

Conquering Newer Horizons

OIL INDIA LIMITED, a Navratna Public Sector Undertaking is the pioneering and second-largest national upstream Oil and Gas Company with a pan Indian presence and growing global footprint. OIL is all set to conquer newer horizons of all-round growth and excellence.

It is engaged in Exploration, Production and Transportation of crude oil, natural gas and manufacture of LPG with its field Headquarters at Duliajan, Dist. – Dibrugarh, Assam.

Oil India Ltd. invites applications from Indian Nationals, to fill up the following posts:

A. DETAILS OF POSTS AND MINIMUM ESSENTIAL QUALIFICATION

SL NO	POST NAME & POST CODE	PROJECTED VACANCIES*	GRADE	SCALE OF PAY (₹)	POST QUALIFICATION RELEVANT EXPERIENCE AS ON 20.02.2014 (in years)	**AGE LIMIT (in years) AS ON 20.02.2014	EDUCATIONAL QUALIFICATION
1	General Manager – F&A PERS:GMFA:2014:01	01	H	₹ 51300 - 73000	24***	52	Associate Member of ICAI/ ICWAI or MBA (Finance)
2	Head – F&A PERS:HFA:2014:02	02	G	₹ 51300 - 73000	22***	50	Associate Member of ICAI/ ICWAI or MBA (Finance)
3	Manager – F&A PERS:MFA:2014:03	01	D	₹ 36600 - 62000	12***	39	Associate Member of ICAI/ ICWAI or MBA (Finance)

(*) Out the above four posts, two posts are Unreserved, one is reserved for OBC (NCL) category and another is reserved for SC category. The numbers of vacancies are subject to change if required.

(**) Age limit is relaxable by 05 (five) years in case of SC candidates, 03 (three) years in case of OBC (Non Creamy Layer) candidates and 10 (ten) years in case of candidates belonging to Persons with Disabilities (PWD)- Unreserved (UR) category, 13 (thirteen) years for PWD- OBC (NCL) category and 15 (fifteen) years for PWD- SC category.

(***) The candidates must have post qualification relevant experience in financial functions in reputed Public or Private Sector Companies with minimum annual turnover of ₹ 500 crores.

B. SELECTION PROCESS

- Selection for the above posts will be based on Interview.
- 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 disqualification and OIL will NOT be responsible for any consequence of furnishing of such wrong / false information. If at any stage during the recruitment and selection process, it is found that the candidates have furnished false or wrong information, their candidature will be rejected.

C. REMUNERATION PACKAGE

- Selected candidates will be placed in the pay scale of ₹ 36600-3%- 62000 in Grade 'D' and ₹ 51300-3%- 73000 in Grades 'H' and 'G'. The selected candidates will have to serve a probationary period of one year and will be confirmed after successful completion of the same.
- Approximate total emoluments in Grades 'D', 'G' and 'H' at minimum of scale will be around ₹ 90000 pm, ₹ 120000 pm and ₹ 130000 pm respectively. In addition to the Basic Pay & Dearness Allowance (DA), other benefits include HRA or Company leased/owned accommodation, Leave encashment, free medical benefits for self & dependents, Gratuity/PF, Superannuation benefits etc., as per rules of the company.

D. PHYSICAL FITNESS

The selected candidates, before joining, will have to undergo Pre Employment Medical Examination (PEME) by the OIL Medical Board and will be able to join OIL only after he/she is declared medically fit by OIL Medical Board. The decision of the board will be final and binding.

E. 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.

F. GENERAL INFORMATION AND INSTRUCTIONS

- Only Indian nationals can apply for the above posts.
- Candidates applying for the above posts must have passed the prescribed qualifications through full time courses under ICAI/ICWAI or from a recognized Institute/University and approved by AICTE.
- The prescribed qualifications are minimum and mere possession of the same does not entitle candidates to be called for interview. Only short listed candidates will be notified for interview.
- 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 interview, 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 field over and above the minimum qualifications and should enclose attested copies of the certificates including mark sheets in support thereof.
- Out of the number of years of required experience indicated above, candidates applying for a higher post must have minimum one year experience in the immediate lower grade/prescribed pay scale for PSU/Govt organizations or equivalent for other organizations.
- Reservation/relaxations for SC/OBC/PWD are as per Government Directives. Candidates belonging to SC/OBC category should enclose a copy of Caste/OBC (NCL) certificate in the prescribed format issued by the Competent Authority. Candidates belonging to PWD category should also enclose a proof of the same issued by the Competent Authority. Any request for change in Category once filled in the application form, will not be considered and accordingly applicable concession/relaxation will not be extended. In addition, the OBC-NCL (OBC-Non Creamy Layer) candidates will be required to submit a valid caste certificate in the prescribed format applicable for purpose of reservation in appointment to posts under Government of India/Central Government Public Sector Undertaking as contained in DOPT Memo No. 36012/22/93-Estt.(SCT) dated 08-09-93 from the competent authority. Further the OBC-NCL candidates will have to give a declaration in the enclosed format given in Annexure - A, at the time of applying, indicating that they belong to OBC-Non Creamy Layer and without this declaration their category will be considered as Unreserved (UR)/General.

