



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 all set to conquer newer horizons of all-round growth and excellence. It is engaged in exploration, production and transportation of crude oil, natural gas and manufacture of LPG with its Fields Headquarter (FHQ) at Duliajan, Dist. Dibrugarh, Assam. OIL has operations in Assam, Arunachal Pradesh, Andhra Pradesh, Odisha, Rajasthan, Mizoram and offices in Kolkata, Guwahati, Noida, Delhi. OIL also has crude Oil transportation pipelines from Assam to Barauni in Bihar. In overseas OIL has presence in USA, Russia, Libya, Nigeria, Gabon, Venezuela, Israel, Bangladesh and Mozambique.

Oil India Ltd. invites applications from Indian Nationals to fill up the following posts in Grade C, Grade B and Grade A respectively:

**A. DETAILS OF POSTS/VACANCIES/EDUCATIONAL QUALIFICATIONS/AGE LIMIT IN GRADE C :**

Post Name & Post Code	Indicative No. of vacancies						Grade & Scale of Pay (Rs.)	Upper Age limit (in years) as on 30.10.2020	Required Educational Qualification, Percentage & Experience* as on 30.10.2020	Post identified suitable for PwBD
	UR	SC	ST	OBC (NCL)	EWS	Total				
Superintending Engineer (Drilling) (DR01)	02	01	-	-	-	03	C 80000-220000	UR: 32 SC:37	Bachelor's Degree in Engineering of minimum 04 years duration with minimum 65% marks and having minimum 3 years post qualification experience	NA
Manager (Accounts) / Manager (Internal Audit) (AC 02)	-	-	01	-	-	01	C 80000-220000	ST:39	Associate Member of ICAI/ICMAI with minimum 3 years post qualification experience	OA, OL, BL, OAL, BLOA, HH
Superintending Medical Officer (ENT) (MD 03)	01	-	-	-	-	01	C 80000-220000	UR: 37	MS in ENT from a reputed Medical College/University recognized by Medical Council of India	NA
Superintending Medical Officer (Pathology) (MD 04)	-	01	-	-	-	01	C 80000-220000	SC: 42	MD in Pathology from a reputed Medical College/University recognized by Medical Council of India	NA
Superintending Medical Officer (Ophthalmology) (MD 05)	-	-	-	-	01	01	C 80000-220000	EWS: 37	MD/MS in Ophthalmology from a reputed Medical College/University recognized by Medical Council of India	NA
Superintending Medical Officer (Orthopedic Surgeon) (MD 06)	-	-	-	01	-	01	C 80000-220000	OBC-NCL: 40	MS (Orthopedic) / DNB (Orthopedic) from a reputed Medical College/University recognized by Medical Council of India	NA
Superintending Medical Officer (Radiology) (MD 07)	01	-	-	-	-	01	C 80000-220000	UR: 37	MD (Radio Diagnosis) from a reputed Medical College/University recognized by Medical Council of India with working knowledge of computer tomography and/or MRI and should be familiar with the use of computers	OL, HH
Superintending Medical Officer (Physician) (MD 08)	-	-	01	-	-	01	C 80000-220000	ST: 42	MD (Medicine) / DNB (Medicine) from a reputed Medical College/University recognized by Medical Council of India	NA
<b>TOTAL</b>	<b>04</b>	<b>02</b>	<b>02</b>	<b>01</b>	<b>01</b>	<b>10</b>			<ul style="list-style-type: none"> <li>02 posts reserved for ST category are backlog posts</li> <li>01 post reserved OBC-NCL category is a backlog post</li> </ul>	

**B. DETAILS OF POSTS/VACANCIES/EDUCATIONAL QUALIFICATIONS/AGE LIMIT IN GRADE B :**

Post Name & Post Code	Indicative No. of vacancies						Grade & Scale of Pay (Rs.)	Upper Age limit (in years) as on 30.10.2020	Required Educational Qualification, Percentage & Experience* as on 30.10.2020	Post identified suitable for PwBD
	UR	SC	ST	OBC (NCL)	EWS	Total				
Senior Medical Officer (MD 09)	01	-	-	02	-	03	B 60000-180000	UR: 32 OBC-NCL: 35	MBBS from a reputed Medical College/University recognized by Medical Council of India with minimum 02 years post qualification experience	OA, OL
Senior Security Officer (SO 10)	01	01	-	-	-	02	B 60000-180000	UR: 32 SC:37	Graduate in any discipline from a University/Institute recognized by Govt. of India and approved by UGC/appropriate statutory authority with minimum 2 years post qualification experience	OL

