



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 Persons with Disabilities (PWDs), Oil India Ltd. invites applications from eligible Indian Nationals, to fill up the following posts:

| Post Name & Post Code | Indicative No. of vacancies | | | Age limit (in years) as on 19/03/2016 | Grade & Scale of Pay | Educational Qualification | Suitable for VH/OH/HH |
|--|-----------------------------|----|----|---------------------------------------|--|--|-----------------------|
| | VH | OH | HH | | | | |
| Executive Trainee – Mechanical PERS:PWD:ET:2016:01 | 0 | 0 | 2 | UR:37 SC/ST:42 OBC-NCL:40 | ₹ 25000 p.m. (Consolidated Stipend) | Graduate degree in Mechanical Engg. of minimum 4 years duration with 65% marks | HH |
| Executive Trainee – Information Technology PERS:PWD:ET:2016:02 | 0 | 0 | 2 | UR:37 SC/ST:42 OBC-NCL:40 | | Graduate degree in Computer Science/ IT of minimum 4 years duration with 65% marks | HH |
| Executive Trainee – Human Resource PERS:PWD:ET:2016:03 | 0 | 0 | 1 | UR:39 SC/ST:44 OBC-NCL:42 | | Post Graduate degree in Mgmt./ Business Admin/Personnel Mgt/ Social Welfare/Social Work/ IR of minimum 02 years duration with 60% marks | HH |
| Executive Trainee – Public Relations PERS:PWD:ET:2016:04 | 0 | 1 | 0 | UR:39 SC/ST:44 OBC-NCL:42 | | Post Graduate degree in Mass Communication/ Journalism/PR of minimum 2 years duration with 60% marks | OA, OL, BL |
| Executive Trainee – Geology PERS:PWD:ET:2016:05 | 0 | 0 | 1 | UR:39 SC/ST:44 OBC-NCL:42 | | Post Graduate degree in Geology of minimum 2 years duration with 60% marks and having Mathematics at Graduation level | HH |
| Executive Trainee – R&D PERS:PWD:ET:2016:06 | 0 | 1 | 0 | UR:39 SC/ST:44 OBC-NCL:42 | | Post Graduate degree in Chemistry of minimum 2 years duration with 60% marks and having Physics, Chemistry & Mathematics at Graduation level | OA, OL, BL |
| Confidential Secretary* PERS:PWD:CS:2016:07 | 1 | 0 | 0 | UR:40 SC/ST:45 OBC-NCL:43 | A ₹ 20600–46500 | Graduate with 01/02 yrs Diploma in Secretarial Practice or Modern Office Management / Secretarial Practice or Executive Assistant Diploma or equivalent with knowledge of computer application | B, LV |

*Post Qualification Relevant Experience as on 19.03.2016 (in Years) for the post of Confidential Secretary is 02 years. The candidates should have post qualification relevant experience in Secretarial functions in Government / Public Sector Companies/ Private Sector Companies. Other things being equal, candidates having higher post qualification relevant work experience will have an edge over others.

PWD = Persons with Disability, OH = Orthopedically Handicapped, HH = Hearing Handicapped, VH = Visually Handicapped, OA = One Arm, OL = One Leg, BL= Both Legs, LV= Low Vision, B= Blind, NOC = No Objection Certificate.

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. 19/03/2016.
- 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.

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 as given at **Annexure-I** (for SC/ST candidates) and **Annexure- II** (for OBC-NCL candidates) 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.
- Persons with 40% or more disability only would be eligible for the benefit of reservation to PWD category against identified posts only.
- The suitability of a post for persons with disability has been indicated against each post, under the column 'suitable for PWD'. Persons with disability may apply against those posts which have been identified as suitable for persons with disabilities.
- 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' and Group 'B' posts/services. The persons claiming age relaxation under PWD category would be required to produce a certificate in prescribed formats given at **Annexure-III** 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 of Executive Trainee 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)
- The selection for the post of Confidential Secretary in Grade 'A' will be done in five phases i.e. Phase I- Written Test, Phase II- Group Discussion, Phase III - Practical Test on Stenography and Transcription, Phase IV - Computer Test to check proficiency in MS Word, MS Excel and MS Power Point and Phase V- -Pre Employment Medical Examination (PEME)

D. REMUNERATION PACKAGE AND OTHER BENEFITS

- Executive Trainee will be paid a fixed stipend of ₹ 25000 pm. In addition to stipend, other benefits include free hostel type accommodation on sharing basis and free medical facilities for self. Executive Trainee will have to undergo a minimum of one year training which is subject to extension based on his/her performance. After the completion of the training, the Executive Trainees will be assessed through written test and viva voce for absorption in regular Executive Grade B. After their absorption in Executive Grade B, in addition to Basic Pay and DA, other benefits include HRA, Leave Encashment, Free Medical Benefits, Gratuity/PF, House Building Loan, Vehicle Loan, Group Insurance, etc, as per rules of the company.
- Candidates selected as Confidential Secretaries will be placed in the pay scale of ₹ 20600–46500 (starting Basic Pay of ₹ 20600), in Grade 'A'. 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 Grade 'A' will be around ₹ 45000 respectively. In addition to the Basic Pay & DA, other benefits include HRA, 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 eligible Indian nationals can apply for the above posts.
- 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.
- The prescribed qualifications are minimum and mere possession of the same does not entitle candidates to be called for Written Test/GD/Interview. Only short listed candidates will be notified for Written Test/GD/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 the Written Test/GD/Interview, the Company at its discretion may restrict the number of candidates to reasonable limit by raising the minimum eligibility standards. The candidates should, therefore, mention all the qualifications and experience (if any) in the relevant field over and above the minimum qualifications and should enclose **self attested copies** of the certificates including mark sheets in support thereof.
- Government strives to have a workforce who reflects gender balance and women candidates are encouraged to apply.
- Candidates called for Selection Tests will be reimbursed fares as under:

| | |
|------------------------|---|
| Executive Trainee (ET) | To and fro II tier AC TRAIN FARE (except Rajdhani Express) subject to production of tickets. |
| Grade A | 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. |

- 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.

