



Pipeline Headquarters, P.O - Udayan Vihar - 781171, Assam, India

Oil India Limited (OIL), a Navratna Public Sector Undertaking is a pioneer National upstream Oil and Gas Company with a pan Indian presence and growing global footprint.

Oil India Limited (OIL) invites applications from eligible candidates from its transportation areas in the districts of Jorhat, Golaghat, Kaliabor, Morigaon, Nagaon, Nalbari, Kamrup(M), Bongaigaon, Kokrajhar of Assam, Jalpaiguri, Darjeeling, Uttar Dinajpur of West Bengal, Katihar, Begusarai, Khagaria of Bihar for recruitment of undermentioned post.

Table with columns: SN, POST CODE, NAME OF POST AND GRADE, NO. OF POSTS AND RESERVATION, SCALE OF PAY, QUALIFICATION (EDUCATION, EXPERIENCE, SKILLS ETC.) REQUIRED AS ON THE CRUCIAL DATE I.E. 31-12-2017

NOTE: i) Reservation Position: In addition to above, posts will also be reserved for Persons with Disabilities (PWD) and Ex-Servicemen reservation shall be applicable as per Government of India guidelines.

(A) RESERVATION FOR PERSONS WITH DISABILITIES (PWD): (B) As per Government of India Guidelines on Persons with Disabilities reservation, the above post is suitable for Persons with Disabilities by: OA, OL & HH.

Abbreviations Used: PWD (Persons with Disabilities): OA-One Arm, OL-One Leg & HH-Hearing Impaired.

A. AGE LIMIT (AS ON 31-12-2017)*:

Table with columns: CATEGORY, AGE LIMIT

* DATE OF BIRTH AS MENTIONED IN THE ADMIT CARD OR PASS CERTIFICATE OF CLASS 10TH OR EQUIVALENT WILL ONLY BE CONSIDERED AS VALID PROOF.

B. PAY & ALLOWANCES: The selected candidate(s) will be engaged as "Trainee" for 01 (one) year. During the training period, the candidate(s) will receive the minimum Basic Pay and DA of immediate lower Grade only.

Thereafter, on successful completion of the training period and clearing the departmental test, the candidate(s) will be absorbed on probation in the Basic Pay of ₹17,000.00 for Grade-VIII with other allowances applicable as per Company's Rule.

C. CANDIDATE(S) WITH THE REQUISITE QUALIFICATION ONLY SHOULD APPLY AGAINST THE NOTIFIED POSTS.

D. SELECTION METHODOLOGY:

(a) Only those candidates, who fulfill the eligibility criteria mentioned in this notification as on 31-12-2017 will be called for Written Test (Stage-I). The question paper for Written Test (Stage-I) will consist of 3 (three) sections viz. (A) English Language with General Knowledge/Awareness with some questions on Oil India Limited; (B) Reasoning, Arithmetic/Numerical as well as Mental Ability and (C) Relevant Technical Knowledge in the course curriculum depending on the post.

(b) Those who obtain minimum 50% (fifty percent) marks in the written test (Stage-I) will qualify for Computer Operation Skill Test (Stage-II). Computer Operation Skill Test (Stage-II) will be of a qualifying nature where the qualifying marks is minimum 50% (fifty percent). Computer Operation Skill Test (Stage-II) does not carry any weightage in the final selection.

(c) Further, in case of a tie in marks obtained in the Written Test (Stage-I) between/among two or more candidates, the existing policy of the Company will be applicable.

E. CONCESSION:

(a) Candidates are exempted from payment of application fee. (b) Eligible SC/ST candidate(s) appearing in applicable selection test shall be reimbursed second class Raii/Bus fare by the shortest route on production of tickets as per rules.

F. GENERAL CONDITIONS:

(a) All applicants must fulfill the essential eligibility criteria in respect of the post(s) notified in the advertisement. No enquiry asking for advice with regard to eligibility will be entertained. Mere issue of admit card to the candidate(s) for the selection stages will not imply that his/her candidature has been finally accepted by OIL.

(b) ALL PROVISIONALLY SELECTED CANDIDATES WILL BE REQUIRED TO PRODUCE IN ORIGINAL AS WELL AS SELF-ATTESTED PHOTOCOPIES OF ALL RELEVANT DOCUMENTS/CERTIFICATES/ TESTIMONIALS FOR VERIFICATION AT THE TIME OF PRE-EMPLOYMENT MEDICAL EXAMINATION I.E. CLASS 10TH OR EQUIVALENT ADMIT CARD/PASS CERTIFICATE INDICATING DATE OF BIRTH, ALL EDUCATIONAL QUALIFICATION DOCUMENTS/CERTIFICATES/TESTIMONIALS INCLUDING ESSENTIAL QUALIFICATION, CASTE CERTIFICATE, DISABILITY CERTIFICATE FOR PERSONS WITH DISABILITIES (PWD), VALID DISCHARGE BOOK/SERVICE AND RELEASE CERTIFICATE AND ZILA SAINIK WELFARE OFFICE REGISTRATION CARD IN CASE OF EX-SERVICEMEN, VALID EMPLOYMENT EXCHANGE REGISTRATION CARD AND OTHER CERTIFICATES, AS APPLICABLE, ISSUED BY APPROPRIATE COMPETENT AUTHORITY.

