



ऑयल इंडिया लिमिटेड

(भारत सरकार का उद्यम)

**Oil India Limited**

(A Government of India Enterprise)

Duliajan – 786 602, Assam

ADVERTISEMENT NUMBER: EX RECT/MED /2019-03

Oil India Limited, a Navratna Public Sector Undertaking is the pioneer and second largest national upstream Oil and Gas Company with a pan India presence and growing global footprint. OIL is all set to conquer newer horizons of all-round growth and excellence. It is engaged in exploration, production and transportation of crude oil, natural gas and manufacture of LPG with its Fields Headquarter (FHQ) at Duliajan, Dist. Dibrugarh, Assam. OIL has operations in Assam, Arunachal Pradesh, Andhra Pradesh, Odisha, Rajasthan, Mizoram and offices in Kolkata, Guwahati, Noida, Delhi. OIL also has crude Oil transportation pipelines from Assam to Barauni in Bihar. In overseas OIL has presence in USA, Russia, Libya, Nigeria, Gabon, Venezuela, Israel, Bangladesh and Mozambique.

Oil India Ltd. invites applications from Indian Nationals to fill up the following posts in Grade 'E', Grade 'C' and Grade 'B' as per details given hereunder:

**A. DETAILS OF POSTS/VACANCIES/EDUCATIONAL QUALIFICATIONS/AGE LIMIT :**

No.	Post Name & Post Code	Indicative No. of vacancies*				Grade & Scale of Pay (Rs.)	Upper Age limit (in years) as on 28.11.2019	Required Educational Qualification & Post qualification Experience	Post identified suitable for PwBD
		UR	ST	OBC (NCL)	Total				
1	Chief Administrator (Hospital) (CA 01)	01	-	-	01	E 100000-260000	UR: 44	Post Graduate Degree of minimum 02 years duration in Hospital Administration or MBA in Health Care/Hospital Management from a Govt. recognized University/Institution with minimum 12 years of post-qualification experience	OA, OL
2	Superintending Medical Officer (Physician) (PH 02)	01	01	-	02	C 80000-220000	UR: 37 ST: 42	MD (Medicine)/ DNB (Medicine) from a reputed medical college/ university recognized by Medical Council of India.	NA
3	Superintending Medical Officer (Orthopedic Surgeon) (OS 03)	-	-	01	01	C 80000-220000	OBC (NCL): 40	MS (Orthopedics) / DNB (Orthopedics) from a reputed medical college/ university recognized by Medical Council of India.	NA
4	Superintending Medical Officer (Radiology) (RD 04)	01	-	-	01	C 80000-220000	UR: 37	MD (Radio Diagnosis) from a reputed medical college/university recognized by Medical Council of India with working knowledge of computer tomography and/or MRI and should be familiar with the use of computers	OL, HH
5	Superintending Medical Officer (Gynecology) (GYN 05)	01	-	-	01	C 80000-220000	UR: 37	MD (Obstetrics & Gynecology) from a reputed medical college/ university recognized by Medical Council of India.	NA
	OR					OR			
	Senior Medical Officer (Gynecology) (GYN 05)					B 60000-180000	UR: 32	MBBS with Diploma in Obstetrics & Gynecology with 01 year post qualification experience	NA
6	Senior Medical Officer (SMO 06)	01	-	-	01	B 60000-180000	UR: 32	MBBS with 02 years' post qualification experience	OA, OL

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

**Abbreviations used:** ST-Scheduled Tribes, OBC (NCL)- Other Backward Classes (Non Creamy Layer), PwBD-Persons with Benchmark Disability, OA-One Arm, OL-One Leg, HH-Hearing Impaired, NA-Not Applicable

**B. EXPERIENCE REQUIREMENTS**

- Candidates applying for **Post nos. 02 to 06** and without Medical Council of India (MCI) registration are **NOT** eligible to apply.

