



INDIAN OIL CORPORATION LIMITED
EASTERN REGION PIPELINES
ERPL, SILIGURI CONSTRUCTION OFFICE
2nd FLOOR, UNIT NO. CCSGF0212,
F BLOCK, OFFICE BLOCK CITY CENTRE
P.O. MATIGARA
SILIGURI, WEST BENGAL-734010

EXPRESSION OF INTEREST (EOI)

1. Indian Oil Corporation Ltd. (IOCL) is seeking qualified and experienced professionals to work on a contractual basis for a **period of 12 months, with the possibility of extension** based on requirement and performance evaluation.
2. IOCL intent to engage qualified and experienced land acquisition staff to ensure the smooth and efficient Execution of ROU acquisition as per PMP act for the SJPL(Siliguri- Jhapa Product Pipeline project).
3. The positions available are for **Surveyor, Patwari/Amin/Talati/Lekhpal & Notice Server/Revenue Assistant**.

Pre-Requisites:

1. Candidate must be retired from “**Land and Land Reforms / Land Acquisition**” Department of the Government of West Bengal.
2. Candidate age must not be more than 64 years as on date of publication of notification in IOCL website.

Details of Advertisement, details of instruction to bidders/selection criteria / procedure for selection/ formats of Technical Bid / evaluation methodology is to be downloaded from <https://iocl.com/latest-job-opening>.

The application with above details should reach our office **within 15 days (Last Date--/--/--)** from the date of publication of notification in IOCL website (date of publication --/--/--) at the following address in closed/sealed envelope:

Deputy General Manager (Construction)
Indian Oil Corporation Limited
(Pipelines Division)
ERPL, Siliguri Construction Office,
2nd Floor, Unit No. CCSGF0212,
F Block, Office Block City Centre,
P.O. Matigara, Dist: Darjeeling
Siliguri, West Bengal-734010

Signature of Applicant

INSTRUCTIONS TO THE APPLICANTS / BIDDERS

Submission of EOI: -

1. Indian Oil Corporation Ltd. (IOCL) is seeking qualified and experienced professionals to work on a contractual basis for a period of 12 months, with the possibility of extension based on requirement and performance evaluation.
2. The positions available are for Surveyor, Patwari / Amin / Talati / Lekhpal & Notice Server / Revenue Assistant.
3. Primary Responsibilities:
 - a) **Surveyor:**
 1. Enter upon and survey and take levels of any land specified in the notification and to set out the intended line of work.
 2. Marking such levels, boundaries and line by placing marks and cutting trenches under his supervision.
 3. Supervise that the intended line of work is cut down and cleared of any standing crop, fence, vegetation or jungle.
 4. Other acts necessary to ascertain whether pipelines can be laid under the land.
 - b) **Patwari/Amin/Talati/Lekhpal :**
 1. Keeping land records and accounts
 2. Responsible for handling and maintaining the revenue records
 3. Measurement of RoU lands and it's demarcation
 4. Land assessment, mutation entry and dispute resolution.
 - c) **Notice Server/Revenue Assistant:**
 1. Assisting in serving of notices for objection hearing to farmers, villagers/landowners.
 2. Communicating 3(1), 6(1) notifications to farmers/landowners.
 3. Other allied activities including reading and interpreting revenue records.
 4. Assisting to CA and other LA staff for maintenance & updation in government records.

Signature of Applicant

Pre-Requisites:

1. Candidate must be retired from “**Land and Land Reforms / Land Acquisition**” Department of the Government of West Bengal.
2. Candidate age must not be more than 64 years as on date of publication of notification in IOCL website.

Details of Advertisement, details of instruction to bidders/selection criteria / procedure for selection/ formats of Technical Bid / evaluation methodology is to be downloaded from <https://iocl.com/latest-job-opening>.

