



**ADV. NO.: HRAQ/REC-EX-B/2024-09**

**DATE: 13-08-2024**

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

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

Post Details			Grade & Scale of Pay (₹)	Upper Age limit (in years) as on 04/09/2024	Essential Educational Qualification and Experience*	Post identified suitable for PwBD
Post Name & Post Code	No. of Posts	Details				
Superintending Medical Officer (Orthopaedics) <b>(MD 01)</b>	01	OBC (NCL):1 (Backlog)	C 80000-220000	OBC (NCL):48	MS/MD (Orthopaedics) from a reputed Medical College /University recognized by Medical Council of India / DNB (Orthopaedics) conducted by National Board of Examinations.	c) OL, Dw
Superintending Medical Officer (Radiology) <b>(MD 02)</b>	01	UR:01	C 80000-220000	UR: 45	MS/MD (Radio Diagnosis) from a reputed Medical College/University recognized by Medical Council of India/ DNB (Radio Diagnosis) conducted by National Board of Examinations.	
Superintending Medical Officer (Medicine) <b>(MD 03)</b>	01	UR: 01	C 80000-220000	UR: 45	MS/MD (Medicine) from a reputed Medical College/University recognized by Medical Council of India/ DNB (Medicine) conducted by National Board of Examinations.	

\* Refer Para B for experience details.

- 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.

**Abbreviations used:** UR-Unreserved, OBC(NCL)-Other Backward Class (Non-Creamy Layer), PwBD-Persons with Benchmark Disability, OL-One Leg, Dw-Dwarfism.

**B. EXPERIENCE DETAILS:**

- Candidate(s) applying for the above position in Grade C and employed with Government departments / PSUs /Autonomous Bodies as on 04/09/2024 must have at least one-year experience in the pay scale of ₹ 60,000-1,80,000 or a higher scale of pay and must provide proof of the same at the time of Personal Interview (PI).

C. **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 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 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.
- In case of candidates belonging to Persons with Benchmark Disabilities (PwBD) age relaxation will be 10 years for (PwBD-UR) & 13 years for (PwBD-OBC-NCL).
- 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 C**), 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 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.

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 C**) here in above, **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](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 hereinunder 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 appearing in the Personal Interview (PI), are required to bring their original testimonials and certificates at the time of Personal Interview (PI). 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 and Master 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 and Master Degree 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.
- The prescribed qualifications are minimum and mere possession of the same does not entitle candidates to be called for the Personal Interview (PI). **Only shortlisted candidates will be notified for the Personal Interview (PI).**
- 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 Personal Interview (PI), 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 04/09/2024 will have to produce NO OBJECTION CERTIFICATE (NOC) from the employer concerned where the candidate is employed, at the time of Personal Interview (PI) essentially without which they would not be allowed to appear in the Personal Interview (PI) and in such cases the Travelling allowance will not be considered.**
- Valid caste certificate must be produced by SC/ST/OBC candidate(s) in the prescribed format as per Government of India and issued by competent authority indicating clearly the candidate's caste, the Act/Order under which the caste is recognized as SC/ST/OBC, the village/town the candidate is ordinarily a resident of and other details, as necessary.
- For claiming the benefit of OBC (Non-Creamy Layer) category, the candidate(s) must produce a latest caste certificate as per proforma prescribed by Government of India and issued by the Competent Authority which would, amongst others, specifically mention that the candidate(s) do not belong to the persons/sections (creamy layer). Further, the valid OBC certificate should also clearly indicate that the candidate does not belong to creamy layer as defined by the Government of India for applying to posts and services under the Central Government. Candidate(s) with OBC caste but belonging to creamy layer are not entitled to OBC reservation/relaxation benefits.
- In case of Persons with Benchmark Disabilities, 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.
- 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 application will be considered as final.
- Candidates who are shortlisted for Personal Interview (PI), shall receive their Admit Cards for appearing in the interview by email. Mere issue of Admit Card to the candidates for Personal Interview (PI) 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 OIL 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 (PI) 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 (PI), 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 04/09/2024.**

**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 04/09/2024.**
- 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) should take utmost care to furnish the correct details while filling-up the application form before submitting the same through email.
- 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.
- 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.
  - 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 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, required to be scanned and emailed to the official email id [oilrec01@oilindia.in](mailto:oilrec01@oilindia.in).
- 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](mailto:oilrec01@oilindia.in) or Phone no.: 9707756462/6002399587.

