

Please refer table below for the List of Engineering / Technology Disciplines, eligible to apply

Core Discipline	Prescribed Full time degrees in Engineering
Mechanical	Mechanical, Mechanical & Production
Civil	Civil
Electrical	Electrical, Electrical & Electronics
Instrumentation	Instrumentation, Instrumentation & Control, Electronics & Instrumentation, Instrumentation & Electronics, Instrumentation & Process Control

### C. JOB DETAILS

#### I. Role - Mechanical Engineer : E1 / E2 / E3 / E4

**Education Qualification:** 4-years full time regular engineering course in Mechanical Engineering from AICTE approved / UGC recognized University/Deemed University with minimum 60% marks (aggregate of all semesters/years) for UR/OBCNC/EWS candidates and 50% for SC/ST/PwBD candidates.

#### Work Experience applicable for roles in Grade E2, E3 and E4 :

E2	E3 & E4
Minimum 3 years of post-qualification relevant work experience in Supervisory role/Executive category in any of the following	Minimum 6(E3) and 9(E4) years of post-qualification relevant work experience in Supervisory role//Executive category in any of the following (Candidates with managerial experience will be preferred).

- Supervisory/Executive/Managerial Role at Project sites at Petroleum/ Refining/ Petrochemical/ Chemical/ Fertilizer / Steel/ Power / Infrastructure sector/Defense/Automobile/Pharma/Railways/any relevant manufacturing sector or Project Service Providers like Project Management Consultants / LSTK Contractors related to the above sectors.
- Designing of piping, stress analysis, pressure vessels, heat exchanger, make/review detailed fabrication drawings, isometrics, 3-D Models etc. using various mechanical design software.
- Experience in project execution including understanding specifications, engineering drawings, basic design aspects, quality requirements during construction, erection schemes, various construction equipment and co-ordination with PMC/LSTK vendor, work measurements and certification, progress measurement, safety/statutory requirements etc. In addition to the above, experience in contract management including planning, monitoring, engineering/ document control, procurement control, resource control, expediting, billing etc.
- Experience in construction management including job & resource planning, quality control, safety, site supervision, structural/ fabrication / erection works like gantry, tank fabrication, pipeline fabrication, pre-engineered structures, bridges etc. and structural retrofitting works etc.

#### Key Job Responsibilities:

- Site supervision and ensure adherence to project execution plan.
- Study construction drawings and ensure adherence to specifications / drawings on the job.
- Obtain necessary job permits and ensure compliance to site and personnel safety requirements.
- Coordinate with site contractors, HRRL depts. like Process, Projects, Fire & Safety, Civil, Purchase, Finance, Legal etc. and Construction Supervision consultant for job execution including commissioning and handing over.
- Ensure & maintain proper quality control records for site jobs through consultant like X-rays, cube testing, hydro testing, megger testing, loop checking etc.as applicable.Coordinate with third party inspection agencies, if any else carryout necessary job inspection.
- Issue materials to contractors wherever required. Keep proper records of issue, receipt & reconciliation of the material.
- Coordinate with statutory authorities like IBR, CCOE, OISD, Factory inspector, Labor inspector etc.as applicable,for site execution.
- Coordinate with security for labor/material entry / exit, gate passes, vehicle movements.
- Ensure good housekeeping at site.
- Follow up with vendors for site material requirement.

- Review of tender / contract documents, scope of work etc.
- Preparation of PRs/ tender documents wherever required and follow-up for the finalization of the P.O.
- Release of site notes to ensure compliance with standards/ engineering drawings.
- Carry out and certify site measurements/job completion and prepare received reports.
- Maintain site log books and hindrance registers.
- Coordinate and implement safety audit items.
- Prepare plant transaction reports.
- Take additional responsibilities as and when assigned.

