

1. HEAD (Human Resources) – HO Noida (Uttar Pradesh) – 01

**GRADE * – D (Pay scale 90000-240000)/E (Pay Scale 100000-260000)/
F (Pay Scale 120000-280000) in Schedule-A PSU Company**

Qualification & Experience - MBA (HR) from a recognized institute having minimum of 15 years experience in HR department of a Schedule 'A' PSU with experience of formation & implementation of HR Policies and recruitment etc.

Age : Not more than 55 years on the date advertisement of the position.

JOB Responsibilities :

Personnel / Administrative matters pertaining to Head Office, projects and site offices, including –

- Formation of Cadre, Pay scales and Perks for officers / staff.
- Preparation and implementation of HR Policies, procedures and welfare activities.
- Processing all personal claims of employees.
- To provide the infrastructure and other facilities for smooth running of office.
- To approve all the HR/administrative proposals as per policy/Limits of Authority Manual.
- All functions under Right to information Act.
- To perform the duties of Liaison Officer of the company and interaction with various Ministries/departments/PSUs/State Governments and other authorities.
- Responsible for all day to day administrative functions at Head Office & site offices.
- Website Management.
- Preparation of Annual Report, its printing for submission in both the Houses of Parliament.
- To act as ISPRL nominee for dealing with Labour Department as Principal Employer for strategic storage projects.
- Any other job assigned from time to time as per the company requirement.

2. HEAD-SITE-PADUR(Karnataka) - 01

**Grade * – E (Pay Scale 100000-260000)/F (Pay Scale 120000-280000)
in Schedule-A PSU Company**

Qualification& Experience - Graduate Engineer from a recognised University having a minimum of 15 years experience in Schedule 'A' PSU with at least 10 years in the implementation of projects//operation & maintenance of oil/gas installations.

Age : Not more than 55 years on the date of submission of application.

JOB RESPONSIBILITIES

- Head Site, Padur would be responsible for overall operations and maintenance activities of the Padur site.
- Providing regular guidance to the operation and maintenance team at site.
- Planning and coordination of crude oil receipt, storage and handling
- Monitoring plant daily O & M inspection reports and follow up as per SOP.
- Planning and budgeting of expenditure related to the site.
- Ensure timely award and execution of various AMC contracts.
- Processing of bills in time and in line with O & M contract and AMC contracts.
- Ensuring adherence of Health, Safety and Environment (HSE) guidelines in plant operations.
- To initiate and follow up procurement proposals related to O & M requirements at the Site.
- Coordination / liaising with local, district and State Authorities including liaising with other organizations.
- To ensure timely renewal of plant licenses and statutory compliances.

3. MANAGER Commercial – HO Noida (Uttar Pradesh) – 01

**Grade * – D (Pay Scale 90000-240000)/E (Pay Scale 100000-260000)/
in Schedule-A PSU Company**

Qualification & Experience - MBA (Marketing/Finance) from a recognized institute having minimum of 10 years experience in international trade department of a Schedule 'A' PSU.

Age : Not more than 55 years on the date of advertisement of the position..

JOB Responsibilities :

- Communicate with oil companies to buy crude.
- Track the market movements in the industry and make recommendations on whether to buy or sell
- Monitoring world markets and following the financial news from agencies
- Working through proprietary methodologies and trading systems that support an established trading business
- Real-time risk management in the form of trade entry and risk layoffs
- Build and maintain trading models
- Enhance existing trades; identify and pursue new opportunities
- Liaise between trading group, internal company departments, and Other Trading Company relationships
- Invoicing etc for the transactions undertaken for sale/purchase of crude
- Devise a good model for lease rental of underground storages
- Assist Dy CEO and CEO&MD on day to day activities
- Any other job assigned from time to time as per the company requirement

4. Manager LEGAL – HO Noida (Uttar Pradesh) – 01

**Grade * – C (Pay Scale 80000-220000)/D (Pay Scale 90000-240000)/
in Schedule-A PSU Company**

Qualification & Experience - Graduate with LLB from a recognized institute having minimum of 05 years experience in Law/Legal Department in Grade C/D of a Schedule 'A' PSU with experience of working in a Computerized office environment.

Age : Not more than 45 years on the date advertisement of the position.

JOB Responsibilities :

1. Provide legal guidance and support in all matters pertaining to ISPRL
2. Prepare writs, written defense, submissions and other pleadings in civil/criminal cases
3. Prepare, file and plead cases pertaining to Arbitration matters , SEZ and Commercial Taxation
4. Prepare panel of advocates/law firms and engage counsel wherever required.
5. Liaise with and assist external Counsel
6. Advise on statutory compliances.
7. Draft and/or review legal letters, contracts and agreements and monitor legal obligations under agreements to ensure compliance, as required.
8. Provide sound legal advice to the Company/ISPRL Board and make recommendations to Management when required.