Post Name & Post Code	Indicative No. of vacancies						Grade & Scale of Pay (Rs.)	Upper Age limit (in years) as on 30.10.2020	Required Educational Qualification, Percentage & Experience* as on 30.10.2020	Post identified suitable for PwBD
	UR	SC	ST	OBC (NCL)	EWS	Total				
Senior Officer (Electrical) (EE 11)	01	01	-	02	01	05	B 60000-180000	UR/EWS: 27 OBC-NCL: 30 SC:32	Bachelor's Degree in Electrical Engineering of minimum 04 years duration with minimum 65% marks	OL, HH
Senior Officer (HR) (HR 12)	01	-	-	01	-	02	B 60000-180000	UR: 29 OBC-NCL: 32	MBA with Specialization in Personnel Management /HR/HRD/HRM of minimum 2 years duration with minimum 60% marks OR Post Graduate Degree in Personnel Management/ Industrial Relations / Labour Welfare of minimum 2 years duration with minimum 60% marks OR Minimum 2 years full time Post Graduate Diploma in PM/IR/Labour Welfare with minimum 60% marks OR PGDM / MBA with Specialization in HR from IIM with minimum 60% marks of minimum 2 years duration. (major in HR)	OA, OL, BL, OAL, B, LV, HH, AU/MD
Senior Officer (Legal) (LL 13)	01	-	01	-	-	02	B 60000-180000	UR:27, ST:32	Bachelor's degree in Law (LLB) with minimum 60% marks	OL, BL,OAL,B, LV, AU/MD
Senior Officer (Mechanical) (ME 14)	04	04	01	07	02	18	B 60000-180000	UR/EWS: 27 OBC-NCL: 30 SC/ST:32	Bachelor's Degree in Mechanical Engineering of minimum 04 years duration with minimum 65% marks (Excluding Automation/ Automobile/ Industrial / Power / Manufacturing/ Production / Mechatronics / Mining/ Marine/Robotics Engineering etc.)	OL, HH
Senior Officer (Instrumentation) (INS 15)	02	01	-	01	-	04	B 60000-180000	UR: 27 OBC-NCL: 30 SC:32	Bachelor's Degree in Instrumentation Engineering of minimum 04 years duration with minimum 65% marks	OL, HH
Senior Officer (Geophysics) (GP16)	01	01	02	-	01	05	B 60000-180000	UR/EWS: 29 SC/ST:34	PG in Geophysics / Applied Geophysics / Exploration Geophysics of minimum 02 years duration with minimum 60% marks (Excluding PG in Computational Seismology, etc.)	NA
Senior Officer (Reservoir) (RE 17)	01	-	-	-	-	01 (PwBD)	B 60000-180000	UR: 37	Bachelor's Degree in Petroleum Engineering of minimum 04 years duration with minimum 65% marks	01 OA, OL, BL, OAL, BLOA, HH
<b>TOTAL</b>	<b>13</b>	<b>08</b>	<b>04</b>	<b>13</b>	<b>04</b>	<b>42</b>	<ul style="list-style-type: none"> <li>• 08 posts reserved for SC category includes 03 backlog posts reserved for SC</li> <li>• 04 posts reserved for ST category includes 02 backlog posts reserved for ST</li> <li>• 13 posts reserved OBC-NCL category includes 06 backlog posts reserved for OBC-NCL</li> <li>• 04 posts reserved EWS category includes 01 backlog post reserved for EWS</li> <li>• 01 post reserved for PwBD category is a backlog post</li> </ul>			

### C. DETAILS OF POSTS/VACANCIES/EDUCATIONAL QUALIFICATIONS/AGE LIMIT IN GRADE A :

Post Name & Post Code	Indicative No. of vacancies						Grade & Scale of Pay (Rs.)	Upper Age limit (in years) as on 30.10.2020	Required Educational Qualification, Percentage & Experience* as on 30.10.2020	Post identified suitable for PwBD
	UR	SC	ST	OBC (NCL)	EWS	Total				
Physiotherapist (PY 18)	01	-	-	-	-	01	A 50000-160000	UR: 32	Graduate Degree /Diploma in Physiotherapy of minimum 3 years duration and having 5 years post qualification experience	OL, BL, B, LV, HH
Confidential Secretary (CS 19)	01(PwBD)					01	A 50000-160000	UR/EWS: 40 SC/ST-45 OBC-NCL-43	Graduate with 01/02 years Diploma in Secretarial Practice or Modern Office Management/Executive Assistant Diploma or Equivalent with knowledge of computer application with minimum 02 years post qualification experience	01 OL, BL, OA, B, LV, AU/MD
<b>TOTAL</b>	<b>01(UR) , 01 (PwBD)</b>					<b>02</b>	<ul style="list-style-type: none"> <li>• 01 post reserved for PwBD category is a backlog post</li> </ul>			

# The numbers of vacancies are subject to change, if required.

\* The post qualification relevant experience will be as detailed in Para D.

