



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

**ADVERTISEMENT NO: Ref No. PL/ER/16-4/2021/990, Date: 22.07.2021**

Oil India Limited (OIL) invite applications from eligible candidates for recruitment in the following positions in work person category at Oil India Limited (OIL), Pipeline Sphere, Assam, (only from the districts of Jorhat, Golaghat, Morigaon, Nagaon, Kaliabor, Kamrup (M), Kamrup, Nalbari, Bajali, Barpeta, Bongaigaon and Kokrajhar as per details given below:

S.No	Post	Essential Qualifications	UR	SC	ST	OBC	EWS	Total	PWBD Suitability
1	Assistant Technician (Electrical & Cathodic),  Grade -III  Pay Scale ₹ 26,600.00 – 90,000.00 POST CODE- ATECA	<ul style="list-style-type: none"><li>Class 10 passed from Govt recognized Board</li><li>Candidate must be trade certificate holder in the trade of Electrician from Govt. Recognized ITI / Institute with 2 (two) years duration</li><li>Must possess valid electrical workman permit issued by Electrical Licensing Board, Govt of Assam.</li></ul> a) Class- (i): For Voltages not exceeding “Medium Pressure” Indian Electricity Rules, 1956 (ii) Wiring of Buildings (For lights, fans and small motors) in cleat, wood casing and capping , metal sheathed tough rubber and conduit system and also in any other system as permitted under the Indian Electricity Rules, 1956.	9	2	2	4	1	18	D, HH, OA, OL, LC, Dw, AAV, ASD (M), SLD, MI, MD
2	Assistant Technician (Telecommunication,) Grade -III  Pay Scale ₹ 26,600.00 – 90,000.00  POST CODE- ATTEL	<ul style="list-style-type: none"><li>Class 10 passed from Govt recognized Board</li><li>ITI in Electronics/ Communication/ Instrumentation Trade from Govt Recognized Institute</li></ul>	1	1	-	-	-	2	D, HH, OL, CP, LC, Dw, AAV, SLD, MI, MD;

3	Assistant Technician (Fitting),  Grade -III  Pay Scale ₹ 26,600.00 – 90,000.00  POST CODE- ATFIT	<ul style="list-style-type: none"> <li>• Class 10 passed from Govt recognized Board</li> <li>• ITI in Fittings from Govt Recognized Institute</li> </ul>	8	1	1	3	1	14	LV, D, HH, OL, BL, LC, Dw, AAV, ASD(M), SLD, MI, MD
4	Junior Engineer (Electrical & Cathodic)  Grade – VII  POST CODE- JEECA  Pay Scale ₹ 32,000- 1,27,000	<ul style="list-style-type: none"> <li>• Class 10 passed from Govt recognized Board</li> <li>• Passed 03 years Electrical Engineering Diploma Course</li> <li>• Must possess six months certificate / diploma in Computer Application</li> <li>• Must possess all the following valid electrical Supervisory Certificate of Competency issued by Electrical Licensing Board, Govt of Assam</li> <li>• a) Part -1: Elementary Principles</li> <li>b) Part 2: Wiring for systems not exceeding 250 Volts</li> <li>c) Part 3: DC apparatus not exceeding 650 Volts</li> <li>d) Part 4: AC apparatus not exceeding 650 Volts</li> <li>e) Part – 5 : Underground Cable – <ul style="list-style-type: none"> <li>a) Voltages Upto 1100 Volts</li> <li>b) Voltages up to 11, 900 Volts</li> </ul> </li> <li>f) Part – 7 : Overhead lines - <ul style="list-style-type: none"> <li>(a) Upto 650 Volts</li> </ul> </li> </ul>		1	1	3	1	12	D, HH, OL, LC, Dw, AAV, SLD, MI, MD
5	Junior Engineer (Telecommunication)	<ul style="list-style-type: none"> <li>• Class 10 passed from Govt recognized Board</li> <li>• Passed 03 years Diploma in Electronics &amp; Communication Engineering from Govt</li> </ul>	2	-	-	2	-	4	LV, D, HH, OA, OL, CP, LC, Dw, AAV, SLD, MI, MD

