

HOW TO APPLY (BROAD GUIDELINES)

1) Please read the instructions carefully given in the ‘Advertisement’ and ‘How to Apply’.

Click on **‘Register Now’**

Note:

1. [Click here](#) to download the advertisement no. HRAQ/REC-WP-B/2023-66 dated 28/03/2023.
2. [Click here](#) to download the PDF file ‘How to Apply’.
3. Candidates are advised to fill all the required fields in the registration form.
4. Candidates are advised to refer to the above advertisement for the eligibility criteria viz. educational qualification, age limit etc. before filling up the application form.
5. Format/Size for upload of documents/certificates/testimonials : PDF, Maximum 1 MB.
6. Format/Size for upload of passport-sized photograph : JPG or PNG, Maximum 200 KB.
7. Format/Size for upload of signature : JPG or PNG, Maximum 200 KB.
8. After you click on the Submit button, you will be redirected to the preview application page.
9. Candidates can check their application form/submission status by logging in with the credentials sent on their E-mail ID/Mobile No.
10. Download and Retain a copy of online application form for future use.
11. For any query or assistance candidates can contact the below Helpdesk Number or Email ID.
12. Help Desk Number – 8866678549,8866678559 Help Desk Email - helpdesk.oilindia@cbtexams.in

[Register Now](#)

2) Fill up the application form completely with correct/accurate information.

- a) Select the Employment Exchange you are registered in from the list.
- b) Select 'OIL Apprentice' only if you are a trade/diploma apprentice candidate who has successfully undergone and completed apprenticeship training in the relevant trade/discipline in Oil India Limited and passed All India Trade Test for Apprentices conducted by National Council for Vocational Training / possess Certificate of Proficiency issued by Board of Practical Training (BOPT), Eastern Region, Kolkata.
- c) Select 'Zila Sainik Welfare Office (Dibrugarh)' or 'Zila Sainik Welfare Office (Sivasagar)' only if you are an Ex-Servicemen who is registered in Zila Sainik Welfare Office (Dibrugarh) or Zila Sainik Welfare Office (Sivasagar).
- d) Enter a Valid E-Mail Id And Valid Mobile No. to ensure that all communication sent is received at your end.

Signup

In online form all the fields marked with red asterisk (*) are compulsory fields.

Post Applied For *

Employment Exchange *

Employment Exchange Registration No *

Personal Details

Name of the Applicant *

Email Address *

Mobile Number *

Alternate Phone Number

Select Employment Exchange

- Chapakhowa (Sadiya)
- Dibrugarh
- Digboi
- Doomdooma
- Dullajan
- Miao/Bordumsa Changlang
- Moranhat
- Namrup
- Sivasagar
- Sonari
- Tinsukia
- University Employment Information & Guidance Bureau (Dibrugarh University)
- Zila Sainik Welfare Office (Dibrugarh)
- Zila Sainik Welfare Office (Sivasagar)
- OIL Apprentice

Secondary Examination Certificate]

Mr./ Ms./ Dr./ Mrs. Etc.]

ve]

ia Limited will be made on this e-mail address only.]


99988888]

- e) In the query ‘Whether a regular employee of Oil India Limited?’, select ‘Yes’ only if you are an **Employee of Oil India Limited** with a valid and active OIL ID. (NOC from the Competent Authority will have to be uploaded).
- f) In the query ‘WCL of OIL’, select ‘Yes’ only if you are a **Listed-I, Listed-II or Listed-III** category of Work Contract Labour (WCL) in Oil India Limited.

Whether a regular employee of Oil India Limited ? *	<input type="radio"/> Yes <input type="radio"/> No
Date of Joining *	<input type="text"/>
OIL ID / SALARY CODE *	<input type="text" value="OIL ID / SALARY CODE"/>
Have you successfully undergone apprenticeship training in the relevant Trade/Diploma in OIL and passed All India Trade Test for Apprentices conducted by NCVT/possess the Certificate of Proficiency issued by Board of Practical Training (BOPT), Eastern Region, Kolkata? *	<input type="radio"/> Yes <input type="radio"/> No
National Apprenticeship Certificate No. / Certificate of Proficiency No. *	<input type="text" value="NATIONAL APPRENTICESHIP"/>
Are you employed in any Government Department/ PSU/ Autonomous Bodies ? *	<input type="radio"/> Yes <input type="radio"/> No
WCL of OIL *	<input type="radio"/> Yes <input type="radio"/> No
Category of Work Contract Labours (WCLs) *	<input type="text" value="Select Category of Work Co"/>
Key No. *	<input type="text" value="KEY NO."/>
Duration of service rendered through contractor for OIL's contractual jobs (in years) *	<input type="text" value="DURATION OF SERVICE REND"/>
Date Of Birth *	<input type="text"/> <small>[Note: Date of Birth as recorded in the Admit Card/Pass Certificate/Marksheet of Class 10]</small>

3) At the bottom of the application form, click to put a tick mark  in the Undertaking.

Undertaking :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 to any legal action taken as deemed fit by Oil India Limited.

 Continue

4) Click **Continue** to proceed.

5) Enter the OTP received on your E-mail ID or Mobile No. in the box given below.

PLEASE REMEMBER THAT DETAILS ENTERED ON THIS PAGE CANNOT BE EDITED AFTER YOU CLICK **Continue.**

6) Click **Continue** to proceed.

Undertaking: 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 to any legal action taken as deemed fit by Oil India Limited.

OTP

OTP ON EMAIL

OTP has been sent to your E-mail () and to your Mobile () valid for 10 minutes

[Resend OTP](#)


 Continue

7) Click 'Save and Continue' to proceed.


Undertaking: 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 to any legal action taken as deemed fit by Oil India Limited.

✓ Save and Continue

8) Fill up the basic details completely with correct/accurate information.



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



⚠ Status : Incomplete/Not Submitted

- Home
- My Application
- Print Application
- Make Payment
- Admit Card
- Log Out

Sign Up > **Basic Details** > Educational Qualifications > Work Experience > Documents Upload

In online form all the fields marked with red asterisk (*) are compulsory fields.

Form saved successfully!!

Father's Name *	<input type="text" value="FATHER'S NAME"/>
Mother's Name *	<input type="text" value="MOTHER'S NAME"/>
Marital Status *	<input checked="" type="radio"/> Married <input type="radio"/> Single

9) Wherever a document needs to be uploaded, Click **‘Choose File’** to select the document and then Click **‘Upload’**.

10) If the ‘Certificate No.’ is too long to be accommodated in the space provided, remove the special characters to accommodate the same.

The screenshot shows the 'Social Category Details' section of an application form on the Oil India Limited portal. The page header includes the Oil India Limited logo and name in Hindi and English, with the tagline 'Oil India Limited (A Government of India Enterprise)'. A user profile icon is visible in the top right corner. On the left, a navigation menu contains links for Home, My Application, Print Application, Make Payment, Admit Card, and Log Out. The main content area is titled 'Social Category Details' and contains two sections for uploading certificates. The first section is for the 'Category Certificate', with a 'Choose file' button, the text 'No file chosen', and an 'UPLOAD' button. Below this, the filename 'CategoryCertificate16361723957951192055.pdf' is displayed. The second section is for the 'Non-Creamy Layer Certificate', with a text input field containing '-----'. Below this, the 'Date of Issue (Non-Creamy Layer Certificate)' is shown in a date picker format 'dd/mm/yyyy'. The third section is for the 'Non-Creamy Layer Certificate', with a 'Choose file' button, the text 'No file chosen', and an 'UPLOAD' button. Below this, the filename 'Non-CreamyLayer Certificate16361725220881192055.pdf' is displayed. At the bottom of the form, there is a checkbox labeled 'Undertaking' which is checked, followed by a declaration 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 to any legal action taken as deemed fit by Oil India Limited.' At the very bottom, there are two buttons: 'Back' and 'Save and Continue'.