**Abbreviations used:** ST-Scheduled Tribes, SC- Scheduled Caste, OBC-NCL- Other Backward Classes (Non Creamy Layer), PwBD- Persons with Benchmark Disability, EWS – Economically Weaker Sections, OA-One Arm, OL-One Leg, BL-Both Leg, OAL-One Arm & One Leg, BLOA-Both Leg &One Arm, HH-Hearing Handicapped, LV-Low Vision, B-Blind, AU/MD- autism/multiple disabilities.

- Bachelor's degree in Engineering courses should be of minimum 04 years duration & Post Graduate courses should be of minimum 02 years duration.
- The post of Senior Officer (Reservoir) in Grade B is reserved for Persons with Benchmark Disabilities.
- The post of Confidential Secretary in Grade A is reserved for Persons with Benchmark Disabilities.
- Other Graduate courses should be of minimum 3 years duration
- Candidates applying for the post of Manager (Accounts) / Manager (Internal Audit) without Membership Certificate of ICAI/ ICMAI will not be eligible to apply.
- Candidates applying for all posts except Superintending Engineer (Drilling) and Manager (Accounts) / Manager (Internal Audit) as mentioned in **A. DETAILS OF POSTS/VACANCIES/EDUCATIONAL QUALIFICATIONS/AGE LIMIT IN GRADE C** and without Medical Council of India (MCI) registration are NOT eligible to apply. Candidates applying for the post of Senior Medical Officer in Grade B as mentioned in **B. DETAILS OF POSTS/VACANCIES/EDUCATIONAL QUALIFICATIONS/AGE LIMIT IN GRADE B** and without Medical Council of India (MCI) registration are NOT eligible to apply.
- Candidates applying for the post of Confidential Secretary and without Diploma in Secretarial Practice or Modern Office Management/Executive Assistant Diploma or equivalent are not eligible to apply.
- Candidates applying for the post of Physiotherapist must be a member of IAP (Indian Association of Physiotherapy).
- All qualification should be from a University/ Institute recognized by Government of India and the courses should be approved by UGC/appropriate statutory authority for employment to the post and services of the Central Government. Candidates who have obtained their qualification through the distance learning/part time mode are also eligible to apply provided that their qualification is recognized by the relevant statutory bodies for employment to the post and services of the Central Government.

#### D. EXPERIENCE DETAILS

SL No.	Name of post & Grade	Minimum post qualification experience (yrs)	Job Description
1	Superintending Engineer (Drilling) (C) (DR01)	3 years	<ul style="list-style-type: none"> <li>• Knowledge of operating Alternate Current (AC)/Silicon Controlled Rectifier (SCR), Variable Frequency Drive (VFD) drilling &amp; workover rigs.</li> <li>• Knowledge of operation of the rigs and down hole complications, well control</li> <li>• Knowledge of operating draw works and handling of friction and joystick brake</li> <li>• Knowledge of trouble shoot rig equipment and tools in drilling and workover rigs</li> <li>• Knowledge of HSE, statutory rules and regulations as per Mines Act, Oil Industry Safety Directorate (OISD) rules, well site management etc.</li> <li>• Knowledge of inter disciplines, conversant about mud chemicals and maintenance of mud property</li> </ul>
2	Manager (Accounts) / Manager (Internal Audit) (C) (AC 02)	3 years	<ul style="list-style-type: none"> <li>• Post-qualification experience in Financial/Audit functions in (i) reputed Public or Private Sector Companies OR (ii) Govt. Audit Department or Audit Firms conducting audit of other companies.</li> </ul>
3	Senior Medical Officer (B) (MD 09)	2 years	<ul style="list-style-type: none"> <li>• Minimum 2 years of post-qualification experience as Medical Officer in private/Govt. Hospital</li> </ul>
4	Senior Security Officer (B) (SO 10)	2 years	<ul style="list-style-type: none"> <li>• Minimum 2 years Post qualification experience in the rank of Captain or Equivalent</li> <li>• Experience should be in defence/para military/allied services in the rank of Captain/Asst. Commandant/DSP or equivalent</li> </ul>
5	Physiotherapist (PY 18)	5 years	<ul style="list-style-type: none"> <li>• Must be thorough with in-Depth knowledge of equipment operations, their safety indication /Contraindications and management of patients in general.</li> <li>• Must be able to develop treatment plan for patients, assist patients in rehabilitation, must have knowledge of variety of exercise programs with exercise therapy, electrotherapy etc.</li> <li>• Must have knowledge of planned and administered therapeutic exercise programs, managing trauma cases, Bone injuries, Post joint Replacement etc.</li> <li>• Must have Basic knowledge of computer applications.</li> </ul>
6	Confidential Secretary (CS 19)	2 years	<ul style="list-style-type: none"> <li>• Minimum 2 years Post qualification relevant experience in Secretarial functions in Government/Public/Private Sector Companies</li> </ul>