	Grade – VII POST CODE- JETEL Pay Scale ₹ 32,000-1,27,000	Recognized Institute.							
6	Junior Engineer (Civil) Grade – VII POST CODE- JECIV Pay Scale ₹ 32,000-1,27,000	<ul style="list-style-type: none"> <li>Class 10 passed from Govt recognized Board</li> <li>Passed 03 years Civil Engineering Diploma Course</li> <li>Must possess minimum 6 months diploma/ certificate in Computer application</li> </ul>	1	-	-	1	-	2	LV, D, HH, OA, BA, OL, BL, Dw, AAV, SLD, MI, MD
7	Junior Engineer (Operations) Grade – VII POST CODE- JEOPE Pay Scale ₹ 32,000-1,27,000	<ul style="list-style-type: none"> <li>Class 10 passed from Govt recognized Board</li> <li>Passed 03 years Mechanical Engineering Diploma Course in relevant Discipline</li> <li>Must possess minimum 6 months diploma/ certificate in Computer application</li> </ul>	6	-	1	2	1	10	LV, D, HH, OA, BA, OL, Dw, AAV, ASD(M), SLD, MI, MD

*Please note that, candidate(s) possessing the aforesaid essential qualification only should apply for the notified post.*

**Note:**

Abbreviations

a	B=Blind, LV=Low Vision
b	D=Deaf, HH= Hard of Hearing
c	OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, MDy=Muscular Dystrophy
d	ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), SLD= Specific Learning Disability, MI= Mental Illness

e	MD=Multiple Disabilities
UR, ST, SC, OBC(NCL), EWS	Un-Reserved, Scheduled Tribes, Schedules Caste, Other Backward Classes (Non-Creamy Layer). Economically Weaker Sections

- (i) In addition to the reservation of posts for SC, ST, OBC (NCL) and EWS, posts will also be reserved for Persons with Benchmark Disabilities and Ex-Servicemen as per Government guidelines.
- (ii) Reservation for Persons with Benchmark Disabilities: Post Code- ATFIT- b:01 no. & Post Code- JEOPE- c:01 no.

**1.0 AGE-LIMIT (AS ON THE CRUCIAL DATE i.e. 14/08/2021):**

SN.	CATEGORY	AGE LIMIT
1.	<b>GENERAL</b>	Minimum 18 Years and Maximum 30 Years
2.	<b>SC/ST</b>	Minimum 18 Years and Maximum 35 Years
3.	<b>OBC (Non-Creamy Layer)</b>	Minimum 18 Years and Maximum 33 Years

- (i) Minimum age limit is 18 years for all categories and age relaxation to Persons with Benchmark Disabilities/Ex-Servicemen shall be as per Government of India directives.
- (ii) Date of Birth (DOB) as mentioned in the Admit Card or Pass Certificate or Marksheet of Class 10 issued by the concerned Government Recognized Education Board will only be considered as valid proof of date of birth. No other document will be accepted for verification of date of birth.
- (iii) Work contract labours (WCLs) of Pipeline Sphere will be allowed age relaxation to the extent of service rendered by them as contract labours through the contractors for execution of OIL's contractual jobs for being considered in direct recruitment subject to a maximum age limit of 56 years. This is subject to fulfilment of the requisite notified criteria.
- (iv) Candidates who have completed Apprenticeship training under Pipeline Sphere & COEES, OIL will be eligible to apply subject to fulfilment of the requisite notified criteria.

## **2.0 CONCESSIONS & RELAXATIONS:**

- (i) Relaxations in age will be provided to the respective categories, as given in the relevant clause hereinabove.
- (ii) SC/ST/EWS/Persons with Benchmark Disabilities/Ex-Servicemen candidates are exempted from payment of online application fee.
- (iii) Eligible SC/ST/Persons with Benchmark Disabilities candidates appearing in applicable selection test(s) will be reimbursed 2nd class Rail/Bus fare by the shortest route on production of proof as per rules.

## **3.0 SELECTION METHODOLOGY:**

- (i) Only those candidates, who fulfil the eligibility criteria mentioned in this advertisement/notification as on the crucial date will be called for the Computer Based Test (CBT).
- (ii) The selection process shall consist of a Computer Based Test (CBT) wherein the qualifying marks will be minimum 40% marks for SC/ST/Persons with Benchmark Disabilities and minimum 50% marks for others.
- (iii) Candidates will be called for Computer Based Test (CBT) only on the basis of their declaration in the completed online application form.

