



ऑयल इंडिया लिमिटेड

(भारत सरकार का उद्यम)

**Oil India Limited**

(A Government of India Enterprise)

Duliajan – 786 602, Assam

OIL INDIA LIMITED (OIL), a Navratna Public Sector Undertaking, is a pioneer national upstream Oil and Gas Company with a pan Indian presence and growing global footprint. Engaged in Exploration, Production and Transportation of crude oil, natural gas and manufacture of LPG with its Field Headquarters at Duliajan, Dist. – Dibrugarh (Assam) – 786602.

As a Special Recruitment Drive for Persons with Disabilities (PWDs), Oil India Ltd. invites applications from eligible Indian Nationals, to filling up the following posts:

**SPECIAL RECRUITMENT DRIVE FOR PERSONS WITH DISABILITIES (PWD):**

Post Name & Post Code	Indicative No. of vacancies				Age limit (in years) as on 07.10.2015	Grade & Scale of Pay	Educational Qualification	Suitable for VH/OH/HH
	VH	OH	HH	Total				
Accounts Officer/ Internal Auditor <b>PERS:PWD:AO:2015:01</b>	0	1	1	2	UR:39 SC/ST:44 OBC:42	B ₹ 24900–50500	ACA/AICWA	OA, OL, HH
Executive Trainee – Mechanical <b>PERS:PWD:ET:2015:02</b>	0	3	2	5	UR:37 SC/ST:42 OBC:40	₹ 25000 p.m. (Consolidated Stipend)	Graduate degree in Mechanical Engg. of minimum 4 years duration with 65% marks	OA, OL, HH
Executive Trainee – Civil <b>PERS:PWD:ET:2015:03</b>	0	1	1	2	UR:37 SC/ST:42 OBC:40	₹ 25000 p.m. (Consolidated Stipend)	Graduate degree in Civil Engg. of minimum 4 years duration with 65% marks	OA, OL, HH
Executive Trainee – Information Technology <b>PERS:PWD:ET:2015:04</b>	0	1	2	3	UR:37 SC/ST:42 OBC:40	₹ 25000 p.m. (Consolidated Stipend)	Graduate degree in Computer Science/ IT of minimum 4 years duration with 65% marks	OL, HH
Executive Trainee – Human Resource <b>PERS:PWD:ET:2015:05</b>	1	1	1	3	UR:39 SC/ST:44 OBC:42	₹ 25000 p.m. (Consolidated Stipend)	Post Graduate degree in Mgmt./ Business Admin/Personnel Mgt/ Social Welfare/Social Work/ IR of minimum 02 years duration with 60% marks	OA, OL, LV, HH
Executive Trainee – Public Relations <b>PERS:PWD:ET:2015:06</b>	0	1	0	1	UR:39 SC/ST:44 OBC:42	₹ 25000 p.m. (Consolidated Stipend)	Post Graduate degree in Mass Communication/ Journalism/PR of minimum 2 years duration with 60% marks	OA, OL
Executive Trainee – Geology <b>PERS:PWD:ET:2015:07</b>	0	0	1	1	UR:39 SC/ST:44 OBC:42	₹ 25000 p.m. (Consolidated Stipend)	Post Graduate degree in Geology of minimum 2 years duration with 60% marks and having Mathematics at Graduation level	HH
Executive Trainee – R&D <b>PERS:PWD:ET:2015:08</b>	0	1	0	1	UR:39 SC/ST:44 OBC:42	₹ 25000 p.m. (Consolidated Stipend)	Post Graduate degree in Chemistry of minimum 2 years duration with 60% marks and having Physics, Chemistry & Mathematics at Graduation level	OA, OL
Confidential Secretary* <b>PERS:PWD:CS:2015:09</b>	1	0	0	1	UR:40 SC/ST:45 OBC:43	A ₹ 20600–46500	Graduate with 01/02 yrs Diploma in Secretarial Practice or Modern Office Management / Secretarial Practice or Executive Assistant Diploma or equivalent with knowledge of computer application	LV
<b>Total</b>	2	9	8	19				

\*Post Qualification Relevant Experience as on **07.10.2015** (in Years) for the post of Confidential Secretary is **02 years**. The candidates should have post qualification relevant experience in Secretarial functions in Government / Public Sector Companies/ Private Sector Companies. Other things being equal, candidates having higher post qualification relevant work experience will have an edge over others.

