



ADVERTISEMENT NUMBER: HRAQ/ REC-EX-B/2024-07

DATED 09/07/2024

Oil India Limited, a Maharatna Public Sector Undertaking invites applications from Indian Nationals to fill up the following post in Grade C for posting in Assam.

A. DETAILS OF POSTS/VACANCIES/EDUCATIONAL QUALIFICATIONS/AGE LIMIT IN GRADE C:

Post Name & Post Code	Post Details		Grade & Scale of Pay (₹)	Upper Age limit (in years) as on 31/07/2024	Required Educational Qualification* as on 31/07/2024	Post identified suitable for PwBD
	No. of Post#	Details				
Superintending Medical Officer (Gynaecology) (GYN 01)	01	UR- 01	C 80000-220000	UR: 37	MD/ DNB from a reputed Medical College/ University recognized by Medical Council of India.	c) OL, Dw
TOTAL	01					

Note I – # The numbers of vacancies are subject to change, if required.

Note II - * In case of educational qualification, any variation in nomenclature from the above will not be accepted.

Abbreviations used: UR-Unreserved, PwBD-Persons with Benchmark Disability, OL-One Leg, Dw-Dwarfism.

- 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.

B. EDUCATIONAL QUALIFICATION & AGE RELAXATION

- Candidates should have requisite Educational Qualifications (as indicated under **A. DETAILS OF POSTS/VACANCIES/EDUCATIONAL QUALIFICATIONS/AGE LIMIT IN GRADE C**).
- 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 posts.

- 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.
- In case of candidates belonging to Persons with Benchmark Disabilities (PwBD) age relaxation will be 10 years for (PwBD-UR).
- Age relaxation for Ex-Servicemen will be 5 years.
- The upper age limit will be as indicated in the Tables “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 54 years in all cases.

C. PAY & ALLOWANCES

- Besides Basic Pay and Industrial pattern of DA, the 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.
- Provisionally selected candidates in will be placed in Grade C in the pay scale of ₹.80,000-2,20,000 (starting Basic Pay of ₹80,000). The selected candidates will have to serve a probationary period of one year and will be confirmed in writing after successful completion of the same.
- Approximate total emoluments in Grade C at minimum of scale will be around ₹.1,50,000 per month.

D. APPLICATION FEES

- Non Refundable Application Fees will be as under:

Category	Application Fee Amount (Rs.)
General/ OBC (NCL)	500 + Applicable taxes
SC/ST/PwBD/EWS/Ex-Servicemen	Nil

- Application fee once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before the payment of the application fee.
- Mode of Payment: Through Online Bank Transfer for which the details are as below:
Account Name: Oil India Limited
Account No./ IBAN: 10494832599
IFS Code: SBIN0002053
MICR code: 786002302
Bank Name & Branch: State Bank of India, Duliajan, Dist.: Dibrugarh (Assam) – 786 602
- Applicants must submit copy of the e-generated receipt of the payment along with the application.

E. SELECTION PROCESS

- The eligible/short listed candidates for the posts as mentioned in table **A. DETAILS OF POSTS/VACANCIES/EDUCATIONAL QUALIFICATIONS/AGE LIMIT IN GRADE C** will have to appear for Written Test (WT) and Personal Interview (PI), details of which are as under:

Selection Test		Total Marks	Qualifying Marks %
Phase I	Written Test (WT)	100 (Weightage 85%)	50%
Phase II	Personal Interview (PI)	15 (Weightage 15%)	No qualifying marks

- The total duration of the Written Test (WT) will be 03 (three) hours. Further, compensatory time in addition to the duration of the Written Test (WT) will be allowed as per Govt. guidelines for Persons with Benchmark Disabilities on the matter.
- The candidates who qualify in the Phase-I, i.e. Written Test (WT) will only qualify for the next round of the Selection process i.e. Personal Interview (PI).
- The merit list of candidates shall be drawn based on combined weighted marks of Written Test (WT) and Personal Interview as per defined weightages.
- Candidates who qualify in the Written Test (WT) will be called in a ratio of 1:5 for PI based on marks in the Written Test (WT).
- The provisionally selected candidates will have to undergo Pre-Employment Medical Examination (PEME). The provisionally selected candidate(s) will be finally selected to join OIL only after he/she is declared medically fit by OIL Hospital.
- 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.