- Candidates applying for the post of Superintending Engineer (Drilling) and Manager (Accounts)/ Manager (Internal Audit) in Grade C and employed with Government departments / PSUs / Autonomous Bodies as on 30.10.2020 must have **at least one year experience** in the pay scale of Rs. 60000-180000 or a higher scale of pay and must provide proof of the same at the time of GD/ Personal interview.

- Candidates applying for the post of Senior Security Officer and Senior Medical Officer in Grade B and employed with Government departments / PSUs / Autonomous Bodies as on 30.10.2020 must have **at least one year experience** in the pay scale of Rs. 50000-160000 or a higher scale of pay and must provide proof of the same at the time of GD/ Personal interview.
- Candidates applying for the post of Physiotherapist and Confidential Secretary in Grade A and employed with Government departments / PSUs / Autonomous Bodies as on 30.10.2020 must have **at least one year experience** in the pay scale of Rs. 40000-140000 or a higher scale of pay and must provide proof of the same at the time of GD/ Proficiency/Skill Test.

#### **E. EDUCATIONAL QUALIFICATION & AGE RELAXATION**

- Candidates should have requisite Educational Qualifications (as indicated under **A. DETAILS OF POSTS/VACANCIES/EDUCATIONAL QUALIFICATIONS/AGE LIMIT IN GRADE C, B. DETAILS OF POSTS/VACANCIES/EDUCATIONAL QUALIFICATIONS/AGE LIMIT IN GRADE B & C. DETAILS OF POSTS/VACANCIES/EDUCATIONAL QUALIFICATIONS/AGE LIMIT IN GRADE A**)
- Birth Certificate / Matriculation/10th Standard pass certificate 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. No other document will be accepted for verification of date of birth.
- There will be no upper age limit for the internal candidates of OIL who are otherwise eligible to apply against the abovementioned posts.
- Age relaxation of 5 years will be applicable for candidates who have ordinarily been domiciled in the State of Jammu & Kashmir during the period from 01.01.1980 to 31.12.1989 for which they will have to submit domicile certificate issued by the prescribed authority.
- In case of candidates belonging to Persons with Benchmark Disabilities (PwBD) age relaxation will be 10 years for (PwBD-UR), 13 years for PwBD (OBC) & 15 years for PwBD-ST/SC.
- Age relaxation for Ex-Servicemen will be 5 years.
- Upper age limit will be as indicated in the Tables "Details of Posts/Vacancies/Educational Qualifications/Age Limit", above. However, considering all possible age relaxations the maximum upper age of the applicant shall not exceed 56 years in all cases.

#### **F. PAY & ALLOWANCES**

- Besides Basic Pay and Industrial pattern of DA, the other benefits include HRA or Company leased/self-lease accommodation, free medical benefits for self & dependents, Gratuity/PF, House Building Loan, Vehicle Loan, Group Insurance, etc. as per rules of the company.
- Provisionally selected candidates in Grade B as mentioned in table **B. DETAILS OF POSTS/VACANCIES/EDUCATIONAL QUALIFICATIONS/AGE LIMIT IN GRADE B** except for the posts of Senior Security officer and Senior Medical Officer will be appointed under the 'Scheme for Induction Level Engineers/Officers on Probation'. The candidates will be placed in Grade B in the pay scale of Rs.60,000-1,80,000 (starting Basic Pay of Rs.60,000). The selected candidates will have to serve a probationary period of one year and will be confirmed in writing after successful completion of the same.
- Provisionally selected candidates for all posts will have to serve a probationary period of one year and will be confirmed in writing after successful completion of the same.
- Approximate total emoluments in Grade C, Grade B and Grade A at minimum of scale will be around Rs. 1,50,000, Rs.1,20,000 and Rs.90000 respectively.

#### **G. Registration Fees:**

- Non Refundable Application Fees will be as under:

<b>Category</b>	<b>Application Fee Amount (Rs.)</b>
General/ OBC (NCL)	500 + Applicable taxes
SC/ST/PwBD/EWS/Ex-Servicemen	Nil

- Application fee once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before the payment of the application fee.

