



INDIAN STRATEGIC PETROLEUM RESERVES LTD.

(A wholly-owned subsidiary of OI DB)

Ministry of Petroleum & Natural Gas

Website : www.isprlindia.com

Indian Strategic Petroleum Reserves Ltd. (ISPRL), a Special Purpose Vehicle, has been set up by the Govt. of India to build 5 MMT strategic crude oil storages at three locations viz. Visakhapatnam in Andhra Pradesh, Mangalore and Padur (near Udipi) in Karnataka.

ISPRL requires following Executives for its Head Office at New Delhi and Site offices at Visakhapatnam, Mangalore and Padur :-

Posts at Head Office, New Delhi

	<u>No. of Posts</u>
1. Chief Finance Officer	1
2. Senior Manager	1
3. Manager (Personnel & Administration)	1
4. Secretarial Assistant	1
5. Clerical Assistant	1
6. Accountant	1

Posts at Site Offices : Visakhapatnam, Mangalore & Padur (Near Udipi)

	<u>No. of Posts</u>
1. Chief Manager	1 (Padur)
2. Manager	2 (1 each for Mangalore and Padur)
3. Admn./Accounts Officer	2 (1 each for Visakhapatnam & Mangalore/ Padur)
4. Engineer	3 (1 each for Visakhapatnam, Mangalore & Padur)
5. Secretarial Assistant	3 (1 each for Visakhapatnam, Mangalore & Padur)

The complete details pertaining to above posts such as mode of recruitment, pay scale, essential requirements of the job viz. qualifications and experience etc. may be seen from our website www.isprlindia.com.

Pay & Allowances: As per Indian Oil Corporation Ltd. pay pattern (revised).

General conditions:

1. For posts where mode of recruitment is deputation/absorption, applicants are requested to apply through proper channel only failing which their candidature will not be considered for appointment. The deputation period would be initially for a period of 3 years. The appointment will be on standard deputation terms of the company.
2. Management reserves the right to increase/decrease the number of vacancies advertised as per the need or cancel the advertisement itself without any notice.
3. Management reserves the right to fill or not to fill the posts and mere fulfillment of qualifications and other requirements laid down does not entitle a candidate to be considered for appointment.
4. Appointment of selected candidates is subject to verification of Character & Antecedents from the concerned Authorities, as per the Rules of the Company.
5. Mere submission of application will not entail a right for claiming appointment.
6. Only Indian Nationals need apply.
7. No correspondence on any matter is allowed and canvassing in any manner would be a disqualification.

Applications may be sent to "Head-P&A, Indian Strategic Petroleum Reserves Ltd, 301, World Trade Centre, Babar Road, New Delhi-110001" by post so as to reach us within 30 days of publication of this advertisement. The envelope should be superscribed with "Application for the post of _____".

**POSTS
AT
HEAD OFFICE**

INDIAN STRATEGIC PETROLEUM RESERVES LIMITED
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JOB TITLE	Chief Finance Officer
LOCATION	Head Office, New Delhi
REQUIRED	Immediately
METHOD OF FILLING	Deputation/Absorption/Direct Recruitment
REPORTS TO	Chief Executive Officer
SUBORDINATE JOBS	Company Secretary-cum-Sr. Accounts Officer
GRADE	DGM in Schedule-A PSU Company in the Pay scale of Rs.19500-25600(pre-revised) / Rs.43200-66000 (revised, subject to further revision, if any) or equivalent.

SCOPE OF THE JOB (*Summary of job scope*)

Financial management covering planning, budgeting, tendering, financial advice / financial concurrence. Commercial matters covering examination of project proposals, funds management, Risk Management, fiscal control, coordination and monitoring, Audit and Accounts, taxation matters, Statutory Compliances, Review of financial performances. Liaison with site offices and streamlining of procedures

ESSENTIAL REQUIREMENTS OF THE JOB

EDUCATION & QUALIFICATIONS:	Bachelor's Degree preferably in Commerce with MBA (Finance). Persons with Chartered Accountancy degree would be preferred.
KNOWLEDGE/EXPERIENCE:	PSU officers holding posts in the scale of pay of Rs.19500-25600 (pre-revised) or equivalent having working experience of at least 10 years in the finance/accounts wings out of which, a minimum of 5 years should be in the pay scale of Rs.19000-24750 (pre-revised). In exceptional circumstances, competent authority may relax these conditions.
ABILITIES/PERSONAL QUALITIES:	Shall be fluent in English & Hindi. Knowledge of computer operation is essential.

