



ANNEXURE- 1.1

Subject: Engagement of retired/ freelance personnel for OISD External Safety Audit/ PCSA/ Surprise Audit/ Accident investigation and other service such as providing training etc.

OISD (Oil Industry Safety Directorate) is a technical directorate under the Ministry of Petroleum and Natural Gas that formulates and coordinates the implementation of a series of self-regulatory measures aimed at enhancing the safety in the oil & gas industry in India.

Major role of OISD is:

- Drafting of new standards
- Revision of existing standards based on technological changes, vintage and safety audits,
- Carrying out External Safety Audit/ Surprise Safety Audit/ Pre-commissioning Safety Audit in E&P sites, Pipeline installations, PORTs, POL, LPG, Refineries& Gas Process units
- Grant of Consent to operate in offshore being the regulator,
- Accident investigation,
- Dissemination of information and knowledge through Safety Alerts, Case Studies, Seminars and Workshops.

OISD has felt the need for hiring “External Auditor” to supplement the existing manpower in carrying out OISD External Safety Audit/ PCSA/ accident investigation and other service such as providing training etc

OISD is in the process of forming a panel of retired/ voluntarily retired executives/ freelance persons from all over the country, who have ample experience and knowledge in the field of HSE and auditing in Oil & Gas sector. Such persons shall be known as “External Auditors”. The external auditors may also be engaged for other services such as providing training etc.

Selection Process

1. Advertisement for empanelment of “External Auditors” shall be issued, and details of the application process shall be hosted on our OISD website. Further, fresh panel advertisement shall be forwarded to all PPs for communicating to their retired senior employees and having requisite experience & knowledge.
2. Officers currently employed and retiring before 01.10.2026 may also apply, however, engagement shall be effective only after retirement.
3. The selection of panel shall be valid for one year from 1st April 2026 to 31st March 2027. The empanelling of External auditors will be continued in same way in future also by floating fresh advertisement every year. Earlier applicants who were included in panel in previous year are required to apply again with additional work experience if any.
4. Number of External auditors in the panel shall be limited to the envisaged requirement covering different specialisations.
5. The panel of “External Auditor” shall be shortlisted by a committee on review of the applications received from the prospective “External Auditor”. If required, the applicant may also be interviewed through VC at sole discretion of OISD. Approval for formation of panel of the shortlisted candidates shall be obtained from ED, OISD.
6. Copy of application format Annexure-1, web advertisement with text Annexure-2, Bill format Annexure-3, Performance evaluation format Annexure-4, code of ethics Annexure-5 are attached herewith.

Minimum Qualification

Minimum qualification for applying for empanelment as “External Auditor” are as under:

#	Description	Minimum Criteria
1	Education qualification	Engineering degree in any field/ Post-graduation in science/ Diploma in Fire & Safety
2	Minimum Age	45 years as on 01.04.2026
3	Maximum Age	Less than 65 years as on 01.04.2026 (Auditor can be engaged for audit up to 65 years only).
4	Experience	Minimum 20 years’ experience in Oil & Gas industry.
5	Medical fitness	Should be medically and physically fit to undertake Safety Audit/ Accident investigations. Investigation & audit process requires visit to installations, and he/ she may need to climb high structures such as tanks / derrick floor / undertake trainings required for visiting offshore. Auditor should submit self-declaration regarding his/ her health and physical fitness in the application format
6	Other	<p>Applicant having experience of auditing and/or accident investigation in Oil & Gas industry would be preferred, and same to be declared in the application form.</p> <p>The applicant should not be employed with any organisation or be a regular consultant with own or any Oil & Gas company at the time of engagement. Officers currently employed and retiring before 01.10.2026 may also apply, however, engagement shall be effective only after retirement.</p> <p>He/she shall intimate OISD whenever, applicant joins any organization, in which case his empanelment gets cancelled. Code of ethics including this employment declaration to be signed before auditor is deployed for any audit.</p>

Terms and Conditions (for ESA/PCSA/Accident investigation/Surprise audit/ Training)

- The auditing process includes review of documents received before field audit, attending opening meeting, carrying out audit as per check list and standards of OISD, presenting audit observations to auditee in Closing Meeting and contributes for final audit report preparation along with other audit team members. Observations shall be in line with OISD Standards, regulatory requirements and auditee Organisation requirements etc.
- The rate of compensation to be paid to the “External Auditors” is irrespective of the place of audit/ training which shall be as per below:

Category	Rate of remuneration per day in Rs.	Eligibility for Air travel
External Auditor / Accident investigation / PCSA / trainings etc.	<p>Below ED level officer- Rs 10,000/-*</p> <p>ED level officer and above - Rs 15,000/-*</p> <p>For engagement in offshore locations Rs 1000* per day additional payment proposed for work involved in more hazard/ risk involved irrespective of level.</p>	<p>Below ED level officer- Economy</p> <p>ED level officer- Premium Economy</p> <p>Director level officer and above - Business</p>

*plus applicable GST. Applicable GST shall be included in the bill. Standard format for the bill is attached at Annexure 3.