#### **H. SELECTION PROCESS**

- The eligible/short listed candidates for the posts as mentioned in table **A. DETAILS OF POSTS/VACANCIES/EDUCATIONAL QUALIFICATIONS/AGE LIMIT IN GRADE C** will have to appear for Computer Based Test (CBT), Group Discussion (GD)/Group Task (GT) and Personal Interview, details of which are as under:

Selection Test		Total Marks	Qualifying Marks
Phase I	Computer Based Test (CBT)	100 (Weightage 85%)	50% for General, OBCs & EWS 40% for SC, ST and PwBD
Phase II	Group Discussion (GD)/Group Task(GT)*	30 (Weightage 5%)	No qualifying marks
	Personal Interview (PI)	10 (Weightage 10%)	No qualifying marks

\*OIL reserves the right not to conduct GD/GT in case of very less number of candidates. Wherever, GD/GT is not conducted, weightage of personal interview will be 15%.

- The eligible/short listed candidates for the posts as mentioned in table **B. DETAILS OF POSTS/VACANCIES/EDUCATIONAL QUALIFICATIONS/AGE LIMIT IN GRADE B** except for the post of **Senior Security Officer** will have to appear for Computer Based Test (CBT), Group Discussion (GD)/Group Task (GT) and Personal Interview, details of which are as under :

Selection Test		Total Marks	Qualifying Marks
Phase I	Computer Based Test (CBT)	100 (Weightage 85%)	50% for General, OBCs & EWS 40% for SC, ST and PwBD
Phase II	Group Discussion (GD)/Group Task(GT)*	30 (Weightage 5%)	No qualifying marks
	Personal Interview (PI)	10 (Weightage 10%)	No qualifying marks

\*OIL reserves the right not to conduct GD/GT in case of very less number of candidates. Wherever, GD/GT is not conducted, weightage of personal interview will be 15%.

- Selection of candidates applying for the post of '**Senior Security Officer**' as mentioned in table **B. DETAILS OF POSTS/VACANCIES/EDUCATIONAL QUALIFICATIONS/AGE LIMIT IN GRADE B** will be based on Personal Interview only.
- The candidates who qualify in the Phase-I, i.e. CBT will only qualify for the next round of the Selection process i.e. GD/GT & Personal Interview.
- The merit list of candidates shall be drawn based on combined weighted marks of Computer Based Test (CBT), Group Discussion/Group Task and Personal Interview as per defined weightages.
- Candidates who qualify in the Computer Based Test (CBT) will be called in a ratio of 1:5 for the GD & PI based on marks in the Computer Based Test (CBT).
- Selection Process for the post of 'Physiotherapist' and 'Confidential Secretary' in Grade A as mentioned in **C. DETAILS OF POSTS/VACANCIES/EDUCATIONAL QUALIFICATIONS/AGE LIMIT IN GRADE A** shall consist of Phase I - Computer Based Test (CBT) and Phase II – Proficiency Test/Skill Test as detailed under:

Selection Test		Total Marks	Qualifying Marks
Phase I	Computer Based Test (CBT)	100 (Weightage 100 %)	50% for General 40% for PwBD
Phase II	Proficiency Test/Skill Test	100	50%

- Candidates who qualify in Computer Based Test (CBT) will only be shortlisted for Proficiency Test /Skill Test. However merely securing qualifying marks in Computer Based Test (CBT) will not make candidates eligible to appear in Proficiency Test/Skill Test.
- Candidates qualifying the CBT will be shortlisted for the Proficiency Test/Skill Test in the ratio of 1:2 in order of merit.
- The Proficiency Test/Skill Test will be of qualifying nature only and will not carry weightage.
- The candidates failing to secure minimum qualifying marks in Proficiency Test/Skill Test as mentioned in table above will not qualify for final selection.
- The final selection will be based on the marks of CBT of those candidates who qualify the Proficiency Test/Skill Test.
- The provisionally selected candidates will have to undergo Pre-Employment Medical Examination (PEME). The provisionally selected candidate(s) will be finally selected to join OIL only after he/she is declared medically fit by OIL Hospital.

- Screening and selection will be based on the details provided by the candidates, hence it is necessary that applicants should furnish, accurate, full and correct information. Furnishing of incomplete, wrong / false information will be a disqualification and OIL will NOT be responsible for any consequence of furnishing of such incomplete / wrong / false information. If at any stage during the recruitment and selection process and even after joining, if selected, it is found that the candidate has furnished false or wrong information, his/her candidature/appointment will be cancelled/terminated.