- ii. Candidates applying for the post of Chief Administrator (Hospital) in Grade E and Senior Medical Officer and Senior Medical Officer (Gynecology) in Grade B and employed with Government departments / PSUs / Autonomous Bodies as on the last date of online application must have **at least one year experience** in the pay scale of Rs. 90000 – 240000 and Rs. 50000-160000 respectively or a higher scale of pay.
- iii. Candidates applying for the post of Chief Administrator (Hospital), must possess minimum 12 years of post-qualification experience as detailed under:
  - a) Working as Hospital Administrative Officer in any PSU/Govt, Private Undertaking or reputed organization including eminent Hospitals/Health care institutions.
  - b) Experience must be in administration of day to day operations of Hospital including coordination with other Departments, liaising among governing boards, medical staff and department's heads, planning and preparation of capital and revenue budget, review of financial reports, managing care contracts and major expenditures.
  - c) Knowledge of planning, organizing, coordinating and holding of community health programs, planning of services of nurses/paramedical staff, garbage disposal system, purchases and dispenses of medicines, ambulance services, handling issues related to unionized employees/Safai Karmacharis, new healthcare laws and regulations, medical and technological advances is desirable.
  - d) The candidates must have business acumen and ability to apply it in a sensitive environment, communication skills for effective communication with external public and internal public, good interpersonal, presentational and organizational skills, good oral and written communication skills, good report writing skills/decision making and problem solving skills and ability to work under pressure.
- iv. All qualification should be from a University/ Institute recognized by Medical Council of India/ Government of India and the courses should be approved by UGC/appropriate statutory authority for employment to the post and services of the Central Government. 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.
- v. Candidates applying for the post of Chief Administrator (Hospital) and who have obtained their qualification through the distance learning/part time mode are also eligible to apply provided that their qualification is recognized by the relevant statutory bodies for employment to the post and services of the Central Government.

### **C. EDUCATIONAL QUALIFICATION & RELAXATION**

- i. Candidates should have requisite Educational Qualifications (as indicated under **A. DETAILS OF POSTS/VACANCIES/EDUCATIONAL QUALIFICATIONS/AGE LIMIT table**).
- ii. Age relaxation of 5 years will be applicable for candidates who have ordinarily been domiciled in the State of Jammu & Kashmir during the period from 01.01.1980 to 31.12.1989 for which they will have to submit domicile certificate issued by the prescribed authority.
- iii. In case of candidates belonging to Persons with Benchmark Disabilities (PwBD) age relaxation will be 10 years for (PwBD-UR).
- iv. Age relaxation for Ex-Servicemen will be 5 years.
- v. Upper age limit will be as indicated in Table "A – Details of Posts/Vacancies/Educational Qualifications/Age Limit", above. However, considering all possible age relaxations the maximum upper age of the applicant shall not exceed 56 years.

#### D. SELECTION PROCESS

- i. The eligible/short listed candidates for the abovementioned posts no. 02 to 06 as indicated in Table A **DETAILS OF POSTS/VACANCIES/EDUCATIONAL QUALIFICATIONS/AGE LIMIT** will have to appear for Written Test, Group Discussion (GD)/Group Task (GT) and Personal Interview, details of which are as under :

Selection Test		Total Marks	Qualifying Marks
Phase I	Written Test (WT)	100 (Weightage 85%)	50% for General, OBCs 40% for ST and PwBD
Phase II	Group Discussion (GD)/Group Task(GT)*	30 (Weightage 5%)	No qualifying marks
	Personal Interview (PI)	10 (Weightage 10%)	No qualifying marks

\*OIL reserves the right not to conduct GD/GT in case of very less number of candidates. Wherever, GD/GT is not conducted, weightage of interview will be 15%.

- ii. For post nos. 02 to 06. , the candidates who qualify in the Phase-I, i.e. written test will only qualify for the next round of the Selection process i.e. GD/GT & Personal Interview.
- iii. The merit list of candidates shall be drawn based on combined marks of written test, Group Discussion/Group Task and Personal Interview as per defined weightages.
- iv. Candidates who qualify in the Written Test will be called in a ratio of 1:5 for the GD & PI based on marks in the WT.
- v. The eligible /short listed candidates applying for the post of Chief Administrator (Hospital) in Grade E will have to appear for Personal Interview only.
- vi. The provisionally selected candidates will have to undergo Pre-Employment Medical Examination (PEME) by Oil India Hospital and appointment will be issued to the provisionally selected candidate subject to being found medically fit by Oil India Hospital.
- vii. OIL may also conduct the PI and PEME at the same time as per convenience. Calling of eligible candidates for PI and PEME at the same time will **NOT** mean provisional selection of the candidate.
- viii. 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 a 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 and even after joining, if selected, it is found that the candidate has furnished false or wrong information, his/her candidature/appointment will be cancelled/terminated.
- ix. The candidature of the applicant would be provisional and subject to subsequent verification of certificates/testimonials, experience, etc. At any stage of the selection process and subsequently, if it is found that the candidate has furnished false or incorrect information, the candidature/appointment of the candidate will be cancelled.

#### E. REMUNERATION PACKAGE AND OTHER BENEFITS

- i. Selected candidates will be placed in Grade E, Grade C and Grade B in the pay scale of Rs. 100000-260000 (starting Basic Pay of Rs. 100000), Rs. 80000-220000 (starting basic pay of Rs. 80000) and Rs.60,000-1,80,000 (starting Basic Pay of Rs.60,000) for Grades 'E', 'C' and 'B' 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.
- ii. Approximate total emoluments in Grade 'E', Grade 'C' and Grade 'B' at minimum of scale will be around Rs.1,80,000/-, Rs. 1,50,000/- and Rs.1,20,000/- 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.

