



ऑयल इंडिया लिमिटेड

(भारत सरकार का उद्यम)

Oil India Limited

(A Government of India Enterprise)

Duliajan – 786 602, Assam

OIL INDIA LIMITED (OIL), a Navratna Public Sector Undertaking, is a pioneer national upstream Oil and Gas Company with a pan Indian presence and growing global footprint. Engaged in Exploration, Production and Transportation of crude oil, natural gas and manufacture of LPG with its Field Headquarters at Duliajan, Dist. – Dibrugarh (Assam) – 786602. As a Special Recruitment Drive for SC/ST/OBC-NCL candidates, Oil India Ltd. invites applications from eligible Indian Nationals, to filling up the following posts:

Post Name & Post Code	Projected Vacancies			Grade & Scale of Pay (₹)	Post Qualification relevant experience as on 30.04.2017 (in years)*	Age limit (in years) as 30.04.2017	Educational Qualification
	SC	ST	OBC NCL				
Sr. Accounts Officer / Sr. Internal Auditor PERS:02:2017:F&A:01		1		C ₹ 32900–58000	3**	39	Associate Member of ICAI/ ICWAI
Accounts Officer / Internal Auditor PERS:02:2017:F&A:02	1	1		B ₹ 24900–50500	NIL	34	Associate Member of ICAI/ ICWAI
Senior Medical Officer (Gynaecology) PERS:02:2017:MS:01			1	C ₹ 32900–58000	NIL	38	MD (Obstetrics & Gynaecology)
Security Officer PERS:02:2017:SO:01			2	B ₹ 24900–50500	2**	35	Graduate in any discipline with experience in defence / para military / allied services in rank of Captain/ Asst. Commandant/ DSP or equivalent

* Post Qualification Relevant Experience as on 30.04.2017 (In Years)

POST	**POST QUALIFICATION RELEVANT EXPERIENCE
Sr. Accounts Officer / Sr. Internal Auditor, Grade C	Minimum 3 years of post-qualification experience in Financial/ Audit Functions in (i) reputed Public or Private Sector Companies OR (ii) Govt. Audit Dept. or Audit Firms conducting audit of other Companies.
Security Officer, Grade B	Minimum 2 year of post-qualification experience in the rank of Captain or equivalent

A. EDUCATIONAL QUALIFICATION & RELAXATION

- Candidates should have requisite full time Educational/Technical qualifications (as indicated in the vacancy table) from recognized Board/University /Institute as on last date of submission of application i.e. 30.04.2017.
- Those awaiting results of the final examination need **NOT** apply.
- Age relaxation by 5 years for candidates who have ordinarily been domiciled in the State of Jammu & Kashmir during the period from 01.01.1980 to 31.12.1989.
- Age relaxation for Ex-Servicemen will be as per Government directives.

B. RESERVATION

- A candidate will be eligible to get the benefit of community reservation only in case the particular caste to which the candidates belong is included in the list of reserved communities issued by the Government of India.
- Candidates seeking age relaxation must submit requisite caste certificate in the prescribed format from the competent authority (available at <http://www.oil-india.com/oilnew/Current-openings>) at the time of Document Verification. Otherwise, their claim for reserved status (SC/ST/OBC-NCL) will not be entertained.
- If the SC/ST/OBC-NCL/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 OBC candidates who belong to “Creamy Layer” are not entitled for concession admissible to OBC-NCL candidates and such candidates need not apply.
- Persons with 40% or more disability only would be eligible for the benefit of reservation to PWD category against identified posts only.
- Age relaxation of 10 years is allowed (total 15 years for SC/ST and 13 years for OBC-NCL) to PWD candidates for appointment to Group ‘A’ posts/services. The persons claiming age relaxation under PWD category would be required to produce a certificate in prescribed formats (available at <http://www.oil-india.com/oilnew/Current-openings>) in support of their claims clearly indicating that the degree of physical disability is 40% or more. In any case, the appointment of these candidates will be subject to their being found medically fit in accordance with the standards of medical fitness as prescribed by the Government for each individual Group ‘A’ posts to be filled for PWD candidates by Direct Recruitment by Selection.

C. SELECTION PROCESS

- The selection of the candidates for the posts in Grade ‘C’ and Grade ‘B’ will be conducted in three phases i.e. Phase I-Written Test, Phase II-GD & Viva Voce and Phase III-Pre Employment Medical Examination (PEME) except for the post of Security Officer in Grade B for which candidates will be required to appear for Viva Voce & Pre Employment Medical Examination (PEME) only.
- 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 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.