INDIAN STRATEGIC PETROLEUM RESERVES LIMITED
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JOB TITLE	Senior Manager
LOCATION	Head Office, New Delhi
REQUIRED	Immediately
METHOD OF FILLING	Deputation
REPORTS TO	Dy. General Manager at Head office
SUBORDINATE JOBS	-
GRADE	Senior Manager in Schedule-A PSU Company in the Pay scale of Rs.18500-23900 (pre-revised) and Rs.43200-66000 (revised) or equivalent.

SCOPE OF THE JOB *(Summary of job scope)*

Assists the Deputy General Manager in connection with technical functions in Project management, operations and maintenance of ISPRL facilities. The Senior Manager will be responsible for the following :

- Review of the Technical documents submitted by Project Management Consultant and soliciting approval of competent authority for a course of action.
- Coordination and liaison with statutory authorities and external agencies concerned in obtaining project related clearances.
- Day to day coordination with PMC on project related activities.
- Inter-departmental coordination for effective functioning of the Technical Department.
- Processing of procurement related files, bills of the contractors etc.
- Documentation, creation of data bank and Management System.
- Preparation and timely submission of MIS reports.
- Review of progress reports from PMC monthly.

• ESSENTIAL REQUIREMENTS OF THE JOB

EDUCATION & QUALIFICATIONS: Engineer with first class in degree examination from a reputed University. Persons with MBA qualification will be preferred.

KNOWLEDGE/EXPERIENCE: PSU officers holding posts in the pay scale of Rs.18500-23900 (pre-revised) or equivalent having a minimum of 12 years experience in the hydrocarbon industry out of which at least 3 years will be in the scale of pay of Rs.17500-22300 (pre-revised) or equivalent with at least 8 years in the implementation of projects.

ABILITIES/PERSONAL QUALITIES: Shall possess management skill and sound knowledge of standards and statutory requirements. Shall be proficient in liaison work, coordination, communication, delegation and reporting. Shall be proficient in use of computer & understanding technical drawings.

INDIAN STRATEGIC PETROLEUM RESERVES LIMITED
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JOB TITLE	Manager (Personnel & Administration)
LOCATION	Head Office, New Delhi
REQUIRED	Immediately
METHOD OF FILLING	Deputation / absorption / Direct
REPORTS TO	Chief Executive Officer
SUBORDINATE JOBS	-
GRADE	Manager in Schedule-A PSU Company in the Pay scale of Rs.17500-22300 (pre-revised) and Rs.36600-62000 (revised) or equivalent.

SCOPE OF THE JOB *(Summary of job scope)*

Personnel / Administrative matters pertaining to Head Office and three site offices, including -

- Preparation and implementation of HR Policies and procedures.
- Processing all personal claims of ISPRL employees.
- To provide the infrastructure and other facilities for smooth running of the 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 and laying the same in both the Houses of Parliament.
- To act as ISPRL nominee for dealing with Labour Department as Principal Employer for strategic storage projects.

ESSENTIAL REQUIREMENTS OF THE JOB

EDUCATION & QUALIFICATIONS: Graduate, preferably with MBA Degree

KNOWLEDGE/EXPERIENCE: PSU Officers holding posts in the scale of pay of Rs.17500-22300 (pre-revised) or equivalent & having working experience of at least 5 years in the above grades out of which a minimum of 2 years should be in the personnel and administrative wing.

In exceptional circumstances, competent authority may relax these conditions.

ABILITIES/PERSONAL QUALITIES: Shall be fluent in English & Hindi. Sound Knowledge of computer is essential.

INDIAN STRATEGIC PETROLEUM RESERVES LIMITED
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JOB TITLE	Secretarial Assistant
LOCATION	Head Office, New Delhi
REQUIRED	Immediately
METHOD OF FILLING	Deputation /Absorption/Direct
REPORTS TO	Chief Executive Officer
SUBORDINATE JOBS	-
GRADE	PS/PA in Schedule-A PSU company in the Pay Scale of Rs.12000-17500 (pre-revised) & Rs.20600-46500 (revised, subject to further revision, if any) or equivalent.

SCOPE OF THE JOB (*Summary of job scope*)

To provide secretarial assistance to the Senior Officers and shall include the following :

- To provide all type of secretarial assistance viz. dictations, typing etc.
- To make travel arrangements / preparation of Travel expense claims of officers.
- File management.
- To organize meetings / handling visitors etc.
- Any other item of work that may be assigned from time to time.

