



Conquering Newer Horizons

A. OIL INDIA LIMITED, a Navratna Public Sector Undertaking is the pioneering and second-largest national upstream Oil and Gas Company with a pan India 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 post(s):

Sl No	Post and Grade	No. of post	Educational Qualification
1.	Hindi Translator Grade – V	01	1. Graduate with Hindi as major with 45% marks from recognized University. Candidate must have English and any other subject in Pass course. 2. Must have minimum 06 months of Certificate of Hindi Translator Course 3. Must have 06 months Diploma in Computer Applications. (bilingual processing) Experience: Minimum three years Post qualification experience.

B. Maximum Age Limit (as on 31.12.2011):

i)	General	:	30 years
ii)	OBC (NCL)	:	33 years
iii)	SC/ST	:	35 years
iv)	PWD	:	
	Maximum Age	:	General : 40 years
		:	OBC(NCL) : 43 years
		:	SC/ST : 45 years

Note: Persons with disability would be eligible for age relaxation who suffer from not less than 40% of relevant disability and is certified by a Medical Board appointed by Central/State Government.

v) Ex-serviceman : As per Central Government Rules

C. PAY AND ALLOWANCES: Starting Basic Pay is Rs.13500 in the pay scale of Rs.13500-28000 for Grade – V plus other allowances applicable as per Company Rules.

D. SELECTION PROCEDURES: Selection will be through Screening (Written) test, Computer Operation Application test, interview and Medical Examination by OIL Board.

E. GENERAL CONDITIONS:

- i) Candidates already employed in Government, PSUs, Autonomous Bodies must produce "No Objection Certificate" or apply through proper channel.
- ii) Final selection will be subject to Verification of Certificates, Pre-employment Medical Examination, Police Verification Report of Character & Antecedents and after compliance with all other formalities as per the rules of the Company.
- iii) Management reserves the right to raise the minimum educational qualification in the event of higher response and also to cancel the entire process of recruitment without assigning any reason thereof.
- iv) Incomplete application will be summarily rejected.
- v) Canvassing in any form whether directly or indirectly shall amount to REJECTION of candidature.
- vi) Candidates must have current valid Employment Exchange Registration Card.
- vii) Applications received after the last date of submission will neither be entertained nor returned.
- viii) Candidates should submit applications by ORDINARY POST only.
(OIL SHALL NOT BE RESPONSIBLE FOR ANY POSTAL DELAY)

F. How to Apply:

- i) Candidates meeting the above criteria may apply in the form given below in capital letters and the completed application form with a recent passport size photograph pasted on top along with attested copies (attested by Gazetted Officer) of certificates and forward application to Chief Manager (Personnel), Oil India Limited, Plot No. 19, Sector – 16A, Noida – 201 301.

G. Last date of Application : 24.05.2012

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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

**Paste a recent
passport size
photograph**

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.

Date: _____
Enclosures:(in sequence/highlighted)

Signature of the candidate

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)