D. REMUNERATION PACKAGE AND OTHER BENEFITS

- Selected candidates will be placed in the pay scale of Rs.32900–58000(starting Basic Pay of Rs.32900) and Rs.24900–50500(starting Basic Pay of Rs.24900), in Grades ‘C’ and ‘B’ respectively. The selected candidate will have to serve a probationary period of one year and will be confirmed after successful completion of the same.
- Approximate total emoluments at minimum of scale in Grades ‘C’ and ‘B’ will be around Rs.70000 pm and Rs.50000 pm respectively. In addition to the Basic Pay & DA, other benefits include HRA or Company leased/self-lease 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.

E. PHYSICAL FITNESS

Appointment to the above posts will be subject to the candidates being medically fit as per the standards prescribed for the posts 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.

F. 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.

G. GENERAL INFORMATION AND INSTRUCTIONS

- Only Indian nationals are eligible to apply.
- Candidates applying for the above posts must have passed the prescribed qualifications through full time courses.
- All qualification should be from an Indian University/ Institute recognized by AICTE/ appropriate statutory authority.
- No manual/ paper application will be entertained.
- Candidature of a registered candidate is liable to be rejected at any stage of recruitment process or after recruitment or joining, if any information provided by the candidate is found to be false or is not found to be in conformity with eligibility criteria mentioned in the advertisement.
- The E-mail ID entered in the online application form must remain valid for at least next one year from the date of filling the online application. No change in the E-mail ID will be allowed, once entered. All future correspondence would be sent via E-mail only
- Candidates, if shortlisted for the next stage of the selection process are required to bring their original testimonials and certificates at the time of interview. The following documents will only be accepted at the time of verification:
 - Birth Certificate, Matriculation/10th Standard pass certificate/ admit card indicating date of birth, or mark sheet of Matriculation/10th Standard or equivalent issued by Central/State Board indicating date of birth in support of their claim of age.
 - Degree/Diploma certificate along with mark sheets pertaining to all the academic years/ consolidated mark sheet as proof of educational qualification claimed. In the absence of Degree/Diploma certificate, provisional certificate along with mark sheets pertaining to all the academic years will be accepted.
 - Order/ letter in respect of equivalent Educational Qualifications claimed, indicating the Authority (with number and date) under which it has been so treated, in respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement.
- Percentage of marks would be the aggregate of all semesters irrespective of the norms / system being followed in the institute/university. 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 the Institute. Rounding off of percentage would not be allowed.

- The prescribed qualifications are minimum and mere possession of the same does not entitle candidates to be called for the Selection Test. Only short listed candidates will be notified for the Selection 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 Selection 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 (if any) in the relevant field over and above the minimum qualifications.
- OIL reserves the right to cancel/restrict/enlarge/modify/alter the recruitment process, if need so arises, without issuing any further notice or assigning any reason whatsoever.
- Candidates employed with Government departments/PSUs/Autonomous Bodies have to produce NOC at the time of interview essentially without which they would not be allowed to appear for the same and in such cases the fares will not be reimbursed.
- Candidates working in PSUs must have at least one year experience in the next lower grade.
- Depending on the experience and qualification, the Company reserves the right to consider an applicant for a higher or lower post than notified above.
- Reservation/relaxations for PWD candidates will be as per Government Directives.
- Caste certificate by candidate as SC/ST/OBC-NCL, in the prescribed format (available at <http://www.oil-india.com/oilnew/Current-openings>) from the competent authority indicating clearly the candidate's caste/community, the Act/ Order under which the caste is recognized as SC/ST/OBC-NCL and in case of OBC-NCL candidates that he/she does not belong to the persons/sections (Creamy Layer) and the village/ town the candidate is ordinarily a resident of will only be accepted. Please note that no other format of SC/ST/OBC-NCL caste certificate shall be accepted.
- PWD certificate in prescribed format(s) (available at <http://www.oil-india.com/oilnew/Current-openings>) issued by the competent authority will be considered for appointment to the post on the basis of prescribed standards of Medical Fitness. The Competent Authority to issue PWD certificate shall be a Medical Board duly constituted by the Central or a State Government. The Central/ State Government may constitute Medical Board(s) consisting of at least three members out of which at least one shall be a specialist in the particular field for assessing Locomotor/ Cerebral / Visual / Hearing disability, as the case may be. Please note that no other format of PWD certificate shall be accepted.
- If the SC/ST/OBC-NCL/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 at the time of interview.
- 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 candidates called for interview will be reimbursed travel expenses as under:

All SC/ST/PWD candidates called for appearing in the Written Test, GD & Viva Voce	To and fro II tier AC TRAIN FARE (except Rajdhani Express) 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.
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- Canvassing in any form will result in cancellation of the candidature. Any dispute with regard to the recruitment against this advertisement will be under jurisdiction of Dibrugarh District Court only.