## ABBREVIATIONS USED:

UR = Un Reserved (General), SC= Scheduled Caste, ST= Scheduled Tribe, OBC= Other Backward Classes, PWD = Persons with Disability, OH = Orthopedically Handicapped, VH = Visually Handicapped, HH = Hearing Handicapped, LV= Low Vision, OA = One Arm, OL = One Leg, NOC = No Objection Certificate, ACA=Associate Chartered Accountant, AICWA= Associate member of the Institute of Cost & Works Accountant

## A. EDUCATIONAL QUALIFICATION & RELAXATION

- Candidates should have requisite full time Educational/Technical qualifications (as indicated in the vacancy table) from recognized Board/University /Institute as on last date of submission of application i.e. **07.10.2015**.
- Those awaiting results of the final examination need NOT apply.
- Age relaxation by 5 years for candidates who have ordinarily been domiciled in the State of Jammu & Kashmir during the period from 01.01.1980 to 31.12.1989.

## B. RESERVATION

- A candidate will be eligible to get the benefit of community reservation only in case the particular caste to which the candidates belong is included in the list of reserved communities issued by the Government of India.
- Candidates seeking age relaxation must submit requisite caste certificate in the prescribed format from the competent authority as given at **Annexure-I** (for SC/ST candidates) and **Annexure- II** (for OBC-NCL candidates) at the time of Document Verification. Otherwise, their claim for reserved status (SC/ST/OBC-NCL) will not be entertained.
- If the SC/ST/OBC-NCL/PWD certificate has been issued in a language other than English/Hindi the candidates will be required to submit a self-certified translated copy of the same either in English or Hindi.
- The suitability of a post for persons with disability has been indicated against each post, under the column 'suitable for PWD'. Persons with disability may apply against those posts which have been identified as suitable for persons with disabilities.
- Age relaxation of 10 years is allowed (total 15 years for SC/ST and 13 years for OBC-NCL) to PWDs for appointment to Group 'A' and Group 'B' posts/services. The persons claiming age relaxation under PWD category would be required to produce a certificate in prescribed formats given at **Annexure-III** in support of their claims clearly indicating that the degree of physical disability is 40% or more. In any case, the appointment of these candidates will be subject to their being found medically fit in accordance with the standards of medical fitness as prescribed by the Government for each individual Group 'A' and Group 'B' posts to be filled for PWD candidates by Direct Recruitment by Selection.

## C. SELECTION PROCESS

- The eligible /short listed candidates for the post of Accounts Officer/ Internal Audit officer and Executive Trainees will be required to appear for (i) Written Test, (ii) Group Discussion (GD) and (iii) Viva-Voce.
- For the post of Confidential Secretary eligible/Short listed candidates will be required to appear for (i) Written Test (ii) Practical Test on Stenography and transcription, (iii) Group Discussion (GD) and (iv) Viva – Voce.
- Screening and selection will be based on the details provided by the candidates, hence it is necessary that applicants should furnish only, accurate, full and correct information. Furnishing of incomplete, wrong / false information will be disqualification and OIL will NOT be responsible for any consequence of furnishing such wrong / false information. If at any stage during the recruitment and selection process, it is found that the candidates have furnished false or wrong information, their candidature will be rejected.

## D. REMUNERATION PACKAGE AND OTHER BENEFITS

- Selected candidate(s) for the post of Accounts Officer/ Internal Auditor and Confidential Secretary will be placed in the pay scale of ₹ 24900–50500 (starting Basic Pay of ₹ 24900) and ₹ 20600–46500 (starting Basic Pay of ₹ 20600) respectively. The selected candidate will have to serve a probationary period of one year and will be confirmed after successful completion of the same.
- Approximate total emoluments at minimum of scale in Grade 'B' and 'A' will be around ₹ 50, 000 and ₹ 45, 000 pm respectively. In addition to the Basic Pay & DA, other benefits include HRA or Company leased/self lease accommodation, Leave encashment, free medical benefits for self & dependents, Gratuity/PF, House Building Loan, Vehicle Loan, Group Insurance, etc, as per rules of the company.
- Executive Trainee will be paid a fixed stipend of ₹ 25000 pm. In addition to stipend, other benefits include free hostel type accommodation on sharing basis and free medical facilities for self. Executive Trainee will have to undergo a minimum of one year training which is subject to extension based on his/her performance. After the completion of the training, the Executive Trainees will be assessed through written test and viva voce for absorption in regular Executive Grade B. After their absorption in Executive Grade B, in addition to Basic Pay and DA, other benefits include HRA or Company Leased/owned accommodation, reimbursement of conveyance expenditure, Leave Encashment, free medical benefits, Gratuity/PF, House Building Loan, Vehicle Loan, Group Insurance, etc, as per rules of the company.

