



ADV. NO.: HRAQ/REC-EX-B/2024-08

DATE 30/07/2024

Oil India Limited (OIL), a Maharatna Public Sector Undertaking invites applications from Indian Nationals to fill up the following post in Grade D:

A. DETAILS OF POSTS/VACANCIES/EDUCATIONAL QUALIFICATION/ AGE LIMIT IN GRADE D:

Post Details			Grade & Scale of Pay (₹)	Upper Age limit (in years) as on 26/08/2024	Essential Educational Qualification and Experience*	Post identified suitable for PwBD
Post Name & Post Code	No. of Posts	Details				
Deputy Chief Engineer (HSE) Post Code: HSE-01	01	UR:01	Grade D & 90000-240000	UR: 37/39**	Bachelor's degree in environmental engineering of minimum 4 years duration with minimum 65% marks. OR Bachelor's degree in any branch of Engineering of minimum 4 years duration with Master's degree in Environmental Engineering of minimum 2 years duration with minimum 60% marks. OR Master's degree in Environmental Science of minimum 2 years duration with minimum 60% marks.	NA

* Refer Para B for experience details.

** For those with prescribed qualification of Post Graduate degree.

- All qualification should be from a University/Institute recognized by 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. Candidates 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.

Abbreviations used: UR-Unreserved, PwBD- Persons with Benchmark Disability.

B. EXPERIENCE DETAILS:

Post Name & Post Code	Minimum Post Qualification Experience as on 26/08/2024 (Yrs.) *	Minimum Post Qualification Work Experience Required
Deputy Chief Engineer (HSE) Post Code: HSE-01	09 years.	• Minimum 09 years of post-qualification work experience in handling HSE issues in oil and gas industry out of which 4-5 years of experience must be in offshore HSE. • NEBOSH (National Examination Board in Occupational Safety and Health) Diploma in Occupational Health and Safety or NEBOSH Certificate in Oil and Gas Industry. • BOSIET (Basic Offshore Safety Induction and Emergency Training). • Should have thorough knowledge in obtaining clearances like EC/FC/CRZ/NBWL etc. • Should be conversant with preparing various HSE compliance reports. • Should be conversant with preparing various Safety Management System manuals as per OISD & applicable guidelines. • Should have knowledge of HSE Audits & its Compliances.

* Post qualification work experience is after obtaining essential qualification.

C. JOB PROFILE (ROLES & RESPONSIBILITIES):

- i. Responsibility to ensure Health, Safety & Environment standards in Drilling & Workover Installations during rig up, rig down & rig move, raising & lowering mast, rig floor operations like making & lowering of BHA, cementing jobs, tripping in/ out of tubular, Safety Meeting during crew change, pre job safety meetings, routine inspection of rig and well site, preparation of site specific SOP, ERP (Emergency Response Plan), Risk Register, preparation of Job Safety analysis, Permit to Work systems, investigation & analysis of accidents, incidents & near miss.
- ii. Follow all DGMS, OISD & MoEF & CC guidelines and all other applicable agencies and prepare & arrange to submit return at specified intervals.
- iii. Assist for obtaining Environmental Clearance, CRZ Clearance, NOC from PCB, CTO from OISD and any other statutory clearances required for the Projects including preparation of draft letters/ application/ report etc.
- iv. Responsible for briefing safety norms, issuing safety equipment to all personnel arriving at rig including the visitors and ascertain that all personnel use and maintain the equipment properly.
- v. Responsible for Safety briefing to all at site advising safe practices and hazards associated with the current jobs / task. The selected candidate will hold daily Tool-box Meeting, Pit Level meeting, Job Safety analysis, Fire Drill, BOP Drill etc. as per standard practice.
- vi. The HSE Officer shall-
 - a) Inspect, as often as may be necessary, the installations of the mine with a view to identify the dangers which may cause bodily injury or impair health of any person or environment.
 - b) Advise the manager on measures necessary to prevent dangerous situations.
 - c) Enquire into the circumstances and causes of all accidents whether involving persons or not and advise the manager on measures necessary to prevent recurrence of such accidents.
 - d) Collect, compile and analyse information in respect of accidents and dangerous occurrences with a view to promote safe practices and improvement of working environment.

- e) Organize regular safety education programmes and safety campaigns to promote safety awareness amongst persons employed in the mine.
- f) Ensure that all new workers and workers transferred to new jobs receive adequate safety, firefighting and first aid training.
- g) Maintain a detailed record of work performed every day.
- h) To abide by the instructions, advice, suggestions and recommendations made by OIL authorities and External Statutory / Regulatory Bodies with respect to HSE aspect and perform duties accordingly.
- i) To maintain stock of PPE, stationeries, registers, Formats, Signboards, Display boards etc. required for installation; prepare requisitions/ reservations for procurement/stock-withdrawal of the same and issuance of the same as per prevailing practices of OIL or as per advice of Oil authorities.
- j) To draft letters to External / Internal Authorities / agencies, to arrange meetings and draft Minutes of Meeting, interact & correspond in English with external & internal authorities verbally and in writing.
- k) To assess safety standard of Offshore drilling operations and work out the ways and means to prepare and uplift the existing standard. This should be a continuous process.
- l) Any other work, job and duties assigned by OIL authorities and directly or indirectly related to HSE matters of installations / rigs.
- m) To arrange for Safety Meetings and monitor follow up actions required for improvement of Safety Standards.
- n) Impart training on HSE issues.
- o) Liaise with Installation Managers / Mines Manager on OISD Safety Audit implementation Status, Reply to DGMS on their inspection observation, ISO & ISRS documentation works.
- p) Compile data with regard to various statutory returns to DGMS, SPCB, CPCB, OISD & Mines Awards etc.
- q) Carry out Audits (Pre-Spud Audit, Safety Audit, Environmental Audit, Pre-Rig-up / down Audit as per checklist and other statutory audits) as per guidelines of DGMS / OISD / other statutory bodies.
- r) Provide Safety / HSE training to the field personnel as and when required.
- s) Must be ready for extensive field visits and interaction with the concerned people.
- t) To abide by the instructions, advice, suggestions and recommendations made by OIL authorities and External Statutory / Regulatory bodies with respect to HSE aspect and perform duties accordingly.

- Candidate(s) applying for the above position in Grade D and employed with Government departments / PSUs /Autonomous Bodies as on 26/08/2024 must have at least one-year experience in the pay scale of ₹ 80,000-2,20,000 or a higher scale of pay and must provide proof of the same at the time of Personal interview.

D. EDUCATIONAL QUALIFICATION, EXPERIENCE & AGE RELAXATION:

- Candidates should have requisite Educational Qualification and Experience (as indicated under Para A (DETAILS OF POSTS/VACANCIES/ EDUCATIONAL QUALIFICATION/ AGE LIMIT IN GRADE D) & Para B (EXPERIENCE DETAILS).
- 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. No other document will be accepted for verification of date of birth.
- There will be no upper age limit for the internal candidates of OIL who are otherwise eligible to apply against the above-mentioned post.
- 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.
- Age relaxation for Ex-Servicemen will be 5 years.
- The upper age limit will be as indicated in the Para A (DETAILS OF POSTS/VACANCIES/ EDUCATIONAL QUALIFICATION/ AGE LIMIT IN GRADE D), above. However, considering all possible age relaxations the maximum upper age of the applicant shall not exceed 54 years in all cases.

E. PAY & ALLOWANCES:

- Besides Basic Pay and Industrial pattern of DA, the other benefits include HRA or Company accommodation, free medical benefits for self & dependents, Gratuity/PF, House Building Loan, Vehicle Loan, Group Insurance, etc. as per rules of the company.
- Provisionally selected candidate for the post 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 D at minimum of scale will be approximately around ₹ 1,70,000 per month.

F. SELECTION PROCESS:

- The eligible/short listed candidates for the post as mentioned in Para A (DETAILS OF POSTS/VACANCIES/ EDUCATIONAL QUALIFICATION/ AGE LIMIT IN GRADE D) & Para B (EXPERIENCE DETAILS) hereinabove, will have to appear for Personal Interview (PI) only.
- The provisionally selected candidate will have to undergo Pre-Employment Medical Examination (PEME). The provisionally selected candidate will be finally selected to join OIL only after he/she is declared medically fit by the Medical Board of OIL Hospital, Duliajan, Assam.
- 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 lead to 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.

G. PHYSICAL FITNESS:

- Appointment of provisionally selected candidate to the above post is subject to the candidates being declared medically fit as per the standards prescribed in the Physical Fitness criteria available at

(https://oil-india.com/Current_openNew.aspx) for the respective **post** by the Medical Board of OIL Hospital, Duliajan, Assam. The provisionally selected candidate will have to undergo Pre-Employment Medical Examination (PEME) at OIL Hospital, Duliajan, Assam OR PEME may also be conducted by a Govt. Medical Officer not below the rank of a Civil Surgeon OR by an Authorized Medical officer of a hospital empanelled by the Company (List of company empanelled hospital will be provided later if required).

- The provisionally selected candidate will be finally selected to join OIL only after he/she is declared medically fit by the Medical Board of OIL Hospital, Duliajan, Assam. The decision of the Medical Board of OIL Hospital, Duliajan, Assam will be final and binding.

H. VERIFICATION OF DOCUMENTS:

- The information furnished by the candidate(s) in the application about qualification, age, category etc. shall be cross-checked from the original documents at the time of Personal Interview (PI).
- The candidature of the applicant would be provisional and subject to subsequent verification of certificates/testimonials, experience, etc.
- All the documents/certificates/testimonials submitted by the candidate at the time of selection process shall be verified from the concerned issuing authorities.
- During Document verification or at any stage of selection process, in case it is found that a candidate has furnished any incorrect/doctored/false information/documents/certificates /testimonials or has suppressed any material fact(s), his/her candidature will stand cancelled. Names of such candidate(s) shall be blacklisted for applying against any post in Oil India Limited in future.

I. POSTING:

The posting of the selected candidate 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.

J. GENERAL INFORMATION AND INSTRUCTIONS:

- Only Indian nationals are eligible to apply.
- No manual/ paper application will be entertained.
- Candidates are advised to carefully read the full advertisement for details of eligibility criteria and selection modalities before submission of application and they are advised to furnish the correct information about their qualification, experience, age, category etc.
- The E-mail ID and Mobile number entered in the application form must remain valid for at least next one year from the date of filling the application. No change in the E-mail ID will be allowed, once entered. All future correspondence would be sent via E-mail only.
- The candidate shall be wholly/exclusively responsible for the information provided in his/her application form. All details given in the application form will be treated as final and no changes will be entertained. Application in any other format except in the format provided herewith will be summarily rejected.
- 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.

- Candidates, if shortlisted for the next stage of the selection process, are required to bring their original testimonials and certificates at the time of Personal Interview. The following documents will only be accepted at the time of verification:
 - 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 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.
- 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 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 shortlisted 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 applying for the abovementioned post and employed with Government departments/PSUs/Autonomous Bodies as on 26/08/2024 will have to produce NO OBJECTION CERTIFICATE (NOC) from the employer concerned where the candidate is employed, at the time of Personal Interview essentially without which they would not be allowed to appear in the personal interview and in such cases the fares will not be reimbursed.**
- Caste certificate by candidate as SC/ST/OBC-NCL, in the prescribed format (available at https://oil-india.com/Current_openNew.aspx) from the competent authority indicating clearly the candidate's caste/community, the Act/Order under which the caste is recognized as SC/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 SC/ST/OBC-NCL caste certificate shall be accepted.
- If the SC/ST/OBC-NCL/EWS 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 Personal Interview (PI).
- Oil India Limited strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
- If more than one application is received from a candidate, most recent (current) application will be considered as final.

- Candidates who are shortlisted for interview, shall receive their Admit Cards for appearing in the interview by email. Mere issue of Admit Card to the candidates for selection stages will not imply that his/her candidature has been finally accepted by OIL.
- OIL will not be responsible for any loss/non-delivery of Email due to invalid/wrong email ID furnished by the candidate.
- The decision of management will be final and binding on all candidates in 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.
- The candidates called for 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 upto the venue of the Personal Interview, subject to the production of the tickets. However, for travel within Northeast and upto 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.
- 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, Assam, only.

K. CUT-OFF DATE:

- The Cut Off date for age, experience, qualification etc. shall be reckoned as **26/08/2024**.

L. HOW TO APPLY:

- Interested and Eligible Applicant(s)/Candidate(s) may send their duly filled-up/completed application form (scanned copy in **Single PDF**), in prescribed format provided hereinunder, to CGM (HR Acquisitions), HR Acquisitions Department, Oil India Limited, Field Head Quarters, Duliajan, Assam – 786602, at email id: **oilrec01@oilindia.in** on or before 11:59 pm hours of 26/08/2024.
- Applicant(s) should have a valid personal email ID and mobile number. It should be kept active during the entire recruitment process. All important communication will be sent to the same Email ID furnished and used to submit the application form (Please ensure that, email sent to this mailbox is not redirected to your junk/spam folder).
- Applicant(s) is/are required to keep their Email-ID and Mobile Number furnished/declared in the application form active till the completion of this recruitment process. Please again note that, OIL will send communications only to the Email ID/Mobile No. of the candidate(s) which has been furnished/declared in the submitted application form.
- Applicant(s) should take utmost care to furnish the correct details while filling-up the application form before submitting the same through email. Once the form is submitted, it cannot be edited and re-submitted again.
- Applicant(s) is/are not required to submit to OIL, either by post or by hand, the printouts of their application(s) or any other document.
- Applicant(s) is/are advised to submit only a single application form for the above post.
- Please enclose copy of following documents along with the application:
 - Self-Attested Copy of Certificate(s) for Proof of Requisite Educational Qualification.

- Self-Attested Copy of Certificate(s) for Proof of Relevant Work Experience.
- Self-Attested Copy of Matriculation/10th Standard pass certificate/marksheet indicating date of birth in support of their claim of age.
- Self-Attested Copy of Certificate for Proof of Caste Category [SC/ST/OBC(NCL)] in the Govt. prescribed format, as applicable.
- Applicant(s) is/are advised in their own interest, to submit (email to official email address of OIL) their application forms which is complete in all respects, much before the closing date and not wait till the last date to avoid any undue technical issue etc. which may lead to non-submission of the application form via email within the timeline/due date given herein.
- Applicant(s) is/are advised to read all the instructions given carefully and fill-up the Application Form furnishing complete and accurate information/details.
- **Applicant(s) is/are advised to submit a Single PDF which includes application form and all the relevant documents (in order).**
- All the details furnished/provided in the Application Form will be treated as final and no changes will be entertained thereafter.
- Applicant(s) must ensure that, the application for submission (email) to OIL within the timeline specified herein is complete in all respects i.e. All required fields duly filled-up/declared, the photograph & the signature is done/included in the application form and also, all required certificates/documents/testimonials etc, as applicable, are enclosed with the application form. Thereafter, the duly filled-up application form with the photo & sign of the applicant(s) and together with the required certificates/documents/testimonials etc, as applicable, specified herein, all mentioned herein are required to be scanned and emailed to the official email id of OIL, as given hereinabove.
- If there may be any clarification(s) required relating to the application process for the aforesaid post, candidate(s) may contact the helpdesk at Email ID: oilrec01@oilindia.in or Phone no.: 9707756462/6002399587.

