



An opportunity to fuel your career

RARE OPPORTUNITY TO JOIN IN MID/SENIOR POSITIONS IN E & P, PETROCHEMICALS & BIOFUELS

IndianOil is the largest commercial enterprise in India and the No.1 Indian Company in the prestigious Fortune 'Global 500' listing of the world's largest corporates. To realise its vision of emerging as a diversified, transnational, integrated energy major, IndianOil has undertaken an ambitious expansion programme into Petrochemicals, Exploration & Production and Bio-fuels.

IndianOil is offering excellent career opportunities to domain experts with proven track record in the following senior/ mid-management level positions:

EXPLORATION & PRODUCTION (Number of vacancies: 14)

■ SENIOR MANAGER/ MANAGER (GEOLOGY) – 2 Nos (Code: EP-1)

Job Description: The job involves evaluation of non-operated / operated acreages including comprehensive geologic mapping, integration of geophysical and well data (well log correlation) at regional and reservoir scale into regional and prospect assessment, basin evaluation, play / prospect generation, prospect evaluation, volumetric assessment, reserves estimation, risk analysis & ranking of the prospects, techno-economic evaluation and technical result / recommendation to the senior management, co-venturers and governmental agencies etc. The candidates applying for Senior Manager should have minimum 10 years and for Manager minimum 8 years of professional experience in similar job functions in an operating E&P Company.

Qualification: M. Sc. (Geology) / M. Tech. (Applied Geology) / M. Tech. (Petroleum Geology) or equivalent qualification from a reputed and recognized university / institute.

Place of posting: New Delhi

■ SENIOR MANAGER/ MANAGER (GEOPHYSICS) – 2 Nos (Code: EP-2)

Job Description: The job involves in-depth analysis of geophysical data to evaluate the adequacy of field parameters, processing techniques and interpretation methods, quality control and management of 2D and 3D seismic data acquisition and site survey data planning, acquisition, processing and re-processing, 2D and 3D seismic data interpretation, acoustic lithology and DHIs modelling, checkshots and VSP calibrations, synthetic calibrations and correlation, time-depth conversion, volumetric estimation etc. The candidates applying for Senior Manager should have minimum 10 years and for Manager minimum 8 years of professional experience in similar job functions in an operating E&P Company.

Qualification: M. Sc. (Geophysics) / M. Tech. (Applied Geophysics) from a reputed and recognized university / institute.

Place of posting: New Delhi.

■ **SENIOR MANAGER/ MANAGER (RESERVOIR ENGINEERING) – 2 Nos (Code: EP-3)**

Job Description: The job involves evaluation of developed / discovered / matured assets for study of reservoir engineering aspects like reserves estimation, determination of recovery factor, development strategy etc; monitoring and optimizing the performance of producing oil and gas field for optimum reserves exploitation; analysis of reservoir displacement efficiency from well performance data, production and open-hole logs and reservoir simulation model results and implementation of various reservoir management practices for maximization of oil and gas recovery factor from the field etc. The candidates applying for Senior Manager should have minimum 10 years and for Manager minimum 8 years of professional experience in similar job functions in various reservoir engineering operations in an operating E&P company.

Qualification: B Tech / M Tech or equivalent qualification in Petroleum Engineering from a reputed and recognized university / institute.

Place of posting: New Delhi.

■ **SENIOR MANAGER/ MANAGER (CONTRACT ADMINISTRATION) – 1 No (Code: EP-4)**

Job Description: The job involves negotiation and finalization of various contracts like joint bidding agreement, joint operating agreement, production sharing contract, farm-in agreement etc. and to design and submit oil and gas bids, designing and formulation 'Request for Proposal', techno-commercial evaluation and award of various types of contracts to consultants/ contractors in connection with various E&P activities etc. The candidates applying for Senior Manager should have minimum 10 years and for Manager minimum 8 years of professional experience in similar job functions in an operating E&P Company.

Qualification: Engineering Graduates from Civil, Chemical or Petroleum disciplines from a reputed and recognized university / institute.

Place of posting: New Delhi.

