



ऑयल इंडिया लिमिटेड

(भारत सरकार का उद्यम)

Oil India Limited

(A Government of India Enterprise)
Duliajan – 786 602, Assam

Conquering Newer Horizons

OIL INDIA LIMITED, a Navratna Public Sector Undertaking is the pioneering 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.

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

A. DETAILS OF POSTS AND MINIMUM ESSENTIAL QUALIFICATIONS

SL NO	POST NAME & POST CODE	PROJECTED VACANCIES*	GRADE	SCALE OF PAY (₹)	POST QUALIFICATION RELEVANT EXPERIENCE AS ON 01.09.2011 (in years)	**AGE LIMIT (in years) AS ON 01.09.2011	EDUCATIONAL QUALIFICATION
1	Dy Company Secretary PERS:DCS:2011:08	1	E	₹ 43200 - 66000	16***	42	Graduate and member of Institute of Company Secretaries of India
2	Manager (Secretarial) PERS:MS:2011:09		D	₹ 36600 - 62000	12***	37	Graduate and member of Institute of Company Secretaries of India
3	Senior Medical Officer (Gynaecology) PERS:SMOG:2011:10	1	C	₹ 32900-58000	NIL	32	MD (Obstetrics & Gynaecology)
4	Senior Materials/Contract Officer PERS:SMCO:2011:11	4	C	₹ 32900-58000	5****	32	BE or B. Tech degree in any discipline with minimum 65% marks in the prescribed qualification, which however is relaxable for SC/ST/PWD candidates having 55% marks. In addition to the above qualification, other things being equal, candidates having MBA degree will be given preference.

(*) The numbers of vacancies are subject to change if required.

(**) Age limit is relaxable by 05 (five) years in case of SC/ST candidates, 03 (three) years in case of OBC (Non Creamy Layer) candidates and 10 (ten) years in case of candidates belonging to Persons with Disabilities (PWD) category.

(***) The candidates must have post qualification relevant experience of having worked in reputed organizations and handling public issues. Preference will be given to candidates having an Associate Membership of Institute of Chartered/Cost Accountants of India or a Degree in Law.

(****) i) The candidates should have sound knowledge in core materials/contract function and have good understanding of Materials Management/Contracts Management and legal issues related to materials procurement/ Contractual matters.

- ii) They should have sound commercial sense with negotiation skills and knowledge of Govt. policies related to purchase.
- iii) They should have sound knowledge in core materials/ contract functions, custom formalities, High Sea Sale Agreement, Excise and Sales Tax formalities, etc.
- iv) They should be innovative at problem solving, cost conscious, and customer oriented.
- v) They should have good communication skills- both oral and written.
- vi) They should have excellent public relations and liaison skills
- vii) They should be able to lead with absolute integrity and command respect from all concerned for self as well as the organization.
- viii) They should have sound knowledge of computer and ERP/SAP system.

B. SELECTION PROCESS

- The eligible/short listed candidates for the post of Dy Company Secretary and Manager (Secretarial) will be required to appear for an interview. The eligible /short listed candidates for the post of Senior Medical Officer (Gynaecology) and Senior Materials/Contract Officer will be required to appear for Written Test, Group Discussion (GD) and Viva Voce.
- Screening and selection will be based on the details provided by the candidate, 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 of such wrong / false information.

C. COMPENSATION PACKAGE AND OTHER BENEFITS

- Oil India Ltd. offers one of the best pay packages in the industry. Selected candidates will be placed in the pay scale of ₹ 43200-3%-66000 (starting basic pay of ₹ 43200), ₹ 36600-3%-62000 (starting basic pay of ₹ 36600) and ₹ 32900-3%-58000 (starting basic pay of ₹ 32900) in Grades 'E', 'D' and 'C' respectively for the above four posts. These candidates will have to serve a probationary period of one year and will be confirmed after successful completion of the same.
- Approximate total emoluments in Grades 'E', 'D' and 'C' at minimum of scale will be around ₹ 100000 pm, ₹ 90000 pm and ₹ 70000 pm respectively. In addition to the basic pay & DA, other benefits include HRA or Company leased/owned 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. HEALTH

The candidate should have sound health. Before joining, the candidates will have to undergo Pre Employment Medical examination (**PEME**) by the OIL Medical Board and the decision of the board will be final and binding. A candidate will be able to join OIL only after he/she is declared medically fit by OIL Medical Board.

