



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 a pioneer national upstream Oil and Gas Company with a pan Indian presence and growing global footprint. 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.

As a Special Recruitment Drive for SC, ST and OBC (NCL) category candidates, Oil India Ltd. invites applications from Indian Nationals, to fill up the following posts:

**SPECIAL RECRUITMENT DRIVE FOR SC, ST AND OBC (NCL) CATEGORY CANDIDATES:**

**A. DETAILS OF POSTS AND MINIMUM ESSENTIAL QUALIFICATION**

Post Name & Post Code	Projected Vacancies*			Grade & Scale of Pay (₹)	Post Qualification relevant experience as on 02.02.2015 (in years)**	Age limit (in years) as on 02.02.2015 ***	Educational Qualification
	SC	ST	OBC NCL				
Manager (F&A) / Manager (Internal Audit) <b>PERS:MA:2015:01</b>			1	D ₹ 36600–62000	12**	42	Associate Member of ICAI/ ICWAI
Sr. Accounts Officer / Sr. Internal Audit Officer <b>PERS:SAO:2015:02</b>	2	1	1	C ₹ 32900–58000	5**	SC/ST:39 OBC:37	Associate Member of ICAI/ ICWAI
Accounts Officer / Internal Audit Officer <b>PERS:AO:2015:03</b>	2	1	3	B ₹ 24900–50500	NIL	SC/ST:34 OBC:32	Associate Member of ICAI/ ICWAI.
Senior Medical Officer (Gynaecology) <b>PERS:SMO:2015:04</b>			1	C ₹ 32900–58000	NIL	35	MD (Obstetrics & Gynaecology)
Senior Geophysicist <b>PERS:SGP:2015:05</b>			1	C ₹ 32900–58000	5**	37	M. Sc / M. Tech / M. Sc (Tech.) in Exploration Geophysics / Applied Geophysics/ Petroleum Geophysics / Geophysics.
Senior Materials Officer <b>PERS:SMA:2015:06</b>			2	C ₹ 32900–58000	5**	35	BE or B. Tech degree in any discipline.
Security Officer <b>PERS:SO:2015:07</b>			2	B ₹ 24900–50500	1**	30	Graduate in any discipline
Executive Trainee (Electrical Engineering) <b>PERS:ET:2015:08</b>	1		2	₹ 25000 p.m. (Consolidated Stipend)	NIL	SC:32 OBC:30	BE (Electrical Engg) or equivalent with 65% marks. ( 55% in case of SC/ST)
Executive Trainee (Chemical) <b>PERS:ET:2015:09</b>			2	₹ 25000 p.m. (Consolidated Stipend)	NIL	32	M. Sc in Chemistry or equivalent with 60% marks and having Physics, Chemistry & Mathematics at Graduation level
Executive Trainee (Geology) <b>PERS:ET:2015:10</b>	1			₹ 25000 p.m. (Consolidated Stipend)	NIL	34	M. Sc in Geology or equivalent with 50% marks and having Mathematics at Graduation level.
Executive Trainee (IT) <b>PERS:ET:2015:11</b>	1	1		₹ 25000 p.m. (Consolidated Stipend)	NIL	SC/ST: 32	BE (Computer Science) or equivalent with 55% marks.
Executive Trainee (Electronics & Telecommunication Engineering) <b>PERS:ET:2015:12</b>	1			₹ 25000 p.m. (Consolidated Stipend)	NIL	32	BE (Electronics & Telecommunication Engineering) or equivalent with 55% marks.
Executive Trainee (HR) <b>PERS:ET:2015:13</b>			2	₹ 25000 p.m. (Consolidated Stipend)	NIL	32	MBA in Human Resource Management or equivalent with 60% marks

\* Number of vacancies are subject to change.

\*\* Post Qualification Relevant Experience as on 02.02.2015 (In Years)

POST	POST QUALIFICATION RELEVANT EXPERIENCE
Manager (F&A) / Manager (Int. Audit), Grade D	Minimum 12 years of post-qualification experience in Financial/ Audit Functions in (i) reputed Public or Private Sector Companies OR (ii) Govt. Audit Dept. or Audit Firms conducting audit of other Companies.
Sr. Accounts Officer / Sr. Internal Audit Officer, Grade C	Minimum 5 years of post-qualification experience in Financial/ Audit Functions in (i) reputed Public or Private Sector Companies OR (ii) Govt. Audit Dept. or Audit Firms conducting audit of other Companies.
Senior Geophysicist, Grade C	Minimum 5 years of post-qualification experience in an oil Company or in a reputed geophysical service provider. Experience in seismic data acquisition/processing/interpretation and planning and execution of Geophysical activities.
Senior Materials Officer, Grade C	Minimum 5 years of post-qualification experience in core materials/contract function and have good understanding of Materials Management/Contracts Management and legal issues related to materials procurement/ Contractual matters. Knowledge of ERP/SAP system is desirable.
Security Officer, Grade B	Minimum 1 year of post-qualification experience in the rank of Captain/ Equivalent in defence/para military/ allied services.