**Planning**

- Prepare project network & schedule the same.
- Prepare monitoring reports - Monthly report (physical & financial), Weekly report (physical), Quarterly report (physical & financial), Yearly reports.
- Annual plan for the projects.
- Targets for the financial year (commitment, expenditure, closeouts).
- Profile of expenditure, closeouts, carryover, CWIP.
- Maintain and update commitment, expenditure and closeout databases for all the projects.
- Highlight areas of concern and reporting to management on regular basis.
- Monitoring support to execution groups.
- Centralized record keeping for requisitions/POs/MRRs.

**II. Role - Electrical Engineer : E1/ E2/ E3/ E4**

**Education Qualification:** 4-years full time regular engineering course in Electrical Engineering from AICTE approved / UGC recognized University/Deemed University with minimum 60% marks (aggregate of all semesters/years) for UR/OBCNC/EWS candidates and 50% for SC/ST/PwBD candidates.

**Work Experience applicable for roles in Grade E2, E3 and E4**

E2	E3 & E4
Minimum 3 years of post-qualification relevant work experience in Supervisory role/Executive category in any of the following	Minimum 6(E3) and 9(E4) years of post-qualification relevant work experience in Supervisory role//Executive category in any of the following (Candidates with managerial experience will be preferred).

- Supervisory/Executive/Managerial Role at Project sites at Petroleum/ Refining/ Petrochemical/ Chemical/ Fertilizer / Steel/ Power / Infrastructure sector/ Defense/Automobile/Pharma/Railways/any relevant manufacturing sector or Project Service Providers like Project Management Consultants / LSTK Contractors related to the above sectors.
- Experience in erection / installation, Testing & commissioning including troubleshooting of HT & LT power distribution system, equipment like HT/LT motors, substation equipment, start-up devices like VFDs, auto transformers, relay settings and relay coordination, GIS, earthing, lighting, area classifications, flameproof equipment, CPP generation, transformers, switchgears, UPS, cables, industrial illumination system, HVAC, Fire Alarm & Communication. Basic system design, equipment specifications, Engineering for Procurement & Construction, technical evaluation of bids, review of vendor drawing & data.

**Key Job Responsibilities:**

- Carryout / supervise design / drawing activities as per project plan, wherever required outside LSTK scope.
- Prepare/review specifications for various supplies / jobs / equipment in coordination with consultants / HRRL depts.
- Prepare/review MTOs & prepare purchase requisitions for various jobs / supplies / equipment.
- Carryout technical review of bids including technical correspondence with vendors.
- Ensure compliance to codes, engineering standards and good engineering practices.
- Ensure incorporation of relevant safety standards/practices.
- Review vendor’s fabrication drawings independently or in coordination with consultants.
- Carryout inspection at vendor’s shops wherever required.

- Prepare MRRs for receipt of equipment / material.
- Prepare/review drawing like single line diagram, instrument schedules, cable schedules, loop schematics, cable layouts etc. (as applicable) with consultants / HRRL dept.
- Coordinate between Process & Project dept. for identifying and locating tie points /hookups wherever required.
- Maintain proper documentation / drawing records.
- Follow up with vendors for timely delivery of equipments /material.
- Site supervision and ensure adherence to project execution plan.
- Study construction drawings and ensure adherence to specifications / drawings on the job.
- Obtain necessary job permits and ensure compliance to site and personnel safety requirements.
- Coordinate with site contractors, HRRL depts. like Process, Projects, Fire & Safety, Civil, Purchase, Finance, Legal etc., Construction Supervision consultant and state electricity board etc. for job execution including commissioning and handing over.
- Ensure & maintain proper quality control records for site jobs like megger testing, loop checking etc.as applicable.
- Coordinate with third party inspection agencies, if any else carryout necessary job inspection.
- Issue materials to contractors wherever required. Keep proper records of issue, receipt & reconciliation of the material.
- Coordinate with statutory authorities like electrical inspector etc.as applicable, for site execution.
- Coordinate with security for labour /material entry / exit, gate passes, vehicle movements.
- Ensure good housekeeping at site.
- Follow up with vendors for site material requirement.
- Carry out and certify site measurements/job completion and prepare received reports.
- Maintain site log books and hindrance registers.
- Coordinate and implement safety audit items.
- Prepare plant transaction reports.
- Take additional responsibilities as and when assigned.