#### **I. PHYSICAL FITNESS**

- Appointment of provisionally selected candidate(s) to the above posts is subject to the candidates being declared medically fit as per the standards prescribed in the Physical Fitness criteria available at([https://oil-india.com/Current\\_openNew.aspx](https://oil-india.com/Current_openNew.aspx)) for the respective posts by OIL Hospital. The provisionally selected candidates will have to undergo Pre Employment Medical Examination (PEME) at OIL Hospital, Duliajan, Assam OR PEME may also be conducted by a Govt. Medical Officer not below the rank of a Civil Surgeon OR by an Authorized Medical officer of a hospital empaneled by the Company (List of company empaneled hospital will be provided later if required).
- The provisionally selected candidate(s) will be finally selected to join OIL only after he/she is declared medically fit by OIL Hospital. The decision of the OIL Hospital will be final and binding.

#### **J. VERIFICATION OF DOCUMENTS**

- The candidature of the applicants would be provisional and subject to subsequent verification of certificates/testimonials, experience, etc.
- All the documents/certificates/testimonials submitted by the candidate(s) at the time of selection process shall be verified from the concerned issuing authorities.
- The information furnished by the candidate(s) in the application with regard to qualification, age, category etc. shall be cross-checked from the original documents at the time of GD/PI.
- During Document verification or at any stage of selection process, in case it is found that a candidate has furnished any incorrect/doctored/false information/documents/certificates/testimonials or has suppressed any material fact(s), his/her candidature will stand cancelled. Names of such candidate(s) shall be blacklisted for applying against any post in Oil India Limited in future.

#### **K. SERVICE BOND**

The selected candidates in Grade B as mentioned in table B. **DETAILS OF POSTS/VACANCIES/EDUCATIONAL QUALIFICATIONS/AGE LIMIT IN GRADE B** except for the posts of Senior Security officer and Senior Medical Officer, will have to execute a bond to serve the Company for a minimum period of three years from the date of joining the Company.

#### **L. 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.

#### **M. GENERAL INFORMATION AND INSTRUCTIONS**

- Only Indian nationals are eligible to apply.
- No manual/ paper application will be entertained.
- Candidates are advised to carefully read the full advertisement for details of eligibility criteria and selection modalities before submission of application and they are advised to furnish the correct information about their qualification, age, category etc.
- The E-mail ID and Mobile number entered in the online application form must remain valid for at least next one year from the date of filling the online application. No change in the E-mail ID will be allowed, once entered. All future correspondence would be sent via E-mail only.
- The candidate shall be wholly/exclusively responsible for the information provided in his/her application form. All details given in the application form will be treated as final and no changes will be entertained.
- Candidature/appointment (if selected) of a registered candidate is liable to be cancelled/terminated at any stage of recruitment process or after recruitment or joining, if any information provided by the candidate is found to be false or is not found to be in conformity with eligibility criteria mentioned in the advertisement.

- Candidates, if shortlisted for the next stage of the selection process are required to bring their original testimonials and certificates at the time of GD/GT & Personal Interview. The following documents will only be accepted at the time of verification:
  - Birth Certificate / Matriculation/10th Standard pass certificate 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.
  - Degree/Diploma certificate along with mark sheets pertaining to all the academic years/ consolidated mark sheet 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.
- Calculation of percentage of marks should be as per university/ institute rules. 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. Rounding off of percentage would not be allowed.
- The prescribed qualifications are minimum and mere possession of the same does not entitle candidates to be called for the Selection Test. Only shortlisted candidates will be notified for the Selection Test.
- 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 Selection Test, the Company at its discretion may restrict the number of candidates to reasonable limit by raising the minimum eligible standards. The candidates should, therefore, mention all the qualifications and experience (if any) in the relevant fields over and above the minimum qualifications.
- OIL reserves the right to cancel/restrict/enlarge/modify/alter the recruitment process, if need so arises, without issuing any further notice or assigning any reason whatsoever.
- Candidates applying for the abovementioned posts and employed with Government departments/PSUs/Autonomous Bodies as on 01.10.2020 will have to produce NO OBJECTION CERTIFICATE (NOC) from the employer concerned where the candidate is employed, at the time of GD/ Personal interview/Skill Test essentially without which they would not be allowed to appear in the personal interview and in such cases the fares will not be reimbursed.
- Reservation/relaxations for SC/ST/OBC-NCL/PwBD/EWS candidates will be as per Government Directives.
- Caste certificate by candidate as SC/ST/OBC-NCL, in the prescribed format (available at [https://oil-india.com/Current\\_openNew.aspx](https://oil-india.com/Current_openNew.aspx)) from the competent authority indicating clearly the candidate's caste/community, the Act/Order under which the caste is recognized as SC/ST/OBC-NCL and in case of OBC-NCL candidates that he/she does not belong to the persons/sections (Creamy Layer) and the village/ town the candidate is ordinarily a resident of, will only be accepted. Please note that no other format of SC/ST/OBC-NCL caste certificate shall be accepted.
- For getting the benefit of reservation under OBC category, the name of the caste and community of the candidate must appear in the ' Central List of Other Backward Classes' available on National Commission for Backward Classes (NCBC), Government of India website [www.ncbc.nic.in](http://www.ncbc.nic.in). The candidate must not belong to creamy layer. Candidates seeking reservation as OBC, will have to submit at the time of personal interview, original caste certificate, ONLY in the prescribed proforma meant for appointment to posts under the Government of India from the designated authority indicating clearly the candidates caste, the Act/Order under which the caste is recognized as OBC and the Village/Town the candidates is ordinarily a resident of.
- OBC candidates must ensure that they possess the latest Non-Creamy layer certificate issued by designated authority from time to time. A certificate containing any variation in the caste name will not be accepted.
- PwBD certificate in prescribed format(s) (available at [https://oil-india.com/Current\\_openNew.aspx](https://oil-india.com/Current_openNew.aspx)) 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 PwBD 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. Please note that no other format of PwD certificate shall be accepted.