ESSENTIAL REQUIREMENTS OF THE JOB

EDUCATION & QUALIFICATIONS:	Graduate, Preferably Diploma/Degree in Secretarial Practice Speed in English Shorthand/Typing : 100/40 w.p.m.
KNOWLEDGE/EXPERIENCE:	PSU Officers holding posts in the scale of pay of Rs.12000-17500 (pre-revised) or equivalent having a minimum of 5 years experience of working as PS/PA with senior level officers. Must have sound knowledge of computer operations, internet etc. In exceptional circumstances, competent authority may relax these conditions.
ABILITIES/PERSONAL QUALITIES:	Shall be fluent in English & Hindi. Basic Knowledge of computer is essential.

INDIAN STRATEGIC PETROLEUM RESERVES LIMITED
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JOB TITLE	Accountant
LOCATION	Head Office, New Delhi
REQUIRED	Immediately
METHOD OF FILLING	Deputation / Absorption
REPORTS TO	Company Secretary & Sr. Accounts Officer
SUBORDINATE JOBS	-
GRADE	Employees in Schedule 'A' PSU company in the pre-revised Pay Scale of Rs.6700-13700 / Rs.7400-14750 or equivalent.

SCOPE OF THE JOB

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. Any other work that may be assigned from time to time.

ESSENTIAL REQUIREMENTS OF THE JOB

EDUCATION & QUALIFICATIONS:	B.Com. having good knowledge and proficiency in Tally & MS Office (esp EXCEL).
KNOWLEDGE/EXPERIENCE:	3 years of relevant experience in a company. Experience in Project related accounting would be an added advantage. In exceptional circumstances, competent authority may relax these conditions.
ABILITIES/PERSONAL QUALITIES:	Shall be fluent in English & Hindi. Sound Knowledge of computer is essential.

INDIAN STRATEGIC PETROLEUM RESERVES LIMITED
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JOB TITLE	Clerical Assistant
LOCATION	Head Office, New Delhi
REQUIRED	Immediately
METHOD OF FILLING	Deputation
REPORTS TO	Manager (P&A)
SUBORDINATE JOBS	-
GRADE	Employees in Schedule 'A' PSU Company in the Pay Scale of Rs.6700-13700 (pre-revised) or equivalent.

SCOPE OF THE JOB

- To assist Manager (P&A) in all administration/personnel matters.
- Typing
- To do file work including initiating proposals pertaining to payment of rent, electricity, telephone bills, hiring of car, office equipment etc.
- Maintenance of diary and dispatch.
- Procurement of Stationery and other office material
- Printing of office stationery etc.
- Maintenance of PCs and peripherals
- Handling imprest.

ESSENTIAL REQUIREMENTS OF THE JOB

EDUCATION & QUALIFICATIONS:	Matriculate or equivalent with good knowledge of MS-Office. Must possess good oral and written communication skills. In exceptional circumstances, competent authority may relax these conditions.
KNOWLEDGE/EXPERIENCE:	5 years of relevant experience in a company.
ABILITIES/PERSONAL QUALITIES:	Shall be fluent in English & Hindi.

**POSTS
AT
SITE OFFICES**

INDIAN STRATEGIC PETROLEUM RESERVES LIMITED

JOB TITLE	Chief Manager – Padur
LOCATION	Cavern Site - Padur
REQUIRED	Immediately
METHOD OF FILLING	Deputation / Absorption /Direct
REPORTS TO	Dy. General Manager at HQ
SUBORDINATE JOBS	Technical Manager-Site, Engineer (site), Officer - Pers. & Accts. (Site)
GRADE	Chief Manager in Schedule-A PSU Company in the Pay Scale of Rs.19000-24750 (pre-revised) / Rs.43200-66000 (revised, subject to further revision, if any) or Rs.18500-23900 (pre-revised) / Rs.43200-66000 (revised) or equivalent.

SCOPE OF THE JOB *(Summary of job scope)*

Management of the Project activities at Site to ensure smooth and safe completion of the facilities, meeting technical, Safety and Quality requirements within the sanctioned Budget and Schedule of completion. He is assisted by the PMC in meeting this objective.

The Chief Manager is the Site Incharge.