5. MANAGER-TECHNICAL- Head Office (Noida) - 01

**Grade * – C (Pay Scale 80000-220000)/D (Pay Scale 90000-240000)/
E (Pay Scale 100000-260000) in Schedule-A PSU Company**

Qualification& Experience - Graduate Engineer from a recognized University having a minimum of 10 years experience in the hydrocarbon industry with at least 05 years in the implementation of projects/operation & maintenance of oil/gas installations.

Age : Not more than 55 years on the date of advertisement of the position.

Job Responsibilities of Manager-Technical, Noida

He will be responsible for technical functions in project management, operation and maintenance of ISPRL facilities. He will be also responsible for project and O&M procurement functions.

He assists Dy. CEO in day to day function on all technical matters.

Project Management

- Coordination and Liaison with all statutory authorities and external agencies concerned in obtaining clearances and smooth implementation of the project.
- Close coordination with PMC on all technical matters related to pre project, project execution and post commissioning activities.
- Close coordination with site in-charge on site related technical matters and provide guidance for smooth and safe implementation of the project.
- Close coordination and liaison with all concerned for timely procurement of project material.
- Project monitoring and organizing regular project review meetings.
- Processing of various bills of contractors in a timely manner.
- Preparing MIS and other monthly reports in a time bound manner
- Documentation, Data Bank and Knowledge Management System.

Operation & Management

- Operation philosophy of crude caverns.
- Preparation of operation, maintenance and safety manual.
- Planning and coordination for crude receipt, storage and handling.
- Design and implementation of Management Information System.
- Maintenance philosophy and Maintenance Management.
- Ensure timely award and execution of various annual maintenance contracts during the operating phase.
- Ensure security contracts are in place for all locations.
- Coordinate with all the sites for release of various payments

6. MATERIAL MANAGER HO Noida (Uttar Pradesh) - 01

**Grade * – C (Pay Scale 80000-220000)/D (Pay Scale 90000-240000)/
E (Pay Scale 100000-260000) in Schedule-A PSU Company**

Qualification& Experience - Graduate Engineer from a recognized University having minimum of 10 years experience in Materials Management function of Schedule 'A' Oil PSU. Should have first-hand exposure to planning, procurement, inventory control and distribution of materials and products to meet Company objectives and customer requirements.

Age : Not more than 55 years on the date of advertisement of the position.

JOB RESPONSIBILITIES

1. Purchasing and/or contracting for materials, supplies, equipment, and services for the operation of the Company, in addition to all inventory items.
2. Formulate and maintain Material Management policy to ensure transparent practices.
3. Develop, establish, and provide for the maintenance of reporting systems that relate to the materials function.
4. Ensure that the standard practices and procedures are followed in connection with all materials functions.
5. Provide Material Management support to the Technical, Administrative and O&M groups.

7. Officer/Assistant Manager -Technical - Padur, Udupi (Karnataka) - 01

**Grade * – B (Pay Scale 70000-200000)/C (Pay Scale 80000-220000)
in Schedule-A PSU Company**

Qualification& Experience - Graduate Engineer from a recognized University having a minimum of 05 years experience in the hydrocarbon industry With at least 03 years in the implementation of projects/operation & maintenance of oil/gas installations.

Age : Not more than 50 years on the date of advertisement of the position.

JOB RESPONSIBILITIES

- To assist Head Site for day to day activities on plant operations and technical matters.
- Management and coordination of all site activities and providing regular guidance to the operation and maintenance team at site.
- Planning and coordination of crude oil receipt, storage and handling.
- Processing of bills in time and in line with O & M contract and AMC contracts.
- Monitoring plant daily O & M inspection reports and follow up as per SOP.
- Ensuring adherence of Health, Safety and Environment (HSE) guidelines in plant operations.
- Preparing the monthly MIS report as per approved format.
- Ensure timely award and execution of various AMC contracts.
- Coordination / liaising with local, district and State Authorities including liaising with other organizations.
- Managing directly the budget correspondence to the Site.
- To initiate and follow up procurement proposals related to the Site
- To ensure timely renewal of plant licenses and statutory compliances.

Applications routed through proper channel should be received in the office of Head HR
ISPRL **latest by 15.12.2021.**

*One Grade higher/lower can be considered for suitable candidates.

**Head - HR,
Indian Strategic Petroleum Reserves Ltd.,
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