## **F. PHYSICAL FITNESS**

Appointment to the above posts will be subject to the candidates being found medically fit as per the standards prescribed in the Physical Fitness criteria available at ([https://oil-india.com/Current\\_openNew.aspx](https://oil-india.com/Current_openNew.aspx)) for the respective posts by OIL Hospital. 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 Hospital. The decision of the OIL Hospital will be final and binding.

## **G. POSTING**

The posting of the selected candidates will be in Medical Department, FHQ, Duliajan, Assam. The services are also transferable as per requirement of the company.

## **H. GENERAL INFORMATION AND INSTRUCTIONS**

- i. Only Indian nationals are eligible to apply.
- ii. No manual/ paper application will be entertained.
- iii. Candidature/appointment (if selected) of a registered candidate is liable to be cancelled/terminated 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.
- iv. The E-mail ID and Mobile number 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.
- v. Candidates, if shortlisted for the next stage of the selection process are required to bring their original testimonials and certificates at the time of GD/GT & interview. The following documents will only be accepted at the time of verification:
  - Birth Certificate or Matriculation / 10th Standard pass certificate 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.
- vi. 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.
- vii. The prescribed qualifications are minimum and mere possession of the same does not entitle candidates to be called for the Selection Test. Only shortlisted candidates will be notified for the Selection Test.
- viii. 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.

- ix. 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.
- x. Candidates applying for the abovementioned posts and employed with Government departments / PSUs / Autonomous Bodies as on the last date of online application should apply through proper channel with due permission from current employer or apprise current employer while applying and declare the same while applying online. Such candidates shall also have to compulsorily produce **NO OBJECTION CERTIFICATE (NOC)** from the current employer concerned where the candidate is employed if called for GD/PI essentially without which they would not be allowed to appear in the GD/PI and in such cases the fares will not be reimbursed.
- xi. Reservation/relaxations for ST/OBC-NCL/PwBD candidates will be as per Government Directives.
- xii. Caste certificate by candidate as ST/OBC-NCL, in the prescribed format (available at <http://www.oil-india.com/Currentopenings>) from the competent authority indicating clearly the candidate's caste/community, the Act/Order under which the caste is recognized as ST/OBC-NCL and in case of OBC-NCL candidates that he/she does not belong to the persons/sections (Creamy Layer) and the village/ town the candidate is ordinarily a resident of, will only be accepted. Please note that no other format of ST/OBC-NCL caste certificate shall be accepted.
- xiii. For getting the benefit of reservation under OBC category, the name of the caste and community of the candidate must appear in the ' Central List of Other Backward Classes' available on National Commission for Backward Classes (NCBC), Government of India website [www.ncbc.nic.in](http://www.ncbc.nic.in). The candidate must not belong to creamy layer. Candidates seeking reservation as OBC, will have to submit at the time of interview, caste certificate, ONLY in the prescribed proforma meant for appointment to posts under the Government of India from the designated authority indicating clearly the candidates caste, the Act/Order under which the caste is recognized as OBC and the Village/Town the candidates is ordinarily a resident of.
- xiv. OBC candidates must ensure that they possess the latest Non-Creamy layer certificate issued by designated authority from time to time. A certificate containing any variation in the caste name will not be accepted.
- xv. PwBD certificate in prescribed format(s) (available at [https://oil-india.com/Current\\_openNew.aspx](https://oil-india.com/Current_openNew.aspx)) 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 PwBD 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.
- xvi. Persons with 40% or more disability only would be eligible for the benefit of reservation to PwBD category against identified posts only.
- xvii. If the ST/OBC-NCL/PwBD 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.
- xviii. Oil India Limited strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
- xix. If more than one application is received from a candidate, most recent (current) application will be considered as final.
- xx. The candidates called for Group Discussion/ Personal Interview will be reimbursed to and fro AC-II tier train fare (at base fare only & excluding Premier Trains) as admissible from the declared nearest railway station up to the venue of the interview, subject to the production of the tickets. However, for travel within North East and up to Kolkata, air fare will be paid on production of proof of travel by air (tickets and boarding passes) and economy class air fare will be reimbursed.
- xxi. 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.

