



OIL INDIA LIMITED, a Navratna Public Sector Undertaking is the pioneer 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 Fields Headquarter at Duliajan, Dist. Dibrugarh, Assam.

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

Post Name & Post Code	Indicative number of Vacancies*					Grade & Scale of Pay (Rs)	Age limit (in years) as on 20.05.2018	Required Educational Qualification	Post Qualification relevant experience (in years)	Identified for PWD
	UR	SC	ST	OBC	Total					
Senior Accounts Officer/Senior Internal Auditor PERS:02:2018:F&A:01	6	1	-	2	9	B 60000-180000	UR:29 SC:34 OBC-NCL:32	Associate Member of ICAI/ICMAI	NIL	OA, OL, BL, OAL, BLOA, HH

Abbreviations Used: UR-Unreserved, SC-Scheduled Caste, ST-Scheduled Tribe, OBC-Other Backward Class (Non Creamy Layer), PWD-Persons with Disability, , OA-One Arm, OL-One Leg, BL-Both Leg, OAL-One Arm and One Leg, BLOA-Both Leg & One Arm, HH-Hearing Impaired.

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

#### A. EDUCATIONAL QUALIFICATION & RELAXATION

- Candidates should have requisite full time Educational qualifications (as indicated in the vacancy table) from Board/University/Institute recognized by Government of India. In case the educational qualification is obtained from overseas university/institute, documentary evidence that the university/institute and the course is recognized by Government of India must be enclosed at the time of submission of application.
- 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.
- In case of candidates belonging to Persons with Disabilities (PWD) age relaxation will be 10 years for (PWD-UR), 15 years for (PWD-SC/ST) & 13 years for (PWD-OBC-NCL).
- Age relaxation for Ex-Servicemen will be as per Government directives.
- Maximum upper age of the applicants shall not exceed 56 years including all possible age relaxations.

#### B. SELECTION PROCESS

- The eligible /short listed candidates for the post of Senior Accounts Officer / Senior Internal Auditor will have to appear for Written Test, Group Discussion & Viva Voce.
- Screening and selection will be based on the details provided by the candidates, hence it is necessary that applicants should furnish, 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 incomplete / 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 AND OTHER BENEFITS**

- Selected candidate will be placed in the pay scale of Rs. 60000–180000 (starting Basic Pay of Rs. 60000). The selected candidates will have to serve a probationary period of one year and will be confirmed in writing after successful completion of the same.
- Approximate total emoluments in Grade 'B' at minimum of scale will be around, Rs. 100000. In addition to the Basic Pay & Dearness Allowance, other benefits include HRA or Company leased/self-lease accommodation, free medical benefits for self & dependents, Gratuity/PF, House Building Loan, Vehicle Loan, Group Insurance 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 respective posts by the OIL Medical Board. The provisionally selected candidates will have to undergo Pre Employment Medical Examination (PEME) 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 are eligible to apply.
- Candidates applying for the above posts must have passed the prescribed qualifications through full time courses only.
- No manual/ paper application will be entertained.
- All qualification should be from a University/ Institute recognized by Government of India and the courses should be approved by UGC/ AICTE/ appropriate statutory authority.
- 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 inconformity 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.
- Calculation of percentage of marks should be as per university/ institute rules. 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 fields 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 should apply through proper channel and upload documentary evidence while applying online. Candidates shall also have to produce **NO OBJECTION CERTIFICATE (NOC)** at the time of interview essentially without which they would not be allowed to appear in the interview and in such cases the fares will not be reimbursed.
- 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/4Current-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/4Current-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 to and fro AC-II tier train fare (at base fare only & excluding Premier Trains) from the declared railway station to Kolkata and economy class air fare from Kolkata to Dibrugarh (the nearest airport to Duliajan-distance 48 kms), subject to production of tickets and boarding passes.
- 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.

## G. HOW TO APPLY

- Candidates fulfilling the above criteria may apply online by visiting <http://www.oil-india.com/oilnew/Current-openings> from 21.04.2018 to 20.05.2018.
- Read the instructions carefully and fill in the online Application Form giving accurate information, after successful registration, system will generate a unique registration number. Candidates are required to keep the printout of the registration slip which will be generated by the system after successful registration.
- Candidates may make the following documents ready to be uploaded while applying online:
  - i. Scanned passport size photograph
  - ii. Scanned Signature
  - iii. Proof of age
  - iv. Proof of Qualifying degree {Marks sheet & Pass certificate of Graduation/ Post Graduation/ Membership Certificate (ICAI/ICMAI) as applicable}
  - v. Caste certificate/ Disability Certificate (if applicable)
  - vi. Copy of No Objection Certificate / permission for applying for the same from the current employer (if applicable)
- All the details given in the Application Form will be treated as final and no changes will be entertained.
- For any queries please contact us at [oilrec@oilindia.in](mailto:oilrec@oilindia.in)

## H. IMPORTANT DATES

Important Dates	Opening of OIL website for online submission of application	10:00 hours on 21.04.2018
	Last date for submission of online application in OIL	17:00 hours on 20.05.2018
	Re-Opening of OIL website for online submission of application	10:00 hours on 31.05.2018
	Last date for submission of online application in OIL	17:00 hours on 06.06.2018

**PORTAL FOR RECEIPT OF ONLINE APPLICATION WILL BE RE-OPENED FROM**

**10:00 HOURS ON 31.05.2018 TO 17:00 HOURS ON 06.06.2018.**

**PLEASE NOTE THAT THE OTHER TERMS AND CONDITIONS SUCH AS LAST DATE FOR CALCULATING AGE, VACANCIES AND QUALIFICATION REQUIRED WILL REMAIN UNCHANGED**