- Persons with 40% or more disability only would be eligible for the benefit of reservation to PwBD category against identified posts only.
- For availing EWS reservation the conditions and format of the certificate will be followed as per DoPT Office Memorandum No. 36039/1/2019–Estt (Res) dated 31/01/2019. The same is down-loadable from [https://oil-india.com/Current\\_openNew.aspx](https://oil-india.com/Current_openNew.aspx). Please note that no other format of EWS certificate shall be accepted.
- If the SC/ST/OBC-NCL/PwBD/EWS 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 at the time of personal interview.
- Oil India Limited strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
- If more than one application is received from a candidate, most recent (current) application will be considered as final.
- Candidates who are shortlisted for CBT, shall receive their Admit Cards for appearing in the CBT by email. Mere issue of Admit Card to the candidates for selection stages will not imply that his/her candidature has been finally accepted by OIL.
- OIL will not be responsible for any loss/non-delivery of Email due to invalid/wrong email ID furnished by the candidate.
- The decision of management will be final and binding on all candidates in all matters relating to the eligibility, acceptance or rejection of the applications, mode of selection, cancellation of the recruitment process etc. and no enquiry/correspondence will be entertained in this regard.
- The candidates called for Group Discussion/ Personal Interview will be reimbursed to and fro AC-II tier train fare(at base fare only & excluding Premier Trains) as admissible from the declared nearest railway station upto the venue of the personal interview, subject to the production of the tickets. However, for travel within North East and upto Kolkata, air fare will be paid on production of proof of travel by air (tickets and boarding passes) and economy class air fare will be reimbursed.
- 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.

#### **N. Cut-Off Date:**

The Cut Off date for age, experience, qualification etc. shall be reckoned as 30.10.2020.

#### **O. HOW TO APPLY**

- Candidates fulfilling the above criteria may apply online through the link available on the Oil India Limited website ([https://oil-india.com/Current\\_openNew.aspx](https://oil-india.com/Current_openNew.aspx)) from 01.10.2020 to 30.10.2020.
- Candidates should have a valid personal email ID and mobile number. It should be kept active during the entire recruitment process. Registration number, password, and all other important communication will be sent on the same registered email ID (please ensure that email sent to this mailbox is not redirected to your junk/spam folder).
- Detailed Instructions for filling online application are available on the 'Instruction Page'. Candidate should read the instructions carefully before making any entry or selecting options.
- Candidates should take utmost care to furnish the correct details while filling in the on-line application. CANDIDATE CAN EDIT THE INFORMATION BEFORE FINAL SUBMISSION OF STEP-I and STEP-II. Once the form is submitted, it cannot be edited.
- Candidates are not required to submit to OIL, either by post or by hand, the printouts of their online applications or any other document.
- The candidates are advised to submit only single online application for a post. However, if somehow, he/she submits multiple online applications, then he/she must ensure that online application with the higher "Application Sequence Number" is complete in all respects.