E. GENERAL INFORMATION AND INSTRUCTIONS

- Only Indian nationals can apply for the above posts.
- Candidates applying for the posts of Dy Company Secretary and Manager (Secretarial) must have passed their graduation through full time courses from a recognized Institute/University and approved by AICTE. Candidates applying for the post of Senior Medical Officer (Gynaecology) must have passed the prescribed qualification from a reputed Medical College/University recognized by Medical Council of India. Candidates applying for the post of Senior Materials/Contract Officer must have passed their graduation through full time courses from a recognized Institute/University and approved by AICTE.

- 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 candidate 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 selection tests, the Company at its discretion may restrict the number of candidates to reasonable limit by raising the minimum eligible standards/or relax age/experience criteria in otherwise suitable cases. The candidates should, therefore, mention all the qualifications and experience in the relevant field over and above the minimum qualifications and should enclose attested copies (attested by Gazetted Officer) of the certificates including mark sheets in support thereof.
- Management retains its discretion to consider candidates for a higher or lower post than notified above, keeping in consideration the qualifications, experience of the candidates and also their suitability.
- Reservation/relaxations for SC/ST/OBC/PWD are as per Government Directives. Candidates belonging to SC/ST/OBC 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.
- 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.
- Candidates called for selection tests/interview will be paid to and fro II tier AC TRAIN FARE (except Rajdhani Express) as may be admissible, from the declared nearest railway station up to the venue of the written test/interview, 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
- Candidates appearing in final year / Semester or who are awaiting their results may not apply.
- 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.
- Canvassing in any form will result in cancellation of the candidature. Any dispute with regard to the recruitment against this advertisement will be jurisdiction of Dibrugarh District Court only.
- For any queries please contact us at pers@oilindia.in

F. 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 completed application form along with a recent passport size photograph enclosing attested copies (attested by Gazetted Officer) of certificates and mark sheets in support of **(in the sequence)**
 - i. Qualification,
 - ii. Age,
 - iii. Caste,
 - iv. Experience etc., should be duly **marked / Highlighted** and sent by 'ordinary post' only

To
HEAD - PERSONNEL,
OIL INDIA LIMITED,
DULIAJAN – 786602, ASSAM

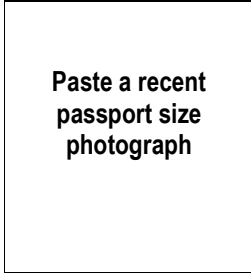
latest by **31/10/2011**. OIL shall not be responsible for any postal delay.

- The envelope must be super scribed in the top left corner with the **Post Code** applied for.
- Candidates employed in Govt./Semi Govt./PSU should route their applications through proper channel or produce '**No Objection Certificate**' at the time of interview.
- Candidates applying for more than one post must apply separately for each post.
- Applications received after the last date of submission will neither be entertained nor returned.

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OIL INDIA LIMITED Application Form

Post Name: _____



1 POST CODE :

2 FIRST NAME :

3 LAST NAME :

4 GENDER (Please tick) : Male Female

5 DATE OF BIRTH (DD/MM/YYYY) :

6 FATHER'S NAME :

7 NATIONALITY :

8 STATE OF DOMICILE :

9 MARITAL STATUS (Please tick) : Married Unmarried

10 CATEGORY (Please tick) : SC ST OBC (NCL) GEN

11 WHETHER PHYSICALLY CHALLENGED (Please tick) : Yes No

12 IF YES PERCENTAGE OF DISABILITY %

13 EDUCATIONAL QUALIFICATION

Qualification (as required for the post)	Percentage of Marks *	Passing Year	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):

14 *EXPERIENCE (If any)

Name of the Organization & Address	Period of Employment	Post held	Pay scale	Salary drawn	Nature of duties

* Attach separate sheet, if necessary.

15 ADDRESS FOR COMMUNICATION :

PIN CODE :

16 NEAREST RAILWAY STN (For TA purpose) :

17 Email id (mandatory) :

18 Telephone Number :

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.

Signature of the candidate

Date : _____

Enclosures: (in sequence/highlighted)

1. Educational qualification certificates & Mark Sheets.
2. Age certificate.
3. Caste/Tribe certificate (if applicable).
4. Disability certificate in case of person with disability (if applicable).
5. Experience certificate (if applicable)