### III. Role - Instrumentation Engineer : E1/ E2/ E3/ E4

**Education Qualification:** 4-years full time regular engineering course in Instrumentation Engineering from AICTE approved / UGC recognized University/Deemed University with minimum 60% marks (aggregate of all semesters/years) for UR/OBCNC/EWS candidates and 50% for SC/ST/PwBD candidates.

#### Work Experience applicable for roles in Grade E2, E3 and E4

E2	E3 & E4
Minimum 3 years of post-qualification relevant work experience in Supervisory role/Executive category in any of the following	Minimum 6(E3) and 9(E4) years of post-qualification relevant work experience in Supervisory role//Executive category in any of the following (Candidates with managerial experience will be preferred).

- Supervisory/Executive/Managerial Role at Project sites at Petroleum/ Refining/ Petrochemical/ Chemical/ Fertilizer / Steel/ Power / Infrastructure sector/ Defense/Automobile/Pharma/Railways/any relevant manufacturing sector or Project Service Providers like Project Management Consultants / LSTK Contractors related to the above Sectors.
- Experience of instrumentation project execution including making specifications, understanding design aspects, review offers, review technical drawings/documents, construction supervision, pre commissioning checks, commissioning, trouble shooting, coordination with OEMs etc. for execution.
- Experience of installation & commissioning / repair & maintenance of PLC / DCS systems with or without Emergency features, all kind of Smart, Non Smart and Foundation Field bus based Field instruments, Control Valves/On-Off Valves and Analyzers, Shutdown System (Honeywell, Yokogawa, Emerson, ABB, Siemens, GE Fanuc, AB Etc.), Control System Networking etc. including calibration of instruments

#### Key Job Responsibilities:

- Carryout / supervise design / drawing activities as per project plan, wherever required outside LSTK scope.
- Prepare/review specifications for various supplies / jobs / equipment in coordination with consultants / HRRL depts.
- Prepare/review MTOs & prepare purchase requisitions for various jobs / supplies / equipment.

- Carryout technical review of bids including technical correspondence with vendors.
- Ensure compliance to codes, engineering standards and good engineering practices.
- Ensure incorporation of relevant safety standards/practices.
- Review vendor's fabrication drawings independently or in coordination with consultants.
- Carryout inspection at vendor's shops wherever required.
- Prepare MRRs for receipt of equipment / material.
- Prepare/review drawing like single line diagram, instrument schedules, cable schedules, loop schematics, cable layouts etc. (as applicable) with consultants / HRRL dept.
- Coordinate between Process & Project dept. for identifying and locating tie points /hookups wherever required.
- Maintain proper documentation / drawing records.
- Follow up with vendors for timely delivery of equipments/material.
- Site supervision and ensure adherence to project execution plan.
- Study construction drawings and ensure adherence to specifications / drawings on the job.
- Obtain necessary job permits and ensure compliance to site and personnel safety requirements.
- Coordinate with site contractors, HRRL depts. like Process, Projects, Fire & Safety, Civil, Purchase, Finance, Legal etc. and Construction Supervision consultant for job execution including commissioning and handing over.
- Ensure & maintain proper quality control records for site jobs like megger testing, loop checking etc. as applicable.
- Coordinate with third party inspection agencies, if any else carryout necessary job inspection.
- Issue materials to contractors wherever required. Keep proper records of issue, receipt & reconciliation of the material.
- Coordinate with relevant statutory authorities for site execution.
- Coordinate with security for labor/material entry / exit, gate passes, vehicle movements. Ensure good housekeeping at site.
- Follow up with vendors for site material requirement.
- Carry out certify site measurements/job completion, and prepare received reports.
- Maintain site log books and hindrance registers.
- Coordinate and implement safety audit items.
- Prepare plant transaction reports.
- Take additional responsibilities as and when assigned.