■ **SENIOR MANAGER/ MANAGER (COMMERCIAL-E&P) – 1 No (Code: EP-5)**

Job Description: The job involves maintaining and carrying out E&P accounting related with various oil and gas operation – raising and processing cash calls etc; preparing & working on E&P budgets and expenditures; carrying out techno-economical feasibility analysis of oil and gas projects to evaluate parameters like NPV, IRR, payout etc. The candidates applying for Senior Manager should have minimum 10 years and for Manager minimum 8 years of professional experience in similar job functions in an operating E&P Company.

Qualification: CA or MBA(Finance) from a reputed and recognized university/ institute.

Place of posting: New Delhi.

■ **SENIOR MANAGER/ MANAGER (LEGAL-E&P) – 1 No (Code: EP-6)**

Job Description: The job involves maintaining all oil and gas contracts, providing legal advice, carrying out due diligence, handling legal disputes. The candidates applying for Senior Manager should have minimum 10 years and for Manager minimum 8 years of professional experience in similar job functions in an operating E&P Company.

Qualification: Degree in International Law from a reputed and recognized university/ institute. In case of suitable candidates, LLB may also be considered.

Place of posting: New Delhi.

■ **ASSISTANT MANAGER / OFFICER (GEOCHEMISTRY) – 1 No (Code: EP-7)**

Job Description: The job involves designing and carrying out geochemical survey, collection of samples, analysis & interpretation and carrying out geochemical analysis of various samples from wells. The candidates applying for Assistant Manager should have minimum 4 years and for Officer minimum 1 year of professional experience in similar job functions in an operating E&P Company.

Qualification: Postgraduate Degree in Geology/ applied Geology/ Chemistry, preferably with specialization in Geochemistry or Ph D in Geochemistry from a reputed and recognized university/ institute.

Place of posting: New Delhi.

■ **ASSISTANT MANAGER / OFFICER (HSE – E&P) – 1 No (Code: EP-8)**

Job Description: The job involves developing and implementing systems for managing health, safety & environment (HSE) standards in E&P projects as per the globally accepted norms in upstream oil & gas industry. The candidate is expected to lead and drive a common and consistent risk based HSE culture throughout the project in relation to critical activities, and facilitating HSE management with all involved stakeholders. The candidates applying for Assistant Manager should have minimum 4 years and for Officer minimum 1 year of professional experience in similar job functions in an operating E&P Company.

Qualification: Degree in Environmental Engineering or equivalent, from a reputed and recognized university/ institute.

Place of posting: New Delhi.

■ **ASSISTANT MANAGER / OFFICER (CONTRACT ADMINISTRATION) – 1 No (Code: EP-9)**

Job Description: The job involves assisting Senior Manager / Manager(Administration) in negotiation and finalization of various contracts like joint bidding agreement, joint operating agreement, production sharing contract, farm-in agreement etc. and to design and submit oil and gas bids, designing and formulation 'Request for Proposal', techno-commercial evaluation and award of various types of contracts to consultants/ contractors in connection with various E&P activities etc. The candidates applying for Assistant Manager should have minimum 4 years and for Officer minimum 1 year of professional experience in similar job functions in an operating E&P Company.

Qualification: Engineering Graduates from Civil, Chemical or Petroleum disciplines from a reputed and recognized university / institute.

Place of posting: New Delhi.

■ **ASSISTANT MANAGER / OFFICER (COMMERCIAL-E&P) – 1 No (Code: EP-10)**

Job Description: The job involves assisting Senior Manager / Manager(Commercial) in maintaining and carrying out E&P accounting related with various oil and gas operation – raising and processing cash calls etc; preparing & working on E&P budgets and expenditures; carrying out techno-economical feasibility analysis of oil and gas projects to evaluate parameters like NPV, IRR, payout etc. The candidates applying for Assistant Manager should have minimum 4 years and for Officer minimum 1 year of professional experience in similar job functions in an operating E&P Company.

Qualification: CA or MBA(Finance) from a reputed and recognized university/ institute.

Place of posting: New Delhi.