The application with above details should reach our office **within 15 days (Last Date--/--/--)** from the date of publication of notification in IOCL website (date of publication --/--/--) at the following address in closed/sealed envelope:

Deputy General Manager (Construction)
Indian Oil Corporation Limited
(Pipelines Division)
ERPL, Siliguri Construction Office,
2nd Floor, Unit No. CCSGF0212,
F Block, Office Block City Centre,
P.O. Matigara, Dist. Darjeeling
Siliguri, West Bengal-734010

Other General Instructions: -

1. Indian Oil Corporation Ltd. (IOCL) is seeking qualified and experienced professionals to work on a contractual basis for a period of 12 months, with the possibility of extension based on requirement and performance evaluation. The positions available are for Surveyor, Patwari/Amin/Talati/Lekhpal & Notice Server/Revenue Assistant for Siliguri (West Bengal), Dist: Darjeeling and Dist: Jalpaiguri
2. Individual candidate should sign the EOI documents. Candidate must specify the preference for position i.e **Surveyor, Patwari/Amin/Talati/Lekhpal & Notice Server/Revenue Assistant** for which they are applying.
3. The EOIs received after the due date and time shall not be considered.
4. IOCL shall not be responsible for any postal/courier or other delays, and applicant should take care to ensure the submission of EOI(s) at above-mentioned place before due date and time.
5. Scanned & signed offers may also be sent by e-mail before due date and time to email ID “rishianand@indianoil.in”

Signature of Applicant

Expression of Interest for Engagement of LA staff for SJPL Project

6. All alterations, erasure(s) and/or over-writing(s), if any, should be duly authenticated by the person signing the EOI.
7. All Proforma forming part of EOI documents must be duly filled-in, signed and stamped by the applicant.
8. Mere submission of offers/ EOIs will not be treated as acceptance/ selection of the offer. The Candidate will be selected based on evaluation of performance by the nominated committee and evaluation of offers considering various factors including those mentioned criteria of evaluation. Further, the applicants may note that the IOCL is not bound to engage any of the candidate from the shortlisted offers.
9. Conditional bids shall be rejected.
10. The IOCL reserves the right to Engage or disengage at any time of contract period with one month notice period.
11. IOCL reserves the right to cancel the bid at any point of time without assigning any reason whatsoever.

12. **Selection Criteria:**

12.1. **Qualification:**

- a) Candidate must be retired personnel from the “**Land & Land Reforms Department / Land Acquisition**” of the Government of West Bengal.
- b) Candidate age must not be more than **64 years** as on **date of publication of notification in IOCL website**.

12.2. **Role-wise Technical Skills:**

a) **Surveyor: –**

- 1) Proficiency in reading and writing English, Hindi, and Bangla.
- 2) Working knowledge of basic computer applications (MS Word and MS Excel).
- 3) Ability to read, interpret, and analyse land records, cadastral maps, topographical maps, and survey data.
- 4) Understanding of West Bengal land laws and land revenue records such as RoR, Khatiyan, Jamabandi, Patta, Dag/Khasra maps, and mutation procedures, relevant to Land Acquisition (LA) and Right of Use (RoU).
- 5) Ability to demarcate land parcels accurately on the ground based on official records and survey maps.
- 6) Working knowledge of field survey instruments and cross-verification of field data with legal ownership records.
- 7) Ability to integrate field survey data with digital mapping for Right of Way (RoW) alignment.
- 8) Ability to calculate land and crop compensation as per government rates, prescribed yields, and applicable norms.

Signature of Applicant

Expression of Interest for Engagement of LA staff for SJPL Project

- 9) Ability to maintain, verify, and manage land acquisition and compensation records in a legally compliant and systematic manner, including understanding of the legal significance of notices and revenue documents.

b) Patwari / Amin / Talati / Lekhpal: –

- 1) Proficiency in reading and writing English, Hindi, and Bangla.
- 2) Working knowledge of basic computer applications (MS Word and MS Excel).
- 3) Ability to interpret, and analyse records, cadastral maps, topographical maps, and survey data.
- 4) Understanding of West Bengal land laws and land revenue records including RoR, Khatiyani, Jamabandi, Patta, Dag/Khasra maps, and mutation processes, relevant to Land Acquisition (LA) and Right of Use (RoU).
- 5) Ability to demarcate land parcels, trace ownership history, and verify continuity of title, including handling of boundary and ownership disputes.
- 6) Working knowledge of historical land laws, land reforms, and traditional land ownership practices prevalent in West Bengal.
- 7) Understanding of State land distribution and welfare schemes, with ability to identify affected land parcels along the project alignment.
- 8) Ability to calculate land and crop compensation as per government rates, prescribed yields, and applicable norms.
- 9) Ability to maintain, verify, and manage land acquisition and compensation records in a legally compliant and systematic manner, including understanding of the legal significance of notices and revenue documents.