F. PHYSICAL FITNESS

- Appointment of provisionally selected candidate(s) 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 OIL Hospital. The provisionally selected candidates 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(s) 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. VERIFICATION OF DOCUMENTS

- The candidature of the applicants would be provisional and subject to subsequent verification of certificates/testimonials, experience, etc.
- 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).
- All the documents/certificates/testimonials submitted by the candidate(s) at the time of selection process shall be verified from the concerned issuing authorities.
- The information furnished by the candidate(s) in the application with regard to qualification, age, category etc. shall be cross-checked from the original documents at the time of PI.
- 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.

H. 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.

I. 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, age, category etc.
- 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.
- 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.
- 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 have to be submitted along with the Application Form at the time of applying for the post and also to be produced 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.
 - Educational Qualification certificates 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.
 - Receipt of E-transaction of application fees paid (If applicable).
- Calculation of percentage of marks should be as per university/ institute rules. Wherever CGPA/OGPA/DGPA or Letter Grade in a degree/ diploma is awarded, its equivalent percentage of marks must be indicated in the application form as per norms adopted by the Institute. Rounding-off of percentage would not be allowed.
- The prescribed qualifications are minimum and mere possession of the same does not entitle candidates to be called for the Selection Test. Only 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 posts and employed with Government departments/PSUs/Autonomous Bodies as on 31/07/2024 will have to produce NO OBJECTION CERTIFICATE (NOC) from the employer concerned where the candidate is employed, at the time of Personal interview/Skill Test essentially without which they would not be allowed to appear in the personal interview and in such cases the fares will not be reimbursed.**
- Age relaxation for PwBD candidates will be as per Government Directives.
- 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.
- PwBD certificate in prescribed format(s) (available at 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. Please note that no other format of PwBD certificate shall be accepted." in the line with the recent notification.
- Persons with 40% or more disability only would be eligible for the benefit of reservation to PwBD category against identified posts only.
- Candidate(s) must produce a valid disability certificate in support of their claims clearly indicating that the degree of disability is 40% or more, in the prescribed format(s) as per Government of India and issued by the Competent Authority. The Competent Authority to issue disability certificate shall be a Medical Board duly constituted by the Central or a State Government of India.
- If the SC/ST/OBC-NCL/PwBD/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.
- 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 WRITTEN TEST, shall receive their Admit Cards for appearing in the WRITTEN TEST 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 North East 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 only.

J. CUT-OFF DATE:

The Cut Off date for Age & Qualification etc. shall be reckoned as 31/07/2024.

K. HOW TO APPLY

- Interested and Eligible Applicant(s)/Candidate(s) may send their duly filled-up/completed application form (scanned copy), 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 31/07/2024.
- 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 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, if any.
 - 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.
 - Self-Attested Copy of Certificate for Proof of Disability in the Govt. prescribed format/ Certificate for Persons with Benchmark Disabilities (PWBD) 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 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 only 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.

L. IMPORTANT DATES

Important Dates	Opening date for submission of application form	16:00 hours on 09/07/2024
	Cut-off date for age, experience, qualification etc. shall be reckoned as on	31/07/2024
	Last date for submission of application form	23:59 hours on 31/07/2024

M. 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 Written Test and Personal Interview (PI) shall be intimated to the candidates via e-mail.

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



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

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 (CL) ☐ OBC (NCL) ☐ EWS ☐	
		B)	SC/ST/OBC (NCL)/EWS Certificate No.	
		Date:		
12.	I. Whether persons with benchmark disabilities (PwBD) (please tick)	Yes ☐ No ☐		
		If yes, PwBD certificate no.		
		Date:		
	II. If yes, please state the category of persons with disabilities (PwBD)	(as per advertisement, post identified suitable for PwBD for following: OL , Dw as mentioned hereinabove)		III. Percentage of disability (%): _____ %

13.	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
14.	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					
15.	Experience, If any	Name & address of organization	Position/ Designation & Grade held	Period of Service	Nature of duties	Place of posting
				From To		
15.	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.					
16.	Permanent address (in block letters)	Name C/O. (If any) Village /Town / Place P.O. P.S. District State PIN				

17.	Present mailing address/ correspondence address (in block letters)	Name C/O. (If any) Village /Town / Place P.O. District PIN	P.S. State
18.	Valid e-mail address		
19.	Valid mobile no.		
20.	Details of Online Payment	Whether Online Payment made Yes ☐ No ☐	
		Whether e-generated copy of payment is enclosed along with application Yes ☐ No ☐	
		UTR 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 Disability in the Govt. prescribed format/Certificate for Persons with Benchmark Disabilities (PWBD) in the Govt. prescribed format, as applicable.
6. 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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