



OIL INDIA LIMITED (OIL), a Navratna Public Sector Undertaking, is a pioneer national upstream Oil and Gas Company with a pan India presence with growing global footprint, engaged in Exploration, Production and Transportation of crude oil, natural gas and manufacture of LPG with its Field Headquarters at Duliajan, Dist. Dibrugarh, Assam, 786602.

Oil India Ltd. invites applications from eligible Indian Nationals, to fill up the following posts in Grade 'C' in the pay-scale of Rs. 32900-58000.

**A. EDUCATIONAL QUALIFICATION AND EXPERIENCE**

Post Name & Post Code	Indicative No. of vacancies					Age limit (in years) as on 12.08.2017	Educational Qualification	Post Qualification relevant experience as on 12.08.2017 (in years)	Identified for PWD
	UR	SC	ST	OBC	Total				
Senior Engineer-Drilling (DR:01)	04	01	01	01	07	UR:32 SC/ST:37 OBC:35	Graduate degree in Engineering	03	NA
Senior Engineer-Field Engineering (FE:01)	01	-	-	01	02	UR:32 OBC:35	Graduate degree in Mechanical Engineering (excluding Automation/Automobile/Industrial/ Manufacturing/ Power/Production/Mining/Marine Engg etc.)	03	OL, HH
Senior Engineer-Pipeline (PL:01)	02	01	-	01	04	UR:32 SC:37 OBC:35		03	OL, HH
Senior Engineer-Production (PD:01)	02	-	-	01	03	UR:32/34* OBC:35/37*	Graduate degree in Mechanical Engineering (excluding Automation/ Automobile/ Industrial/ Manufacturing/ Power/Production/ Mining/Marine Engg etc.)/Petroleum Engg OR Post Graduate degree in Petroleum / Petroleum Technology	03	OA, OL
Senior Engineer-Civil (CE:01)	02	-	-	-	02	UR:32	Graduate degree in Civil Engineering	03	OA, OL, HH
Senior Chemist /Senior Research Scientist (CH:01)	03	01	-	01	05	UR:34 SC:39 OBC:37	Post Graduate degree in Chemistry with PCM at Graduation level	03	OA, OL
Senior Biotechnologist (BT:01)	01	-	-	-	01	UR:32/34*	Graduate degree in Biotechnology Engineering OR Post Graduate degree in Biotechnology	03	OL, HH
Senior Officer-HR (HR:01)	02	-	-	01	03	UR:34 OBC:37	Post Graduate degree in Management/ Business Administration / Personnel Management. / Social Welfare / Social work / Industrial Relations	03	OA, OL, BL, B, LV, HH
Senior Engineer-IT/ERP (IT:01)	04	-	-	01	05	UR:32 OBC:35	Graduate degree in Computer Science /IT Engineering	03	OA, OL, OAL, LV, HH
Senior Engineer-Telecom/ Instrumentation (ECE:01)	04	-	-	02	06	UR:32 OBC:35	Graduate degree in Electronics & Communication Engineering / Electronics & Telecommunication Engineering / Instrumentation Engineering	03	OA, OL, HH
Senior Officer-HSE/ Senior Engineer-Fire Service (HSE:01)	05	-	-	02	07	UR:32/34* OBC:35/37*	Graduate degree in Engineering Or Post Graduate degree in Environment / Environment Engg. / HSE	03	NA
Senior Officer-PA (PA:01)	02	-	-	-	02	UR:34	Post Graduate degree in Mass Communication / Public Relations / Social Work / Rural Management	03	OA, OL, B, LV
<b>TOTAL</b>	<b>32</b>	<b>03</b>	<b>01</b>	<b>11</b>	<b>47</b>				

\* For those with prescribed qualification of Post Graduate degree

**Abbreviations Used:** UR-Unreserved, SC-Scheduled Caste, ST-Scheduled Tribe, OBC-Other Backward Class (Non Creamy Layer), PWD-Persons with Disability, OA-One Arm, OL-One Leg, BL-Both Leg, OAL-One Arm and One Leg, B-Blind, LV-Low Vision, HH-Hearing Impaired, NA-Not Applicable.

