



ऑयल इंडिया लिमिटेड

(भारत सरकार का उद्यम)

Oil India Limited

(A Government of India Enterprise)

Duliajan – 786 602, Assam

OIL INDIA LIMITED, a Navratna Public Sector Undertaking is the pioneer and second-largest national upstream Oil and Gas Company with a pan Indian 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:

A. DETAILS OF POST AND MINIMUM ESSENTIAL QUALIFICATION

SL NO	Post Name & Post Code	Projected Vacancies *	Grade & Scale of Pay ()	Post Qualification relevant experience as on 11.10.2014 (in years)**	Age limit (in years) as on 11.10.2014 ***	Educational Qualification
01	Head -Geophysics PERS:HGP:2014:06	04 (UR-3, OBC-NCL-1)	G ` 51300–73000	22**	52	M. Sc / M. Tech / M. Sc (Tech.) in Exploration Geophysics / Applied Geophysics/ Petroleum Geophysics / Geophysics.
02	Chief Geophysicist PERS:CGP:2014:07		F ` 43200–66000	19**	49	M. Sc / M. Tech / M. Sc (Tech.) in Exploration Geophysics / Applied Geophysics/ Petroleum Geophysics / Geophysics.
03	Dy Chief Geophysicist PERS:DGP:2014:08		E ` 43200–66000	16**	44	M. Sc / M. Tech / M. Sc (Tech.) in Exploration Geophysics / Applied Geophysics/ Petroleum Geophysics / Geophysics.
04	Superintending Geophysicist PERS:SGP:2014:09		D ` 36600–62000	12**	39	M. Sc / M. Tech / M. Sc (Tech.) in Exploration Geophysics / Applied Geophysics/ Petroleum Geophysics / Geophysics.
05	Domain Expert – Legal PERS:LEG:2014:10	02 (OBC-NCL-1, Backlog Vacancy)	F ` 43200–66000	19**	47	LLB preferably with MBA
					49	LLM preferably with MBA
			E ` 43200–66000	16**	42	LLB preferably with MBA
					44	LLM preferably with MBA
			D ` 36600–62000	12**	37	LLB preferably with MBA
					39	LLM preferably with MBA
06	Domain Expert – Marketing / BD PERS:MKT:2014:11	02 (OBC-NCL-1, Backlog Vacancy)	F ` 43200–66000	19**	47	Bachelor's Degree in Engineering or Petroleum Engg. preferably with MBA (Marketing)
					49	Master's Degree in Engineering or Petroleum Engg. preferably with MBA (Marketing)
			E ` 43200–66000	16**	42	Bachelor's Degree in Engineering or Petroleum Engg. preferably with MBA (Marketing)
					44	Master's Degree in Engineering or Petroleum Engg. preferably with MBA (Marketing)
			D ` 36600–62000	12**	37	Bachelor's Degree in Engineering or Petroleum Engg. preferably with MBA (Marketing)
					39	Master's Degree in Engineering or Petroleum Engg. preferably with MBA (Marketing)
07	Head-Drilling PERS:HDR:2014:12	01 (UR)	G ` 51300–73000	22**	50	Bachelor's Degree Engineering
					52	Master's Degree in Engineering

8	Head-Reservoir PERS:HRS:2014:13	09 (UR-6, SC-1, OBC-NCL- 2)	G ` 51300-73000	22**	50	Bachelor's Degree in Petroleum Engineering
					52	Master's Degree in Petroleum Engineering
09	Chief Geologist - Biostratigraphy PERS:CGE:2014:14		F ` 43200-66000	19**	49	Master's degree in Geology with a specialization in paleontology/ Biostratigraphy
10	Chief Geologist - Sedimentology PERS:CGE:2014:15		F ` 43200-66000	19**	49	Master's degree in Geology with a specialization in Sedimentology or PhD Degree specializing in clastics
11	Chief Petrophysicist PERS:CGE:2014:16		F ` 43200-66000	19**	49	Masters Degree in Geology
12	Domain Expert – Global E&P PERS:DEG:2014:17		E ` 43200-66000	16**	47	Bachelor's Degree in Engineering, Geology or Geophysics or Petroleum Engg. preferably with MBA
					49	Master's Degree in Engineering, Geology or Geophysics or Petroleum Engg. preferably with MBA
					42	Bachelor's Degree in Engineering, Geology or Geophysics or Petroleum Engg. preferably with MBA
					44	Master's Degree in Engineering, Geology or Geophysics or Petroleum Engg. preferably with MBA
					37	Bachelor's Degree in Engineering, Geology or Geophysics or Petroleum Engg. preferably with MBA
					39	Master's Degree in Engineering, Geology or Geophysics or Petroleum Engg. preferably with MBA
13	Domain Expert – LNG PERS:LNG:2014:18		F ` 43200-66000	19**	47	Bachelor's Degree in Engineering, Geology or Geophysics or Petroleum Engg. preferably with MBA
					49	Master's Degree in Engineering, Geology or Geophysics or Petroleum Engg. preferably with MBA
					42	Bachelor's Degree in Engineering, Geology or Geophysics or Petroleum Engg. preferably with MBA
					44	Master's Degree in Engineering, Geology or Geophysics or Petroleum Engg. preferably with MBA
					37	Bachelor's Degree in Engineering, Geology or Geophysics or Petroleum Engg. preferably with MBA
		39			Master's Degree in Engineering, Geology or Geophysics or Petroleum Engg. preferably with MBA	
14	Domain Expert - Unconventional Energy PERS:HUE:2014:19	G ` 51300-73000	22**	52	Master's Degree in Geology	
15	Dy Chief Engineer – Reservoir PERS:SRV:2014:20	E ` 43200-66000	16**	42	Bachelor's Degree in Petroleum Engineering	
16	Reservoir Engineer cum Petro Economist PERS:MKT:2014:21	F ` 43200-66000	19**	47	Bachelor's Degree in Engineering, Geology or Geophysics or Petroleum Engg. preferably with MBA	
				49	Master's Degree in Engineering, Geology or Geophysics or Petroleum Engg. preferably with MBA	
				42	Bachelor's Degree in Engineering, Geology or Geophysics or Petroleum Engg. preferably with MBA	
				44	Master's Degree in Engineering, Geology or Geophysics or Petroleum Engg. preferably with MBA	

			D ` 36600-62000	12**	37	Bachelor's Degree in Engineering, Geology or Geophysics or Petroleum Engg. preferably with MBA
					39	Master's Degree in Engineering, Geology or Geophysics or Petroleum Engg. preferably with MBA
17	Superintending Petrophysicist PERS:SPF:2014:22	01 (UR)	D ` 36600-62000	12**	37	Master's Degree in Geology
18	Senior Petrophysicist PERS:SPF:2014:23		C ` 32900-58000	5**	34	Master's Degree in Geology
19	Superintending Biotechnologist PERS:SBI:2014: 24	01 (UR)	D ` 36600-62000	12**	37	Master's Degree in Biotechnology
20	Senior Biotechnologist PERS:SBI:2014: 25		C ` 32900-58000	5**	34	Master's Degree in Biotechnology
21	Senior Research Scientist PERS:SRS:2014:26	01 (UR)	C ` 32900-58000	5**	32	Bachelor's Degree in Petroleum / Chemical Engineering
					34	Master's Degree in Petroleum / Chemical Engineering or Post Graduate / Doctorate in Physics / Chemistry

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

** Post Qualification Relevant Experience as on 11.10.2014 (In Years)

SI No	POST	POST QUALIFICATION RELEVANT EXPERIENCE
1	Head Geophysics, Grade-G PERS:HGP:2014:06	<ul style="list-style-type: none"> Minimum 22 years of post-qualification experience in an oil Company or in a reputed geophysical service provider. Experience in seismic data acquisition, processing and interpretation, leading teams for carrying out different assignments and projects for at least 05 years, planning and execution of geophysical activities.
2	Chief Geophysicist, Grade-F PERS:CGP:2014:07	<ul style="list-style-type: none"> Minimum 19 years of post-qualification experience in an oil Company or in a reputed geophysical service provider. Experience in seismic data acquisition, processing and interpretation, leading teams for carrying out different assignments and projects during last 03 years, planning and execution of geophysical activities and at least 05 years experience in Reservoir characterization (pre & post stack inversion & AVO) or Pre-stack depth domain seismic data processing.
3	Dy Chief Geophysicist, Grade-E PERS:DGP:2014:08	<ul style="list-style-type: none"> Minimum 16 years of post-qualification experience in an oil Company or in a reputed geophysical service provider. The above experience need to cover minimum 05 years of working experience in at least one of the following fields: <ul style="list-style-type: none"> Reservoir Characterization techniques (including pre & post stack inversion, AVO etc) Pre-stack depth domain seismic data processing Experience of leading teams for specific assignment & studies.
4	Superintending Geophysicist, Grade-D PERS:SGP:2014:09	<ul style="list-style-type: none"> Minimum 12 years of post-qualification experience in an oil Company or in a reputed geophysical service provider. The above experience need to cover minimum 03 years working experience at least in one of the following fields : <ul style="list-style-type: none"> Reservoir characterization techniques (including pre & post stack inversion, AVO etc.); Pre-stack depth down seismic data processing.
5	Domain Expert – Legal PERS:LEG:2014:10	<ul style="list-style-type: none"> Minimum 19, 16 and 12 years of post-qualification experience in an oil Company for Grades F, E and D respectively. The incumbent must have experience in International Law, Litigation, Arbitration & Conciliation, Drafting & Vetting of various agreements, handling company law matters, Mergers, Acquisitions & Joint Ventures, Regulatory aspects of the Hydrocarbon sector, drafting of PSC & JoA, CA, Share Purchase agreement, Due Diligence activities etc.

6	Domain Expert – Marketing / BD PERS:MKT:2014:11	<ul style="list-style-type: none"> • Minimum 19, 16 and 12 years of post-qualification experience in an oil Company for Grades F, E and D respectively. • The incumbent must have experience in International marketing experience in various oil & gas operations, projects. Develop marketing metrics. Conduct market research, monitor and report on competitor activity.
7	Head-Drilling Grade-G PERS:HDR:2014:12	<ul style="list-style-type: none"> • Minimum 22 years of post-qualification experience in drilling operations. • The incumbent must have knowledge of both onshore and offshore drilling operations, experience of offshore Drilling and Completions, HPHT experience, Directional drilling, MWD / LWD. Experience in preparing Technical and Commercial Tender documents. Must have knowledge of various statutory guidelines, govt. regulations and acts. Must be able to work under pressure with good presentation and communication skills, written and verbal; good problem solving, organizational, and time management skills with the ability to drive team toward results.
8	Head-Reservoir, Grade-G PERS:HRS:2014:13	<ul style="list-style-type: none"> • Minimum 22 years of post-qualification experience in the petroleum industry as a reservoir engineer. • Adequate reservoir simulation background, familiarity with diverse petroleum engineering software. Working knowledge of petrophysics and ability to use this knowledge to improve reservoir understanding. Good knowledge of petroleum economics and ability to analyze economic interactions within highly integrated projects. Critical thinking skills. Good presentation skills. Strong time management skills to handle multiple projects concurrently. Strong leadership ability and ability to mentor younger engineers. Experience in reservoir characterization, reservoir management and surveillance; IOR/EOR and the ability to design, implement and execute data acquisition programs from field to laboratories, specifically in the areas of well testing, PVT phase behavior, special core analysis, reservoir fluid geochemistry and flow assurance. Experience with Digital Oilfield practices and technologies is an added advantage
9	Chief Geologist (Biostratigraphy) Grade-F PERS:CGE:2014:14	<ul style="list-style-type: none"> • Minimum 19 years of post-qualification experience in the Industry/Academia. • Understanding of all biostratigraphic subdisciplines; Expertise in the primary generation and recording of biostratigraphic data; Previous proven industrial/consulting experience in biostratigraphy; Good communication skills, with fluent spoken and written English; Good IT skills and a familiarity with software applications like StrataBugs, Bugware, e-paleo, ODM, TimeScale Creator, IPS or TacsWorks would be advantageous.
10	Chief Geologist (Sedimentology) Grade-F PERS:CGE:2014:15	<ul style="list-style-type: none"> • Minimum 19 years of post-qualification experience in the Industry/ Academia. • Expertise in certain critical laboratory analytical techniques, like SEM, XRD, RCA/SCAL fluid inclusion microthermometry, isotope and other related inorganic geochemistry techniques. Strong background in clastic sedimentology and understanding of depositional models. Working knowledge of petroleum systems technologies. Strong interpersonal and communication skills and the ability to work effectively with technical specialists with diverse backgrounds. Familiarity with wireline log interpretation, static modeling and/or sedimentological inputs to static models will be essential to the role as well as the integration and interpretation of results, which may also be inclusive of other disciplines. Familiarity with sequence stratigraphic analysis as a tool in play analysis and prospect evaluation. Familiarity with analyzing the seismic expression of shallow and deep water clastic systems, as well as a working knowledge of fluvial as well as deep marine reservoir geology would be advantages.
11	Chief Petrophysicist Grade-F PERS:CGE:2014:16	<ul style="list-style-type: none"> • Minimum 19 years of post-qualification experience of working as a Petrophysicist within the oil industry or service company. • Experience in petrophysical software packages (ie. Elanplus, IP, Techlog etc.); Should possess database management skills. Must be current with the latest industry tools and petrophysical interpretation techniques working in clastic and/or carbonate reservoir systems; Familiarity with advanced methods of post core retrieval handling and analysis techniques; Ability to design logging programs in complex reservoir systems, maximizing data acquisition; Knowledgeable in petrophysical and geological analysis integration; Should be able to work in integrated teams and have the ability to interact effectively with geoscientists and reservoir; operations , drilling and facilities engineers; Must be able to work under pressure on multiple different projects and provide input in short project time lines; Good presentation and communication skills, written and verbal; Good problem solving, organizational, and time management skills with the ability to drive team toward results.
12	Domain Expert – Global E&P PERS:DEG:2014:17	<ul style="list-style-type: none"> • Minimum 19, 16 and 12 years of post-qualification experience in an oil Company for Grades F, E and D respectively. • The incumbent must have knowledge of identifying, assessing, evaluating, negotiating the International/National Exploration & Production of Oil & Natural Gas Business Opportunities. The job would require Multifunctional abilities in Managing for Future, Managing Operations and Steering Tactical Change & Team Performance. The functions would include Techno-Economic Analysis, Economic Modeling, Risks Assessments, Business Negotiation, Engagement in Petroleum Contracts, International Affairs. Assessment and Monitoring success of Commercial, Technical, Strategic, Economic, Critical Factors, Operational & Financial references of international projects would also be an integral part of the assignment.
13	Domain Expert – LNG PERS:LNG:2014:18	<ul style="list-style-type: none"> • Minimum 19, 16 and 12 years of post-qualification experience in an oil Company for Grades F, E and D respectively. • The incumbent must have knowledge of structuring/developing LNG Business arrangements in domestic and also from international markets.

14	Domain Expert - Unconventional Energy PERS:HUE:2014:19	<ul style="list-style-type: none"> • Minimum 22 years of post-qualification Industry experience. • The incumbent must have knowledge of unconventional hydrocarbon basins, familiarization of regional geological evaluation of unconventional plays and knowledge of reservoir characterization in unconventional – shale gas, tight gas, unconventional oil, and/or coal bed methane (CBM). Must have advanced knowledge of application of geological and reservoir engineering principles in Shale and Unconventional Resources; understanding of log analysis and interpretation in unconventional reservoirs and experience in risk identification, modeling and management. Candidates with a proven industry experience in unconventional hydrocarbon basins will be preferred. Should be able to keep track of strategic developments taking place in unconventional resource plays, particularly the broader trends taking shape in the part of the North American onshore unconventional development.
15	Dy Chief Engineer – Reservoir PERS:SRV:2014:20	<ul style="list-style-type: none"> • Minimum 16 years of post-qualification experience in the petroleum industry as a reservoir engineer. • Familiarity with diverse petroleum engineering software combined with proven ability to quickly learn new software. Must have a working knowledge of commercial oil and gas economics software. Must have solid technical background in reservoir engineering including decline curve analysis, material balance, volumetrics, pressure transient analysis, nodal analysis, etc, and a good understanding of geology. Familiarity with petrophysical analysis and reservoir simulation knowledge helpful. Must have good presentation, communication, technical writing and interpersonal skills.
16	Reservoir Engineer cum Petro Economist PERS:MKT:2014:21	<ul style="list-style-type: none"> • Minimum 19, 16 and 12 years of post-qualification experience in an oil Company for Grades F, E and D respectively. • The incumbent must have knowledge of evaluation of developed/discovered/matured assets for study of reservoir engineering aspects, be conversant / have work experience in various Petroleum Engineering technique as well as utilization of various economic software's as Questor Asset, PERS, MERICK etc or equivalent software's used for economic evaluation (including utilization of excel worksheets) in the oil industry. To be associated with the techno-economic evaluation of various E&P opportunities as member of multi-disciplinary team. He/she should be conversant with the PSC terms and conditions of various countries and should be able to effectively interpret the same in developing the economic model.
17	Superintending Petrophysicist PERS:SPF:2014:22	<ul style="list-style-type: none"> • Minimum 12 years of post-qualification experience in an oil Company or research experience. • Must have knowledge about well log analysis of bore hole data from all available logs and core information from top to bottom of the well, build geological hydrocarbon plays models for resource evaluation, generate resource and reserve estimations for resource plays, generate and manage petrophysical and geological data for well evaluations and mapping.
18	Senior Petrophysicist Grade-C PERS:SPF:2014:23	<ul style="list-style-type: none"> • Minimum 5 years of post-qualification experience in an oil Company or research experience. • Must have knowledge about well log analysis of bore hole data from all available logs and core information from top to bottom of the well, build geological hydrocarbon plays models for resource evaluation, generate resource and reserve estimations for resource plays, generate and manage petrophysical and geological data for well evaluations and mapping.
19	Superintending Biotechnologist PERS:SBI:2014: 24	<ul style="list-style-type: none"> • Minimum 12 years of post-qualification experience in an oil Company or research experience. • Must have knowledge about algae biofuel, Bioremediation, Phytoremediation, Microbial EOR and other biotechnological applications in IOR, Microbial prospecting etc. To set up necessary lab facilities, culture and characterization of microbes, characterization of products, study in the field etc. and to work towards commercial/ field implementation.
20	Senior Biotechnologist Grade-C PERS:SBI:2014:25	<ul style="list-style-type: none"> • Minimum 5 years of post-qualification experience in an oil Company or research experience. • Must have knowledge about algae biofuel, Bioremediation, Phytoremediation, Microbial EOR and other biotechnological applications in IOR, Microbial prospecting etc. To set up necessary lab facilities, culture and characterization of microbes, characterization of products, study in the field etc. and to work towards commercial/ field implementation.
21	Senior Research Scientist Grade-C PERS:SRS:2014:26	<ul style="list-style-type: none"> • Minimum 5 years of post-qualification experience in a reputed E & P Company / Institute / University / Laboratory engaged in EOR / IOR studies for upstream petroleum industry. • Must have good knowledge and understanding of oil and gas field operations, reservoir engineering, PVT studies, EOR chemistry etc. Should be innovative in problem solving in the jobs assigned to him.