The question paper for Computer Based Test (CBT) will consist of 3 (three) sections as detailed hereunder

<b>Section / Part</b>	<b>Parameters</b>	<b>Percentage of Marks</b>
A	English Language & General Knowledge /Awareness and Questions on Oil India Limited.	20%
B	Reasoning, Arithmetic/Numerical & Mental Ability	20%
C	Domain or Relevant Technical Knowledge:	60%
	TOTAL	100%

The Computer Based Test (CBT) will primarily comprise of questions in the multiple-choice questions (MCQ) format and will include questions for testing the requisite skills i.e., proficiency in MS Office (Word, Excel, Power Point etc). The answers are to be submitted online/ computer interface at the assigned centre.

- (iv) Total Marks in the CBT will be of 100, with (01) mark for each correct answer.
- (v) There will be negative marking in the CBT, 0.25 marks will be deducted for each wrong answer.
- (vi) The Computer Based Test (CBT) will be in English language.
- (vii) The total duration of the Computer Based Test (CBT) will be 02 (two) hours.
- (viii) Compensatory time in addition to the duration of the Computer Based Test (CBT) will be allowed to eligible candidates who are Persons with Benchmark Disabilities, as applicable.
- (ix) In the final merit list for selection, if Computer Based Test (CBT) marks of more than one candidate are same, then the candidate who obtains more marks in Part-C of the Computer Based Test (CBT) will be given preference. In case, if the marks in Part-C are same, then the candidate who obtains

more marks in Part-B will be given preference. If the marks in Part-B are also same, then the candidate older in age will be given preference in the final merit list.

- (x) Final selection will be made in order of merit on the basis of the marks obtained in the Computer Based Test (CBT) only.

**4.0 DOCUMENT(S)/CERTIFICATE(S)/TESTIMONIAL(S):**

- (i) Candidate(s) will have to possess all the compulsory document(s)/certificate(s)/testimonial(s), as applicable, and will have to produce them as required (in original and required copies) for the purpose of uploading in the online system/submit at the appropriate stage, as applicable, during the recruitment process. The list of essential document(s)/certificate(s)/testimonial(s) for further necessary requirements is given as under:

<b>SN.</b>	<b>COMPULSORY DOCUMENTS/CERTIFICATES/TESTIMONIALS (AS ON THE CRUCIAL DATE i.e. 21/09/2021):</b>
1	Employment Exchange Registration Card / Zila Sainik Welfare Office Registration Card for Ex-servicemen.
2	Admit Card or Pass Certificate or Marksheet of Class 10 issued by the concerned Government Recognized Education Board as valid proof of date of birth.
3	Marksheets and Pass Certificate of Class 10.
4	Diploma/Certificate in Computer Application of minimum 06 (six) months duration, wherever applicable.
5	Apprenticeship certificate, in case the candidate has completed apprenticeship training in Pipeline Sphere or COEES , OIL
6	Pass certificate against ITI course or Diploma as per the applicable Post Code
7	Valid Govt. certified trade license/ certificate against Post Code ATECA & JEECA
8	Caste Certificate of SC/ST/OBC, if applicable.
9	OBC Non-Creamy Layer (NCL) Certificate, if applicable.

10	Income & Assets Certificate to be Produced by Economically Weaker Sections, if applicable.
11	Disability Certificate (in case of Persons with Benchmark Disabilities). In case the candidate avails scribe facility, scribe certificate will be required.
12	Valid Discharge Certificate/Book/Service & Release Certificate for Ex-Servicemen clearly showing Personal Particulars and Service Particulars, if applicable.
13	Photo Pass for WCL, if applicable.
14	Valid No Objection Certificate signed by concerned Authority, if employed in Government Service/Public Sector Undertaking.

