



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

Conquering Newer Horizons

Advertisement No : Rec/Steno/2016

- 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) at its **Corporate Office, Noida, Uttar Pradesh:**

Sl No	Name of the Post, Grade	No. of Vacancies	Reservation	Maximum Age as on 20.07.2016*
1	Sr.Asst-I,Steno-Typist 'Trainee', Grade –VII Scale of Pay: Rs 16000 – 34000. Post Code : 2016:01	05	UR : 03, OBC(NCL) : 02	30 Years for UR 33 years for OBC(NCL)

* Age relaxation for Persons with disability and Ex-serviceman will be as per Government rules.

- a) **Essential Educational Qualification** : a) Must be a Graduate in any discipline from recognized university. (b) Must possess Certificate in English Shorthand Course with minimum speed of 80 words per minute and Computer typing with a minimum speed of 30 words per minute. (c) Must have 06 (six) months Diploma/Certificate in Computer operation and be fully conversant with MS Office, Excel, Spreadsheet and MS Power Point.
- b) **Desirable Educational Qualification** : Diploma in Secretarial Practice/ Office Management from recognized Institute.(b)Working experience as Stenographer
- B. **PAY AND ALLOWANCES**: Starting Basic Pay is Rs.16000 per month in the pay scale of Rs.16000-34000 plus other allowances applicable as per Company Rules.
- C. **SELECTION PROCEDURE**: Selection will be based on written test of 02 hours duration and skill test, the latter being of 'qualifying nature' only. Every candidate will have to secure a minimum of 50% marks at each stage for qualifying the selection process. Candidates will need to undergo Pre-Medical Examination.
- D. **GENERAL CONDITIONS**:
- Candidates are required to carefully read the detailed advertisement and ensure that they meet the prescribed eligibility criteria before applying for the above posts.
 - Only shortlisted candidates shall be called for written test. Those who qualify in the written test will be called for shorthand & computer skill test
 - Age and educational qualification of candidate will be determined as on 20.07.2016.

- iv) Wherever CGPA or Grade is awarded in the examination, its equivalent percentage of marks and class/ division must be indicated in the application form as per the norms adopted by University/ Institute.
- v) Applicants from Government/ Semi Government/ Public Sector Organisation/ Autonomous bodies must send their application through proper channel or produce "No Objection Certificate" at the time of appearing in the Written Test and Skill Test and produce "Release Order" at the time of joining, from previous employer. In case the candidate fails to do so, his/ her candidature will not be considered.
- vi) Applications without supporting documents/ incomplete/ not fulfilling the prescribed eligibility criteria in any respect or those received late are liable to be rejected.
- vii) Candidates belong OBC(NCL)/PWD/Ex-Serviceman category will have to produce valid certificate issued by appropriate authority at the time of trade test.
- viii) The decision of the Management will be final and binding in all matters relating to eligibility, acceptance or rejection of the applications, mode of selection, cancellation of recruitment process etc. and no enquiry/ correspondence shall be entertained in this regard.
- ix) At any stage of the selection process or after subsequent selection/ appointment if it is found that the candidate has furnished false or incorrect information then the candidature of the candidate or selection to the above post will stand cancelled, Canvassing in any form is liable to render the candidate ineligible for the above selection process.
- x) Mere selection in Written Test or Skill Test or empanelment after selection process shall not confer any right of appointment to the applicants.
- xi) Management of OIL reserves the right to change/ modify/ cancel the selection process at it's sole discretion without assigning any reason.

E. How to Apply: Typed Applications as per the prescribed format as given with the advertisement, supported by self-attested photocopies of all relevant documents (qualification/ experience/ age/ caste/ category/ etc.) should be sent by Post only to Chief Manager (Administration), Oil India Limited, Plot No. 19, Sector – 16A, Noida – 201 301, UP so as to reach on or before 20.07.2016.

Candidates should super scribe Advt. No. and Name of the post applied for on the top of the envelope. Applications received after last date shall be summarily rejected.

In case of any query, please contact us on 0120-2419061.

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 PHYSICALLY CHALLENGED (Please tick) : Yes No

13. IF YES, PERCENTAGE OF DISABILITY %

14. EMPLOYMENT EXCHANGE REGD. NO. & PLACE OF REGISTRATION

15. 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):

16. *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

17. ADDRESS FOR COMMUNICATION :

PIN CODE

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18. NEAREST RAILWAY STATION :

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(For TA Purpose)

19. Email ID (mandatory) :

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20. Telephone Number :

LANDLINE:		MOBILE:	
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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)