#### IV. Role - Civil Engineer : E1/ E2/ E3/ E4

**Education Qualification:** 4-years full time regular engineering course in Civil Engineering from AICTE approved / UGC recognized University/Deemed University with minimum 60% marks (aggregate of all semesters/years) for UR/OBCNC/EWS candidates and 50% for SC/ST/PwBD candidates.

#### Work Experience applicable for roles in Grade E2, E3 and E4

E2	E3 & E4
Minimum 3 years of post-qualification relevant work experience in Supervisory role/Executive category in any of the following	Minimum 6(E3) and 9(E4) years of post-qualification relevant work experience in Supervisory role//Executive category in any of the following (Candidates with managerial experience will be preferred).

- Supervisory/Executive/Managerial Role at Project sites at Petroleum/ Refining/ Petrochemical/ Chemical/ Fertilizer / Steel/ Power / Infrastructure/ Defense/Automobile/Pharma/Railways/any relevant manufacturing sector or Project Service Providers like Project Management Consultants / LSTK Contractors related to the above sectors.
- Execution of Real Estate Projects / Industrial civil structures like equipment foundations, high rise columns, substation and control room, deep foundation & sumps, pipe racks, office buildings, pre-fabricated buildings, roads, underground piping, precast concrete works, storage structures, etc.
- Fabrication and erection of structures, erection of boiler structure, pressure parts, piping, coalbunker, gas/steam turbine and generator, static & rotary equipment, cooling towers, chimneys and other balance of plant equipment for coal-based / combined cycle power plants. Experience of project execution including understanding of specifications, engineering drawings, basic design aspects, quality requirement during construction, carried out final checks.

**Key Job Responsibilities:**

- Site supervision and ensure adherence to project execution plan.
- Study construction drawings and ensure adherence to specifications / drawings on the job.
- Obtain necessary job permits and ensure compliance to site and personnel safety requirements.
- Coordinate with site contractors, HRRL depts. like Process, Projects, Fire & Safety, Mechanical, Purchase, Finance, Legal etc. and Construction Supervision consultant for job execution including commissioning and handing over.
- Ensure & maintain proper quality control records for site jobs through consultant like cube testing, pile load testing, hydro testing, construction materials, loop checking etc.as applicable.
- Coordinate with third party inspection agencies, if any else carryout necessary job inspection.
- Issue materials to contractors wherever required. Keep proper records of issue, receipt & reconciliation of the material.
- Coordinate with statutory authorities like CCOE, OISD, Factory inspector, Labor Inspector etc.as applicable, for site execution.
- Coordinate with security for labor/material entry / exit, gate passes, vehicle movements.
- Ensure good housekeeping at site.
- Follow up with vendors for site material requirement.
- Review of tender / contract documents, scope of work etc.
- Preparation of PRs/ tender documents wherever required and follow-up for the finalization of the P.O.
- Release of site notes to ensure compliance with standards/ engineering drawings.
- Carry out and certify site measurements /job completion and prepare received reports.
- Maintain site log books and hindrance registers.
- Coordinate and implement safety audit items.
- Prepare plant transaction reports.
- Take additional responsibilities as and when assigned.

**V. Role - Fire & Safety : E3 & E4**

**Education Qualification:** Full time regular BE/ BTech in Fire Engineering or Fire & Safety Engineering from AICTE approved / UGC recognized University / Deemed University. Candidates belonging to UR, EWS and OBCNC category should have secured minimum 60% marks (aggregate of all semesters) in qualifying degree examinations, relaxed to 50% (aggregate marks of all semesters) for SC/ST candidates. Candidates having diploma in industrial safety from AICTE approved institutions in addition to the above mentioned qualification will be given preference.

**Physical Fitness (Minimum Criteria):**

For Male- Height: 165 CM, Weight: 50 Kg, Chest: Normal: 81 CM, Expanded: 86.5 CM.

For Female - Height: 157 CM, Weight: 46 Kg

Eyesight normal (6/6 in both the eyes; without glasses), color vision normal and Free from -- Vertigo problem, disease of heart/lungs/kidney, abnormal blood pressure, Knock Knee, Flat Feet, Squint eye and stammering. Candidate must be in good mental and bodily health and free from any physical defect.