■ **ASSISTANT MANAGER / OFFICER (LEGAL-E&P) – 1 No (Code: EP-11)**

Job Description: The job involves maintaining all oil and gas contracts, providing legal advice, carrying out due diligence, handling legal disputes. The candidate will assist Senior Manager / Manager(Legal) in day-to-day handling all assignments. The candidates applying for Assistant Manager should have minimum 4 years and for Officer minimum 1 year of professional experience in similar job functions in an operating E&P Company.

Qualification: Degree in International Law from a reputed and recognized university/ institute. In case of suitable candidates, LLB may also be considered.

Place of posting: New Delhi.

PETROCHEMICALS (Number of vacancies: 25)

■ **SENIOR MANAGER / MANAGER (PRODUCT APPLICATION & DEVELOPMENT - PETROCHEMICALS) – 4 Nos (Code: PC-1)**

Job Description: Job involves coordination with production and customers, development of new products and application, handling all quality control related issues and market development etc. The candidates applying for Senior Manager should have minimum 10 years and for Manager minimum 8 years of experience in product application & development in polyolefin industry.

Qualification: Ph D in Polymer Science **or** Graduate Engineer in Polymer / Plastic / Chemical Engineering **or** Engineering Graduates with specialization in plastic processing from a reputed and recognized university / institute.

Place of posting: Panipat

■ **MANAGER (TECHNICAL SERVICE - PETROCHEMICALS) – 2 Nos (Code: PC-2)**

Job Description: The job involves providing technical support to the customers. The candidates should have minimum 8 years of relevant experience in technical services for polymers. Candidates with experience in Polyolefins shall be preferred.

Qualification: Graduate Engineer in Polymers / Plastics / Chemical Engineering **or** Engineering Graduates with specialization in plastic processing from a reputed and recognized university / institute.

Place of posting: Delhi / Panipat

■ **MANAGER / DEPUTY MANAGER (POLYMER MARKETING) – 2 Nos (Code: PC-3)**

Job Description: The job involves marketing of polymers. The candidates applying for Manager should have minimum 8 years and for Deputy Manager minimum 6 years of relevant experience in the marketing of polymers. The candidate will be well versed in the nuances of product quality, specifications and marketing channels.

Qualification: Graduate Engineer in Polymers / Plastics / Chemical Engineering **or** Engineering Graduates with specialization in plastic processing from a reputed and recognized university / institute.

Place of posting: Metro Cities / State Capitals

■ **TECHNICAL OFFICER (PETROCHEMICALS) – 8 Nos (Code: PC-4)**

Job Description: The job involves providing technical support to the customers. The candidates should have minimum 1 year of relevant experience in technical services for polymers. Candidates having experience in Polyolefins shall be preferred.

Qualification: Graduate Engineer in Polymers / Plastics / Chemical Engineering or Engineering Graduates with specialization in plastic processing from a reputed and recognized university / institute.

Place of posting: All over India – metros/ major towns

■ **OFFICER (PRODUCT APPLICATION & DEVELOPMENT – PETROCHEMICALS) – 9 Nos (Code: PC-5)**

Job Description: Job involves assisting Senior Manager/ Manager in coordination with production and customers, development of new products and application, handling all quality control related issues and market development etc. The candidates should have minimum 1 year of experience in product application & development in polyolefin industry.

Qualification: Ph D in Polymer Science or Graduate Engineer in Polymer / Plastic/ Chemical Engineering or Engineering Graduates with specialization in Plastic Processing from a reputed and recognized university / institute.

Place of posting: Panipat

BIO FUELS (Number of vacancies: 4)

■ **SENIOR MANAGER/ MANAGER (BIO FUELS) – 1 No (Code: BF-1)**

Job Description: The job involves evaluation of large scale captive and contract bio crop plantation, evaluation of land and existing plantation, setting of knowledge hub, oil seed and sapling evaluation lab etc, carrying out physical supervision and certification of plantation activities, developing agronomical practices manual and assisting in creation of organizational sub-structure including training and development practices within IndianOil and with partners. The candidates applying for Senior Manager should have minimum 10 years and for Manager minimum 8 years of relevant professional experience.

Qualification: PhD in Agriculture/ related disciplines from a reputed and recognized university / institute.