- All courses should be recognised by AICTE/UGC
- Graduate Degree in Engineering should be of minimum 04 years duration
- Post graduate courses should be of minimum 02 years duration
- Minimum 60 % marks in qualifying examination in Graduate / Post Graduate degree courses for above mentioned posts.
- Post Qualification Relevant Experience as on 12.08.2017: The candidates should have minimum of 03 years of post-qualification working experience in Govt. / Public / Private Sector Companies.

Sl. No.	POST NAME & POST CODE	POST QUALIFICATION RELEVANT EXPERIENCE
1	Senior Engineer -Drilling (DR:01)	<ul style="list-style-type: none"> <li>• Knowledge of operating Alternate Current (AC)/Silicon Controlled Rectifier (SCR), Variable Frequency Drive (VFD) drilling and work over rigs</li> <li>• Knowledge of operation of the rigs and down hole complications, well control</li> <li>• Knowledge of operating draw works and handling of friction and joystick brake</li> <li>• Knowledge to trouble shoot rig equipment and tools in drilling and work over rigs</li> <li>• Knowledge of HSE, statutory rules and regulations as per Mines Act, Oil Industry Safety Directorate (OISD) rules, well site management etc.</li> <li>• Knowledge of inter disciplines, conversant about mud chemicals and maintenance of mud property</li> </ul>
2	Senior Engineer -Field Engineering (FE:01)	<ul style="list-style-type: none"> <li>• Knowledge of maintaining, operating in Industrial workshop or Process plant/power house / design, laying maintenance of cross country pipeline</li> <li>• Knowledge of selection / design / maintenance/ overhauling of Internal Combustion (IC) engines like diesel, gas, petrol and pumps like reciprocating, centrifugal etc.</li> <li>• Knowledge of Installation/operation/maintenance of water treatment (potable or waste) plants.</li> <li>• Knowledge of Design /maintenance / servicing of hydrocarbon storage tanks</li> </ul>
3	Senior Engineer- Pipeline (PL:01)	<ul style="list-style-type: none"> <li>• Knowledge of the Pump Station pumping operations which includes custody transfer of Tanks</li> <li>• Maintenance aspects of IC Engines, Centrifugal &amp; Reciprocating Pumps</li> <li>• Knowledge of Pipeline pigging operation</li> <li>• Knowledge of the Safety Standards as per the latest Oil Industry Safety Directorate (OISD) norms followed in Pipeline operations.</li> <li>• Knowledge of starting of Pumping operation in co-ordination with Dispatch control room</li> <li>• Knowledge of Safe Starting of Pump Engines along with the auxiliaries for pumping operation and stopping of the same during pumping shutdown</li> </ul>
4	Senior Engineer- Production (PD:01)	<ul style="list-style-type: none"> <li>• Knowledge of production, testing and handling of Oil and Gas wells</li> <li>• Knowledge of operation &amp; maintenance of oil/gas production installations including tank farm, custody transfer of crude oil etc.</li> <li>• Knowledge of design, engineering, procurement &amp; execution of projects involving oil/gas process plant, Effluent treatment plant, petrochemical plant and Piping &amp; Pipeline works.</li> <li>• Knowledge of well intervention activities like well completion, design &amp; execution, well killing &amp; enlivening using CTU/NPU unit, handling of down Hole tools &amp; tackles like Packers, Fishing Tools, Sampler etc.</li> <li>• Experience in well killing, packer setting/unsetting, well activation, spool testing etc.</li> <li>• Knowledge of design, installation, operation and troubleshooting of Artificial lifts like gas lift, SRP, ESP and PCP, Well optimization through NODAL analysis and application of industry standard software. Operations and maintenance of CTU, NPU, Pumper unit, Acidization Unit etc.</li> <li>• Knowledge of safety standards as per Central Electricity Authority (CEA), OMR, DGMS (Director General of Mines Safety), OISD, CIMFR etc.</li> </ul>
5	Senior Engineer -Civil (CE:01)	<ul style="list-style-type: none"> <li>• Experience in execution of major / minor projects in buildings, roads, bridges, &amp; culverts or any civil engineering infrastructure</li> <li>• Working experience in structural design, field survey, preparation of bar charts, civil engineering drawings, project planning, procurement/ billing, preparation of estimates/BOQ, BBS (Bar Bending Schedules) with knowledge of IS/IRC codes etc.</li> <li>• Knowledge of working in GPS, AUTOCAD, STAAD PRO, Primavera, MS Project, ERP (SAP)</li> <li>• Experience of preparation of specification of all civil components related to respective Projects / Preparation of civil layout drawings/ plot plan/ contour survey of installations with the help of Auto CAD</li> <li>• Knowledge of preparation of detail specification of civil items along with quantity/ examine/ analyse/ approve civil diagrams/ drawings prepared by Contractors / preparation of bill of quantities/ contact documents.</li> <li>• Experience in calculation of civil items/equipment's requirement at site and maintain inventory.</li> <li>• Experience of compliance of execution of all civil jobs at site as per contract terms &amp; conditions/Close and constant monitoring of civil activities carried out by Contractors at site</li> <li>• Knowledge of project safety standards of Oil &amp; Gas installations as per Directorate General of Mines Safety(DGMS), Oil Industry Safety Directorate(OISD) and Central Institute of Mining and Fuel Research( CIMFR)</li> <li>• Knowledge of quality control and prescribed test as per relevant IS code for various construction materials.</li> </ul>