- (ii) The essential documents/certificates/testimonials will have to be uploaded at the time of online application. Candidate(s) must ensure that all the details provided by the candidates in the online application form tally with the respective documents/certificates/testimonials. Any mismatch in the declaration on the online application form with the respective documents/certificates/testimonials shall lead to rejection of candidature at any stage of the selection process.
- (iii) All the documents/certificates/testimonials submitted by the candidate(s) will be verified from the concerned Issuing Authorities.
- (iv) During document verification at any stage of the selection process, the candidature may be rejected if the document(s)/certificate(s)/testimonial(s) etc. are not found to be in order or as per our requirement. Further, in case it is detected that a candidate has furnished any incorrect/doctored/false information/document(s)/ certificate(s)/testimonial(s) or has suppressed any material fact(s), his/her candidature will stand cancelled, and name of such candidate(s) will be blacklisted for applying against any post in Oil India Limited in future.

#### **5.0 MEDICAL FITNESS/PRE-EMPLOYMENT MEDICAL EXAMINATION (PEME):**

Appointment of provisionally selected candidate(s) is subject to his/her being declared medically fit as per the requirement of the Company. The medical fitness of each candidate will be assessed by OIL Authorized Medical Attendant/OIL nominated/Empanelled Hospitals and appointment will be subject to meeting the medical standards prescribed in the Physical Fitness criteria available at ([https://oil-india.com/Current\\_openNew.aspx](https://oil-india.com/Current_openNew.aspx))

#### **6.0 APPOINTMENT OF PROVISIONALLY SELECTED CANDIDATE(S):**



(i) Provisionally selected candidate(s) will be appointed as a 'Probationer' for a period of 12 (twelve) months. Upon successful completion of probationary period, the probationer will be considered for confirmation subject to satisfactory performance during the probationary period. In the event of the performance of a probationer being found unsatisfactory, the probationary period will be extended for a period of 06 (six) months beyond the initial probationary period of 12 (twelve) months. If at the end of the extended period of probation of 06 (six) months, the performance of the probationer is still found unsatisfactory, another extension of 06 (six) months can be given in the probationary period. However, even if after two extensions of 06 (six) months each the performance of the probationer is still not satisfactory, his/her appointment will stand terminated. A 'probationer' will be confirmed through a letter expressly mentioning the advice of confirmation, the effective date of confirmation and without which there will be no deemed confirmation or automatic confirmation at the end of the probationary period of 12 (twelve) months or the extended period of probation, if any.

(ii) The appointment as a 'Probationer' in the above post(s) will be provisional and further subject to verification of all the documents/certificates/testimonials submitted in respect of age; caste; non-creamy layer (NCL), if applicable; education; experience and others, as applicable, as well as verification of character & antecedents through appropriate authority. The probationer will be eligible for confirmation in the Company in a regular grade only after requisite documents/certificates/testimonials are duly verified as authentic and positive character and antecedents are received from the concerned Issuing Authorities, subject to fulfilment of condition stipulated at Clause-6.0 (i) above. In case the verification report received from the Issuing Authorities reveals that any of the documents/certificates/testimonials submitted by the probationer is/are false/fake/incorrect or any adverse report of character and antecedents is received from the appropriate authority or in the event of giving any false declaration in the Personal Bio-data filled and duly signed at the time of employment, the provisional appointment as a 'Probationer' will be terminated/cancelled/disqualified at any stage with 15 (fifteen) days notice, besides being liable for penal action under the provisions of the Indian Penal Code.

## **7.0 GENERAL INSTRUCTIONS:**

(i) In view of the current situation arising out of COVID-19 pandemic, all applicable guidelines/directives/orders issued by the Government pertaining to COVID-19 pandemic situation will be strictly followed and as such, the selection process might get delayed/extended/postponed/cancelled in line with the Government guidelines. Hence, the candidates are advised to keep checking OIL's website regularly.

(ii) Candidates are advised to strictly abide by all the applicable guidelines/directives/orders issued by the Government pertaining to COVID-19 pandemic situation and accordingly, take all necessary precautionary safety measures (wearing of mask, carrying hand sanitizer, maintaining social distance, maintaining hygiene etc.) during the selection process.

(iii) Candidate(s) are advised to carefully read the full advertisement for details of eligibility criteria and selection methodology before submission of the online application form.

(iv) Candidate(s) are advised to furnish the correct information about their qualification, age, caste category etc.

(v) Valid caste certificate by SC/ST candidate(s) in the prescribed format as per Government of India Guidelines ( available at [https://www.oil-india.com/Current\\_openings](https://www.oil-india.com/Current_openings) ) and issued by competent authority indicating clearly the candidate's caste /community , the Act / Order under which the caste is recognized as SC/ST. Please note that no other format of SC/ST caste certificate shall be accepted.