**Work Experience :**

Minimum 6 years and 9 years of post-qualification experience for E3 & E4 grade respectively in Supervisory/Executive/ Managerial capacity in any of the following:

- Experience in Fire Fighting operations & system maintenance.
- Operation of firefighting vehicles.
- Handling safety related jobs like investigation analysis, safety inspection, job safety analysis, shutdown safety, construction safety, conducting safety meetings/ audits, conducting mock-drills, fire & safety training in an Oil & Gas, Exploration, Pharmaceutical, Fertilizer, Petroleum Refining, Petrochemical, Chemical/ Defense/ Automobile/ Railways/any relevant manufacturing sector .

## **Key Job Responsibilities:**

### ***Fire Division Related Jobs:***

- F&S Shift In-Charge handling shift duties independently and leading the fire crew in shifts.
- Participate and lead the fire crew in handling emergencies as per Emergency Response & Disaster management Plan (ERDMP).
- Ensure upkeep of fire vehicles, fire protection systems, fire & safety equipment by periodically checking /testing of the same and maintaining records of each equipment/system.
- Conduct spot training at various sites in refinery on fire and safety equipment and systems.
- Conduct and participate in Mock drills and various fire drills for fire crew in shifts etc. and preparing report.
- Periodic checking of fire extinguishers, safety showers, PPE boxes, windsocks in plants, fire alarm and gas detection systems in buildings, plants, other refinery areas.
- Periodic inspection of all plants and offsite areas for identifying fire and safety related issues and maintain records of all inspection, testings, history cards of fire vehicles, fire extinguishers etc.
- Lead and participate in Mutual Aid Emergencies in other industries as per message received from civil authorities, industry members.
- Schedule and Conduct live firefighting and safety training to refinery and contractor employees.
- Surprise checks on road safety issues, work permits.
- Manage Fire Inspectors effectively for completing the scheduled task.
- Knowledge of Emergency Evacuation, periodic rehearsals incorporating tenants staff, own staff and service providers.

### ***Safety Division Related Jobs:***

- Carry out safety inspections and Job safety analysis and release report.
- Monitor and ensure safety compliance in various jobs being executed in refinery.
- Check and correct safety violations in work permits being issued for various kind of jobs in refinery.
- Check and certify scaffoldings and tagging of contractor equipment as per requirement.
- Conduct safety induction training for refinery, contractor, visitors, apprentices etc. as required.
- Handle portable gas detectors for checking gas presence in plants, other areas as required.
- Advise other departments on Fire & Safety issues.
- Plan & conduct Safety Promotional Activities. Carry out Safety Promotional Activities during normal working days and during Fire Services Week and safety Week.
- Ensure implementation of Safety Policy of the Company.
- Hydro Testing & certification of extinguishers, nitrogen cylinders' pressure vessels (DCP Tender) by competent authority.
- Maintain data for all incidents and communicate HODs regarding incident trend.
- Celebration of awareness programs like National Safety day, Fire Service day etc.
- Prepare training safety calendar for every year & follow-up.
- Prepare and update various manuals like: Safety manual, Onsite emergency plan, Fire Emergency Procedure Manual, Fire Manual, Pocket Fire Fighting Guide Manual etc.
- Participate in internal safety audits as team member and follow up for the implementation of recommendations.
- Develop technical specifications for fabrication of new fire fighting vehicles like water tender, foam cum water tender, DCP tender, Emergency Rescue Tender etc.

### **Note: For role I to V**

**Project Service provider would mean the EPMC consultants handling single job of project worth of more than Rs. 25 crore and EPC / LSTK consultants / contractors handling single job of project worth of more than Rs. 50 crore, which has been in operation for past 5 years. Last published Balance Sheet under self-certification maybe asked as and when required. Candidates who are working with such organizations on third party payroll are also eligible to apply.**

## VI. Role - Finance : E1

**Educational Qualification:** Candidates should be Qualified Chartered Accountant (CA) from Institute of Chartered Accountants of India (ICAI) with 50% marks. Candidates applying for the post should be in possession of C.A. professional qualification completed in all respects at the time of applying for the post including completion of mandatory Articleship Training required for award of C.A. qualification.