c) Notice Server/Revenue Assistant: –

- 1) Proficiency in reading and writing English, Hindi, and Bangla.
- 2) Working knowledge of basic computer applications (MS Word and MS Excel).
- 3) Understanding of West Bengal land laws and land revenue records including RoR, Khatiyani, Jamabandi, Patta, Dag/Khasra maps, and mutation processes, relevant to Land Acquisition (LA) and Right of Use (RoU).
- 4) Ability to trace land ownership history, verify continuity of title, and address boundary and ownership disputes.
- 5) Ability to assist in RoU land acquisition activities, including service of notices and support documentation.
- 6) Basic capability to handle and reference land records and maps during field-level activities.

Signature of Applicant

12.3. Communication and Coordination:

- a) Strong communication skills to liaison with landowners, government officials, and other stakeholders in Hindi as well as Bangla language.
- b) Ability to conduct meetings and hearings with villagers to address land-related issues and concerns in Hindi as well as Bangla language.
- c) Experience in preparing land acquittance roll and distributing notices, reports, and other documentation related to land acquisition.

12.4. Availability:

- a) Willingness to work on a contract basis for the duration of the SJPL project for a period of twelve months with the possibility of extension based on requirement and performance evaluation.
- b) Flexibility to travel and work in different locations as required by the project.

12.5. Disengagement criteria:

The selected Land Acquisition (LA) staff may be disengaged from the project with a one-month notice period without the need for any explanation if their performance is found to be unsatisfactory or if they are found to be involved in any unethical activities during the contract period.

12.6. Evaluation and Selection:

- a) Applications will be evaluated based on the selection criteria.
- b) Shortlisted candidates shall be invited for an interview and practical assessment
- c) Final selection will be based on experience, technical skills, and suitability for the SJPL project.

By adhering to above mentioned selection criteria, IOCL shall engage qualified and experienced land acquisition staff to ensure the smooth and efficient progress of the SJPL projects.

13. **Remuneration:**

Sl. No.	Renumeration Description	Surveyor	Patwari/Amin/Talati/Lekhpal	Notice Server/Revenue Assistant
1	Contract Fee per month. *	₹ 43,900/-	₹ 34,300/-	₹ 31,600/-
2	Daily Allowance on Tour as applicable. *	₹ 970/-	₹ 970/-	₹ 970/-
3	Hotel Charges per Day or as per actual whichever is less as applicable. *	₹ 1,000/-	₹ 1,000/-	₹ 1,000/-
4	Communication expenses per month or as per actual whichever is less as applicable. *	₹ 650/-	₹ 525/-	₹ 400/-

*Daily Allowance & Hotel Charges, if any, while on tour and communication expenses towards mobile & internet charges shall be payable as per entitlement to the IOCL extant rules.

The contract fee & remuneration so fixed shall remain unchanged for the entire period of the contract and no increment/enhancement shall be made. However, in case there is revision in the contract fee and remuneration in between the contract period, the same shall also be extended to all ongoing CA/LA on contract, from the effective date.

GENERAL TERMS & CONDITIONS

1. IOCL shall open & scrutinize the EOIs submitted by the applicant taking into consideration the selection criteria.
2. The IOCL reserves the right to accept or reject the bid at any time without assigning any reason for whatsoever reasons.
3. IOCL is not bound to give reasons for rejection of any of the EOI.
4. The decision of IOCL in this matter shall be final & binding on all the applicants.
5. IOCL shall issue LOI/LOA in the name of applicant/on approval of the proposal by the competent authority.
6. IOCL agrees to make payment of total consideration as per terms and conditions including applicable tax deducted at source (TDS). The IOCL also agrees to issue TDS certificate within a reasonable time.
7. IOCL shall release payment only by e-payment to the selected candidate.
8. JURISDICTION: The venue of the arbitration shall be Siliguri, West Bengal provided that the Arbitrator may with the consent of the OWNER and the CANDIDATE agree upon any other venue.

Signature of Applicant

Format for Submission of Technical Bid

Subject: Engagement of Land Acquisition Staff on contractual basis for a period of twelve months under Indian Oil's "Siliguri Jhapa Pipeline project" in the state of West Bengal, with the possibility of extension based on requirement and performance evaluation.