(vi) For claiming the benefit of OBC (Non-Creamy Layer) category, the candidate(s) must produce a latest caste certificate as per proforma prescribed by Government of India (available at [https://www.oil-india.com/Current\\_openings](https://www.oil-india.com/Current_openings)) and issued by the Competent Authority which would, amongst others, specifically mention that the candidate(s) do not belong to the persons/sections (creamy layer). Further, the valid OBC certificate should also clearly indicate that the candidate does not belong to creamy layer as defined by the Government of India for applying to posts and services under the Central Government. Candidate(s) with OBC caste but belonging to creamy layer are not entitled to OBC reservation/relaxation benefits

(vii) Candidate(s) seeking reservation under Economically Weaker Sections (EWS) category must produce a valid Income and Assets Certificate issued by the Competent Authority as per the prescribed format of the Government of India (available at [https://www.oil-india.com/Current\\_openings](https://www.oil-india.com/Current_openings)) with regard to Economically Weaker Sections (EWS).

(viii) Candidate(s) who are Persons with Benchmark Disability (PwBD) will have to upload disability certificate at the time of application in support of their claims clearly indicating that the degree of physical disability is 40% or more, in the prescribed format available at ([https://oil-india.com/Current\\_opening.aspx](https://oil-india.com/Current_opening.aspx)), as per Government of India Guidelines issued by the Notified Medical Authority. Please note that no other format of PwBD certificate shall be accepted.

(ix) Candidates with benchmark disabilities desirous to use his/her own scribe facility at own cost and arrangement will have to choose appropriate option while applying online and upload scanned copy of relevant declaration by the candidate such as (i) Certificate in the specified format to the effect that the person concerned has physical limitation to operate computer , and scribe is essential to operate computer and type for examination on his/her behalf, from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Govt. health care institution, (ii) Specimen Signature & coloured passport photograph of the scribe. The respective scanned image resolution and format for passport photo, signature and required certificates should be as referred under the heading 'Instructions regarding scanning of photograph, Signature and Certificates' in 'How to Apply' part.

(x) In case of Ex-servicemen, candidate(s) must upload valid Discharge Book / Service and release certificate along with the application.

(xi) Candidates who are Ex-Servicemen and whose experience of service in the Armed forces have been equated by the Government of India with an induction level qualification prescribed in this advertisement, then the said experience shall be acceptable as an induction level qualification for the said posts in this recruitment. The Ex-Servicemen candidate shall however have to produce an equivalency certificate stating that their qualification has been equated with the prescribed qualification in this advertisement failing which their candidature will not be considered.

- (xii) For posts where no vacancies earmarked for Reserved Category, the reserved category candidate can apply against unreserved vacancies. However, he / she may indicate actual category in the online application so as to avail fee concession. His / her candidature shall however be treated at par with General category candidate.
- (xiii) Candidate(s) must produce a valid Employment Exchange Registration Card issued by an Employment Exchange.
- (xiv) The candidate(s) will be wholly/exclusively responsible for the information provided in his/her online application form. All details given in the online application form will be treated as final and no changes will be entertained.
- (xv) Candidate(s) employed in Government/Public Sector Undertaking must produce a 'No Objection Certificate' from the present employer. In case the candidate fails to submit the 'No Objection Certificate' at the application stage, his/her candidature will not be considered.
- (xvi) The candidate(s) must have an active e-mail ID and mobile number which must be valid till the process of recruitment is over since communication with the candidate(s) will take place through e-mail/SMS. Same e-mail ID and mobile number cannot be used by any other candidate for filling the online application form for this notification. No change in the e-mail ID and mobile number will be allowed.
- (xvii) Candidate(s), who are short-listed for CBT shall receive their Admit Cards online for appearing in the respective Test. Mere issue of admit card to the candidate(s) for the selection stages will not imply that his/her candidature has been finally accepted by OIL.
- (xviii) OIL will not be responsible for any loss/non-delivery of e-mail/SMS/any other communication sent, due to invalid/wrong e-mail ID/mobile number/contact details furnished by the candidate.
- (xix) Candidate(s) will be required to carry their valid photo identity proof (PAN Card/Driving Licence/Voter ID Card/Aadhaar Card/Passport etc) for the Computer Based Test. The photo identity proof will be checked and verified during the test. Candidate(s) without a valid photo identity proof will not be allowed to appear for the Computer Based Test.
- (xx) Candidate(s) have to make their own arrangement for boarding and lodging in any stage of the selection process. No accommodation or arrangement for keeping documents or belongings will be provided during the entire selection process.
- (xxi) Any tampering of Admit Card or other documents will lead to disqualification of the candidate at any stage of selection process including debarring from appearing in the Test(s).