(c) All relevant documents/certificates/testimonials should be issued on or before the crucial date i.e. 31-12-2017 (LAST DATE OF RECEIVING APPLICATION IS 23-02-2018) and must be valid as on the crucial date.

(d) PWD candidates will have to produce valid Disability Certificate in support of their claims clearly indicating that the degree of physical disability is 40% or more, in the prescribed format(s) as per Government of India and issued by the Competent Authority. The Disability Certificate will have to be submitted along with the application. The candidates will be considered for appointment to the post on fulfilling the prescribed standards of Medical Fitness of Oil India Limited. The Competent Authority to issue Disability Certificate shall be a Medical Board duly constituted by the Central or a State Government of India.

(e) The candidature of a candidate will be rejected if his/her certificates/testimonials, etc. submitted are found to be false. Names of such candidate(s) will be blacklisted for applying against any post in OIL in future.

(f) The provisional appointment as a 'Trainee' will be processed only after clearing/complying with the Company's prescribed Pre-Employment Medical Examination formalities. Further, the provisional appointment as a 'Trainee' will be purely provisional/temporary and is subject to verification of all the testimonials submitted in respect of Age, Caste/Tribe/OBC(NCL) certificate, Educational and Experience qualifications, etc. as applicable, and also verification of character & antecedents through the proper channels. The provisionally selected candidate(s) shall be eligible for confirmation/absorption in the Company in a regular grade only after requisite documents/certificates/testimonials are duly verified and positive character and antecedents are received from the concerned authorities. In case the verification report received reveals that any of the documents/certificates/testimonials submitted is found false/fake/incorrect or any adverse report/non-clearance of character and antecedents in the Police Verification Report is received, provisional appointment as a 'Trainee' will be terminated/cancelled/disqualified at any stage with 15 days notice, besides being liable for penal action under the provisions of the Indian Penal Code for production of false/fake/incorrect documents/certificates/testimonials or for adverse report of character and antecedents. The terms and conditions of appointment and confirmation in the grade is liable to be changed/amended at the discretion of the Company.

(g) CANVASSING IN ANY FORM WHETHER DIRECTLY OR INDIRECTLY SHALL AMOUNT TO REJECTION OF CANDIDATURE.

(h) Candidate(s) must clearly mention the Post Code at all applicable places.

(i) The decision of the Management will be final and binding on all candidates on 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.

(j) The matters mentioned in this notification is subject to change at the discretion of the Management.

(k) Notifications have also been sent to concerned employment exchanges. However, if the candidate's name is sponsored by the concerned employment exchange, then his/her application filed separately will be treated as cancelled.

(l) CANDIDATE(S) APPLYING FOR MORE THAN ONE POST CODE ON FULFILLING THE REQUISITE CRITERIA MUST SEND THEIR APPLICATIONS SEPARATELY FOR EACH POST CODE. THE ENVELOPE CONTAINING THE APPLICATION SHOULD BE CLEARLY SUPERSCRIBED WITH 'POST CODE'.

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

(n) Candidate(s) employed in Govt./Semi-Govt./PSU should route their applications through Proper Channel and submitted 'No Objection Certificate' along with the application.

(o) Valid contact no. should be compulsorily and clearly mentioned in the application AND THE SAME SHOULD BE ACTIVE AND VALID FOR A PERIOD OF 01 (ONE) YEAR FROM THE CRUCIAL DATE.

(p) THE ENVELOPE CONTAINING THE APPLICATION SHOULD BE CLEARLY SUPERSCRIBED WITH 'POST CODE'.

(q) CANDIDATE(S) FULFILLING THE REQUISITE CRITERIA MUST SEND THEIR APPLICATIONS BY SPEED POST ONLY.

G. HOW TO APPLY / REJECTION CRITERIA:

(a) THE APPLICATION FORM SHOULD BE NEATLY TYPED AND FILLED UP BY THE CANDIDATE AS PER THE FORMAT AND INSTRUCTION GIVEN IN THIS NOTIFICATION ONLY. Applications received in format other than the prescribed/as given will be rejected.

(b) Eligibility of candidates will be based on the details provided by the candidate in the prescribed Application Form. Hence, it is necessary that applicants should furnish only accurate, full and correct information in the prescribed Application Form. Applications incomplete in any respect will be summarily rejected. Furnishing wrong/false information shall lead to disqualification of the application.