M. IMPORTANT DATES:

Cut-off date for age, experience, qualification etc. shall be reckoned as on	26/08/2024
Last date for submission of application	23:59 hours on 26/08/2024

N. IMPORTANT NOTICE TO ALL CANDIDATES

- All future announcements pertaining to the above notification would be published in OIL website (www.oil-india.com) and not on any other website/medium.
- Candidate(s) are hereby cautioned not to fall prey to dubious individuals/agencies/organisations attempting to defraud job seekers by issuing false/fake assurances/appointment letters for securing jobs in Oil India Limited (OIL). OIL does not authorise any individual/agency/organisation to offer any job on its behalf. OIL will not be responsible for any loss/damage suffered either directly or as a consequence of such fake offers from any source whatsoever. All future announcement(s) pertaining to the above notification would be published in OIL website (www.oil-india.com) and not on any other website/medium.
- The candidates are hereby informed that the schedule of the Personal Interview (PI) shall be intimated to the candidates via e-mail only.

“OIL is not responsible for printing errors, if any”.



Chief General Manager (HR Acquisitions)
HR Acquisitions Department, FHQ
Oil India Limited

APPLICATION FORMAT

1.	Post applied for					<i>please affix your recent passport size photograph</i>
2.	Post code					
3.	Name in full (in capital letters)	A) First name				
		B) Middle name				
		C) Surname				
4.	Gender (please tick)	Male ☐ Female ☐ Others ☐				
5.	Date of birth (dd/mm/yyyy)	____/____/____				
6.	Father's name					
7.	Mother's name					
8.	Pan No.					
9.	Nationality					
10.	Marital status					
11.	Caste/EWS, As applicable Category (please tick)	A)	GEN ☐ SC ☐ ST ☐ OBC(NCL) ☐ EWS ☐			
		B)	SC/ST/OBC (NCL)/EWS Certificate No. _____ DATE: _____			
12.	I. Whether ex-serviceman (please tick)	Yes ☐ No ☐				
	II. If yes, following details	Date of Enrollment in Defence	Date of Discharge from Defence	Name of Zila Sainik Welfare Office	Registration No.	Date of Renewal
13.	Educational qualification (as applicable)	College/Institution/University	Specialization/Discipline	Year of passing	Percentage of marks obtained/CGPA/division	
	Graduation					

	Post-graduation				
	Others (if any)				
	Any other academic details				
	Member of professional bodies				
	Experience, If any	Name & address of organization	Position/ Designation & Grade held	Period of Service From To	Nature of duties
14.	For experience details, please attach a separate sheet in this format covering all the above headings. Self-attested experience certificates are also to be attached.				
15.	Permanent address (in block letters)	Name – C/O. (If any) – Village /Town / Place – P.O. – District – PIN – P.S. – State –			
16.	Present mailing address/correspondence address (in block letters)	Name – C/O. (If any) –			

		Village /Town / Place –	
		P.O. –	P.S. –
		District –	State –
		PIN –	
17.	Valid e-mail address		
18.	Valid mobile no.		

DECLARATION

I hereby declare and certify that the particulars furnished in the application form hereinabove are true, correct and complete in all respects to the best of my knowledge and nothing has been concealed. In case any information provided by me is found to be incorrect, false, and misleading at any stage/time, I shall be fully responsible for the same and have no objection against the cancellation of my candidature without informing me. I shall have no claim against cancellation of my candidature or for appointment to the post and/or for any legal action against me, as deemed fit by OIL.

Date: _____

Name: _____

Place: _____

Signature of the applicant: _____

Please enclose copy of following documents along with the application:

1. Self-Attested Copy of Certificate for Proof of Date of Birth in the Govt. prescribed format.
2. Self-Attested Copy of Certificate(s) for Proof of Relevant Work Experience.
3. Self-Attested Copy of Certificate(s) for Proof of Requisite Educational Qualification.
4. Self-Attested Copy of Certificate for Proof of Caste Category [SC/ST/OBC(NCL)] in the Govt. prescribed format, as applicable.
5. Self-Attested Copy of Certificate for Proof of EWS certificate/Ex-Servicemen certificate etc. in the Govt. prescribed format, as applicable.

Application in any other format will be rejected.

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