## I. HOW TO APPLY

- i. Candidates fulfilling the above criteria may apply online by visiting <http://www.oil-india.com/oilnew/Current-openings> from **30.10.2019 to 28.11.2019**.
- ii. Candidates should have a valid personal email ID and mobile number. It should be kept active during the entire recruitment process. Registration number, password, and all other important communication will be sent on the same registered email ID (please ensure that email sent to this mailbox is not redirected to your junk/spam folder).
- iii. Candidates should take utmost care to furnish the correct details while filling in the on-line application. Once the form is submitted, it cannot be edited.
- iv. Candidates are not required to submit to OIL, either by post or by hand, the printouts of their online applications or any other document.
- v. The candidates are advised to submit only single online application for a post. However, if somehow, he/she submits multiple online applications, then he/she must ensure that online application with the higher "Application Sequence Number" is complete in all respects.
- vi. The applicants, who submit multiple online applications for a post, should note that only the online application with higher "Application Sequence Number" shall be entertained by the OIL.
- vii. Candidates are required to keep active their Email-ID and Mobile Number registered in online application till the completion of this recruitment process. OIL will send communications only at the registered email ID/mobile no. of the candidates. Therefore, under no circumstances, the candidates should provide email ID to anyone.
- viii. Candidates are advised in their own interest to apply online much before the closing date and not wait till the last date to avoid the possibility of congestion in server to log on etc.
- ix. Candidates may visit our website <http://www.oil-india.com/oilnew/Current-openings> and click the APPLY ONLINE button under 'Recruitment in Medical Discipline in OIL'.
- x. The step by step process for submitting the application form for recruitment is given below:

### Step- I (SIGN- UP):

- Candidates may visit our website <http://www.oil-india.com/oilnew/Current-openings> and click the APPLY ONLINE button under 'Recruitment in Medical Discipline in OIL'.
- Candidates agreeing the terms & conditions may apply by clicking 'I Agree' checkbox on the instruction page.
- The candidate should fill up all the desired information on the online application portal i.e. Personal details, Contact Details, experience details, educational qualification details etc. correctly.
- On completion of Step-I, a message will be received in candidate's registered email id conveying his/her "Registration Number". Candidates are advised to verify the correctness of the Email ID & Mobile Number before proceeding further.

### STEP II Completion of Application Form:

- After completion of Step I, candidate has to Re-login and upload photo/signature and scanned relevant certificates etc. for completion of online application form.

xi. Instructions regarding scanning of photograph, Signature and Certificates:

Candidates should upload the scanned (digital) image of their photograph and signature and relevant certificate as per the process given below. The applicant should note that only jpg/jpeg format is acceptable:

I. Photograph Image:

- Photograph must be a recent passport size color picture on light background (not older than 03 weeks)
- Look straight at the camera with a relaxed face
- The size of the scanned image should be between 50kb-100kb in jpg/jpeg format only.

II. Signature Image:

- The applicant has to sign on white paper with Black ink pen.
- The signature must be signed only by the applicant and not by any other person.
- Please scan the signature area only and not the entire page
- Size of the file should be between 50kb-100kb in jpg/jpeg format only

III. Other Certificates:

- Scanned relevant certificates respectively for DOB Proof, Educational Qualification, MCI Registration certificate, ST/OBC(NCL)/PwBD/Experience Certificate/NOC/and other relevant certificates
- Size of file should be between 50kb-1000 kb in PDF/JPG/JPEG format only.

After uploading Photo, Signature images and relevant certificates (as applicable), Click on “Submit” button then Application will be submitted and it will be showing on screen “Your application has been successfully submitted.”

xii. 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.
- iv. Proof of qualifying degree
- v. Membership Certificate of MCI for post nos. 02 to 06.
- vi. Candidates applying for the post of Chief Administrator (Hospital) in Grade E must upload documentary evidence of minimum 12 years post qualification experience or experience certificates as per requirement of the post.
- vii. Candidates applying for the post of Chief Administrator (Hospital), Senior Medical Officer/ Senior Medical Officer (Gynaecology) and employed with Government departments / PSUs / Autonomous Bodies as on the last date of online application must have **at least one year experience** in the pay scale of Rs. 90000-240000 & Rs. 50000-160000 respectively or a higher scale of pay and must upload proof of the same.
- viii. Caste/Disability Certificate in format as mentioned earlier (if applicable).

xiii. Candidates may apply for more than one post meeting the eligibility requirements. Such candidates will have to register and submit separate applications for each post as applicable.

xiv. If there are any technical queries/clarifications relating to the filling up of ONLINE APPLICATION, candidates are advised to contact the helpdesk at Email: [oilrec@oilindia.in](mailto:oilrec@oilindia.in) or Phone no.: 03742806157

xv. Candidates should read the instructions carefully and fill in the online Application Form giving accurate information.

xvi. All the details given in the Application Form will be treated as final and no changes will be entertained.

J. IMPORTANT DATES

Important Dates	Opening of OIL website for online submission of application	<b>10:00 hours on 30.10.2019</b>
	Last date for submission of online application in OIL	<b>23:59 hours on 28.11.2019</b>