**M. CRUCIAL/CUT-OFF DATE:**

<b>Cut-off date for age, qualification etc. shall be reckoned as on</b>	<b>04/09/2024</b>
<b>Last date for submission of application</b>	<b>23:59 hours on 04/09/2024</b>

**N. IMPORTANT NOTICE TO ALL CANDIDATES**

- All future announcements pertaining to the above vacancy notification would be published in OIL website ([www.oil-india.com](http://www.oil-india.com)) and not on any other website/medium.

**BEWARE OF FRAUDULENT OFFERS**

It has been brought to our notice that some unscrupulous individuals/criminal elements are attempting to defraud jobseekers/general public by issuing fake engagement or appointment letters, assuring jobs etc. in Oil India Limited. It may be noted that Oil India Limited has well laid out and transparent policies, procedures and engagement/appointment letters are issued by the Company to selected candidates at the conclusion of such a process. Oil India Limited does not authorize any person/organization outside of Oil India Limited 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 engagement/appointment letters, assurance of jobs etc. in the Company. 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.



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 <input type="checkbox"/>	Female <input type="checkbox"/>	Others <input type="checkbox"/>
5.	Date of birth (dd/mm/yyyy)	____/____/____		
6.	Father's name			
7.	Mother's name			
8.	Pan No.			
9.	Nationality			
10.	Marital status			
11.	Aadhaar No.			
12.	Caste/EWS, As applicable Category (please tick)	A)	GEN <input type="checkbox"/> SC <input type="checkbox"/> ST <input type="checkbox"/> OBC(NCL) <input type="checkbox"/> EWS <input type="checkbox"/>	
		B)	SC/ST/OBC (NCL)/EWS Certificate No. _____ DATE: _____	
13.	I. Whether Persons with Benchmark Disabilities (PwBD) (please tick)	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, Disability certificate no. _____ Date: _____		
	II. If yes, please state the category of persons with disabilities (PwBD)	<u>_____</u> <i>(as per advertisement, post identified suitable for PwBD for following: c) OL, Dw</i>		III. Percentage of disability (%):  _____ %

	I. Whether ex-serviceman (please tick)	Yes <input type="checkbox"/>	No <input type="checkbox"/>			
14.	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
15.	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					
16	Experience, If any	Name & address of organization	Position/Designation & Grade held	Period of Service		Nature of duties
				From	To	Place of posting
	<p>I. 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.</p>					
	II. Are you working in a Government Departments / PSUs/ Autonomous Bodies as on 04/09/2024:			Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	III. If yes, do you have at least one-year experience in the PayScale of ₹60,000-1,80,000 (IDA) or in an equivalent PayScale or in a higher scale of pay:			Yes <input type="checkbox"/>	No <input type="checkbox"/>	
				If Yes, Please Specify the date: From _____ To _____		



17.	Permanent address (in block letters)	Name –			
		C/O. (If any) –			
		Village /Town / Place –			
		P.O. –	P.S. –		
		District –	State –		
		PIN –			
18.	Present mailing address/correspondence address (in block letters)	Name –			
		C/O. (If any) –			
		Village /Town / Place –			
		P.O. –	P.S. –		
		District –	State –		
		PIN –			
19.	Valid e-mail Id				
20.	Valid Mobile Number				

**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 Matriculation/10th Standard pass certificate/marksheet indicating for Proof of Date of Birth.
2. Self-Attested Copy of Certificate(s) for Proof of Requisite Educational Qualification.
3. Self-Attested Copy of Certificate(s) for Proof of Work Experience (If any).
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 (If applicable).

**Application in any other format will be rejected.**