Sl. No.	POST NAME & POST CODE	POST QUALIFICATION RELEVANT EXPERIENCE
6	Senior Chemist / Senior Research Scientist (CH:01)	<ul style="list-style-type: none"> <li>• Knowledge of preparation and maintenance of drilling and work over fluids with adequate rheological properties. Experience of preparing at site and analysis as per requirement</li> <li>• Experience of maintaining different statutory norms of regulatory bodies pertaining to Chemical operations and safety guidelines</li> <li>• Experience of resource planning for well site operations viz. ensure availability of resources such as equipment, reagents and other consumables / calibration of standard reagents and measuring equipment / proper housekeeping, record keeping and reporting</li> <li>• Knowledge of preparation/documentation of all reports like drilling wells, field report, cementing operation reports</li> <li>• Experience of working in a reputed Biotechnology / Microbiology laboratory preferably in upstream petroleum sector</li> <li>• Good knowledge and understanding of oil and gas field operations, Microbiology, Chemistry, Geosciences etc.</li> <li>• Experience of working as scientist / JRF in a DST recognized research laboratory / institution / CSIR laboratory in the relevant discipline / IITs / ISM University in relevant discipline</li> <li>• Experience of working as a scientist in organizations / undertakings wholly owned or financed by Central or State governments</li> <li>• Desirable Achievements: Publications of research papers / articles in peer reviewed journals / conferences. Ph.D in relevant discipline. Filing patents as a sole or joint inventor</li> </ul>
7	Senior Biotechnologist (BT:01)	<ul style="list-style-type: none"> <li>• Good knowledge and understanding of oil and gas field operations, Microbiology, Chemistry, Geosciences etc.</li> <li>• Knowledge of algae bio fuel, Bioremediation, Phytoremediation, Microbial EOR</li> <li>• Knowledge of biotechnological applications in IOR, Microbial prospecting etc.</li> <li>• Knowledge of setting up necessary lab facilities, cultures and characterization of microbes, characterization of products, study in field etc.</li> <li>• Knowledge to work towards commercial/field implementation</li> <li>• Knowledge and understanding of oil and gas field operations, reservoir engineering, PVT studies, EOR chemistry etc.</li> <li>• Experience of working in a reputed Biotechnology / Microbiology laboratory preferably in upstream petroleum sector</li> <li>• Desirable Achievements: Publications of research papers / articles in peer reviewed journals / conferences. Ph.D in relevant discipline. Filing patents as a sole or joint inventor</li> </ul>
8	Senior Officer-HR (HR:01)	<ul style="list-style-type: none"> <li>• Knowledge of activities of Administration, Personnel, Learning and Development, Employee Relations functions of an organization</li> <li>• Working knowledge about disciplinary proceedings, labour laws, PSU, Govt service rules etc.</li> <li>• Working knowledge in dealing with contractual workers and wage administration</li> <li>• Experience in Recruitment &amp; Reservation matters</li> <li>• Experience of working in payroll system</li> <li>• Experience in Training Activities</li> <li>• Working knowledge of Human Resource Information System, Performance Management System.</li> <li>• Working experience in Enterprise Resource Planning, preferably in Systems, Applications and Products in data processing(SAP)</li> </ul>
9	Senior Engineer -IT/ERP (IT:01)	<ul style="list-style-type: none"> <li>• Experience of Networking – Local area network, Wide area network, Voice over Internet Protocol, Internet Protocol radios</li> <li>• Experience of Software development – Systems, Applications and Products in data processing(SAP), Network Enabled Technologies(NET), Java, Hypertext Preprocessor (PHP)</li> <li>• Experience of Database – Oracle, Structured Query Language(SQL O)</li> <li>• Knowledge of Operating system – Windows server, Linux, Unix</li> <li>• Knowledge of IT security</li> <li>• Working experience either in SAP (Business Intelligence (BI)/Business Objects (BO)/Business Planning and Consolidation (BPC)) or SAP (Materials Management (MM)/E-tendering) (during last five years) in Government / public / private sector corporate using SAP-ERP system.</li> <li>• Working experience in SAP environment and knowledge of SAP-MM (Materials management) and SAP-SRM(Supplier Relationship Management) Module and experience of handling and using new procurement tools like e-tendering and reverse auction in any Government./Public/Private sector organization of repute</li> <li>• Experience of understanding the nature of the issues experienced by the bidder and attending the same as per the procedure. Experience of attending to the Supplier Enlistments portal registration, Vendor and Material Master Data Management, Other allied jobs assigned as part of support services.</li> <li>• Working experience in BI/ BO / BPC tools , ABAP, Workflows and SAP SRM system would be given due consideration.</li> </ul>