KEY RESPONSIBILITIES AND DELIVERABLES OF THE JOB

- Management and coordination of all the project activities at site and providing regular guidance to the ISPRL Project team at site. Maintaining constructive relationship within the Project Team and with the PMC & Contractors
- Processing of bills in time and in line with the Contractual requirements. Follow up with HQ so that payments are made in time.
- Monitoring PMC activities and ensuring that the project is in line with the requirements agreed upon with respect to budget, schedule safety and quality.
- Monitoring of the Health, Safety and Environment (HSE) issues and directing the PMC/Contractors to adhere to the laid down norms.
- Managing directly the budget corresponding to the Project Site and reporting the Cost and Progress status to ISPRL Management

ESSENTIAL REQUIREMENTS OF THE JOB

EDUCATION & QUALIFICATIONS: Graduate Engineer from a reputed University with minimum 60% marks.

KNOWLEDGE/EXPERIENCE: PSU Officers in the pre-revised Pay Scales of Rs.19000-24750 or Rs.18500-23900 or equivalent, having a minimum of 15 years experience in the hydrocarbon industry with at least 10 years in the implementation of projects. Candidates with relevant experience in underground rock cavern projects are preferred.

ABILITIES/PERSONAL QUALITIES: Shall possess skills of team manager. Sound knowledge of statutory rules and regulations and international engineering standard.
Shall be good at liaison work, co-ordination, communication and reporting.
Shall possess good knowledge of Health, Safety & Environment (HSE).
Shall be fluent in English & Hindi. Candidates knowing local language would be given preference.

INDIAN STRATEGIC PETROLEUM RESERVES LIMITED

JOB TITLE	Manager – (1 at Mangalore and 1 at Padur)
LOCATION	Cavern Site - Mangalore and Padur
REQUIRED	Immediately
METHOD OF FILLING	Deputation
REPORTS TO	Chief Manager
SUBORDINATE JOBS	Engineers (Grade A/B)
GRADE	Manager in Schedule-A PSU Company in the Pay scale of Rs.17500-22300 (pre-revised)/Rs.36600-62000 (revised) / 16000-20800 (pre-revised)/32900-58000 (revised) or equivalent.

SCOPE OF THE JOB *(Summary of job scope)*

Assist Chief Manager in the management of the Project activities at site including review of technical safety and quality requirements and carries out all the field related activities as directed by the Chief Manager

KEY RESPONSIBILITIES AND DELIVERABLES OF THE JOB

- Planning and coordination in preparing and implementing weekly and monthly project schedule at site.
- Monitoring and ensuring effective implementation of Health, Safety & Environment (HSE) regulations and guidelines at site.
- Studying of construction approved engineering drawings and monitoring the construction activities as per the engineering drawings.
- Assisting Chief Manager in reviewing the running bills of the contractor forwarded by PMC and ensuring timely submission.
- Assisting Chief Manager in monitoring PMC activities so that the project is completed on schedule and within the budget.
- Liaison and coordination with the construction contractor, PMC representatives at site and external statutory and other agencies for smooth and safe completion of the project.

ESSENTIAL REQUIREMENTS OF THE JOB

EDUCATION & QUALIFICATIONS: Graduate Engineer from a reputed University with minimum 60% marks.

KNOWLEDGE/EXPERIENCE: PSU Officer in the pre-revised Pay scales of Rs.17500-22300 / 16000-20800 or equivalent, having a minimum of 10 years experience with at least 5 years in the implementation of projects. Candidates with relevant experience in underground rock cavern projects are preferred.

ABILITIES/PERSONAL QUALITIES: Sound knowledge of statutory requirements and international engineering standards.
Shall be good at liaison work, co-ordination, communication, delegation and reporting.
Shall possess good knowledge of HSE.
Shall possess good supervisory skills.
Shall be fluent in English & Hindi. Candidates knowing local language may be given preference.

INDIAN STRATEGIC PETROLEUM RESERVES LIMITED

JOB TITLE	Officer / Sr. Officer (Personnel & Accounts) - 2 posts
LOCATION	Cavern Site, Visakhapatnam – one post and Mangalore & Padur – one post
REQUIRED	Immediately
METHOD OF FILLING	Deputation/Absorption/Direct
REPORTS TO	Chief Manager
SUBORDINATE JOBS	-
GRADE	Officers in Schedule-A PSU Company in the Pay Scale of Rs.12000-17500 (pre-revised)/Rs.20600-46500 (revised, subject to further revision, if any) or Rs.13750-18700 (pre-revised)/Rs.24900-50500 (revised, subject to further revision, if any) or equivalent.

SCOPE OF THE JOB (*Summary of job scope*)

- To assist Chief Manager on all finance and administrative related matters
- To process bills and vouchers connected with the project at site offices and to certify the bills for payment in accordance with contractual conditions.
- Processing and making timely payment of all the bills.
- To maintain books of accounts, cash register and cash handling.
- Administrative responsibilities for establishing and maintaining ISPRL's site office and discharging all responsibilities towards effective administration.
- Respond to audit queries.
- To establish site office of ISPRL and to provide the infrastructure facilities for smooth running of the office.
- Responsible for all day to day administrative functions of ISPRL at site.