**Work Experience:** At least one year of post-qualification work experience in the field(s) of Finance/Accounts/Taxation/Cost Accounting/Auditing etc. The articulated training /practical training which are integrated to the curriculum of respective institution shall not be considered as valid experience for this purpose.

### Key Job Responsibilities:

- Preparation of accounts
- Internal Audit
- Accounting
- Pricing
- Banking & Treasury Functions
- Project Appraisal/ Project accounting
- Direct and Indirect Taxation
- Payments to consultants, vendors, contractors, sub-contractors, suppliers
- Trade receivables, trade payables, assets accounting etc.

## VII. Role - Human Resources : E1

**Educational Qualification:** Two-years full time, Post-graduate Degree in HR /Personnel Management / Industrial Relations/Psychology or Masters in Business Administration (MBA) with specialization in HR/Personnel Management from AICTE approved / UGC recognized institute / university. Candidates belonging to UR, EWS and OBCNC category should have secured minimum 60% marks (aggregate marks of all semesters) in qualifying degree examinations, relaxed to 50% (aggregate marks of all semesters) for SC/ST/PwBD candidates.

### Work Experience:

At least 1 year of work experience in following:

- Managing employee relations, knowledge of Industrial and Labor Laws and Contract Labor Management.
- Handling disciplinary matters.
- Handling end to end recruitment of candidates in a talent acquisition profile.
- Formulating of HR policies and implementation.
- Learning and development plan in identifying and analyzing training needs of the organization and e-learning techniques/platforms.
- Hands on experience in HR technology tools, process and systems, HR analytics, knowledge of ERP systems.
- Managing PMS and Talent Management system.
- Roster Maintenance.
- Experience in Organizational Development.

### Key Job Responsibilities:

- Ensure all contractors operate by complying to labour legislation framework.
- Ensure all compliances in order to protect the interest of HRRL as a Principal Employer.
- Liaison with Statutory authorities.
- Maintain Statutory Registers.
- Implement Role based assessment and conduct end to end talent acquisition in line with Presidential Directives (and / or any other statute).
- Prepare HR Budgeting.
- Formulate & Implement Employee Compensation, Benefits, & Rewards Framework.

- Formulate & Implement Scientific Performance Assessment System.
- Leverage HR Tools, Analytics, and Technology to develop, assess and build an Organizational Culture in sync with Organizational Objectives.
- Develop robust Training & Development Centers.

### VIII. Role - Information Systems : E1

**Educational Qualification:** 4 years Full time B.E. / B.Tech in the discipline of Electronics / Telecommunications / Electronics & Telecommunications / Computer Science / Information Technology

OR

Three years full time course in Masters in Computer Applications (MCA) / Masters in Computer Science (MCS

OR

Two years full time course in Masters in Business Administrations (MBA) / Masters in Management Studies (MMS) with Information Technology or Systems or Computer Science as specialization.

Any of the above qualification must be from AICTE approved / UGC recognized institute / university. Candidates belonging to UR, EWS and OBCNC category should have secured minimum 60% marks (aggregate marks of all semesters) in qualifying degree examinations, relaxed to 50% (aggregate marks of all semesters) for SC/ST/PwBD candidates.

**Work Experience:** 1 year experience in the relevant field with exposure in Application Development, Networking, System Analysis and Design, Efficiency in Server Administration, Vendor Management, ability to handle Medium/ Large scale IT projects.

