



**RE-NOTIFICATION UNDER SPECIAL RECRUITMENT DRIVE TO CLEAR THE BACKLOG  
VACANCIES FOR PERSONS WITH DISABILITIES (PWDs)**

**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. It is engaged in Exploration, Production and Transportation of crude oil, natural gas and manufacture of LPG with its Field Headquarters at Duliajan, District – Dibrugarh (Assam) - 786602.

**OIL INDIA LIMITED (OIL)** invites applications from eligible candidates (**domicile of Assam or Arunachal Pradesh**) to clear the **BACKLOG VACANCIES** in the under mentioned posts under the **SPECIAL RECRUITMENT DRIVE FOR PERSONS WITH DISABILITIES (PWDs)**:

SN.	POST CODE	NAME OF POST AND GRADE	NO. OF VACANCIES AND RESERVATION (SUITABILITY)	SCALE OF PAY	QUALIFICATION
1.	JAC12016	Junior Assistant-I (Clerk-cum-Computer Operator) 'Trainee', Grade-V	<b>07 :</b> VH – 02 HH – 05 (LV, HH)	₹ 13,500.00 - ₹ 28,000.00	<b>Essential:</b> i. Passed Class 10+2 or equivalent in any stream from a Govt. Recognized Board/University. ii. Must have minimum 06 (six) months Diploma/Certificate in Computer Application and should be fully conversant with MS Word, MS Excel, MS Powerpoint, etc. iii. Computer typing with a minimum speed of 30 (thirty) words per minute. <b>Desirable:</b> i. Computer working experience.
2.	SAS12016	Senior Assistant-I (Steno-Typist) 'Trainee', Grade-VII	<b>03 :</b> VH – 03 (LV)	₹ 16,000.00 - ₹ 34,000.00	<b>Essential:</b> i. Must be a Graduate in any discipline from a Govt. Recognized University. ii. Must possess Certificate of Shorthand in English with a minimum speed of 80 words per minute and computer typing with a minimum speed of 30 (thirty) words per minute. iii. Must have minimum 06 (six) months Diploma/Certificate in Computer Application and should be fully conversant with MS Word, MS Excel, MS Powerpoint, etc. <b>Desirable:</b> i. Diploma in Secretarial Practice from a Govt. Recognized Institute. ii. Working experience as Stenographer.

**Note:**

- Candidates should specifically indicate the nature of disability in the prescribed application form. Disability of the candidates should not be less than 40% of relevant disability. Candidates must possess a disability certificate as per the standard format issued by the Competent Medical Authority under the Directives/Guidelines/Instructions of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Rules.

• **Abbreviations used:**

PWD-Persons with Disability, VH-Visually Impaired, HH-Hearing Impaired, LV-Low Vision.

**A. AGE LIMIT \* (AS ON 16/04/2016):**

CATEGORY	AGE LIMIT
General	Minimum 18 years and maximum 40 years
SC/ST	Minimum 18 years and maximum 45 years
OBC (Non-Creamy Layer)	Minimum 18 years and maximum 43 years
Ex-Servicemen	As per Government of India Directives

\* Inclusive of **age relaxation** for SC/ST/OBC (Non-Creamy Layer) and persons with disabilities as per Government of India directives subject to the condition that maximum age of the applicant on the crucial date i.e. **16/04/2016 (last date of receiving application)** shall not exceed 56 years as per OM No. F.No15012/1/2003-Estt.(D) dated 29/06/2015.

**B. PAY & ALLOWANCES:** The selected candidates will be engaged as "Trainee" for 01 (one) year. During the training period, the candidate will receive the minimum Basic Pay and DA of immediate lower Grade only. Therefore, the Basic Pay during the training period as applicable to these posts is as follows:

- Post No.'1' - ₹ 12,000.00
- Post No.'2' - ₹ 15,000.00

Thereafter, on successful completion of the training period and passing the departmental test, the candidate will be absorbed on probation in regular Grade-V and Grade-VII respectively, as applicable, in the scale of pay given above plus other applicable allowances, as per Company's Rule.

**C. WHETHER WOMEN ARE ELIGIBLE:** Yes.

**D. SELECTION METHODOLOGY:**

Only those candidates, who fulfill the criteria mentioned in this notification as on **16/04/2016** will be called for Stage-I.

- (a) **For Post at SN.'1':** Those who obtain minimum 50% (fifty percent) marks in the Written Test (Stage-I) will qualify for Computer Operation Skill Test (Stage-II). The Computer Operation Skill Test (Stage-II) will be of a qualifying nature only and does not carry any weightage. To qualify in the Computer Operation Skill Test (Stage-II), the minimum pass mark is 50% (fifty percent). Final selection will be made in order of merit on the basis of the total marks obtained in the Written Test (Stage-I) only.
- (b) **For Post at SN.'2':** Those who obtain minimum 50% (fifty percent) marks in the Written Test (Stage-I) will qualify for Shorthand and Computer Operation Skill Test (Stage-II). The Shorthand and Computer Operation Skill Test (Stage-II) will be of a qualifying nature only and does not carry any weightage. The Shorthand and Computer Operation Skill Test (Stage-II) includes 2 parts, (1) Shorthand and (2) Computer Operation Skill Test. The candidate has to individually obtain minimum 50% marks in each part to qualify in the Shorthand and Computer Operation Skill Test (Stage-II). Final selection will be made in order of merit on the basis of the total marks obtained in the Written Test (Stage-I) only.

**E. CONCESSION:**

- (a) Candidates are exempted from payment of application fee.
- (b) Eligible SC/ST candidates appearing in applicable selection stage shall be reimbursed second class Rail / Bus fare by the shortest route as per rules on production of tickets.

**F. GENERAL CONDITIONS:**

- (a) **All candidates will be required to produce in original as well as self-attested photocopies of all relevant certificates / testimonials / marksheets for verification at the time of Pre-Employment Medical Examination i.e. Birth Certificate/10<sup>th</sup> or equivalent Admit Card/Pass Certificate indicating Date of Birth, Class 10<sup>th</sup> or equivalent onwards all Educational Qualification testimonials including Essential/Desired qualification, Caste Certificate, PWD Disability Certificate, Discharge Certificate in case of Ex-Servicemen, Valid Employment Exchange Registration Card, Localman Certificate and other certificates, as applicable, issued by appropriate Competent Authority.**
- (b) Valid Caste certificate by candidate seeking age relaxation as SC/ST/OBC (Non-Creamy Layer), in the prescribed/standard format as per Government of India and issued by the Competent Authority indicating clearly the candidate's caste, the Act/Order under which the caste is recognized as SC/ ST/OBC (Non-Creamy Layer), the village/town the candidate is ordinarily a resident of and other details, as necessary will have to be submitted/furnished for verification at the time of Pre-Employment Medical Examination.
- (c) Valid PWD certificate, in support of their claims clearly indicating that the degree of physical disability is 40% or more, in the prescribed/standard format(s) as per Government of India and issued by the Competent Authority will have to be submitted/furnished for verification at the time of Pre-Employment Medical Examination and will be considered for appointment to the post on fulfilling the prescribed standards of Medical Fitness of Oil India Limited. The Competent Authority to issue PWD certificate shall be a Medical Board duly constituted by the Central or a State Government of India.
- (d) For claiming the benefit of OBC (Non-Creamy Layer) category, the candidates should submit caste certificate as per proforma prescribed by Government of India and issued by the Competent Authority which would, among others, specifically mention that the candidates do not belong to the persons/sections (creamy layer) as mentioned in Column 3 of the schedule to the Department of Personnel & Training, Govt. of India O.M. No. 36036/2/2013-Estt.(Res) dated 30/05/2014.
- (e) The candidature of a candidate will be rejected if his/her certificates/testimonials, etc. submitted are found to be false. Names of such candidates will be blacklisted for applying against any post in OIL in future.
- (f) Final appointment of the provisionally selected candidate in the Company will be subject to complying with Company's prescribed pre-employment formalities i.e. verification of certificates, Pre-Employment Medical Examination, Police verification report of character & antecedents and after compliance with all other formalities as per the Recruitment Policy and rules of the Company.

- (g) **Canvassing in any form whether directly or indirectly shall amount to REJECTION OF CANDIDATURE.**
- (h) The decision of the Management will be final and binding on all candidates on all matters relating to the eligibility, acceptance or rejection of the applications, mode of selection, cancellation of the recruitment process, etc. and no enquiry/correspondence will be entertained in this regard.
- (i) Notifications have also been sent to the Employment Exchanges of OIL's production and exploration areas of Assam and Arunachal Pradesh and Special Employment Exchanges for PWDs in Jorhat, Guwahati and Vocational Rehabilitation Centre for Handicapped, Guwahati. However, if the candidate's name is sponsored by the concerned employment exchange, then his/her application filed separately will be treated as cancelled.
- (j) Candidates must have valid Employment Exchange Registration Card, domicile of Assam and Arunachal Pradesh only.
- (k) Candidates must clearly mention the **Post Code and Post Applied For** at all applicable places.
- (l) **Candidates applying for more than one post must apply separately for each post.**
- (m) All the details given in the Application Form will be treated as final and no changes will be entertained.
- (n) Candidates employed in Govt./Semi Govt./PSU should route their applications through Proper Channel or produce 'No Objection Certificate' at the time of Pre-Employment Medical Examination.
- (o) Incomplete applications will be summarily rejected. Applications received without copies of relevant testimonials of qualification, mark sheets, age, caste-certificate in applicable format, valid employment exchange registration card and any other certificate/testimonial in the format other than those prescribed, application format, as given, photograph not signed etc. will be rejected.
- (p) Valid e-mail address and contact no. should be compulsorily and clearly mentioned in the application.
- (q) Candidates should submit applications by **Ordinary Post / Speed Post only.**
- (r) The facility of **SCRIBE** will be allowed as per Government of India rules. For engaging the Scribe, the candidate will have to suitably inform The Advertiser (Oil India Limited), Employee Relations Department, P.O.-Duliajan, District-Dibrugarh, Assam, 786602 in advance as per the format in Annexure-I.

**G. HOW TO APPLY:**

- (a) **Application giving the detailed information as per the format given herewith should be sent to the following address by Ordinary Post/Speed Post only, along with 02 (two) copies of recent 3cm x 3cm coloured photographs and self-attested photocopies of all relevant certificates/testimonials/marksheets viz. Birth Certificate/10<sup>th</sup> or equivalent Admit Card/Pass Certificate indicating Date of Birth, Class 10<sup>th</sup> or equivalent onwards all Educational Qualification testimonials including Essential/Desired qualification, Caste Certificate, PWD Disability Certificate, Discharge Certificate in case of Ex-Servicemen, Valid Employment Exchange Registration Card, Localman Certificate and other certificates, as applicable, issued by appropriate Competent Authority:**

To,  
**The Advertiser (Oil India Ltd.)**  
**Employee Relations Department**  
**P.O.-Duliajan,**  
**District-Dibrugarh,**  
**Assam-786602**

**APPLICATION FORMAT**

1	Post Applied For	:								Paste recent 3cm x 3cm coloured photograph		
2	Post Code	:										
3	Name in Full (in Capital Letters)	:										
4	Gender (Please tick)	:	MALE			FEMALE						
5	Date of Birth (DD/MM/YYYY)	:			/			/				
6	Father's Name	:										
7	Mother's Name	:										
8	State of Domicile	:										
9	Religion	:										
10	Nationality	:										

