



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 hire the following Fire Service Officer on contract basis for its operations in Andhra Pradesh purely for temporary requirement. The contract would be initially for a period of six months, extendable by three six months tenure up to a maximum period of two years, depending upon requirement and the performance of the individual. The details are given below:

Code	Contract Assignment	Projected Requirement*	Educational Qualification	Post Qualification Experience as on 02.04.2018**	Consolidated Contract Honorarium
CONT/ KGB/ FS/2018- 02	Fire Service Officer on Contract	1	BE (Fire Engineering) or B. Tech. (Safety & Fire Engineering)	Minimum one year experience	Rs. 40,000/- per month

(*) The projected requirement may change.

(**) The candidates should have minimum prescribed post qualification experience in any Govt./Public/Private sector organization of repute.

3.0 Candidates meeting the above criteria may appear with the duly filled up enclosed 'Bio-Data' form as per the following schedule:

Date	Reporting time	Venue
02.04.2018	8.30 am to 9.30 am	Training & Placement Office, Swarnotsav Bhavan, Jawaharlal Nehru Technological University (JNTUK) Kakinada- 533003 Andhra Pradesh

3.1 The candidates should also bring the following documents:

- Original mark-sheets, pass certificates, caste certificate (if applicable) & experience certificates.
- A set of self-attested photocopies of original mark sheets, pass certificates, caste certificate (if applicable), experience certificate.
- 2 passport size recent photographs.
- Filled-in Bio Data form.

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 Skill Requirement, Job Profile & Responsibilities of Fire Service Officer on contract:

5.1 Skill Requirement:

- Should have practical knowledge of pro-active systems & procedure for preventing the fire incidents & mitigating the effect of fire incidents.
- Should have sound knowledge of Mines Act, 1952, Factories Act 1948 and various OISD and other statutory guidelines applicable in Fire Service.
- Should be aware of latest developments in improving Fire Safety standards in a E&P Company and LPG Installations.
- Should have basic knowledge in computer like MS-Office, Email, etc.
- Should have good communication, leadership and presentation skills.
- Should be able to work in shifts.
- Should be able to draft letters to External/Internal Authorities/Agencies, to arrange meetings and record Minutes of meeting, interact & correspond in English with External & Internal authorities verbally and in writing.

5.2 Job Profile & Responsibilities:

- Observance of provisions of the Act, Regulations and Orders concerned with all firefighting measures.
- Ensure safe and effective operation of all the firefighting equipment, systems and their testing.
- Ensure preparation and updating of Fire Contingency Plans for all types of emergency situation.
- Exercise a general supervision and co-ordination during control and extinguishment of any fire and its effective tackling.
- Check promptness of response during Mock drills, its deficiencies and effective tactics.
- Ensure timely attendance of fire calls by fire crew for minimizing loss of property and life.
- Ensure smooth running of all activities in shifts.
- Ensure fire-fighting training as per statutory requirement.
- Ensure reporting / information of fire incidents/emergencies to management and its investigations.
- Ensure fire safety audits time to time & its review.

- Ensure Inspection and testing of all major firefighting equipment, appliances such as Fire Tenders, Trailer Fire Pumps, BA sets, other tools & tackles etc. for readiness to attend any emergency on round the clock basis.
- Ensure participation in regular mock drills, evacuation drills, on & off site disaster evacuation mock drills etc.
- Ensure day to day administration & discipline in Fire Service.
- Ensure compliance and monitoring of schedules inspection, testing and maintenance of all fire-fighting equipment and systems installed at site as per statutory /advisory requirement.
- Conduct pre-commissioning of Fire Safety Audit of new locations and regular Fire Safety Audits and its review.
- Develop awareness program and training on SOP to ensure effective action on risk prevention and mitigation as per OIL's standard.
- Interpret safety regulations and company standards and provide safety support for drilling field operations.
- Assist in development and implementation of safety programs at field level, including initial and annual evaluations and approvals, periodic safety reviews and orientations.
- Participate and reinforce safe work practices through behavioral observation process and by coordinating and conducting HSE observations training for company and contract employees.
- Preparation of Statutory and non-statutory reports.
- Preparation of Emergency Plans as per Statutory Requirement.

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 on the candidate for regularization in OIL.
- The candidates should be of sound health and have 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 engagement against this advertisement will be under the jurisdiction of Dibrugarh district court only.

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Experience Details (Attach documentary proof)

Name & address of the organization	Post held	Period		Key Responsibilities held	Gross Salary drawn
		To	From		

Extra curricular activities/Hobbies:

Any Other information /relevant details you would like to furnish:

I hereby certify that the particulars furnished as above are true, correct and complete in all respects. I agree and accept without reservation that at any time, if any of the particulars is found to be untrue, incorrect and/ or incomplete, action as deemed fit shall be initiated against me.

Signature of Applicant

Date:

Place: