latest safety requirements of Oil & Gas installations.
- To prepare estimate based on Govt. of Andhra Pradesh Schedule of Rates along with Rate Analysis.
- The candidate must be acquainted with quality control and prescribed test as per relevant IS code for various construction materials.

D. Well-site Chemist on contract:

Qualification and Experience:

Master degree in Chemistry with 04 years Mud engineering Experience or BE / BTECH in Chemical Engineering with 04 years mud engineering experience in drilling wells.

Job Description:

Directs the mud operation carried out on assigned drilling or work over rigs. Monitors the work of the Site drilling chemical fluids engineer and ensures the availability of the chemicals required on rigs for daily operations.

Principal Accountabilities:

Directs and controls the activities of the assigned team of site drilling chemical fluids engineer and waste disposal management (drill cuttings and mud) involved in fluid operation at the rig.

Reviews morning daily drilling reports, fluids reports, solids control reports. drilling waste management report to determine the current status of the well being drilled to establish the fluid requirements including whether modification to the fluid programs are needed.

Reviews the drilling and completion fluid operations, highlights problem areas and recommends alternative methods and techniques to ensure coping with the operational requirements and cost effectiveness. Follows up implementation of approved programs. Ensures adequate chemical supply to the rigs to safely sustain drilling operations.

Involves in trouble-shooting the drilling problems, suggests solutions, and makes incident reports and recommendations for the future.

Supervises fluid service company field personnel liaises with fluid service company coordinator for ensuring implementation of approved company fluid and drilling programs

Review of chemicals requirements for individual wells for budgetary purposes.

Reviews and monitors chemical consumptions and service provider's costs. Reviews well fluid recaps, end of well reports and phase reports. Participates in tender related issues, e.g. technical evaluations.

Ensures QA/QC of fluid chemicals by liaising with the lab.

Ensures that sufficient stock of fluid chemicals meeting company established standards and specifications is available on site and that company's drilling operations are not interrupted.

Ensures that all safety rules and regulations are adhered to in all matters related to chemicals transportation, storage, handling and housekeeping.

Makes presentations of well and fluid related subjects, e.g. lessons learned, incidents reports, fluid reviews, etc.

Performs other related duties such as preparing monthly reports related to fluid operations, participating in task forces, reviewing solids control equipment performance, attending all related meetings.

Works in line with HSE policy, and ensure awareness and compliance of HSE rules and regulations by subordinates.

6.0 **General Conditions:**

- No TA/ DA will be paid to the candidates for appearing in the interview.
- The engagement will not confer any right for regularization in OIL.
- Candidates appearing in the interview should have aptitude for field duty and physical fitness to work in the fields.
- The candidates 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.
- Any dispute with regard to the recruitment against this advertisement will be under the jurisdiction of Dibrugarh district court only.