11	Caste Category (Please tick)	:	GEN	SC	ST	OBC (NCL)
12	Marital Status (Please tick)	:	MARRIED		UNMARRIED	
13	i. Category of PWD (Please tick)	:	VH	HH	ii. Percentage of disability :	<input type="text"/> %
14	i. Whether Ex-Serviceman (Please tick)	:	YES	NO	ii. No. of years of service in defence etc. with details:	<input type="text"/>
15	Educational Qualification Class 10 <sup>th</sup> onwards (including any diploma / certification in computer / shorthand etc.)	:	Qualification	Board / Institute / University	Duration of course (in years)	Year of passing
						Percentage of marks obtained (%)
16	Experience, if any	:	Name & Address of the Organization	Post / Designation held	Period of service From To	Nature of duties
						Place of posting
17	Employment Exchange Registration Details	:	i). Name of Employment Exchange:	<input type="text"/>	ii). Registration No.:	<input type="text"/>
18	Permanent Address (in Block / Capital Letters)	:	<input type="text"/>			
			Pin Code: <input type="text"/>			
19	Present Mailing / Correspondence Address (in Block / Capital Letters)	:	<input type="text"/>			
			Pin Code: <input type="text"/>			
20	Nearest Police Station & Railway Station	:	P.S. – _____ R.S. – _____			
21	Valid E-mail Address	:	<input type="text"/>			
22	Mobile No.	:	<input type="text"/>			

I hereby declare that the particulars stated in the above application form are true, correct and complete to the best of my knowledge and belief and nothing has been concealed or incorrect information has been furnished. In case any of the information furnished by me in this application is found to be false, incorrect and misleading at any time after submission of the same, I shall be fully responsible for the same and have no objection against the cancellation of my candidature. I will make no claim for appointment against the post and shall also have no objection for taking any legal action as deemed fit by OIL.

Date:

Signature of Applicant

Enclosures (self-attested photocopies, in sequence) :

1. Educational qualification certificates & Mark Sheets.
2. Age certificate.
3. Caste certificate (if applicable).
4. Disability certificate.
5. Valid Employment Exchange Registration Card.
6. Other certificates, as applicable.

(b). The Envelope containing the application should be **superscribed with 'POST CODE AND NAME OF POST APPLIED FOR'.**

H. **Last date of receiving application** : **16/04/2016**

**Applications received after the last date of submission will neither be entertained nor returned.  
(OIL SHALL NOT BE RESPONSIBLE FOR ANY POSTAL DELAY)**

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**UNDERTAKING FOR SCRIBE ENGAGED BY THE PWD CANDIDATE**

Paste recent  
3cm x 3cm  
coloured  
photograph of  
the Scribe

1. Name of the Candidate: \_\_\_\_\_
2. Father's Name of the Candidate: \_\_\_\_\_
3. Permanent Address of the Candidate: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Postal Address of the Candidate: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Contact No. of the Candidate: \_\_\_\_\_
6. E-mail address of the Candidate: \_\_\_\_\_
7. Name of the Scribe: \_\_\_\_\_
8. Date of Birth of the Scribe: \_\_\_\_/\_\_\_\_/\_\_\_\_\_
9. Gender of the Scribe (Male/Female) : \_\_\_\_\_
10. Father's Name of the Scribe: \_\_\_\_\_
11. Permanent Address of the Scribe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
12. Postal Address of the Scribe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
13. Contact No. of the Scribe: \_\_\_\_\_
14. E-mail address of the Scribe: \_\_\_\_\_

15. Educational Qualification(s) of the Scribe:

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16. Relationship of the Scribe with the Candidate:

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**DECLARATION**

We hereby declare that the particulars mentioned above are true and correct to the best of our knowledge and belief. We also understand that in case it is detected at any stage of recruitment that we do not fulfill the eligibility norms and/or that the information declared/ furnished by us is incorrect/false or that we have suppressed any material fact(s), the candidature of the applicant will stand cancelled in all regards. If any of these shortcomings is/are detected even after the candidate's appointment, his/her services are liable to be terminated. In such circumstances, both signatories will be liable to criminal prosecution.

**(Signature of the Candidate  
in the above box)**

**(Thumb Impression of the  
Candidate in the above box)**

**(Signature of the Scribe  
in the above box)**

**(Thumb Impression of the  
Scribe in the above box)**