\*\*\* In case of candidates belonging to Persons with Disabilities (PWD) age relaxation will be 10 years. Age relaxation for Ex-Servicemen will be as per Government directives.

## B. SELECTION PROCESS

- The eligible /short listed candidates for Grade 'D' will be required to appear for an Interview only. Selection for the posts in Grade 'C', 'B' and Executive Trainees will be based on Written Test, Group Discussion (GD) and 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.

## C. REMUNERATION PACKAGE AND OTHER BENEFITS

- Selected candidate will be placed in the pay scale of Rs 36600–62000 (starting Basic Pay of Rs 36600), Rs 32900–58000 (starting Basic Pay of Rs 32900, Rs 24900–50500 (starting Basic Pay of Rs 24900),) in Grades 'D' 'C' and 'B' 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 Grades 'D', 'C' and 'B' will be around Rs 90000 pm and Rs 70000 pm and Rs 50000 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, Computer Loan, Group Insurance, etc, as per rules of the company.
- Executive Trainee will be paid a fixed stipend of Rs 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. Nearer the completion of training, the Executive Trainees will be assessed for absorption in regular Executive Grade B. However, after their absorption in Executive Grade B, in addition to Basic Pay and DA, other benefits include HRA or Company Leased/owned accommodation, Leave Encashment, free medical benefits, 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 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.
- Reservation/relaxations for SC/ST/OBC-NCL/PWD candidates will be as per Government Directives. Candidates belonging to SC/ST/OBC-NCL category should enclose a copy of Caste/Tribe certificate in the prescribed format issued by the Competent Authority. Candidates belonging to PWD category should also enclose a proof of the same issued by the Competent Authority. Any request for change in Category (SC/ST/OBC-NCL/ PWD) once filled in the application form, will not be considered and accordingly applicable concession/relaxation will not be extended. In addition, the OBC-NCL (OBC-Non Creamy Layer) candidates will be required to submit a valid caste certificate in the prescribed format applicable for purpose of reservation in appointment to posts under Government of India/Central Government Public Sector Undertaking as contained in DOPT Memo No. 36012/22/93-Estt.(SCT) dated 08-09-93 from a competent authority issued in the year of advertisement. Further the OBC-NCL candidates will have to give a declaration in the enclosed format give in Annexure-A, at the time of applying, indicating that they belong to OBC-Non Creamy Layer and without this declaration their category will be considered as Unreserved/General.
- The OBC candidates who belong to "Creamy Layer" are not entitled for concession admissible to OBC-NCL candidates and such candidates need not apply.
- 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.

- Candidates called for Selection Tests will be reimbursed fares as under:

All SC/ST/PWD candidates called for appearing in the Written Test.	To and fro II tier AC TRAIN FARE (except Rajdhani Express) subject to production of tickets. However for post of Gr. C and B, 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.
All SC/ST/OBC NCL/PWD candidates called for appearing in Viva-Voce for the post of Gr. D, C and B.	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.
All SC/ST/OBC NCL/PWD candidates called for appearing in 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.

#### 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 passport size photograph together with self attested copies of certificates and mark sheets in support of **(in the sequence)**
  - Qualification,
  - Age,
  - Caste,
  - 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 02.02.2015.**
- OIL shall not be responsible for any postal delay. OIL will not be responsible for any loss/ 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, 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.
- All the details given in the **Application Form** will be treated as final and no changes will be entertained.
- The candidates must have an active e-mail id, which must remain valid for at least next one year.
- Applications received after the last date of submission will neither be entertained nor returned.
- For any queries please contact us at [pers@oilindia.in](mailto:pers@oilindia.in)



To,

Head- Personnel  
Oil India Limited  
Duliajan, Assam

Application for the post of : \_\_\_\_\_

Post Code: \_\_\_\_\_

**Declaration**

I, \_\_\_\_\_ son/daughter of Shri \_\_\_\_\_ resident of village/ town/  
city \_\_\_\_\_ district \_\_\_\_\_ State \_\_\_\_\_ hereby declare that I belong to the  
\_\_\_\_\_ community which is recognized as a backward class by the Government of India for  
the purpose of reservation in services as per orders contained in Department of Personnel and Training  
Office Memorandum No. 36012/22/93 Estt.(SCT) dated 08/09/1993. It is also declared that I do not belong  
to persons/section (Creamy Layer) mentioned in Column 3 of Schedule to the above referred office  
Memorandum dated 08/09/1993.

Signature : \_\_\_\_\_  
Name : \_\_\_\_\_  
Date : \_\_\_\_\_