



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.

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

A. DETAILS OF POST AND MINIMUM ESSENTIAL QUALIFICATION

SL NO	POST NAME & POST CODE	PROJECTED VACANCIES*				GRADE	SCALE OF PAY (₹)	POST QUALIFICATION RELEVANT EXPERIENCE AS ON 16.12.2013 (in years)**	***AGE LIMIT (in years) AS ON 16.12.2013	EDUCATIONAL QUALIFICATION****
		UR	SC	ST	OBC (NCL)					
1	Confidential Secretary PERS:CS: 2013:06	06	01	01	03	A	20600 – 46500	05	30	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.

(*) The number of vacancies and reservations are subject to change if required.

(**) The candidates should have post qualification relevant experience in Secretarial functions in Public Sector Companies or reputed Private Sector Companies. Other things being equal, candidates having more post qualification relevant work experience will have edge over others.

(***) 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) - Unreserved (UR) category, 13 (thirteen) years for PWD - OBC (NCL) category and 15 (fifteen) years for PWD - SC/ST category. Age relaxation for Ex-Servicemen will be as per Govt. directives.

(****) Candidates must have passed the prescribed qualifications through full time courses from a recognized Institute/University. Candidates should have knowledge of stenography in English and proficiency in typing. Candidates should have knowledge in computer applications (like MS Word, MS Excel, MS Power Point, etc.).

B. SELECTION PROCESS

- Eligible/Short listed candidates will be required to appear for (i) Written Test (Objective as well as Subjective Type), (ii) Practical Test on Stenography, (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 of 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

- Selected candidates will be placed in the pay scale of ₹ 20600 - 3% - 46500 (starting Basic pay of ₹ 20600). The selected 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 Grade 'A' at minimum of scale will be around ₹ 50000 pm. In addition to the Basic pay & Dearness Allowance (DA), other benefits include HRA or Company leased/owned accommodation, Leave encashment, free medical benefits for self & dependents, Gratuity/PF, Superannuation benefits, 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 post 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.
- The prescribed qualifications are minimum and mere possession of the same does not entitle candidates to be called for Written Test. Only short listed candidates will be called for Written 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 Written 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 in the relevant field over and above the minimum qualifications and should enclose attested copies of the certificates including mark sheets in support thereof.
- 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. Any request for change in Category (UR/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 the competent authority. Further the OBC-NCL candidates will have to give a declaration in the enclosed format given 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 (UR)/General.
- The OBC candidates who belong to "Creamy Layer" are not entitled for concession admissible to OBC-NCL candidates and such candidates will have to indicate their category as Unreserved (UR)/General.

- If the SC/ST/OBC/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
- The short listed candidates belonging to SC/ST/PWD category will be reimbursed their TA fare for appearing in the Written Test and also GD/Viva Voce. However, for other short listed candidates reimbursement will be done for appearing in the GD/Viva Voce only. The candidates 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/ GD & Viva Voce, 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 who are awaiting their results should not apply. Candidates who had applied against our earlier advertisement for Confidential Secretary (Post Code: PERS: CS: 2013:02) will have to apply afresh.
- 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.

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 completed application form along with a recent passport size photograph enclosing attested copies 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 the following address:

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

- vi. The completed application form along with the relevant documents should be sent to the above address though ordinary post only in an envelope super scribed with the **Post Code** applied for latest by **16.12.2013**. Applications received without the post code super scribed in the envelope will be summarily rejected.

- 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 University/ Institute.
- Incomplete applications will be summarily rejected. For instance applications received without photograph, copies of relevant testimonials of qualification, age, experience, etc. will be rejected.
- Candidates employed in Govt./Semi Govt./PSU should route their applications through proper channel or produce '**No Objection Certificate**' at the time of GD and Viva Voce.
- 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

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OIL INDIA LIMITED

Application Form

Post Name: **CONFIDENTIAL SECRETARY**

**Paste a recent
passport size
photograph**

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

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 *COMPUTER PROFICIENCY (if any)

Name of Course	Institute	Duration

* Attach separate sheet, if necessary.

17 NEAREST RAILWAY STN (For TA purpose) :

18 Email id (mandatory) :

19 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 certificates & Computer Proficiency certificates (if any)

Annexure- A

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 : _____