(xxii) Candidate(s) are advised in their own interest to complete the submission of online application form sufficiently in advance before the last date so as to avoid last minute rush leading to possibility of inability/failure to log on to the website on account of heavy load/congestion. Oil India Limited will not be responsible for the candidates not being able to submit their online applications within the prescribed closing date on account of any reason beyond the control of Oil India Limited.

(xxiii) Merely qualifying in the Computer Based Test or provisionally selected after the recruitment process will not confer any right of regular appointment to the candidate(s). Appointment of provisionally selected candidate(s) is subject to his/her being declared medically fit in the Pre-Employment Medical Examination and fulfilling other pre-employment formalities as per the requirements of the Company.

(xxiv) Canvassing in any form whether directly or indirectly will disqualify the candidate.

(xxv) The decision of the Management will be final and binding on all candidate(s) on any matter(s) regarding 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.

(xxvi) 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.

(xxvii) The results of the selection process(s), as applicable, will be declared in the Oil India Limited website ([www.oil-india.com](http://www.oil-india.com)). Candidates are advised to keep checking OIL's website regularly for the same and any update/ information pertaining to the above recruitment process.

## **8.0 CRUCIAL/CUT-OFF DATE:**

(i) The crucial/cut-off date for age, qualification etc. will be the last date for submission of online application i.e. 21/09/2021.

## **9.0 HOW TO APPLY:**

i) Candidate(s) fulfilling the above criteria would be required to apply online through the link available on the Oil India Limited website ([https://www.oil-india.com/Current\\_openNew.aspx](https://www.oil-india.com/Current_openNew.aspx)) from **01.09.2021**, 10:00AM to **21/09/2021**, 11.59 PM (Midnight).

- ii) Candidates should read the instructions carefully and fill the online application form giving correct, complete and accurate information. After successful registration, system will generate a unique registration number. Candidate(s) are required to keep the printout of the registration slip which will be generated by the system.
- iii) Eligibility of candidate(s) will be based on the details provided by the candidate as per the prescribed Application Form. Hence, it is necessary that applicants should furnish only accurate, full and correct information in the prescribed Online Application Form. Applications incomplete in any respect will be summarily rejected. Furnishing wrong/false information shall lead to disqualification of the application.
- iv) Candidate(s) should keep the following documents ready to be uploaded while applying online:
  - Copy of recent passport size colored photograph.
  - Admit Card or Pass Certificate of Class 10 indicating Date of Birth issued by the concerned Board of Education.
  - ITI certificate, relevant engineering diploma, trade license, as applicable.
  - Caste Certificate SC/ST/ OBC, if applicable.
  - Valid Disability Certificate if applicable.
  - Valid Certificate/Declaration for use of Scribe by PwBD candidate, if applicable.
  - Employment Exchange registration card
  - Valid discharge Book/Service and release certificate for Ex-Servicemen (page containing personal particulars and service particulars), if applicable.
  - Signature of Candidate.
- v) The step-by-step process for submitting the Online Application form for recruitment is given below:

**Step- I** (Registration):

- i) Candidates may visit our website <http://www.oil-india.com/oilnew/Current-openings> and click the APPLY ONLINE button under 'Recruitment for work person category at Oil India Limited, Pipeline Headquarters, Assam.
- ii) Candidates agreeing the terms & conditions may apply by clicking 'I Agree' checkbox on the instruction page and pressing 'Start' button.
- iii) Candidates will need to 'Register' with their valid E-mail ID and Mobile Number.
- iv) The candidate should fill up all the desired information on the registration page i.e. Personal details, Contact Details, etc. correctly.
- v) On completion of Step-I (Sign Up), a message will be received in candidate's registered email id conveying his/her "Application Number", "Login ID" and "Password". Candidates are advised to verify the correctness of the Email ID & Mobile Number before proceeding further.
- vi) Candidates are advised not to attempt for registration more than once. In case of multiple registrations, his/her most recent (current) will

be considered as final.

