

EMPANELMENT OF RETIRED EXECUTIVES AS INQUIRING AUTHORITY **IN OIL INDIA LIMITED**

Oil India Limited, a Navratna Public Sector Undertaking is the pioneer and second largest national upstream Oil and Gas Company with a pan India presence and growing global footprint. OIL is engaged in exploration, production and transportation of crude oil, natural gas and production of LPG with its Field Headquarters (FHQ) at Duliajan, Dibrugarh, Assam. OIL has operations in Assam, Arunachal Pradesh, Andhra Pradesh, Odisha, Rajasthan, Mizoram and offices in Kolkata, Guwahati, Noida. OIL also has crude oil transportation pipelines from Assam to Barauni in Bihar. In overseas, OIL has presence in Russia, Libya, Nigeria, Gabon, Venezuela, Israel, Bangladesh and Mozambique.

Oil India Limited (OIL) invites applications from **eligible retired executives of Oil India Limited (OIL) / other PSUs under MOP&NG for empanelment as Inquiring Authority (IA)** as per details given hereunder:

- 1.0 Number of retired executives to be empaneled as Inquiring Authority: Five (05).
- 2.0 **Tenure:**
Empanelment as Inquiring Authority (IA) would be for **three (03) years**.
- 3.0 **Eligibility:**
 - a. Must have retired not below the rank of GM (3 levels below Board) from Oil India Limited/other PSU under MOP&NG.
 - b. He/she should not have been penalized in a disciplinary proceeding case or should not have been prosecuted in a criminal case.
 - d. Retired executives willing to serve as Inquiring Authority should not be more than seventy (70) years on the day of receiving applications.
- 4.0 **Pay and Allowances:**
 - a. **An all-inclusive honorarium** of Rs. 50,000/- (Fifty thousand only) is payable for a case involving single executive. In cases, where more than a single executive is involved, additional amount of Rs. 30,000/- (Thirty thousand only) is payable as honorarium for each executive/report submitted by the Inquiring Authority. The payment of the honorarium will be made on submission of the inquiry report.
 - b. **Secretarial assistance:** An amount of Rs. 10,000/- (Ten thousand only) per single inquiry report and additional amount of Rs. 5,000/- (Five

thousand only) per additional inquiry report would be paid in case more than a single executive is involved.

- c. **Travel/Boarding and lodging facility** will be provided as per entitlement of regular executives of their status in OIL for the work in connection with conducting the inquiry if the same involves tours outside the Hqrs./place of residence of the Inquiring Authority. **Incidentals** Rs.250/- (Two hundred and fifty only) per day will be paid for the actual number of days worked outside the place of residence of Inquiring Authority.
- d. All **postage, stationery and other expenses** for communications etc. will be borne by the Inquiring Authority

5.0 **General Conditions:**

- a. Mere submission of application by eligible retired Public Servants does not confer right to empanelment as Inquiring Authority but is subject to approval from the Competent Authority of the Organization.
- b. The Inquiring Authority shall conduct the inquiry at a location taking into account the availability of records, station/place where the misconduct occurred as well as the convenience of the witnesses/presenting Officer. Office accommodation would be provided for the purpose of conducting the inquiry. If required, video conferencing should also be utilized for conducting inquiry.
- c. The Inquiring Authority shall conduct the inquiry as per OIL Executives' Conduct, Discipline & Appeal Rules, 1982 (amended up to 27.11.2020) and maintain the daily order sheets etc. and submit the same along with inquiry report.
- d. The Inquiring Authority shall not engage himself/herself in any professional work or service which is likely to interfere in the performance of his/her duties as Inquiring Authority.
- e. Empanelment does not guarantee grant of work as Inquiring Authority but shall depend on the number of disciplinary cases as well as the discretion of Disciplinary Authority based on the type of case, previous experience and status of residence of the empaneled retired executive.

6.0 **Removal from Empanelment:**

A review of every empaneled Inquiring Authority will be done after the receipt of two (02) inquiry reports where adherence to timelines and procedure as well as quality of work would be assessed. The services of Inquiring Authorities whose performance is not up to the mark would be discontinued by a written notice.

7.0 **How to Apply:**

- a. The application form (Annexure -1) should be neatly typed and filled up by the applicant as per the format and instruction given in this advertisement only. Applications received in format other than the prescribed/as given will be rejected.
- b. Eligibility of candidate(s) will be based on the details provided by the applicant in the prescribed Application Form. Hence, it is necessary that applicants should furnish only accurate, full and correct information in the prescribed Application Form. Applications incomplete in any respect will be summarily rejected.
- c. Applications in sealed envelope superscripted as “Application for Empanelment of Retired Executives as Inquiring Authority in Oil India Limited” should be sent to the following address **by speed post only**.

**General Manager (HR Relations) I/C
Field Headquarters
Oil India Limited
Duliajan, Dibrugarh, Assam-786602**

(OR)

May also be forwarded to the below mentioned email id:

IAempanelment@oilindia.in

Last Date of Receiving Application (07.05.2022 till 23:59 hours)

- d. All the above clauses under point 7.0 from (a) to (c), have to be fulfilled and complete in all respects.



ऑयल इंडिया लिमिटेड
(भारत सरकार का उद्यम)
Oil India Limited
(A Government of India Enterprise)

APPLICATION FOR APPOINTMENT OF RETIRED EXECUTIVES OF OIL/OTHER PSU UNDER MOP&NG AS INQUIRING AUTHORITY TO CONDUCT DEPARTMENTAL INQUIRY

Please affix your recent passport size photograph

1	Name of the Applicant:	
2	Date of Birth:	
3	Gender:	
4	Address for Communication:	
5	Permanent Address (if different from address for communication)	
6	Mobile No. and E-mail ID	
7	Date of retirement from service	
8	Whether retired on attaining the age of superannuation or voluntary retirement:	
9	Last post held before retirement and Organization:	
10	Have you ever been assigned responsibility of Inquiring Authority (Y/N):	
11	If yes, the details thereof:	
12	Whether any penalty was imposed during the service (Y/N):	
13	If yes, details thereof:	
14	Have you ever been prosecuted in a criminal case (Y/S)?	
15	If yes, details thereof:	

16	EXPERIENCE DETAILS				
S. No.	Name of the organization	Position held (last five before retirement)	Grade of the Position last held	Period of Service	
				From	To
a					
b					

c					
d					
e					

DECLARATION

I hereby certify that the particulars furnished above are true, correct and complete in all respects. In case of information provided by me being found incorrect or false, my appointment may be cancelled at any time without informing me.

Date :

Place :

Signature of the applicant

Please enclose copy of following documents along with the application:

1. Proof of date of birth
2. Documentary proof of relevant experience