(c) Candidates must submit 02 (two) copies of recent 3cm x 3cm coloured photographs and self-attested photocopies of the following documents/certificates/testimonials along with the correctly filled-up Application Form:

- Admit Card or Pass Certificate of Class 10th or equivalent indicating Date of Birth and issued on or before the crucial date i.e. 31-12-2017.
Marksheet/Pass Certificate of 3 years Diploma in Civil Engineering discipline from Government Recognized Institute/University issued on or before the crucial date i.e. 31-12-2017.
Disability Certificate (in case of Persons with Disabilities) valid as on the crucial date i.e. 31-12-2017.
Discharge Book/Service and Release Certificate (in case of Ex-Servicemen) valid as on the crucial date i.e. 31-12-2017.
Employment Exchange Identity Card or Z.S.W.O. Registration Card (in case of Ex-Servicemen) valid as on the crucial date i.e. 31-12-2017.
'No Objection Certificate' from concerned authority issued on or before 23-02-2018, if the candidate is employed in Govt./Semi-Govt./PSU.

(d) Candidates must ensure that all the details provided by the candidates in the prescribed Application Form tally with the respective attached documents/certificates/testimonials. Any mismatch in declaration with the enclosed documents/certificates/testimonials shall lead to disqualification of the application.

(e) THE ENVELOPE CONTAINING THE APPLICATION SHOULD BE SUPERSCRIBED WITH 'POST CODE'.

(f) APPLICATIONS SHOULD BE SENT TO THE FOLLOWING ADDRESS BY SPEED POST ONLY:

(g) TO, DY. GENERAL MANAGER (ER) PL PIPELINE HEADQUARTERS, OIL INDIA LIMITED, P.O.: UDAYANVIHAR, GUWAHATI, KAMRUP(M), ASSAM, PIN-781171

(h) ALL THE ABOVE CLAUSES UNDER POINT G, FROM (a) TO (f), HAVE TO BE FULFILLED AND COMPLETE IN ALL RESPECTS.

APPLICATION FORMAT

Form fields for POST CODE, NAME IN FULL (FIRST NAME, MIDDLE NAME, SURNAME), GENDER, DATE OF BIRTH, FATHER'S NAME, MOTHER'S NAME, PAN NO., RELIGION, NATIONALITY, CASTE CATEGORY.

Paste recent 3cm x 3cm coloured photograph (Sign Across)

Form fields for SC / ST / OBC CERTIFICATE NO. and DATE.

Form fields for SUB-CASTE (COMMUNITY), I. CATEGORY OF PERSONS WITH DISABILITIES (PWD), II. PERCENTAGE OF DISABILITY.

Form fields for I. WHETHER EX-SERVICEMAN (PLEASE TICK), YES, NO.

Form fields for 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.

Form fields for EDUCATIONAL QUALIFICATION (AS APPLICABLE), QUALIFICATION, BOARD / INSTITUTE / UNIVERSITY, DURATION OF COURSE (IN YEARS), YEAR OF PASSING, PERCENTAGE OF MARKS OBTAINED / CGPA.

(EXTRA PAGES CAN BE ATTACHED FOR ADDITIONAL QUALIFICATION AS PER FORMAT IN SL NO. 14)

Form fields for EXPERIENCE, IF ANY, NAME & ADDRESS OF THE ORGANIZATION, POST / DESIGNATION HELD, PERIOD OF SERVICE, NURTURE OF DUTIES, PLACE OF POSTING.

Form fields for EMPLOYMENT EXCHANGE REGISTRATION DETAILS, EMPLOYMENT EXCHANGE, EXCHANGE REGISTRATION NO., VALID UP TO.

Form fields for PERMANENT ADDRESS (IN BLOCK / CAPITAL LETTERS), VILLAGE / TOWN / PLACE, P.O., DISTRICT, STATE, PIN CODE.

Form fields for PRESENT MAILING / CORRESPONDENCE ADDRESS (IN BLOCK / CAPITAL LETTERS), VILLAGE / TOWN / PLACE, P.O., DISTRICT, STATE, PIN CODE.

Form fields for VALID E-MAIL ID, IF ANY.

Form fields for MOBILE NO.

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 for taking any legal action as deemed fit by Oil India Limited.

DATE: SIGNATURE OF APPLICANT

H. THE ENVELOPE CONTAINING THE APPLICATION SHOULD BE SUPERSCRIBED WITH 'POST CODE' OF THE POST APPLIED FOR.

I. LAST DATE OF RECEIVING APPLICATION : 23-02-2018

- CANVASSING IN ANY FORM WHETHER DIRECTLY OR INDIRECTLY SHALL AMOUNT TO REJECTION OF CANDIDATURE.
APPLICATIONS RECEIVED AFTER THE LAST DATE OF SUBMISSION WILL NEITHER BE ENTERTAINED NOR RETURNED.
OIL INDIA LIMITED SHALL NOT BE RESPONSIBLE FOR ANY POSTAL DELAY.
OIL INDIA LIMITED DOES NOT PUBLISH ADVERTISEMENT ON ANY THIRD PARTY WEBSITES.

BEWARE OF FRAUDULENT RECRUITMENT OFFERS

It has been brought to our notice that some unscrupulous individuals/criminal elements are attempting to defraud job seekers by issuing fake appointment letters or assuring jobs in Oil India Limited. It may be noted that Oil India Limited has a well laid out and transparent recruitment policy and appointment letters are issued by the Company to selected candidates at the conclusion of such recruitment process. Oil India Limited does not authorize any person/organization outside of OIL to offer any job on its behalf.

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