11) At the bottom of the application form, click to put a tick mark in the Undertaking.

12) Click **‘Save and Continue’** to proceed.

13) Fill up the educational qualification details completely with correct/accurate information.

14) Scan the Marksheet and Pass Certificate of each qualification in 01 (one) PDF file i.e. for each qualification, there has to be only 01 (one) PDF file. Click **‘Choose File’** to select the document against the relevant qualification and then Click **‘Upload’**.

- My Application
- Print Application
- Admit Card
- Log Out

Sign Up > Basic Details > **Educational Qualifications** > Experience Details > Documents Upload

In online form all the fields marked with red asterisk (*) are compulsory fields.

File uploaded successfully!

Qualification	University / Board / Institute	Stream / Subject	Year Of Passing	Percentage Of Marks	Upload Marksheet
10th	----	-	----	%%	<input type="button" value="Choose File"/> No file chosen <input type="button" value="UPLOAD"/> 10th12thUpload Marsheet16790418387181245423.pdf
B.Sc.	---	Physics, Chemistry & Math	----	%%	<input type="button" value="Choose File"/> No file chosen <input type="button" value="UPLOAD"/> TradeUpload Marsheet16790418540441245423.pdf

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15) At the bottom of the application form, click to put a tick mark in the Undertaking.

16) Click **‘Save and Continue’** to proceed.

17) Upload your Photograph, Signature, Proof of Date of Birth, Employment Exchange Registration Card and any other relevant document against the relevant field.

Click **‘Choose File’** to select the relevant file and then Click **‘Upload’**.

- My Application
- Print Application
- Admit Card
- Log Out

Sign Up > Basic Details > Educational Qualifications > Experience Details > Documents Upload

In online form all the fields marked with red asterisk (*) are compulsory fields.

Form saved successfully!!

Photo *	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="UPLOAD"/> (Only jpg/png , Max 100 KB, Dimension: Min 100px; Max: 150px)
Signature *	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="UPLOAD"/> (Only jpg/png, Max 1 MB, Dimension : Min 50px; Max : 150px)
Proof of Date Of Birth *	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="UPLOAD"/> (Only PDF, Maximum 1 MB)
Employment Exchange Registration Card *	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="UPLOAD"/> (Only PDF, Maximum 1 MB)

≡ Declaration

Undertaking :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 to any legal action taken as deemed fit by Oil India Limited.

18) At the bottom of the application form, click to put a tick mark in the Undertaking.

19) Click **‘Preview & Submit’** to proceed.

23) Pay the online application fee, if applicable.

✔ Status : Submitted/Payment Pending

🏠 Home

📄 My Application

🖨️ Print Application

₹ Make Payment

📄 Admit Card

👤 Log Out

Online Payment Request

🔍 Recruitment for Various Post - PAYMENT

Payment Details

Application Form Number:	1000017
Fee Amount:	₹ 200.00

[MAKE PAYMENT](#)

24) Upon successful payment of the online application fee, you will receive a payment response as shown hereunder. Click **‘Print Receipt’** to print a receipt for the transaction.

✔ Status : Paid/Exempted

🏠 Home

📄 My Application

🖨️ Print Application

₹ Make Payment

📄 Admit Card

👤 Log Out

Payment Response

🔍 Transaction Summary

Amount:	₹200.24
Transaction Number:	pay_1111111111111111
Status:	Successful

[Print Receipt](#)


25) Click 'Print' to print your application form.

Status : Paid/Exempted

- Home
- My Application
- Print Application**
- Make Payment
- Admit Card
- Log Out

Preview Registration Form

PRINT



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

Applicant Id :

Applicant Name :

Post Code Applied For :

Application Status : Paid/Exempted

BASIC DETAILS					
Mobile No	<input type="text"/>	Email Address	<input type="text"/>	Alternate Phone / Landline Number	<input type="text"/>
Gender	Male	Category	<input type="text"/>	Marital Status	<input type="text"/>