H. 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 envelope **SUPERSCRIBED WITH THE POST CODE APPLIED FOR ON TOP** with the completed **Application Form** along with a recent colour passport size photograph together with self attested copies of certificates and mark sheets in support of **(in the sequence)**
 - i. Qualification,
 - ii. Age,
 - iii. Caste (if applicable),
 - iv. Experience, etc. duly **marked / highlighted** and should be sent to the following address:

**HEAD - PERSONNEL,
RCE's OFFICE BUILDING, OIL INDIA LIMITED,
DULIAJAN – 786602, (ASSAM)**

The last date of receiving the application is 19/03/2016

OIL INDIA LIMITED

Application Form

| | | | |
|--|---|---|---|
| 1. POST APPLIED FOR | : | <input style="width: 95%;" type="text"/> | <div style="border: 1px solid black; padding: 5px; text-align: center;"> Please paste a recent colour passport size photograph and sign across the photograph Sign across the photograph </div> |
| 2. POST CODE | : | <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> : <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> : <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> | |
| 3. GRADE | : | <input style="width: 50px;" type="text"/> | |
| 4. APPLICANT'S NAME <small>(IN BLOCK LETTERS)</small> | : | <input style="width: 95%;" type="text"/> | |
| 5. GENDER _(PLEASE TICK) | : | <input type="checkbox"/> Male <input type="checkbox"/> Female | |
| 6. MARITAL STATUS _(PLEASE TICK) | : | <input type="checkbox"/> Married <input type="checkbox"/> Unmarried | |
| 7. DATE OF BIRTH <small>(DD/MM/YYYY)</small> | : | <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> / <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> / <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> | |
| 8. FATHER'S NAME <small>(IN BLOCK LETTERS)</small> | : | <input style="width: 95%;" type="text"/> | |
| 9. MOTHER'S NAME | : | <input style="width: 95%;" type="text"/> | |
| 10. NATIONALITY | : | <input style="width: 95%;" type="text"/> | |
| 11. STATE OF DOMICILE | : | <input style="width: 95%;" type="text"/> | |
| 12. CATEGORY _(PLEASE TICK) | : | <input type="checkbox"/> UR <input type="checkbox"/> SC <input type="checkbox"/> ST <input type="checkbox"/> OBC(NCL) | |
| 13. IF, PWD _(PLEASE TICK) | : | <input type="checkbox"/> VH <input type="checkbox"/> HH <input type="checkbox"/> OH (ii) PERCENTAGE OF DISABILITY <input style="width: 20px;" type="text"/> % | |
| 13. RELIGION : | | <input style="width: 100px;" type="text"/> | |

14. EDUCATIONAL QUALIFICATION :

| Qualification <small>(as required for the post)</small> | Percentage of Marks * | Year of Passing | 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

| Name of the Organisation & Address | Period of Employment | | Post held | Pay scale | Salary drawn | Nature of duties |
|------------------------------------|----------------------|----|-----------|-----------|--------------|------------------|
| | From | To | | | | |
| | | | | | | |

*Attach separate sheet, if necessary

| | |
|---|---|
| 16. ADDRESS FOR COMMUNICATION : <input style="width: 95%; height: 20px;" type="text"/> <input style="width: 95%; height: 20px;" type="text"/> <input style="width: 95%; height: 20px;" type="text"/> PIN CODE <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> | PERMANENT ADDRESS : <input style="width: 95%; height: 20px;" type="text"/> <input style="width: 95%; height: 20px;" type="text"/> <input style="width: 95%; height: 20px;" type="text"/> PIN CODE <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> |
|---|---|

| | | |
|--|---|---|
| 17. NEAREST RAILWAY STATION | : | <input style="width: 95%;" type="text"/> |
| <small>(From the place of travel for TA purpose)</small> | | |
| 18. EMAIL ID (mandatory, in block letters) | : | <input style="width: 95%;" type="text"/> |
| 19. TELEPHONE NUMBER | : | Mobile: <input style="width: 150px;" type="text"/> Landline: <input style="width: 150px;" type="text"/> |

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 certificate (if applicable).
4. Disability certificate.
5. Experience certificates.
6. Other certificates.

To,

Head- Personnel
Oil India Limited
Duliajan, Assam

Application for the post of : _____

Post Code: _____

Declaration

I, _____ son/daughter of Shri _____

resident of village/ town/ city _____ district _____

State _____ hereby declare that I belong to the

_____ community which is recognized as a backward class by the

Government of India for the purpose of reservation in services as per orders contained in Department of

Personnel and Training Office Memorandum No. 36012/22/93 Estt.(SCT) dated 08/09/1993. It is also

declared that I do not belong to persons/section (Creamy Layer) mentioned in Column 3 of Schedule to

the above referred office Memorandum dated 08/09/1993.

Signature : _____

Name : _____

Date : _____