



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 SC/ST candidates, Oil India Ltd. invites applications from eligible Indian Nationals, to filling up the following posts:

Post Name & Post Code	Indicative number of Vacancies*		Grade & Scale of Pay (Rs)	Post Qualification relevant experience as on 05.07.2018 (in years)	Age limit (in years) as 05.07.2018	Educational Qualification	Identified for PWD
	SC	ST					
Manager (Accounts)/Manager (IA) PERS:04:2018:F&A:01		1	C 80000-220000	3 Years of post-qualification experience in Financial/ Audit Functions in (i) reputed Public or Private Sector Companies OR (ii) Govt. Audit Dept. or Audit Firms conducting audit of other Companies.	39	Associate Member of ICAI/ICMAI	OA,OL,BL, OAL,BLOA,HH
Senior Accounts Officer / Senior Internal Auditor PERS:04:2018:F&A:02	1	1	B 60000-180000	NIL	34	Associate Member of ICAI/ICMAI	OA,OL,BL, OAL,BLOA,HH

Abbreviations Used: UR-Unreserved, SC-Scheduled Caste, ST-Scheduled Tribe, 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 are recognized by Government of India must be enclosed at the time of submission of application.
- Candidates without Membership certificate of ICAI/ICMAI are not eligible to 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.
- In case of candidates belonging to Persons with Disabilities (PWD) age relaxation will be 15 years for (PWD-SC/ST).
- 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 shortlisted candidates for the above posts will be required to appear for Written Test, Group Discussion and 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 candidates will be placed in the pay scale of Rs.60000–180000(starting Basic Pay of Rs.60000) and Rs. 80000-220000 (starting Basic Pay of Rs 80000) for Grades 'B' and 'C' respectively. 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' and 'C' at minimum of scale will be around, Rs. 100000 and Rs.120000 per month respectively. 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 found 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 in conformity 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.

- Experience Certificates from previous employers stating the job responsibilities and period of work.
 - Caste Certificate in Proper Format
 - PWD Certificate (if applicable) in Proper Format.
 - NO OBJECTION CERTIFICATE (NOC) from current Employer.
 - Membership Certificate of ICAI/ICMAI.
- 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 must upload documentary evidence of copy of No Objection Certificate / permission for applying for the same from the current employer while applying online. Candidates shortlisted for interview 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.
 - Candidates currently working in CPSEs and applying for post of Manager (Accounts)/Manager (Internal Audit) (Grade C) must have **at least one year experience** in the pay scale of Rs. 60000-180000 or a higher pay scale.
 - 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, in the prescribed format (available at <http://www.oil-india.com/oilnew/Current-openings>) from the competent authority indicating clearly the candidate's caste/community, the Act/ Order under which the caste is recognized as SC/ST and in case of and the village/ town the candidate is ordinarily a resident of will only be accepted. Please note that no other format of SC/ST caste certificate shall be accepted.
 - PWD certificate in prescribed format(s) (available at <http://www.oil-india.com/oilnew/Current-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/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.

- Company strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
- The candidates called for interview will be reimbursed travel 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 the place of interview in the NE region (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 06.06.2018 to 05.07.2018.
- Read the instructions carefully and fill in the online Application Form giving accurate information including experience details 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 (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)
- IV. Proof of Qualifying degree (Marks sheet & Pass certificate of Graduation/ Post Graduation/ Membership Certificate (ICAI/ICMAI) as applicable)
- V. Caste certificate
- VI. Disability Certificate (if applicable)
- VII. Copy of No Objection Certificate / permission for applying for the same from the current employer (if applicable)
- VIII. Experience certificates
- IX. Candidates currently working in CPSEs and applying for post of Manager (Accounts)/Manager (Internal Audit) (Grade C) must have **at least one year experience** in the pay scale of Rs. 60000-180000 or a higher pay scale and must upload proof of the same.

- 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

H. IMPORTANT DATES

Important Dates	Opening of OIL website for online submission of application	10:00 hours on 06.06.2018
	Last date for submission of online application in OIL	17:00 hours on 05.07.2018

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