- The applicants, who submit multiple online applications for a post, should note that only the online application with higher “Application Sequence Number” shall be entertained by the OIL.
- Candidates are required to keep active their Email-ID and Mobile Number registered in online application till the completion of this recruitment process. OIL will send communications only at the registered email ID/mobile of the candidates. Therefore, under no circumstances, the candidates should provide email ID to anyone.
- Candidates are advised in their own interest to apply online much before the closing date and not wait till the last date to avoid the possibility of congestion in server to log on etc.
- The step by step process for submitting the application form for recruitment is given below:

#### **Step- I (SIGN- UP/REGISTRATION):**

- Candidates may visit our website [https://oil-india.com/Current\\_openNew.aspx](https://oil-india.com/Current_openNew.aspx) and click the APPLY ONLINE button under ‘Recruitment of Officers in OIL’.
- Candidates will need to select the post he/she is applying followed by their personal details along with valid **E-mail ID** and **MobileNumber** while signing up .
- The candidate should fill up all the desired information on the registration/sign up page i.e. Personal details, Contact Details, etc. correctly.
- On completion of Step-I (Sign Up), after OTP authentication via Email & Mobile number a email/message will be received in candidate’s registered email id/mobile conveying his/her “Application Number”/User name and “Password”. Candidates are advised to verify the correctness of the **Email ID & Mobile Number** before proceeding further.

#### **STEP II Completion of Application Form:**

- After signing-up, candidate are requested to fill their Basic details (Address ), Qualification Details, Eligibility Details, Experience details etc. and upload photo/signature and scanned relevant certificates etc.
- Instructions regarding scanning of photograph, Signature and Certificates:

Candidates should upload the scanned (digital) image of their photograph and signature and relevant certificate as per the process given below. The applicant should note that only jpg/jpeg format is acceptable:

##### I. Photograph Image:

- Photograph must be a recent passport size color picture on light background (not older than 03 weeks)
- Look straight at the camera with a relaxed face
- The size of the scanned image should be between 50kb-100kb in jpg/jpeg format only.

##### II. Signature Image:

- The applicant has to sign on white paper with Black ink pen.
- The signature must be signed only by the applicant and not by any other person.
- Please scan the signature area only and not the entire page
- Size of the file should be between 50kb-100kb in jpg/jpeg format only

##### III. Other Certificate:

- Scanned relevant certificates respectively for EWS/SC/ST/OBC(NCL)/PwBD /Ex Servicemen.
- Size of file should be between 50kb-1000 kb in PDF/JPG/JPEG format only.

After uploading Photo, Signature images and relevant certificates (as applicable), Click on “Submit” button then Application will be submitted and it will be showing on screen “Your application has been successfully submitted.”

- Candidates may make the following documents ready to be uploaded while applying online:
  - i. Copy of recent Scanned passport size colored photograph.
  - ii. Scanned Signature.

- iii. Caste/Disability Certificate/EWS certificate/Ex-Servicemen certificate in format as mentioned earlier (if applicable).
- Candidates may apply for more than one post meeting the eligibility requirements. Such candidates will have to register and submit separate applications for each post as applicable.

**STEP III Online Payment of Application Fee:**

- Candidate are advised to recheck the form with preview available before submitting the form & then proceed for Make Payment button. Once payment portal is opened, then DO NOT click Refresh or Back Button.
- Steps to be followed in portal for Online Payment:
  1. Select online Payment Option.
  2. Kindly make the online payment via credit or debit card or Net Banking and retain the transaction number for future reference.
- If there are any technical queries/clarifications relating to the filling up of ONLINE APPLICATION, candidates are advised to contact the helpdesk at Email: [helpdesk.oilindia@cbt exams.in](mailto:helpdesk.oilindia@cbt exams.in) or Phone no.: 8866678549.
- Candidates should read the instructions carefully and fill in the online Application Form giving accurate information.
- All the details given in the Application Form will be treated as final and no changes will be entertained.

**P. IMPORTANT DATES**

Important Dates	Opening of OIL website for online submission of application	<b>10:00 hours on 01.10.2020</b>
	Last date for submission of online application in OIL	<b>23:59 hours on 30.10.2020</b>

**NOTE:** However, the candidates are hereby informed that the schedule of the selection test shall be intimated to the candidates via notification in the official website ([www.oil-india.com](http://www.oil-india.com)) as well as via e-mail subject to the conditions and guidelines notified by the appropriate authority on the COVID-19 pandemic.

**IMPORTANT NOTICE TO ALL CANDIDATES**

Candidate(s) are hereby cautioned not to fall prey to the dubious individuals /agencies/organisations attempting to defraud job seekers by issuing fake appointment letters or assuring jobs in Oil India Limited (OIL). OIL does not authorise any individual /agency /organisation outside of OIL to offer any job on its behalf. OIL will not be responsible for any loss/damage suffered either directly or as a consequence of such fake offers from any source whatsoever. All future announcements pertaining to the above notification would be published in OIL website ([www.oil-india.com](http://www.oil-india.com)) and not on any other website/medium.

*“OIL is not responsible for printing errors, if any”*