SI. No.	POST NAME & POST CODE	POST QUALIFICATION RELEVANT EXPERIENCE
10	Senior Engineer - Telecom/ Instrumentation (ECE:01)	<ul style="list-style-type: none"> <li>• Knowledge about IP Networking and Data Communication</li> <li>• Knowledge about Radio Communication systems, various types of Antennas, Radio Frequency systems, Transmission cables, Optical Fibre communication, High Frequency(HF)/Very High Frequency(VHF)/Ultra High Frequency(UHF) Communication systems etc.</li> <li>• Knowledge about operation and maintenance of Electronic Telephone Exchanges (Switching systems) including Main Distribution Frame, Overhead and underground Telephone distribution cables and Analog &amp; Digital telephone instruments</li> <li>• Knowledge about operation and maintenance of Power Plant systems (Batteries and Float-cum-booster chargers systems) utilized for Radio Communication systems and Switching systems.</li> <li>• Knowledge of maintenance of Instrumentation system in Gas Compressors, Oil &amp; Gas Processing Plants, Gas Gathering Stations, Drilling rig, Power plant, Tank Farms, Gas fired Heaters, Boilers, CODP, Nitrogen Coil Tubing &amp; Pumper Unit, Hot Oil Circulation Unit etc./maintenance of safety Instrumentation systems used in Oil &amp; Gas installations etc.</li> <li>• Knowledge of maintenance of advanced Instrumentation Systems installed in Oil &amp; Gas installations like PLC, Field-Bus Technology, Supervisory control and data acquisition (SCADA), Distributed Control system (DCS) etc.</li> <li>• Knowledge of repairing, servicing, calibration &amp; testing of pneumatic and electronics instruments in instrumentation workshops utilising available test/calibration equipment</li> <li>• Knowledge of Requirement analysis, identification of suitable instrumentation system with proper technical specifications, installation &amp; commissioning and monitoring &amp; control of inventory, stock &amp; spares of instrumentation systems</li> <li>• Working knowledge in SAP_ERP module</li> </ul>
11	Senior Officer-HSE / Senior Engineer-Fire Service (HSE:01)	<ul style="list-style-type: none"> <li>• Ensuring Health, Safety and Environment in Drilling and Production installations, well monitoring jobs, well scrapping jobs, well control jobs, well stimulation, well serving jobs, production testing, water injection stations, MSG operations, Operation and Maintenance of boilers and any other production operation related activities.</li> <li>• Ensuring following of all Directorate General of Mines Safety(DGMS), Oil Industry Safety Directorate(OISD), Oil Mines Regulations(OMR) &amp; Ministry of Environment &amp; Forests (MoEF) guidelines</li> <li>• Knowledge of safety briefing to all, conducting safety meeting during crew change/pre job safety meeting/inspection of well sites/ascertaining safety equipment with all personnel at work site/inspection of installations/co-ordination with installation manager / Engineer in charge / enquiring the circumstances and causes of accidents/collect, compile, analyse information in respect of accidents, organizing regular safety education programmes, ensuring safety, firefighting and first aid training to all new workers</li> <li>• Should have practical knowledge of fire prevention &amp; protection measures.</li> <li>• Knowledge of safe and effective operation of all the firefighting equipment and testing / knowledge of preparation and updating of Fire Contingency Plans for all types of emergency situation.</li> <li>• Knowledge of general supervision and coordination during control and extinguishment of any fire and its effective tackling / checking promptness of response during mock drills, its deficiencies and effective tactics / ensuring timely attendance of fire calls by fire crew for minimizing loss of property and life / knowledge of advice and assist management in achieving high degree of fire safety standards.</li> <li>• Ensure firefighting training as per statutory requirement / ensure reporting/information of fire incidents/emergencies to management and its investigations / ensure fire safety audits time to time &amp; its review / ensure participation in regular mock fire drills, evacuation drills, on site &amp; off site disaster mock drills etc. / ensure day to day administration &amp; discipline in fire service / ensure compliance &amp; monitoring of scheduled inspection, testing &amp; maintenance of all firefighting equipment &amp; systems installed at site as per statutory/advisory requirement.</li> <li>• Knowledge of conducting Pre commissioning Fire Safety Audit of new locations and regular Fire Safety Audits &amp; its review / observance of the provisions of the Act, Regulations and Orders in all firefighting measures / ensure inspection &amp; testing of all major firefighting equipment, appliances such as Fire Tenders, Trailer Fire Pumps, BA sets, other tools &amp; tackles etc. for readiness to attend any emergency on round the clock basis.</li> </ul>
12	Senior Officer-PA (PA:01)	<ul style="list-style-type: none"> <li>• Knowledge of preparation of community development and sustainability plans</li> <li>• Experience of negotiation with various stakeholders for successful boundary management</li> <li>• Experience and basic knowledge in Research Methodology for preparing Concept notes, project reports, feasibility reports and Detailed Project Reports (DPR)</li> <li>• Knowledge of Implementation of Corporate Social Responsibility(CSR) projects / Corporate Social Responsibility(CSR) information, collation and Dissemination</li> <li>• Knowledge of carrying out need assessment surveys / social audits</li> <li>• Experience in preparation of Budgets</li> <li>• Knowledge of Management Information System(MIS)</li> </ul>