To
Indian Oil Corporation Limited
(Pipelines Division)
ERPL, Siliguri Construction Office,
Siliguri, WB-734010

1.	Name of the Candidate(s)	
2.	Father/Spouse Name(s)	
3.	Address (permanent)	
4.	Address for Correspondence	
5.	Mobile Number	
6.	Date of Birth	
7.	Male / Female	
8.	Aadhaar no.	
9.	Retirement Order Details	
10.	Qualification	
11.	Proficiency in Language	
12.	Details of legal proceedings/ charges, if any	
13.	Previous Work Experience	

I hereby declare that all the information mentioned in the application are true.

(Signature or Left-hand Thumb impression)

List of documents to be attached as below:

Updated resume or CV.

1. Copies of relevant educational and professional certifications.
2. Detailed description of previous land acquisition projects handled.
3. Retirement order from State Govt.
4. Age Proof/ Address Proof

Note: To be submitted in sealed separate envelope

Signature of Applicant



Post Preference Format

Subject: Engagement of Land Acquisition Staff on contractual basis for a period of twelve months under Indian Oil's "Siliguri Jhapa Pipeline project" in the state of West Bengal, with the possibility of extension based on requirement and performance evaluation.

Personal Information	
Name of the Applicant	
Father/Spouse Name	
Address	
Positions: Surveyor, Patwari/Amin/Talati/Lekhpal & Notice Server/Revenue Assistant	
Position Applied for (Please write the name of the post/preferences with number 1 as first preference & so on)	Name of the Post: 1. 2. 3.

I hereby declare that all the information mentioned in the application are true.

Signature of the Applicant

GENERAL TERMS & CONDITIONS:

1. IOCL reserves the right to accept or reject the application at any time without assigning any reason whatsoever.
2. IOCL reserves the right to reduce no. of post or fully terminate the job vacancy without assigning any reason whatsoever.

Note: To be submitted in sealed separate envelope

Signature of Applicant

Evaluation Methodology

1. **Eligibility Criteria for Interview:** All applicants shall be required to fulfil both of the following eligibility criteria for consideration in the selection process:

Sl. No.	Eligibility Criteria	Requirement	Remarks
1	Service Background	The applicant must be retired personnel from “Land and Land Reforms / Land Acquisition” Department under the Government of West Bengal.	Based on document submitted by the Applicant
2	Age Limit	The age of the applicant shall not exceed 64 years as on the date of publication of the notification on the official website of Indian Oil Corporation Limited.	

Any applicant who fails to satisfy either of the above eligibility criteria shall be considered ineligible and shall stand disqualified outrightly from the selection process. Such applicant(s) shall not be considered for interview.

2. **Interview and Selection Process:**

All eligible shortlisted candidates shall be evaluated during the interview process. All technically suitable candidates shall be ranked in order of merit based on the marks obtained in the interview and assigned rankings as T1, T2, T3, ... for each post. Preference shall be given to T1 candidates.

Signature of Applicant

Annexure-D

FORMAT FOR THE ADVICE OF VENDOR BANK DETAILS

To,
Indian Oil Corporation Limited
(Pipelines Division)
ERPL, Siliguri Construction Office,
2nd Floor, Unit No. CCSGF0212,
F Block, Office Block City Centre,
P.O. Matigara
Siliguri, West Bengal-734010

Dear Sir,

We hereby agree to accept henceforth all the payment through direct credit to our below mentioned Bank account through internet banking.

Sl. No.	Particulars	Details
1	Name and address of the Beneficiary	
2	Account Number of Beneficiary	
3	Account Type (CA/CC/SB)	
4	Name and address of the Bank Branch (Where payments are to be sent by IOC)	
5	Branch Name/Code	
6	The 9 Digit MICR code of the Branch (as appearing on the MICR cheque)	
7	IFCS/RTGS code of the Bank Branch	
8	Any other Particulars (to be advised by Beneficiary for the E-payments purposes)	
9	PAN No.	
10	E-mail id.	
11	Mobile No.	

Please attach a blank cancelled cheque or photocopy of a cheque issued by your bank related to your above account for verifying the accuracy of the 9-digit MICR code, IFSC Code, Name etc.

I/We hereby declare that the particulars given above are correct and complete.

(Signature of applicant)

Encl: As above

NOTE: The above details should be given only by the successful bidder upon receipt of confirmed order from IOCL.

Signature of Applicant