



ऑयल इंडिया लिमिटेड

(भारत सरकार का उद्यम)

Oil India Limited

(A Government of India Enterprise)

Duliajan – 786 602, Assam

Oil India Limited, a Navratna Public Sector Undertaking is the pioneer and second-largest national upstream Oil and Gas Company with a pan Indian 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 field Headquarters at Duliajan, Dist. – Dibrugarh, Assam-786602.

Oil India Ltd. invites applications from Indian Nationals, to fill up the following post:

A. DETAILS OF POST AND MINIMUM ESSENTIAL QUALIFICATION

Post Name & Post Code	Projected Vacancy*	Grade & Scale of Pay	Post Qualification relevant experience as on 30.06.2016 (in years)**	Age limit (in years) as on 30.06.2016 ***	Educational Qualification
DGM (Company Secretary) PERS:DGMCS:2016:05	01	G 51300– 73000	22**	50	Should have passed the final examination of the Institute of Company Secretaries of India (ICSI) and should be an Associate / Fellow Member of ICSI.

* The number of vacancies is subject to change if required.

** Post Qualification Relevant Experience as on 30.06.2016 (In Years)

*** Age limit is relaxable by 05 years in case of SC/ST candidates, 03 years in case of OBC (Non Creamy Layer) candidates. In case of candidates belonging to Persons with Disabilities (PWD-UR) age relaxation will be 10 years, for (PWD-OBC-NCL) 13 years and for (PWD-SC/ST) it will be 15 years. Age relaxation for Ex-Servicemen will be as per government directives.

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. SELECTION PROCESS

- The eligible /short listed candidates will be required to appear for an Interview.
- 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.

C. REMUNERATION PACKAGE AND OTHER BENEFITS

- Selected candidate will be placed in the pay scale of Rs 51300 – 73000 (starting Basic Pay of Rs 51300) in Grades' 'G'. 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 in Grade 'G' at minimum of scale will be around Rs 120000 pm. 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, Computer Loan, Group Insurance, etc. as per rules of the company.

D. 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.

E. 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.

F. 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 Interview. Only short listed candidates will be notified for 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 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.
- The company, at its discretion may raise/relax age and/or experience criteria notified above.
- Candidates working in PSUs must have at least one year experience in the next lower grade e.g. Chief Manager.
- Depending on the experience and qualification, the Company reserves the right to consider an applicant for a higher or lower post than notified above.
- Reservation/relaxations for SC/ST/OBC-NCL/PWD candidates will be as per Government Directives.

- 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 categories of disability for which reservation will be applicable for PWD category candidates in identified posts are :
 - Blindness or low vision;
 - Hearing impairment;
 - Locomotor disability or cerebral palsy
- Persons with 40% or more disability only would be eligible for the benefit of reservation to PWD category against identified posts only.
- Government strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
- 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
- The candidates called for interview for the post in Grade 'G' will be reimbursed airfare from the place of travel to the venue of the Interview, subject to production of proof of travel by air.
- 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 Court in Noida only.

G. 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)**
 - Qualification,
 - Age,
 - Religion and Caste,
 - Experience, etc. duly **marked / highlighted** and should be sent to the following address:

**CHIEF MANAGER (PERSONNEL),
OIL INDIA LIMITED,
PLOT NO.19, SECTOR-16A
NOIDA – 201301,
GAUTAM BUDDH NAGAR, UTTAR PRADESH**

OIL INDIA LIMITED
Application Form

1. POST APPLIED FOR :

2. POST CODE :

P	E	R	S	:	D	G	M	C	S	:	2	0	1	6	:	0	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 (DD/MM/YYYY) :

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 :

Please paste a recent coloured passport size photograph and sign across

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.