Note: In general, the candidates should be proficient in correspondence in English language, preparation of various reports and should have good working knowledge in computers.

## B. RESERVATION

- A candidate will be eligible to get the benefit of community reservation only in case the particular caste to which the candidates belong is included in the list of reserved communities issued by the Government of India.
- Candidates seeking age relaxation must submit requisite Caste/ Tribe certificate in the prescribed format (available at <http://www.oil-india.com/oilnew/Current-openings>) at the time of Document Verification. Otherwise, their claim for reserved status (SC/ST/OBC-NCL) will not be entertained.
- If the SC/ST/OBC-NCL/PWD 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.
- The OBC candidates who belong to “Creamy Layer” are not entitled for concession admissible to OBC-NCL candidates.
- Persons with 40% or more disability only would be eligible for the benefit of reservation to PWD category against identified posts only.
- Age relaxation of 10 years is allowed (total 15 years for SC/ST and 13 years for OBC-NCL) to PWD candidates for appointment to Group ‘A’ posts/services. The persons claiming age relaxation under PWD category would be required to produce a certificate in prescribed formats (available at <http://www.oil-india.com/oilnew/Current-openings>) in support of their claims clearly indicating that the degree of physical disability is 40% or more. In any case, the appointment of these candidates will be subject to their being found medically fit in accordance with the standards of medical fitness as prescribed by the Government for each individual Group ‘A’ posts to be filled for PWD candidates through Direct Recruitment by Selection.
- Age relaxation is allowed for candidates who have ordinarily domiciled in the State of Jammu & Kashmir during the period from 01.01.1980 to 31.12.1989 as per Government guidelines.
- Age relaxation is allowed to Ex-servicemen as per Government guidelines.