3. The eligibility for Air travel is subject to rate reasonability, route and availability and will be decided by ED OISD.
4. For the purpose of rate of remuneration and air travel, the equivalence of grades of officials from private industry/ other than officer from Oil & Gas PSUs shall be at the discretion of OISD based on position held before retirement/ separation from earlier organization
5. Payment shall be made only for the days on which the audit (ESA/PCSA) /Accident investigation/ training/ other work is conducted. No payment shall be made for the day spent in traveling to-and-fro to the audit location from the residence of the "External Auditor".
6. In case of safety audit (ESA/PCSA/Surprise audit), additional 2 working days shall be considered for payment for review of auditee documentation & report preparation, as per actual time spent on these activities, subject to certification by concerned Director. Auditor shall submit a declaration for additional two working days along with bill which will be certified by Director for payment.
7. In case of incident investigation, additional 3 working days for documentation work related to incident investigation, shall be paid to External auditor subject to actual time spent & certification by concerned Director.
8. For trainings/ other works, there will be no additional payable working days
9. To & Fro taxi fare from residence of the "External Auditor" to local Railway Station/ Airport and back in case of return journey, will be paid on actual basis subject to maximum ceiling of Rs.4000 against submission of original bills. Separate bill shall be submitted for reimbursement of taxi charges. In case when bill is not available, reimbursement shall be up to Rs. 1,000, subject to self-certification by the External Auditor.
10. In case of travel from the city of residence of the "External Auditor" to the city of audited installation by train, the ticket (I-AC/ II-AC/ Ex-CC) for the same shall be arranged by the OISD/ to be arranged by External auditor & ticket fare will be reimbursed as per actual against submission of bill.
11. In case of travel from the city of residence of the "External Auditor" to the city of audited installation is by taxi (if flight/train is not available or ticket not available), then taxi shall be arranged by OISD/to be arranged by External auditor & taxi charges will be reimbursed as per actual against submission of bill.
12. In case of air travel, air ticket (economy class) from the city of residence of the "External Auditor" to the city of audited installation shall be arranged by OISD. Economy class is eligible for auditors below ED level. For ED level or above premium economy is eligible subject to rate, availability & rate, decision to be taken by OISD.
13. Travel/ stay/ conveyance arrangement at audit site would be arranged by the Auditee or OISD.
14. The "External Auditor" shall raise bill, in prescribed format, to OISD after the auditing process is over and submission of draft audit (ESA/PCSA) or Accident investigation findings by him/ her. The bill shall be certified by the concerned Director and forwarded to Finance Section for payment. Payment will be normally released to the "External Auditor" within 10 working days of submission of the bill, after deducting applicable taxes (TDS). In case of any discrepancy in the bill, the "External Auditor" shall be informed of the same/ the bill shall be returned for rectification.
15. The "External Auditor" for a particular audit (ESA/PCSA) or Accident investigation or providing training or any other services shall be selected by the Director from panel of "External Auditors" based on skill required and on rotation basis. The decision of selection of "External Auditor" for a particular audit (ESA/PCSA) or Accident investigation or providing training or any other services is discretion of OISD.
16. The performance of the "External Auditor" will be evaluated based on his performance during "audit (ESA/PCSA)/Accident investigation/ providing training/ any other services. The same will be used for future engagements. Record of the evaluation shall be maintained. Performance evaluation format is attached as Annexure-4.
17. There shall be no guarantee of minimum assignment to the empanelled "External Auditor".
18. "External Auditor" is required to possess a working laptop, internet connectivity etc. which is needed to conduct the audit (ESA/PCSA) or Accident investigation or providing Internal Auditor Training on behalf of OISD & prepare draft report or for providing training or any other services, for which no separate payment would be made.
19. The "External Auditor" will be supported by one auditor from OISD who will act as coordinator and all audit related queries has to be addressed to him/ her. External auditor will submit his/ her draft audit (ESA/PCSA) or Accident investigation report to OISD coordinator.
20. "External Auditor" shall be required to comply with requirement such as signing of code of ethics which is attached herewith as Annexure-5.