*** Age limit is relaxable by 05 years in case of SC/ST candidates, 03 years in case of OBC (Non Creamy Layer) candidates. In case of candidates belonging to Persons with Disabilities (PWD-UR) age relaxation will be 10 years, for (PWD-OBC-NCL) 13 years and for (PWD-SC/ST) it will be 15 years. Age relaxation for Ex-Servicemen will be as per government directives.

B. SELECTION PROCESS

- The eligible /short listed candidates for the posts in Grades 'G', 'F', 'E' and 'D' will be required to appear for an Interview only. Selection for the post in Grade 'C' will be based on Written Test, Group Discussion (GD) and Viva-Voce.
- 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 of 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.

C. REMUNERATION PACKAGE AND OTHER BENEFITS

- Selected candidate will be placed in the pay scale of Rs 51300 – 73000 (starting Basic Pay of Rs 51300), Rs 43200–66000 (starting Basic Pay of Rs 43200), Rs 36600–62000 (starting Basic Pay of Rs 36600), Rs 32900–58000 (starting Basic Pay of Rs 32900) in Grades 'G', 'F', 'E', 'D' and 'C' 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 in Grades 'G', 'F', 'E', 'D' and 'C' at minimum of scale will be around , Rs 120000 pm, Rs 110000 pm, Rs 100000 pm, Rs 90000 pm and Rs 70000 pm. 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.

D. 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.

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 can apply for the above posts.

Candidates applying for the above posts must have passed the prescribed qualifications through full time courses.

The prescribed qualifications are minimum and mere possession of the same does not entitle candidates to be called for Written Test/ Interview. Only short listed candidates will be notified for Written Test/ 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/ Interview, 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 and should enclose self attested copies of the certificates including mark sheets in support thereof.

- Reservation/relaxations for SC/ST/OBC-NCL/PWD candidates will be as per Government Directives. Candidates belonging to SC/ST/OBC-NCL category should enclose a copy of Caste/Tribe certificate in the prescribed format issued by the Competent Authority. Candidates belonging to PWD category should also enclose a proof of the same issued by the Competent Authority. Any request for change in Category (UR/SC/ST/OBC-NCL/ PWD) once filled in the application form, will not be considered and accordingly applicable concession/relaxation will not be extended. In addition, the OBC-NCL (OBC-Non Creamy Layer) candidates will be required to submit a valid caste certificate in the prescribed format applicable for purpose of reservation in appointment to posts under Government of India/Central Government Public Sector Undertaking as contained in DOPT Memo No. 36012/22/93-Estt.(SCT) dated 08-09-93 from a competent authority issued in the year of advertisement. Further the OBC-NCL candidates will have to give a declaration in the enclosed format give in Annexure-A, at the time of applying, indicating that they belong to OBC-Non Creamy Layer and without this deceleration their category will be considered as Unreserved/General.