## C. APPLICATION FEE

Candidates’ applying for the posts mentioned has to pay an Application Fee as under

Category	Application Fee amount applicable
Unreserved / Other Backward Class	Rs. 500/-
Scheduled Caste / Scheduled Tribe / PWD	NIL

## D. SELECTION PROCESS

- The selection of the candidates will be conducted in three phases :
  - Phase I-Written Test,
  - Phase II-GD & Viva Voce
  - Phase III-Pre Employment Medical Examination (PEME)
- The candidates who qualify in Phase I i.e. Written Test will only qualify for the next round of selection tests i.e. GD and Viva Voce.

## E. REMUNERATION PACKAGE AND OTHER BENEFITS

- Selected candidates will be placed in the pay scale of Rs. 32900-58000 (starting Basic Pay of Rs. 32900) in Grade C. The selected candidate will have to serve a probationary period of one year and will be confirmed after successful completion of the same.
- Approximate total emoluments in Grade C will be around Rs. 94000 pm approximately. In addition to the Basic Pay & Dearness Allowance (DA), other benefits include House Rent Allowance (HRA) or Company leased/self-leased accommodation, Leave encashment, 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 medically fit as per the standards prescribed for the posts by the OIL Medical Board. The provisionally selected candidates will have to undergo Pre Employment Medical Examination (PEME) conducted by the OIL Medical Board and will be finally selected to join OIL only after he/she is declared medically fit by OIL Medical Board. The decision of the OIL Medical Board will be final and binding.

## G. POSTING

The posting of the selected candidates 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.

## H. GENERAL INFORMATION AND INSTRUCTIONS

- Only Indian nationals are eligible to apply.
- Candidates applying for the above posts must have passed the prescribed qualifications through full time courses.
- All qualification should be from an Indian University/ Institute recognized by AICTE/ appropriate statutory authority.
- No manual/ paper application will be entertained.
- Candidature of a registered candidate is liable to be rejected at any stage of recruitment process or after recruitment or joining, if any information provided by the candidate is false or is not found to be in conformity with eligibility criteria mentioned in the advertisement.
- The E-mail ID 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
- Candidates, if shortlisted for the next stage of the selection process are required to bring their original testimonials, certificates, No Objection Certificate (NOC), a set of copies of the same at the time of interview. The following documents will only be accepted at the time of verification:
  - Birth Certificate, Matriculation/10th Standard pass certificate/ admit card 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 will only be accepted.
  - Degree/Diploma certificate along with all 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.
- Percentage of marks would be the aggregate of all semesters irrespective of the norms / system being followed in the Institute/University. 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.
- 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 employed with Government departments/PSUs/Autonomous Bodies have to produce No Objection Certificate at the time of interview without which they would not be allowed to appear for the same.
- Candidates working in PSUs must have at least one year experience in the next lower grade in the pay scale of Rs. 24900-50500.
- Reservation/relaxations for PWD candidates will be as per Government Directives. Persons with 40% or more disability only would be eligible for the benefit of reservation to PWD category against identified posts only.
- Caste certificate by candidate as SC/ST/OBC-NCL, in the prescribed format (available at <http://www.oil-india.com/oilnew/Current-openings> ) 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.

- PWD certificate in prescribed format(s) (available at <http://www.oil-india.com/oilnew/Current-openings>) 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 PWD 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.
- If the SC/ST/OBC-NCL/PWD 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.
- Government strives to have a workforce which reflects gender balance and women candidates are encouraged to apply
- Candidate need to choose centre of choice for written test while applying online among Guwahati, Kolkata and New Delhi.
- The candidates called for the Group Discussion/ Viva Voce only will be reimbursed to and fro II tier AC TRAIN FARE (AT BASE FARE ONLY, EXCLUDING RAJDHANI EXPRESS) as may be admissible, from the declared nearest railway station up to the venue of the Interview, subject to production of tickets. However, for to and fro travel within North East region and upto Kolkata, air fare will be paid on production of proof of travel by air
- 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