- The OBC candidates who belong to “Creamy Layer” are not entitled for concession admissible to OBC-NCL candidates and such candidates will have to indicate their category as Unreserved (UR).
- If the SC/OBC/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 categories of disability for which reservation will be applicable for PWD category candidates in identified posts are :
 - Blindness or low vision;
 - Hearing impairment;
 - Locomotor disability or cerebral palsy
- Persons with 40% or more disability only would be eligible for the benefit of reservation to PWD category against identified posts only.
- Government strives to have a workforce which reflects gender balance and women candidates are encouraged to apply
- The short listed candidates will be reimbursed their TA fare for appearing in the interview. The short listed candidates for the post of Manager- F&A will be reimbursed to and fro II tier AC TRAIN FARE (except 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. The short listed candidates for the posts of GM – F&A and Head – F&A will be reimbursed to and fro air fare as may be admissible, subject to 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 jurisdiction of Dibrugarh District Court only.

G. HOW TO APPLY

- Candidates fulfilling the above criteria may take a print out of the application form given below and fill up the form in capital letters.
- The completed application form along with a recent passport size photograph enclosing attested copies of certificates and mark sheets in support of **(in the sequence)**
 - Qualification,
 - Age,
 - Caste,
 - Experience etc., should be duly **marked / highlighted** and sent by ‘ordinary post’ only to the following address:

**HEAD - PERSONNEL,
RCE’s OFFICE BUILDING, OIL INDIA LIMITED,
DULIAJAN – 786602, ASSAM**
 - The completed application form along with the relevant documents should be sent to the above address though ordinary post in an envelope super scribed with the Post Code applied for latest by **20.02.2014**. Applications received without the post code super scribed in the envelope will be summarily rejected.
- OIL shall not be responsible for any postal delay. OIL will not be responsible for any loss/ non-delivery of email/any other communication sent, due to invalid/wrong email id or due to any other reason.

- 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.
- Incomplete applications will be summarily rejected. For instance applications received without the copies of relevant testimonials of qualification, age, caste, experience, mark sheets etc. will be rejected.
- Candidates applying for more than one post must apply separately for each post.
- The envelope must be super scribed in the top left corner with the **Post Code** applied for.
- Candidates employed in Govt./Semi Govt./PSU should route their applications through proper channel or produce '**No Objection Certificate**' at the time of interview.
- All the details given in the application form will be treated as final and no changes will be entertained.
- The candidates must have an active e-mail id, which must remain valid for at least next one year.
- Applications received after the last date of submission will neither be entertained nor returned.
- For any queries please contact us at pers@oilindia.in

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OIL INDIA LIMITED Application Form

Post Name: _____

**Paste a recent
passport size
photograph**

1 POST CODE :

2 FIRST NAME :

3 LAST NAME :

4 GENDER (Please tick) : Male Female

5 DATE OF BIRTH (DD/MM/YYYY) :

6 FATHER'S NAME :

7 NATIONALITY :

8 STATE OF DOMICILE :

9 MARITAL STATUS (Please tick) : Married Unmarried

10 CATEGORY (Please tick) : SC OBC (NCL) GEN

11 WHETHER PHYSICALLY CHALLENGED (Please tick) : Yes No

12 IF YES PERCENTAGE OF DISABILITY %

13 EDUCATIONAL QUALIFICATION

Qualification (as required for the post)	Percentage of Marks *	Passing Year	Institute / University

* ONLY PERCENTAGE SHOULD BE MENTIONED AND SHOULD NOT BE ROUND OFF. CGPA/Grades should be converted into percentage and mentioned in the 'Percentage of Marks' column.

Conversion
Formula (if any):

14 ***EXPERIENCE**

Name of the Organization & Address	Period of Employment	Post held	Pay scale	Salary drawn	Nature of duties

* Attach separate sheet, if necessary.

15 ADDRESS FOR COMMUNICATION :

PIN CODE :

16 NEAREST RAILWAY STN (For TA purpose) :

17 Email id (mandatory) :

18 Telephone Number :

I hereby declare that the particulars stated in the application form are true, correct and complete to the best of my knowledge and belief and nothing has been concealed. In case any of the information is found to be false, incorrect and misleading at any stage, I shall have no claim against cancellation of my candidature and/or taking other legal action as deemed fit by OIL.

Signature of the candidate

Date : _____

Enclosures: (in sequence/highlighted)

1. Educational qualification certificates & Mark Sheets.
2. Age certificate.
3. Caste certificate (if applicable).
4. Disability certificate in case of person with disability (if applicable).
5. Experience certificates.

Declaration

I, _____ son/daughter of Shri _____ resident of village/ town/ city _____ district _____ State _____ hereby declare that I belong to the _____ community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No. 36012/22/93 Estt.(SCT) dated 08/09/1993. It is also declared that I do not belong to persons/section (Creamy Layer) mentioned in Column 3 of Schedule to the above referred office Memorandum dated 08/09/1993.

Signature : _____
Name : _____
Date : _____