Place of posting: Chhattisgarh

■ **DEPUTY MANAGER / ASSISTANT MANAGER (BIO FUELS) – 3 Nos (Code: BF-2)**

Job Description: The job involves assisting senior manager / manager in evaluation of large scale captive and contract bio crop plantation, evaluation of land and existing plantation, setting of knowledge hub, seed and sapling evaluation lab etc, carrying out physical supervision and certification of plantation activities, developing agronomical practices manual and assisting in creation of organizational sub-structure including training and development practices within IndianOil and with partners. The candidates applying for Deputy Manager should have minimum 6 years and for Assistant Manager minimum 4 years of relevant professional experience.

Qualification: Post Graduate in Agriculture/ Horticulture/ Forestry from a reputed and recognized university / institute.

Place of posting: Chhattisgarh

The postings indicated are on initial placement. However, the job may be transferable anywhere in India or abroad and in any Division of the Corporation.

Instructions for filling up the application form:

1. Please download the application form (.doc format) on your computer.

2. Mention the appropriate details in the relevant columns. It is of utmost importance to mention **correct e-mail id and phone numbers**, as all future correspondence will be undertaken through e-mail.
3. **‘Position applied for’** and the **‘post-code number’** must be same as mentioned in the advertisement on our website.
4. Qualifications may be mentioned from graduation onwards.
5. Experience details are required to be mentioned as per the format. In case, more assignments have been handled, please increase the number of rows, maintaining the format structure. Please be brief in mentioning experience details without missing out on the essence/ highlights/ achievements.
6. The Application Form, thus completed should be saved and e-mailed to **bd@iocl.co.in**, latest by **18th January 2008**. While sending the application by e-mail, photograph is not required.
7. The candidate must take a print out of the Application Form submitted by e-mail, affix his passport size photograph, put his signature at the specified space and send the same along with Original Demand Draft/ Pay order (Rs. 300/- for General/ OBC candidates) drawn in favour of Indian Oil Corporation Limited (Refineries Division) payable at New Delhi and attested copy of certificates pertaining to qualification, age, experience, caste and disability (as applicable), to **The Advertiser, PO Box No 3020, Lodhi Road Head Post Office, New Delhi – 110003 so as to reach latest by 31st January 2008**.

REIMBURSEMENT OF FARE

1. Candidates shortlisted for interview for the positions of Senior Manager and Manager will be reimbursed fare limited to airfare (economy class) from the airport nearest to the address mentioned in the application form to the place of interview / AC-Ist class from the railway station nearest to the address mentioned in the application form to the place of interview on production of ticket.
2. For all other positions, fare will be restricted to AC-II class from the railway station nearest to the address mentioned in the application form to the place of interview on production of ticket.

AGE

Candidates below 45 years as on 30.06.2008 will be preferred. (Relaxation in age to SC/ST/OBC/PH/Ex-Servicemen will be admissible as per Govt. Directives)

RESERVATION

Reservation of posts for SC/ST/OBC(Non-Creamy Layer)/PH/EXSM candidates and relaxations thereof as per Govt. Directives.

SELECTION METHODOLOGY

The candidates meeting the prescribed eligibility criteria/ experience requirement shall be subjected to Personal Interview.

GRADE AND SCALE OF PAY

Besides Basic Pay and industrial pattern of DA, other allowances/ benefits shall be admissible as per rules. The Pay scale is under revision. Based on the current pay-scale, following is the cost-to-company (CTC), position-wise, at mid of the scale.

S No	Position	Scale of Pay (Rs)	CTC at mid of the scale (Rs/ Lakh)
1.	Senior Manager	18000 – 23900	11.10
2.	Manager	17500 – 22300	10.41

3.	Deputy Manager	16000 – 20800	9.43
4.	Assistant Manager	13750 – 18700	8.54
5.	Officer	12000 - 17500	7.39

CONTACT PERSON

In case of any assistance, Shri HS Rai, Deputy Manager(HR), Indian Oil Corporation Limited, Corporate Office, New Delhi – 110049, (Phone: 011-26260078) may be contacted.