

Text which will be posted on Website



ऑयल इंडिया लिमिटेड  
(भारत सरकार का उद्यम)  
**Oil India Limited**  
(A Government of India Enterprise)

## 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) for their Corporate Office, Noida:

SI No	Post, Grade & Scale of Pay	No. of Vacancies					Educational Qualification
1.	Attendant - I,  Grade – I  Scale of Pay: Rs.9300 - 17000  Post Code: 2014:02	UR	SC	ST	OBC (NCL)	PWDs (OC)	<u>Essential</u>  a) Must be a Matriculate/ Xth Standard pass from a recognized Board.
		04	01	NIL	01	01	

- B. Maximum Age Limit as on the last date of application:

i)	Unreserved (UR)	:	18 to 30 years
ii)	OBC (NCL)	:	18 to 33 years
iii)	SC/ST	:	18 to 35 years
iv)	PWD-UR	:	18 to 40 years
	PWD-OBC (NCL)	:	18 to 43 years
	PWD-SC/ST	:	18 to 45 years
v)	Ex-Serviceman	:	As per Central Govt. rules

*Orthopaedically Challenged (OC) Person with Disabilities (PWDs) 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 in this behalf.*

- C. PAY AND ALLOWANCES: Starting Basic Pay is Rs.9300 per month in the pay scale of Rs.9300 - 17000 plus other allowances applicable as per Company Rules.
- D. SELECTION PROCEDURE: Selection will be through Screening (Written) test, viva-voce/interview and Pre-Employment Medical Examination.

E. GENERAL CONDITIONS:

- i) Only shortlisted eligible candidates shall be called for screening (written) test. Those who obtain 50% marks in the written test will qualify for interview/viva-voce. Final selection will be based in order of merit on the basis of marks obtained in the written test and viva-voce taken together.
- ii) Candidates already employed in Government, PSUs, Autonomous Bodies must apply through proper channel or produce "No Objection Certificate" at the time of interview.
- iii) The applicant should be registered in the Employment Exchange and must quote Employment Registration Number in the application.
- iv) 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.
- v) 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.
- vi) Incomplete application will be summarily rejected.
- vii) A candidate may be rejected at any stage if his/her certificates/testimonials, etc. are not found to be in order or are not as per our requirements.
- viii) Candidates belonging to SC/ST/OBC(NCL)/PWD/EX-Serviceman category will have to produce valid certificates issued by appropriate authority at the time of interview.
- ix) Canvassing in any form whether directly or indirectly shall amount to REJECTION of candidature.
- x) Applications received after the last date of submission will neither be entertained nor returned.
- xi) **Candidates should submit applications by ORDINARY/REGISTERED POST only.**  
(OIL SHALL NOT BE RESPONSIBLE FOR ANY POSTAL DELAY)

F. How to Apply:

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 in an envelope superscribed with 'Post Applied for Attendant' and 'Post Code No. 2014:02' to Head – Administration, Oil India Limited, Plot No. 19, Sector – 16A, Noida – 201 301, UP.

G. Last date of Application: 25.07.2014.

**OIL INDIA LIMITED  
Application Form**

1. POST NAME :

2. POST CODE :

3. FIRST NAME :

4. LAST NAME :

Paste a recent  
passport size  
photograph

5. GENDER (Please tick) : Male  Female

6. DATE OF BIRTH (DD/MM/YYYY) :

7. FATHER'S NAME :

8. NATIONALITY :

9. STATE OF DOMICILE :

10. MARITAL STATUS (Please tick) : Married  Unmarried

11. CATEGORY (Please tick) : SC  ST  OBC(NCL)  GEN

12. WHETHER PERSONS WITH DISABILITIES (Please tick) : Yes  No

13. IF YES, PERCENTAGE OF DISABILITY  %

14. EDUCATIONAL QUALIFICATION:

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

15. \*EXPERIENCE(If any)

Name of the Organization & Address	Period of Employment		Post held	Pay scale	Salary drawn	Nature of duties
	From (mm/yyyy)	To (mm/yyyy)				

\*Attach separate sheet, if necessary

16. ADDRESS FOR COMMUNICATION : 


PIN CODE 

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17. NEAREST RAILWAY STATION : 

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(For TA Purpose)

18. Email ID (mandatory) : 

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19. Telephone Number : 

LANDLINE:		MOBILE:	
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20. Employment Exchange Details :

a) Employment Exchange Card Number: 

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b) Name & Address of the Employment Exchange: 


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: \_\_\_\_\_

Signature of the candidate

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)
- 6 Copy of Employment Exchange Registration Card