



**INDIAN OIL CORPORATION LIMITED
EASTERN REGION PIPELINES
KOLKATA CONSTRUCTION OFFICE
7th Floor, IBP House, 34A, Nirmal Chandra Street,
Kolkata, West Bengal - 700013.**

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. 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 62 years as on date of publication of notification in IOCL website.
3. Details of Advertisement, details of instruction to bidders/selection criteria with weightage scheme/ procedure for selection/ formats of Technical Bid / evaluation methodology – 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:

**General Manager (Construction)
Indian Oil Corporation Limited
Eastern Region Pipelines, Kolkata
7th Floor, IBP House, 34A, Nirmal Chandra Street,
Kolkata, West Bengal - 700013.**

INSTRUCTIONS TO THE APPLICANTS / BIDDERS

Submission of EOI: -

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2. The positions available are for Surveyor, Patwari / Amin / Talati / Lekhpal & Notice Server / Revenue Assistant.

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7th Floor, IBP House, 34A, Nirmal Chandra Street,
Kolkata, West Bengal - 700013.**

Signature of Applicant

Other General Instructions: -

1. The EOIs received after the due date and time shall not be considered.
2. 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.
3. Offers sent by fax/e-mail shall not be accepted.
4. All alterations, erasure(s) and/or over-writing(s), if any, should be duly authenticated by the person signing the EOI.
5. All Proforma forming part of EOI documents must be duly filled-in, signed and stamped by the applicant.
6. Mere submission of offers/ EOIs will not be treated as acceptance/ selection of the offer. The Candidate will be selected based on performance in interview to be taken 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.
7. Conditional bids shall be rejected.
8. **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) to Jhapa (Nepal) Pipeline Project (SJPL).**
9. Individual candidate should sign the EOI documents.
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. Criteria for selection:

12.1. Qualification:

- a) Candidate must be retired personnel from the “**Land & Land Revenue Department / Land Acquisition Department**” of the Government of West Bengal.
- b) Candidate age must not be more than **62 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.
- 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, Khatiyan, 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).

Expression of Interest for Engagement of LA staff for SJPL Project

- 3) Understanding of West Bengal land laws and land revenue records including RoR, Khatiyan, 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.

12.3. Communication and Coordination:

- a) Strong communication skills to liaison with landowners, government officials, and other stakeholders in Hindi as well as Bengali language.
- b) Ability to conduct meetings and hearings with villagers to address land-related issues and concerns in Hindi as well as Bengali 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 reviewed based on the criteria mentioned above.
- b) Shortlisted candidates will 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 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. *	₹ 970/-	₹ 970/-	₹ 970/-
3	Hotel Charges per Day or as per actual whichever is less. *	₹ 1,000/-	₹ 1,000/-	₹ 1,000/-
4	Communication expenses per month or as per actual whichever is less. *	₹ 650/-	₹ 400/-	₹ 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 shall make payment on ad hoc basis to the selected candidate based upon agreement.
7. IOCL agrees to make payment of total consideration as per above mentioned terms and conditions to applicable tax deducted at source (TDS). The IOCL also agrees to issue TDS certificate within a reasonable time.
8. IOCL shall release payment only by e-payment to the selected candidate.
9. JURISDICTION: The venue of the arbitration shall be Kolkata, 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

To

.....

Indian Oil Corporation Limited

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:

1. Updated resume or CV.
2. Copies of relevant educational and professional certifications.
3. Detailed description of previous land acquisition projects handled.
4. Retirement order from State Govt.
5. Age Proof/ Adress 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.

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. All Selected candidates shall be evaluated based on marking scheme of different selection criteria. Minimum 80% marks to be secured for qualification of candidate in technical suitability.
2. All technically suitable offers shall be ranked in order of merit based on marks achieved in interview (T1, T2, T3.....).

FORMAT FOR THE ADVICE OF VENDOR BANK DETAILS

To,

.....
Indian Oil Corporation Limited,
Eastern Region Pipelines, Kolkata
7th Floor, IBP House, 34A, Nirmal Chandra Street,
Kolkata, West Bengal - 700013.

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