



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 01.02.2012 (in years)	**AGE LIMIT (in years) AS ON 01.02.2012	EDUCATIONAL QUALIFICATION
1	Senior Manager (Internal Audit) PERS:SMIA:2012:01	04	E	₹ 43200 - 66000	18***	44	Associate/Fellow Member of ICAI/ICWAI****
2	Manager (Internal Audit) PERS:MIA:2012:02		D	₹ 36600 - 62000	13***	39	Associate/Fellow Member of ICAI/ICWAI****
3	Senior Internal Audit Officer PERS:SIAO:2012:03		C	₹ 32900-58000	05***	34	Associate Member of ICAI/ICWAI****
4	Senior Research Scientist PERS:SRS:2012:04	01	C	₹ 32900-58000	05 #	34	Post Graduate/Doctorate in Biotechnology/Microbiology
5	Executive Trainee (Geology) PERS:GEOL:2012:05	SC: 03 (Posts reserved for SC candidates only)	-	₹ 25000/- p.m. (Consolidated Stipend)	-	34	M Sc in Geology or equivalent with Mathematics at graduation level, having minimum 50% in prescribed qualification

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

(\*\*) Age limit (except for the post of Executive Trainee – Geology) 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. Age limit for the post of Executive Trainee (Geology) is relaxable by 10 years for candidates belonging to Persons With Disabilities (PWD) category.

(\*\*\*) The candidates must have post qualification relevant experience in Internal Audit functions in reputed Public or Private Sector Companies with minimum annual turnover of ₹ 500 crores or in reputed Audit Firms conducting Internal/Statutory Audit of reputed companies having minimum annual turnover of ₹ 500 crores .

(\*\*\*\*) Candidates applying for the posts of Senior Manager (Internal Audit) and Manager (Internal Audit) should have obtained CISA/DISA from reputed institution and should also be familiar with auditing in SAP system and use of modern audit tools. CIA from US or Indian Chapter of IIA may be preferred as an added qualification. They should have innovative and analytical ability, diagnostic acumen and zeal to generate MIS, which will add value to the company and/or help in reducing costs. The candidates must indicate their achievements till date in this regard in the present and/or immediate past employments.

(\*\*\*\*\*) Candidates applying for the post of Senior Internal Audit Officer, having CISA/DISA from reputed institution and/or familiar with auditing in SAP system or use of modern audit tools and having the knack of critically analyzing data will get preference.

(#) Candidates applying for the post of Senior Research Scientist should have 05 years of work experience in a reputed Biotechnology/Microbiology laboratory, preferably in upstream petroleum industry. The candidates should have good knowledge and understanding of oil and gas field operations, Microbiology, Chemistry, Geo Sciences etc and should be innovative in problem solving in the jobs assigned to them. Further, other things being equal, candidates having PhD will be given preference.

## **B. SELECTION PROCESS**

- Selection for the posts of Senior Manager (Internal Audit) and Manager (Internal Audit) will be based on interview and Medical Examination.
- Selection for posts of Senior Internal Audit Officer, Senior Research Scientist and Executive Trainee (Geology) will be based on Written Test, Group Discussion (GD), Viva-Voce and Medical Examination.
- 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 first 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.
- Candidates selected as Executive Trainee (Geology) 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' in the pay scale of ₹ 24900 - 50500 of the Company. After absorption, the approximate total gross emoluments at minimum of scale will be around ₹ 60000 pm in Grade 'B'.
- For Executive Trainees, in addition to stipend, other benefits include free hostel type accommodation on sharing basis and free medical facilities for self. 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 for self and 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.
- 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 selection tests, 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 (attested by Gazetted Officer) of the certificates including mark sheets in support thereof.
- Out of the number of years of required experience indicated above, candidates applying for a higher post in case of the posts of Senior Manager (Internal Audit), Manager (Internal Audit) and Senior Internal Audit Officer must have minimum one year experience in the immediate lower grade/prescribed pay scale for PSU/Govt organizations or equivalent for other organizations. (For example, a candidate applying for a post in Grade 'E' must have minimum one year experience in Grade 'D' or in the payscale of Rs 36600-62000) for PSUs/Govt organizations or equivalent for other organizations)
- 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.
- Candidates applying for the posts of Senior Manager (Internal Audit), Manager (Internal Audit) and Senior Internal Audit Officer must have passed the prescribed qualifications through full time courses under ICAI/ICWAI. Candidates applying for the post of Senior Research Scientist and Executive Trainee (Geology) must have passed the prescribed qualifications through full time courses from a recognized Institute/University and approved by AICTE.
- 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, except to the candidates short listed for the post of Executive Trainee (Geology). The short listed candidates for the post of Executive Trainee (Geology) 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 and no air fare will be paid to them.
- Candidates 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](mailto:pers@oilindia.in)

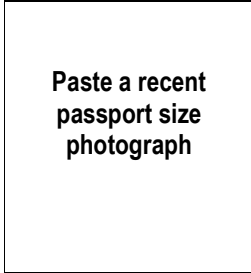
#### F. HOW TO APPLY

- 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)**
  - Qualification,
  - Age,
  - Caste,
  - Experience etc., should be duly **marked / Highlighted** and sent by 'ordinary post' only  
**To**  
**HEAD - PERSONNEL,**  
**OIL INDIA LIMITED,**  
**DULIAJAN – 786602, ASSAM**  
 latest by **07.04.2012**. 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).