**Step II** (Completion of Application Form):

- i) After registration, candidate has to Re-login and Click on “Go to Applications” tab (at the top of the page) for filling-up Personal Details, Qualification Details, Eligibility Details, Experience details etc. and upload photo/signature and scanned relevant certificates etc.
- ii) Instructions regarding scanning of photograph, Signature and Certificates:
  - a) Photograph Image:
    - Photograph must be a recent passport size colour picture on white background (not older than 03 weeks).
    - The size and format of the scanned image should be : only in JPG; Max 100 KB, Dimension: Min 100px: Max: 150 px.
  - b) Signature Image:
    - The applicant has to sign on white paper with Black ink pen.
    - Please scan the signature area only and not the entire page.
    - The size and format of the scanned image should be: only in JPG; Max 50 KB, Dimension: Min 50px ; Max: 150 px.
  - c) Other Certificates:
    - Scanned relevant certificates respectively for DOB Proof, Educational Qualification, SC/ ST/ PwBD/ Ex-servicemen.
    - Size of file should be- Max 1MB in PDF format only.

**Step III** (Online payment of application fee):

- i) Steps to be followed in CCAVENUE portal for Online Payment:
  - a) System will redirect you on OIL INDIA LTD. page of CCAVENUE payment portal.
  - b) Select the Online Payment Option.
  - c) Kindly make the online payment via credit or debit card / UPI or Net banking and retain the transaction number for future reference.
- ii) Candidates are advised to keep with them the copy of the e-receipt as a token of remittance of fee for future reference.
- iii) In case the same is not reflecting, the candidate may Email to Helpdesk mail id: [helpdesk.oilindia@cbt exams.in](mailto:helpdesk.oilindia@cbt exams.in) with scanned copy of e-receipt about the same or call on Helpdesk No- **8866678549/ 8866678559**

10.0 **Online Application Fee:**

- a) For General/OBC candidate(s): ₹ 200/- as online application fee exclusive of GST and payment gateway/bank charges. The online application fee is non-refundable.
- b) The online application fee must be paid through the payment gateway integrated with the online application system for the concerned post. Payment of online application fee by any other mode is not acceptable and payments made through other modes will NOT be returned or refunded to the candidate(s).
- c) SC/ST/EWS/Persons with Benchmark Disabilities/Ex-Servicemen candidate(s) are exempted from paying the online application fee.

**11.0 All the details given in the online application form will be treated as final and no changes will be entertained.**

**12.0 All future announcements pertaining to the advertisement will be published in the Oil India Limited website ([www.oil-india.com](http://www.oil-india.com)) and not on any other website/medium.**

**13.0 Test Centres:**

- a) Depending upon the Number of applications received, the Computer Based Test (CBT) will be conducted in Guwahati, Assam.
- b) OIL reserves the right to change/add/remove the aforementioned test city/centers at its discretion.

**14.0 Important Dates:**

1	Opening of OIL website for online submission of application	01/09/2021 (10:00 AM)
2	Last date for submission of online application in OIL	21/09/2021 (11:59 PM- MIDNIGHT)

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**BEWARE OF FRAUDULENT OFFERS**

It has been brought to our notice that some unscrupulous individuals/ criminal elements are attempting to defraud jobseekers/ general public by issuing fake engagement/appointment letters, assuring jobs etc. in Oil India Limited. It may be noted that Oil India Limited has well laid out and transparent policies/procedures and engagement/appointment letters are issued by the company to selected candidates at the conclusion of such a process. Oil India Limited does not authorize any person/organization outside of Oil India Limited to offer any job on its behalf.

Oil India Limited warns all job seekers/general public to be vigilant against such unscrupulous elements and reject such engagement/appointment letters, assurance of jobs etc. in the company. Oil India Limited will not be responsible for any loss/damage suffered either directly or as a consequence of such fake offers from any source whatsoever.