## E. PHYSICAL FITNESS

Appointment to the above posts will be subject to the candidates being medically fit as per the standards prescribed for the posts by the OIL Medical Board. The provisionally selected candidates will have to undergo Pre Employment Medical Examination (PEME) conducted by the OIL Medical Board and will be finally selected to join OIL only after he/she is declared medically fit by OIL Medical Board. The decision of the OIL Medical Board will be final and binding.

## F. POSTING

The posting of the selected candidates can be in any of the operational areas/offices of OIL as per requirements of the company. The services are also transferable as per requirement of the company.

## G. GENERAL INFORMATION AND INSTRUCTIONS

- Only eligible Indian nationals can apply for the above posts.
- Candidates applying for the above posts must have passed the prescribed qualifications through full time courses.
- The prescribed qualifications are minimum and mere possession of the same does not entitle candidates to be called for Written Test/ Interview. Only short listed candidates will be notified for Written Test/ Interview.
- Where the number of applications received in response to the advertisement is very large and it will not be convenient or possible for the Company to call all the candidates for the Written Test/ Interview, the Company at its discretion may restrict the number of candidates to reasonable limit by raising the minimum eligibility standards. The candidates should, therefore, mention all the qualifications and experience (if any) in the relevant field over and above the minimum qualifications and should enclose **self attested copies** of the certificates including mark sheets in support thereof.
- Candidates called for Selection Tests will be reimbursed fares as under:

All candidates called for appearing in the Written Test/Viva Voce for the post of Accounts Officer/ Internal Auditor and Confidential Secretary.	To and fro II tier AC TRAIN FARE (except Rajdhani Express) subject to production of tickets. However, for to and fro travel within North East region and upto Kolkata, air fare will be paid on production of proof of travel by air (Boarding passes).
All candidates called for appearing in Written Test / Viva-Voce for the post of ET.	To and fro II tier AC TRAIN FARE (except Rajdhani Express) subject to production of tickets.

- Canvassing in any form will result in cancellation of the candidature. Any dispute with regard to the recruitment against this advertisement will be under jurisdiction of Dibrugarh District Court only.

## H. HOW TO APPLY

- Candidates fulfilling the above criteria may take a print out of the **Application Form** given below and fill up the form in **Capital Letters**.
- The envelope **SUPERSCRIBED WITH THE POST CODE APPLIED FOR ON TOP** with the completed **Application Form** along with a recent coloured passport size photograph together with self attested copies of certificates and mark sheets in support of **(in the sequence)**
  - i. Qualification,
  - ii. Age,
  - iii. Religion and Caste,
  - iv. Experience, etc. duly **marked / highlighted** and should be sent to the following address:

**HEAD - PERSONNEL,  
RCE's OFFICE BUILDING, OIL INDIA LIMITED,  
DULIAJAN – 786602, (ASSAM)**

- **THE LAST DATE OF RECEIPT OF APPLICATION IS 07.10.2015.**
- Birth Certificate, Matriculation/10th Standard pass certificate/ admit indicating date of birth, or mark sheet of Matriculation/10th Standard or equivalent issued by Central/State Board indicating date of birth in support of their claim of age will only be accepted.
- Degree/Diploma certificate along with mark sheets pertaining to all the academic years as proof of educational qualification claimed. In the absence of Degree/Diploma certificate, provisional certificate along with mark sheets pertaining to all the academic years will be accepted.
- Order/ letter in respect of equivalent Educational Qualifications claimed, indicating the Authority (with number and date) under which it has been so treated, in respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement.
- Caste certificate by candidate seeking age relaxation as SC/ ST/ OBC-NCL, in the prescribed format as given at **Annexure-I** (for SC/ST candidates) and **Annexure- II** (for OBC-NCL candidates) from the competent authority indicating clearly the candidate's caste, the Act/ Order under which the caste is recognized as SC/ ST/ OBC-NCL and the village/ town the candidate is ordinarily a resident of.
- PWD certificate in prescribed format(s) given at **Annexure-III** issued by the competent authority will be considered for appointment to the post on the basis of prescribed standards of Medical Fitness. The Competent Authority to issue PWD certificate shall be a Medical Board duly constituted by the Central or a State Government. The Central/ State Government may constitute Medical Board(s) consisting of at least three members out of which at least one shall be a specialist in the particular field for assessing Locomotor/ Cerebral / Visual / Hearing disability, as the case may be.
- OIL shall not be responsible for any postal delay, any loss or non delivery of email/any other communication sent, due to invalid/wrong email id or due to any other reason.
- Wherever CGPA/OGPA/DGPA or Letter Grade in a degree/ diploma is awarded, its equivalent percentage of marks must be indicated in the application form as per norms adopted by the Institute.
- Incomplete applications will be summarily rejected. For instance, applications received without the copies of relevant testimonials of qualification, age, caste, experience, mark sheets, conversion formula, caste certificate issued in language other than English/Hindi and not translated, incomplete caste certificate, caste certificate in a different format other than those prescribed, application and photograph not signed etc. will be rejected.
- Candidates applying for more than one post must apply **separately for each post**.
- Candidates employed in Govt./Semi Govt./PSU should route their applications **Through Proper Channel** or produce **'No Objection Certificate'** at the time of interview.



The last date of receiving the application is **07.10.2015**

## OIL INDIA LIMITED

### Application Form

Please paste a recent coloured passport size photograph and sign across

1. POST APPLIED FOR :

2. POST CODE : 

P	E	R	S	:	P	W	D	:			:	2	0	1	5	:		
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3. GRADE :

4. APPLICANT'S NAME :   
(IN BLOCK LETTERS)

5. GENDER(PLEASE TICK) :  Male  Female

6. MARITAL STATUS(PLEASE TICK) :  Married  Unmarried

7. DATE OF BIRTH : 

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8. FATHER'S NAME :   
(IN BLOCK LETTERS)

9. MOTHER'S NAME :

10. NATIONALITY :

11. STATE OF DOMICILE :

12. CATEGORY (PLEASE TICK) :  GEN  SC  ST  OBC(NCL) 13. RELIGION :

13. (i) CATEGORY OF PWD(PLEASE TICK) :  VH  HH  OH (ii) PERCENTAGE OF DISABILITY  %

14. EDUCATIONAL QUALIFICATION :

Qualification (as required for the post)	Percentage of Marks *	Year of Passing	Institute/University

\* ONLY PERCENTAGE SHOULD BE MENTIONED AND SHOULD NOT BE ROUND OFF. CGPA/Grades should be converted into percentage and mentioned in the 'Percentage of Marks' column. Conversion Formula (if any):

15. \*EXPERIENCE

Name of the Organisation & Address	Period of Employment		Post held	Pay scale	Salary drawn	Nature of duties
	From	To				

\*Attach separate sheet, if necessary

16. ADDRESS FOR COMMUNICATION : 

PIN CODE						

PERMANENT ADDRESS : 

PIN CODE						

17. NEAREST RAILWAY STATION :   
(From the place of travel for TA purpose)

18. EMAIL ID (mandatory, in **block letters**) :

19. TELEPHONE NUMBER : Mobile:  Landline:

I hereby declare that the particulars stated in the application form are true, correct and complete to the best of my knowledge and belief and nothing has been concealed. In case any of the information is found to be false, incorrect and misleading at any stage, I shall have no claim against cancellation of my candidature and/or taking other legal action as deemed fit by OIL.

Date : \_\_\_\_\_

\_\_\_\_\_  
Signature of the candidate

- Enclosures: (in sequence/highlighted)
1. Educational qualification certificates & Mark Sheets.
  2. Age certificate.
  3. Caste certificate (if applicable).
  4. Disability certificate.
  5. Experience certificates.
  6. Other certificates.