- Candidates fulfilling the above criteria may apply online on the website [www.oil-india.com](http://www.oil-india.com) from **13.07.2017** (10:00 hours) to **12.08.2017** (18:00 hours).
- The last date for on-line submission of Application Fee through any Debit / Credit Card/ Net Banking through (Axis Bank Payment Gateway) is **16.08.2017** up to 23:59 hours.
- Candidates should have a valid personal e-mail 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 e-mail ID (please ensure that email sent to this mailbox is not redirected to your junk / spam folder).
- Candidates should take utmost care to furnish the correct details while filling in the on-line application. CANDIDATE CAN EDIT THE INFORMATION BEFORE SUBMISSION OF STEP-I and STEP-II. Once the form is submitted, it can not be edited.
- The step by step process for submitting the application form for Recruitment – Grade ‘C’ is given below:
  - Step-I: Registration of Personal Details and Contact details. Login Id and password will be sent to you on registered e-Mail Id.
  - Step-II: Login to complete the Personal Details, Experience Details, Qualification Details, Declaration in the online Application Form.
  - Step-III: Login for payment of Application Fee after 24 hours of submission of Application Form through Online mode via Debit card, Credit card or Internet banking through Axis Bank Payment Gateway.
- Application once submitted cannot be withdrawn and fee once paid will not be refunded in any case, neither shall be held reserved for any other recruitment nor selection process in future.

### Step I Registration:

- Candidates may visit our website <http://www.oil-india.com/oilnew/Current-openings> and click the APPLY ONLINE button under Recruitment in Grade C.
- Candidates agreeing the terms & conditions may apply by clicking 'I Agree' Checkbox pressing the 'Start' button while applying online.
- The candidate should fill up all the desired information i.e. Personal Details, Contact Details, etc. correctly.
- On completion of Step-I registration, a message will be received in candidate's registered email id conveying his/her "Application Number", "Login ID" and "Password".

## Step II Completion of Application Form:

- After registration, a candidate has to login and complete other details in the application form like Personal Details, Qualification Details, Experience Details, Declaration, etc.
- Instructions regarding scanning of Photograph, Signature and Certificates: Candidates should upload the scanned (digital) image of their photograph and signature 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 colour 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 file should be between 10kb – 50kb in Jpg/jpeg format only.
  - iii. Certificate image:
    - Please scan the relevant Certificates.
    - Each Certificate in JPG/JPEG/PDF format only and Size of file should be between 50kb – 1000kb.
- All the details given in the Application Form will be treated as final and no changes will be entertained. After successful registration, system will generate a unique registration number. Candidates are required to keep the printout of the registration slip which will be generated by the system after successful registration.

## Step III Online Application Fee Deposition:

- Candidate needs to re-login and click the link/tab “Make Online Payment” active after 24 hours of submission of the application. Once Axis Bank payment portal is opened, then DO NOT click Refresh or Back Button.
- Steps to be followed in Axis Bank portal for Online Payment:
  1. System will redirect you on OIL INDIA LTD. page of Axis Bank payment portal.
  2. Enter Application Number in the required field.
  3. Kindly check & confirm the details shown on the screen i.e Name, Mobile Number, e-mail ID, post & category, DOB in dd/mm/yyyy, etc., and click on Submit/confirm Button.
  4. Select the Online Payment Option.
  5. Kindly make the online payment via credit or debit card or Net banking and retain the transaction number for future reference.
- Candidates are advised to keep with them the copy of the e-receipt as a token of remittance of fee for future reference.
- Candidates are advised not to attempt for registration more than once for one post. In case of multiple registrations, his/her application submitted last will only be considered for eligibility.
- 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 and pay “Application Fee” as applicable.
- After depositing the application fee through online mode, you may check the status of application form after 3 days.
- In case the same is not reflecting, you can mail to Helpdesk mail id: oilindiahelpdesk.2017@gmail.com with scanned copy of e-receipt about the same.
- If there are any technical queries/ clarifications relating to the filling up of ONLINE APPLICATION, candidates are advised to contact the helpdesk at Email: oilindiahelpdesk.2017@gmail.com or Phone No: 18002669783.
- All the details given in the Application Form will be treated as final and no changes will be entertained.



**J. IMPORTANT DATES:**

a.	Commencement of online registration of application by candidates	13.07.2017	10:00 hours
b.	Last date of Close of registration and submission of application	12.08.2017	18:00 hours

c.	Last Date of close of On-Line submission of "Application Fee" through any Debit / Credit Card/Net Banking (Axis Bank Payment Gateway)	16.08.2017	23:59 hours
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