ESSENTIAL REQUIREMENTS OF THE JOB

EDUCATION & QUALIFICATIONS:	Graduation having good knowledge and proficiency in Tally & MS Office (esp EXCEL), preferably with MBA degree.
KNOWLEDGE/EXPERIENCE:	Candidates having a minimum of 5 years experience of working in Administration & Finance Wing. Must have sound knowledge of computer operations, internet etc. In exceptional circumstances, competent authority may relax these conditions.
ABILITIES/PERSONAL QUALITIES:	Shall be fluent in English & Hindi. Sound Knowledge of computer operation is essential. Candidates knowing local language would be given preference.

INDIAN STRATEGIC PETROLEUM RESERVES LIMITED

JOB TITLE	Engineer– 1 each at Visakhapatnam, Mangalore and Padur
LOCATION	Cavern Site - Visakhapatnam, Mangalore & Padur
REQUIRED	Immediately
METHOD OF FILLING	Deputation/Absorption/Direct
REPORTS TO	Manager
SUBORDINATE JOBS	-
GRADE	Officers in Schedule-A PSU Company in the Pay Scale of Rs.12000-17500 (pre-revised)/Rs.20600-46500 (revised, subject to further revision, if any) or Rs.13750-18700 (pre-revised)/Rs.24900-50500 (revised, subject to further revision, if any) or equivalent.

SCOPE OF THE JOB *(Summary of job scope)*

- First line officer at site from ISPRL and works under the guidance, supervision & direction of Manager.
- Does daily inspection of the working site and gives feedback to his superiors on implementation of HSC practices by the contractor.
- Must be conversant with all the approved construction drawings and execution methodology and report to his superiors on deviation from the approved drawings and procedures.
- Responsible for documentation and data bank at site.
- Works in close liaison with Contractor's supervisor, and PMC representatives at site.

ESSENTIAL REQUIREMENTS OF THE JOB

EDUCATION & QUALIFICATIONS: Graduate Engineer from a reputed University with minimum 60% marks.

KNOWLEDGE/EXPERIENCE: Candidates having a minimum of 5 years experience in the Oil sector with at least 3 years in the implementation of projects. Candidates with relevant experience in underground rock cavern projects are preferred. Basic knowledge of computer and digital drawings is essential.

ABILITIES/PERSONAL QUALITIES: Sound knowledge of American Petroleum Institute (API) codes, other international engineering standards and construction practices.
Shall be good at liaison work, co-ordination and communication.
Shall possess good supervisory skills.
Shall be fluent in English & Hindi.

INDIAN STRATEGIC PETROLEUM RESERVES LIMITED

JOB TITLE	Secretarial Assistant - 1 each at Visakhapatnam, Mangalore and Padur
LOCATION	Cavern Site - Visakhapatnam, Mangalore and Padur
REQUIRED	Immediately
METHOD OF FILLING	Deputation/Absorption/Direct
REPORTS TO	Chief Manager
SUBORDINATE JOBS	-
GRADE	PS/PA in Schedule-A PSU company in the Pay Scale of Rs.12000-17500(pre-revised)/Rs.20600-46500 (revised, subject to further revision, if any) or equivalent.

SCOPE OF THE JOB *(Summary of job scope)*

To provide secretarial assistance to the Chief Manager.

To act as a Document Administrator also.

KEY RESPONSIBILITIES AND DELIVERABLES OF THE JOB

- To provide all type of secretarial assistance to the Chief Manager viz. dictations, typing etc.
- To maintain all type of documents in a systematic and methodical manner so that the same can be made available immediately when required.
- To maintain proper coordination with the Head Office.
- Responsible for all the day to day administrative functions of ISPRL at site.
- Any other item of work that may be assigned from time to time.

ESSENTIAL REQUIREMENTS OF THE JOB

EDUCATION & QUALIFICATIONS: Graduation, Diploma/Degree in Secretarial Practice
Speed in English Shorthand/Typing : 100/40 w.p.m.

KNOWLEDGE/EXPERIENCE: Candidates must have a minimum of 5 years experience of working as PS/PA. Must have sound knowledge of computer operations, internet etc.

ABILITIES/PERSONAL QUALITIES: Shall be fluent in English & Hindi. Basic Knowledge of computer is essential.