Skill Set	Area
Operating System /Platforms	Windows/Linux/OS400/Unix/ VMWare
Networking	LAN/WAN/Wireless using CISCO/Nortel Technologies/VSAT
DBA (RDBMS)/BI	Oracle/SQL Server/DB2/ OBIEE
Middle ware	Application servers (Apache, WebSphere, Tomcat)
Security	IPS/IDS/Firewalls / PKI/ Identity Management
Messaging & Collaboration	Exchange/MOSS
Application Development	Dot Net Technologies/ ASP/JSP/ Visual Basic/C/Visual C++/Share Point Services SDLC /J2EE technologies/ Web Services/ Android / Spring Boot - STS/ Phyton / Angular JS

**Key Job Responsibilities:**

- Direct operational IT planning, including planning IT projects and the allocation of Manpower resources.
- Oversee the financial aspects of their IT team or dept., including purchasing, budgeting & budget review.
- Coordinate IT staffing, including hiring, supervision, scheduling, professional development and discipline.
- System Analysis Design, implement and enforce the policies, procedures and best industrial practices.
- Research IT solutions and make recommendations for the improvement of IT systems and IT infrastructure.
- Negotiate and approve technology vendor, outsourcing, and consultant contracts and service agreements.
- Should have a strong command of project management principles, procedures and best practices.
- Exposure in Integrating the Business Applications with Scada /PLC systems.
- Knowledge on Monitoring of Process /Safety/Inspection applications in the Process industry.

## IX. Role - Legal: E1

**Educational Qualification:** 3-years full time course in law after graduation or 5 years course in law after 12th Standard from AICTE approved / UGC recognized University/Deemed University. Candidates scoring minimum 60% in aggregate of all the semesters/years for UR/OBCNC/EWS candidates (55% for SC, ST & PwBD candidates) in the qualifying degree (as applicable) are only eligible to apply.

**Work Experience:** Experience as a practicing Advocate or working in a reputed Law Firm or Company. For practicing Advocates, the experience must be after enrolment in the Bar Council and it must be post qualification.

Experience should preferably relate to drafting Agreements, preparing Court/Arbitration papers, briefing Counsel, etc. substantially covering the law relating to Contracts, Building & Construction, Sale of Goods, Transfer of Property, Infrastructure, Intellectual Property, Oil and Gas, and Consumer Protection. Experience in oil and gas industry and/or experience handling high value EPC projects is desired.

Candidates should possess excellent written/verbal communication skills. Proficiency in reading and writing in any one or more Scheduled language (as per Constitution) in addition to English and Hindi is preferred.

**NOTE:** Candidates are required to submit an experience certificate from the organization in which they are/were working. In case of practicing advocate, the certificate should be from the State Bar Council, a Senior Advocate, or a Law Firm, accompanied with a copy of the enrolment certificate with the Bar Council. Only full-time work experience will be considered from the date of registration with Bar Council and/or date of joining in employment, as applicable. Internships during continuation of LLB program (or any other full time studies) will not be considered as experience.

### Key Job Responsibilities:

- Draft and finalize pleadings, agreements, various deeds & documents and add value to all legal matters.
- Draft, review, negotiate and finalize the contracts conditions.
- Defending the claims put up by any contractors.
- Develop the strategy for filing and defending cases.
- Provide sound legal opinion/advice and respond to queries quickly.
- Brief Lawyers and attend court hearings.
- Ensure that all cases are filed /defended well within the limitation period and there is timely submission of all pleadings and documents.
- Improve domain skills and share knowledge and information with team members.
- Keep updated on recent trends in the legal front.
- Handle arbitration cases, verify title documents, conduct reviews and training.

## D.PROBATION

The Selected Officers will be on probation for 1 year from the Date of Joining. For confirmation in service, the officers have to fulfill various parameters as per the company policy.

**Retention Amount (applicable for E1 grade):** An amount of Rs. 5000/- per month will be deducted as retention amount from the total emoluments for first six months during the period of probation. The amount will be refunded to the officers only after their confirmation. The retention amount will be forfeited; in case the employee leaves the Corporation or on termination of service before the confirmation.

## E. PLACEMENT / POSTING

Posting/ Assignment can be in any Division/Department of the HRRL at any place in the country and the services thereafter will be transferable as per the requirement. These positions may involve working in shift duties including night shifts. Selected candidates may also be posted / assigned outside HRRL in India or abroad.