



**INDIAN STRATEGIC PETROLEUM RESERVES LIMITED
(A WHOLLY OWNED SUBSIDIARY OF OIBD)
Ministry of Petroleum and Natural Gas, Govt. of India**

No.ISPRL/HR/Vacancy/O&M/2015

Dated: 22.04.2015

LAST DATE OF RECEIPT OF APPLICATIONS THROUGH PROPER CHANNEL is 23.06.2015

VACANCY CIRCULAR

MANPOWER REQUIREMENT ON DEPUTATION BASIS

| Sl. No. | POST | GR./Scale of Pay | LOCATI ON | No. of Posts | ELIGIBILITY |
|---|----------------------------------|---|-------------------------------|--------------|--|
| 1. | Chief Manager-Visakhapatnam | Grade "E/F" 43200-66000/ 51300-73000 | Project Site at Visakhapatnam | 01 | Graduate Engineer with minimum 60% marks having minimum of 15 years experience in the hydrocarbon industry with atleast 10 years in the operation of oil/gas installations. |
| The candidate will be responsible for management of the Operation & Maintenance activities at Site to ensure smooth and safe operation of the facilities, meeting technical, safety and quality requirements of the facilities. | | | | | |
| 2 | Chief Manager-Managalore | Grade "E/F" 43200-66000/ 51300-73000 | Project Site at Mangalore | 01 | Graduate Engineer with minimum 60% marks having minimum of 15 years experience in the hydrocarbon industry with atleast 10 years in the operation of oil/gas installations. |
| The candidate will be responsible for management of the Operation & Maintenance activities at Site to ensure smooth and safe operation of the facilities, meeting technical, safety and quality requirements of the facilities. | | | | | |
| 3 | Chief Manager-Padur | Grade "E/F" 43200-66000/ 51300-73000 | Project Site at Padur | 01 | Graduate Engineer with minimum 60% marks having minimum of 15 years experience in the hydrocarbon industry with atleast 10 years in the operation of oil/gas installations. |
| The candidate will be responsible for management of the Operation & Maintenance activities at Site to ensure smooth and safe operation of the facilities, meeting technical, safety and quality requirements of the facilities. | | | | | |
| 4. | Officer (Personnel and Accounts) | Grade "B" 29100-54500 | Project site at Padur | 01 | ACA with 02 years experience or Graduate having minimum 05 years of experience in officers grade in Finance & Accounts having good knowledge and proficiency in tally and MS Office (Esp.in Excel) Age Limit – 45 years |
| The candidate should be well conversant with maintaining & finalization of accounts/balance sheet and taxation matters. He shall also be responsible for assisting Head-Site in admn. and personnel matters of the project sites. | | | | | |
| 5. | Accountant | Supervisory Grade 16000-43700 or equivalent | HQ-Noida | 01 | B.Com (Pass) having good knowledge and proficiency in tally and MS Office (Esp.in Excel) |
| The candidate should be well conversant with accounting matters applicable to Companies under the Companies Act including preparation of all accounts, bank liaison work, computation and deposit of taxes and filing of income tax and other tax returns, vouchering, upkeep and maintenance of journals and ledgers, accounting registers & records, cash office, bank reconciliation, etc. | | | | | |

Applications routed through proper channel alongwith CV in the format displayed on ISPRL website (www.isprlindia.com), ACR dossier for the last 05 years and Vigilance Clearance should be sent to Head-P&A, Indian Strategic Petroleum Reserves Ltd., (A wholly owned subsidiary of OIBD), Ministry of Petroleum and Natural Gas, OIBD Bhawan, 3rd Floor, Plot No.2, Sector-73, Noida-201 301 (U.P.) Ph.0120-2594649 latest by 23.06.2015.

**HEAD (P&A),
ISPRL-Noida**

No.ISPRL/HR/Vacancy/O&M/2015

Dated: 22.04.2015

TO:

Oil PSUs as per list enclosed

SUB: FILLING UP OF VACANT POSITIONS IN ISPRL ON DEPUTATION BASIS

Dear Sir,

Indian Strategic Petroleum Reserves Limited (ISPRL), a wholly owned subsidiary of Oil Industry Development Board, Ministry of Petroleum & Natural Gas has been set up as a Special Purpose Vehicle (SPV) by the Government to create and operate the Strategic Petroleum Reserves for the country. The projects are nearing completion and shall enter the operation phase shortly.

ISPRL is looking for promising candidates to fill up its various vacant positions for its Operation & Maintenance Phase on deputation basis. Vacancy circular depicting eligibility criteria viz. qualification, experience, etc. is attached. The initial period of deputation would be 03 years extendable up to 05 years, subject to satisfactory performance of the officer & ISPRL requirement. The deputationists shall get deputation allowance as per ISPRL policy.

The officers may be required to appear before a committee for a formal interview before being taken on deputation.

We request for nomination(s) of willing and eligible candidate(s) for the above mentioned post along with their i) **CV in the format attached & displayed on ISPRL website (www.isprlindia.com) also ii) A copy of the ACR dossier for the last 05 years and iii) Vigilance Clearance.** We shall be extremely grateful if the nominations are sent to us **latest by 23.06.2015.**

Thanking you,

Yours faithfully,

**(S D Bhatija)
Head (P&A)**

Encls.:a/a

LIST OF OIL PSUs

Mr. Rakesh Misri
Executive Director- Human Resources
Hindustan Petroleum Corporation Ltd
Petroleum House, 17, Jamshedji Tata Road,
Mumbai , Maharashtra Pin:400020
Ph.:022-22863900

Mr.Vergheese Cherian
Director (Human Resources)
Indian Oil Corporation Ltd,
Corporate Office,
3079/3, J B Tito Marg,
Sadiq Nagar,New Delhi – 110049
Fax:011-26260100 Ph.011-26260101/26260202

Mr. D D Misra
Director (HR)
Oil & Natural Gas Corporation Ltd.
7th Floor, Jeevan Bharti
124, Rajiv Chowk,New Delhi 110001
Ph.011-23301185 Fax: 23313028

Mr. S. P. Gathoo
Director (Human Resources)
Bharat Petroleum Corporation Ltd.
Bharat Bhavan,
4 and 6 Currimbhoy Road,
Ballard Estate,Mumbai 400001
Ph. 022-22713201-02/22713000 Fax: 022-22713601/22713874

Mr. M. Ravindran,
Director (HR)
GAIL(INDIA) Limited
GAIL Bhawan , 16 Bhikaji Cama Place,
R K Puram New Delhi – 110066
Fax: 011-26103055 Ph.26102077

**Director (Human Resources and Business Development)
Oil India Limited**
Plot No. 19, Near Film City,
Sector 16A, Noida – 201301
Ph.:0120-2488324 Fax: 2488427/2488348