- The OBC candidates who belong to “Creamy Layer” are not entitled for concession admissible to OBC-NCL candidates and such candidates will have to indicate their category as Unreserved/General.
- 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 categories of disability for which reservation will be applicable for PWD category candidates in identified posts are :
 - Blindness or low vision;
 - Hearing impairment;
 - Locomotor disability or cerebral palsy
- 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 short listed candidates belonging to SC/ST/PWD category will be reimbursed to and fro II tier AC TRAIN FARE (except Rajdhani Express) for appearing in the Written Test and also GD/Viva Voce for the posts in Grade ‘C’. 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. For the other shortlisted candidates’ reimbursement will be done for appearing in the GD/Viva-Voce only.
- The candidates called for interview for the posts in Grades ‘G’ and ‘F’ will be reimbursed airfare from the place of travel to the venue of the Interview, subject to production of proof of travel by air. Further the candidates called for interview for the posts in Grades ‘E’ and ‘D’ will be reimbursed to and fro II tier AC TRAIN FARE (except Rajdhani Express) as may be admissible, from the declared nearest railway station up to the venue of the Interview, 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.

G. 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 completed application form along with a recent passport size photograph enclosing self attested copies of certificates and mark sheets in support of **(in the sequence)**
 - Qualification,
 - Age,
 - Caste,
 - Experience etc., should be duly **marked / highlighted** and sent by ‘ordinary post’ only to the following address:

**HEAD - PERSONNEL,
RCE’s OFFICE BUILDING, OIL INDIA LIMITED,
DULIAJAN – 786602, ASSAM**
- The completed application form along with the relevant documents should be sent to the above address through ordinary post only in an envelope super scribed with the Post-Code applied for latest by **11/10/2014**. Application received without the Post-Code super scribed in the envelope will be summarily rejected.
- OIL shall not be responsible for any postal delay. OIL will not be responsible for any loss/ non-delivery of email/any other communication sent, due to invalid/wrong email id or due to any other reason.

- 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.
- Incomplete applications will be summarily rejected. For instance applications received without the copies of relevant testimonials of qualification, age, caste, experience, mark sheets etc. will be rejected.
- Candidates applying for more than one post must apply separately for each post.
- Candidates employed in Govt./Semi Govt./PSU should route their applications through proper channel or produce '**No Objection Certificate**' at the time of interview.
- All the details given in the application form will be treated as final and no changes will be entertained.
- The candidates must have an active e-mail id, which must remain valid for at least next one year.
- Applications received after the last date of submission will neither be entertained nor returned.
- For any queries please contact us at pers@oilindia.in

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The last date of receiving the application is 11/10/2014

OIL INDIA LIMITED

Application Form

Please paste a recent passport size photograph.

1. POST NAME :
2. GRADE OF POST APPLIED FOR :
3. POST CODE : P E R S : : 2 0 1 4 :
4. FULL NAME :
5. GENDER(PLEASE TICK) : MALE FEMALE
6. DATE OF BIRTH (DD/MM/YYYY) :
7. FATHER'S NAME :
8. MOTHER'S NAME :
9. NATIONALITY :
10. STATE OF DOMICILE :
11. MARITAL STATUS(PLEASE TICK) : Married Unmarried
12. CATEGORY (PLEASE TICK) : SC ST OBC(NCL) GEN
13. (i) WHETHER PHYSICALLY CHALLENGED : Yes No
- (ii) IF YES PERCENTAGE OF DISABILITY %
14. EDUCATIONAL QUALIFICATION :

Qualification (as required for the post)	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

*Attach separate sheet, if necessary

16. ADDRESS FOR COMMUNICATION :
- PIN CODE :
17. NEAREST RAILWAY STATION(For TA purpose) :
18. EMAIL ID (mandatory, in block letters) :
19. TELEPHONE NUMBER : Mobile: Landline:

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 certificates.

Annexure- A

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 : _____