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ऑयल इंडिया
OIL INDIA

ADVERTISEMENT NO: HRAQ/REC-EX-B/2025-07 **DATE: 26/08/2025**

Oil India Limited, a Maharatna Public Sector Undertaking invites applications from Indian Nationals to fill up the following posts in Grade C, Grade B and Grade A for postings in Duliajan, Assam.

A. DETAILS OF POSTS/VACANCIES/ESSENTIAL EDUCATIONAL QUALIFICATIONS/AGE LIMIT/ POST QUALIFICATION RELEVANT WORK EXPERIENCE FOR VACANCIES IN GRADE C:

Post Name & Post Code	Post Details		Grade & Scale of Pay (₹)	Upper Age limit (in years) as on 26/09/2025	Essential Educational Qualification*, Percentage & Post Qualification Relevant Work Experience** as on 26/09/2025	Post identified suitable for PwBD
	No. of Posts#	Details				
Superintending Engineer (Production) **(SPE-01)**	**03**	UR: 01 SC: 02	C 80000-220000	UR/EWS: 32/34*** SC: 37/39***	a. Graduate degree in Engineering of minimum 04 years duration with minimum 65% marks in Engineering. **AND** Having minimum 04 years post qualification experience **OR** b. Post Graduate degree in Petroleum Engineering/ Technology of minimum 02 years duration with minimum 60 % marks and having Engineering at graduation level. **AND** Having minimum 04 years post qualification experience	a. HH b. AAV, OA, OL, Dw c. MD involving (a) to (b) above
Total	**03**					

B. DETAILS OF POSTS/VACANCIES/ESSENTIAL EDUCATIONAL QUALIFICATIONS/AGE LIMIT/ POST QUALIFICATION RELEVANT WORK EXPERIENCE FOR VACANCIES IN GRADE B:

Post Name & Post Code	Post Details		Grade & Scale of Pay (₹)	Upper Age limit (in years) as on 26/09/2025	Essential Educational Qualification*, Percentage & Post Qualification Relevant Work Experience ** as on 26/09/2025	Post identified suitable for PwBD
	No. of Posts#	Details				
Senior Officer (Chemical) **(CH-02)**	**06**	UR: 02 OBC(NCL): 01 SC: 01 ST: 01 EWS: 01	B 60000-180000	UR/EWS: 29 OBC(NCL):32 SC/ST: 34	Postgraduate in Chemistry of minimum 2 years duration with minimum 60% marks (or equivalent in CGPA) and having Physics, Chemistry & Mathematics at Graduation level.	a) Dw, AAV

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Post Name & Post Code	Post Details		Grade & Scale of Pay (₹)	Upper Age limit (in years) as on 26/09/2025	Essential Educational Qualification*, Percentage & Post Qualification Relevant Work Experience ** as on 26/09/2025	Post identified suitable for PwBD
	No. of Posts#	Details				
Senior Officer (Chemical Engineering) **(CE-03)**	**06**	UR: 02 OBC(NCL): 01 SC: 01 ST: 01 EWS: 01	B 60000-180000	UR/ EWS: 27 OBC(NCL): 30 SC/ST: 32	Bachelor's Degree in Chemical Engineering of minimum 4 years duration with minimum 65% marks (or equivalent in CGPA).	a) HH b) AAV, OA, OL, Dw c) MD involving (a) to (b) above
Senior Officer (Civil) **(CIV-04)**	**05**	UR: 02 OBC(NCL): 01 SC: 01 EWS: 01	B 60000-180000	UR/ EWS: 27 OBC(NCL): 30 SC: 32	Bachelor's Degree in Civil Engineering of minimum 4 years duration with minimum 65% marks (or equivalent in CGPA).	a) LV b) HH c) OA, LC, Dw, AAV d) MD involving (a) to (c)
Senior Officer (Electrical) **(EE-05)**	**06**	UR: 02 OBC(NCL): 01 ST: 01 SC: 01 EWS: 01	B 60000-180000	UR/ EWS: 27 OBC(NCL): 30 SC/ST: 32	Bachelor's Degree in Electrical Engineering of minimum 4 years duration with minimum 65% marks (or equivalent in CGPA) (Excluding Electrical & Electronics Engineering/Electrical & Communication Engineering/ Electrical & Instrumentation Engineering etc.)	a) HH b) OL, Dw, AAV, LC c) ASD (M), SLD d) MD involving (a) to (c)
Senior Officer (Petroleum) **(PE-06)**	**01**	UR: 01	B 60000-180000	UR: 27	Bachelor's degree in Petroleum Engineering of minimum 04 years duration with 65% marks (or equivalent in CGPA).	a) HH b) OA, OL, CP, LC, Dw, AAV c) SLD, MI d) MD involving (a) to (c) above
Senior Accounts Officer / Senior Internal Auditor **(AC-07)**	**05**	UR: 03 OBC(NCL): 01 SC: 01	B 60000-180000	UR: 29 OBC(NCL): 32 SC: 34	Associate Member of ICAI/ICMAI	a) LV b) HH c) OA, BL, OL, CP, LC, Dw, AAV, MDy d) MD involving (a) to (c) above
Senior Officer (IT) **(IT-08)**	**03**	UR: 02 OBC(NCL): 01	B 60000-180000	UR: 27 OBC(NCL): 30	Bachelors degree in Computer Science/IT Engineering of minimum 04 years duration with 65% marks (or equivalent in CGPA).	a) HH b) OL, BL, CP, LC, Dw, AAV c) MD involving (a) to (b)
Senior Officer (Mechanical) **(ME-09)**	**35**	UR: 14 OBC(NCL): 11 ST: 02 SC: 04 EWS: 4	B 60000-180000	UR/EWS: 27 OBC(NCL):30 SC/ST:32	Bachelor's Degree in Mechanical Engineering of minimum 4 years duration with minimum 65% marks (or equivalent in CGPA). (Excluding Automation/ Automobile/ Industrial / Power / Manufacturing/ Production / Mechatronics /Mining/ Marine/Robotics Engineering etc.)	a) HH b) OA, OL, LC, Dw, AAV c) SLD, ASD (M) d) MD involving (a)to (c) above

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Post Name & Post Code	Post Details		Grade & Scale of Pay (₹)	Upper Age limit (in years) as on 26/09/2025	Essential Educational Qualification*, Percentage & Post Qualification Relevant Work Experience ** as on 26/09/2025	Post identified suitable for PwBD
	No. of Posts#	Details				
Senior Officer (Fire & Safety) **(FS-10)**	**01**	UR: 01	B 60000-180000	UR: 27	Bachelor's Degree in Fire & Safety Engineering/ Fire Engineering of minimum 04 years duration with minimum 65% marks (or equivalent in CGPA).	NA
Senior Officer (Public Affairs) **(PA-11)**	**02**	UR: 01 OBC(NCL): 01	B 60000-180000	UR: 29 OBC(NCL):32	Post graduate degree in Social Work of minimum 2 yrs duration with 60% marks (or equivalent in CGPA).	a) LV b) OA, OL, LC, Dw, AAV c) SLD d) MD involving (a) to (c) above
Senior Officer (HSE) **(S&E-12)**	**01**	UR: 01	B 60000-180000	UR: 27/29***	Bachelor's degree in Environmental Engineering / HSE of minimum 4 years duration with minimum 65% marks (or equivalent in CGPA), from AICTE Approved College/ Universities **OR** Bachelor's degree in any branch of Engineering (minimum 4 years duration) **with** Master's degree in Environmental Engineering/ HSE from AICTE Approved College/ Universities (minimum 2 years duration) with minimum 60% marks (or equivalent in CGPA), **OR** Master's degree in Environmental Science (minimum 2 years duration) with minimum 60% marks (or equivalent in CGPA). Candidates with diploma in Industrial Safety from Regional Labour Institute in India or NEBOSH International General Certificate in Occupational Health & Safety / NEBOSH International Diploma (IDip) from an institute under affiliation of National Examination Board in Occupational Safety and Health (NEBOSH), UK will be preferred.	NA
Senior Officer (Geophysics) **(GP-13)**	**04**	UR: 02 OBC(NCL): 01 SC: 01	B 60000-180000	UR: 29 OBC(NCL):32 SC: 34	PG in Geophysics / Applied Geophysics / Exploration Geophysics (Excluding PG in Computational Seismology) of minimum 02 years duration with minimum 60% marks (or equivalent in CGPA).	a) OA, OL, OAL, LC, Dw, AAV; b) SLD; c) MD involving (a) to (b)above

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Post Name & Post Code	Post Details		Grade & Scale of Pay (₹)	Upper Age limit (in years) as on 26/09/2025	Essential Educational Qualification*, Percentage & Post Qualification Relevant Work Experience ** as on 26/09/2025	Post identified suitable for PwBD
	No. of Posts#	Details				
Senior Officer (Geology) **(GEO-14)**	**03**	UR: 02 OBC(NCL): 01	B 60000-180000	UR: 29 OBC(NCL):32	Post Graduate degree in Geology/ Applied Geology of minimum 2 years duration with minimum 60% marks (or equivalent in CGPA) and having Mathematics at Graduation level.	a) HH b) OA, OL, CP, LC, Dw, AAV c) SLD, MI d) MD involving (a) to (c) above
Senior Officer (Legal/ Land) **(LL-15)**	**05**	UR: 03 OBC(NCL): 01 SC: 01	B 60000-180000	UR: 27 OBC(NCL): 30 SC: 32	Bachelor's degree in Law (LLB) with minimum 60% marks (or equivalent in CGPA).	a) LV b) HH c) OL,OA, OAL, LC, Dw, AAV d) SLD e) MD involving (a) to (d) above
Senior Officer (HR) **(HR-16)**	**03**	UR: 02 ST: 01	B 60000-180000	UR: 29 ST: 34	MBA with Specialization in Personnel Management /HR/HRD/HRM of minimum 2 years duration with minimum 60% marks marks (or equivalent in CGPA). **OR** Post Graduate Degree in Personnel Management/ Industrial Relations / Labour Welfare of minimum 2 years duration with minimum 60% marks marks (or equivalent in CGPA). **OR** Minimum 2 years full time Post Graduate Diploma in PM/IR/Labour Welfare with minimum 60% marks marks (or equivalent in CGPA) **OR** PGDM / MBA with Specialization in HR from IIM with minimum 60% marks marks (or equivalent in CGPA) of minimum 2 years duration.	a) LV b) HH c) OA, BL, OL, OAL, CP, Dw, AAV, MDy d) ASD, SLD, MI e) MD involving (a) to (d) above
Senior Officer (Security) **(SO-17)**	**01**	UR: 01	B 60000-180000	UR: 32	Graduate of minimum 3 years duration in any discipline from a University/ Institute recognized by Govt. of India and approved by UGC/ appropriate statutory authority. **AND** Having minimum 02 years post qualification experience**.	a) OA, CP, LC, Dw, AAV b) SLD c) MD involving (a) to (b) above
Senior Officer (Company Secretary) **(COS-18)**	**01**	UR: 01	B 60000-180000	UR: 29	Associate member of ICSI (Company Secretary).	a) LV b) HH c) OA, OL, OAL, CP, LC, Dw, AAV, MDy d) MD involving (a) to (c) above

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Post Name & Post Code	Post Details		Grade & Scale of Pay (₹)	Upper Age limit (in years) as on 26/09/2025	Essential Educational Qualification*, Percentage & Post Qualification Relevant Work Experience ** as on 26/09/2025	Post identified suitable for PwBD
	No. of Posts#	Details				
Senior Officer (Electronics & Communication) **(E&C-19)**	**09**	UR: 04 OBC(NCL): 02 ST: 01 SC: 01 EWS: 01	B 60000-180000	UR/ EWS: 27 OBC(NCL):30 SC/ ST: 32	Bachelor's Degree in Electronics & Communication Engineering/ Electronics & Telecommunication Engineering of minimum 04 years duration with 65% marks marks (or equivalent in CGPA). (Excluding Electrical & Communication Engg/ Electronics & Instrumentation Engg/ Applied Electronics & Instrumentation Engg. etc.).	a) HH b) OA, OL, Dw, AAV, LC, CP c) ASD (M), SLD d) MD involving (a) to (c)
Total	**97**					

C. DETAILS OF POSTS/VACANCIES/ESSENTIAL EDUCATIONAL QUALIFICATIONS/AGE LIMIT/ POST QUALIFICATION RELEVANT WORK EXPERIENCE FOR VACANCIES IN GRADE A:

Post Name & Post Code	Post Details		Grade & Scale of Pay (Rs.)	Upper Age limit (in years) as on 26/09/2025	Essential Educational Qualification*, Percentage & Post Qualification Relevant Work Experience ** as on 26/09/2025	Post identified suitable for PwBD
	No. of Posts#	Details				
Confidential Secretary **(CS-20)**	**01**	PwBD-01 (Backlog)	A 50000-160000	GEN/EWS: 37 OBC(NCL): 40 SC/ST: 42	Graduate with 01/02 years Diploma in Secretarial Practice OR Modern Office Management /Secretarial Practice OR Executive Assistant Diploma OR equivalent with knowledge of computer application. **AND** Having minimum 02 years post qualification experience**.	a) LV b) HH c) OA, BL, OL, OAL, CP, LC, Dw, AAV d) ASD, SLD, MI e) MD involving (a) to (d) above
Hindi Officer (Official Language) (**HO-21**)	**01**	UR: 01	A 50000-160000	UR: 29	Post Graduate Degree in Hindi. **AND** Having minimum 03 years post qualification experience**.	a) LV b) HH c) OA, BL, OL, OAL, CP, LC, Dw, AAV, MDy d) SLD, MI e) MD Involving (a) to (d) above
TOTAL	**02**					

Note I - # The number of vacancies are subject to change, if required.

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

Note III - ** The Essential Post Qualification Relevant Work Experience will be as detailed in Para D. The Essential Post Qualification Relevant Work Experience will be counted only after the candidate has acquired the "Essential Educational Qualification" as mentioned under Para A, B & C above, as applicable.

Note IV - *** For those with prescribed qualification of Post Graduate degree.

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Note V - Reservation/ Relaxations for PwBD candidates will be as per Government Directives. Out of the above posts, five (05) nos. of post(s), including 01 backlog position for the post of Confidential Secretary are reserved for PwBD candidates.

Abbreviations used: UR-Unreserved, ST-Scheduled Tribes, SC- Scheduled Caste, OBC-NCL- Other Backward Classes (Non Creamy Layer), PwBD-Persons with Benchmark Disability, EWS – Economically Weaker Sections, B-Blind, LV-Low Vision, HH-Hard of Hearing, OA-One Arm, OL-One Leg, BA-Both Arms, BL-Both Leg, OAL-One Arm and One Leg, CP-Cerebral Palsy, LC-Leprosy Cured, Dw-Dwarfism, AAV-Acid Attack Victims, ASD-Autism Spectrum Disorder (M-Mild), SLD-Specific Learning Disability, MDy-Muscular Dystrophy, MI-Mental Illness, MD-Multiple Disabilities, NA-Not Applicable.

(i) Bachelor's degree in Engineering courses should be of minimum 04 years duration.

(ii) Post Graduate courses should be of minimum 02 years duration.

(iii) All other Graduate courses should be of minimum 3 years duration.

(iv) Diploma in Secretarial Practice/ Modern Office Management / Secretarial Practice / Executive Assistant Diploma OR equivalent should be of minimum 1 year duration.

(v) All qualification should be from a University/ Institute recognized by 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. Candidates who have obtained their qualification through the distance learning/part time mode are also eligible to apply provided that their qualification is recognized by the relevant statutory bodies for employment to the post and services of the Central Government**.**

(vi) Candidates applying for the post of Senior Accounts Officer / Senior Internal Auditor & Senior Officer (Company Secretary) and **without Membership certificate of ICAI/ICMAI & ICSI (Company Secretary), respectively, are NOT eligible to apply.**

D. DETAILS OF MINIMUM POST QUALIFICATION EXPERIENCE (YEARS), ESSENTIAL POST QULAIFICATION RELEVANT WORK-EXPERIENCE AND JOB DESCRIPTION:

SN	Name of post, Grade (Post Code)	Minimum Essential post qualification Relevant Work Experience (Years)	Essential Post Qualification Relevant Work- Experience*.	Job Description
1.	Superintending Engineer Production **(SPE-01)**	04 Years	• Minimum 04 years post qualification relevant experience** and valid IWCF Rotary Drilling Well control (IWCF-RD) -Level 4 OR IADC well sharp Rotary Drilling Well Control-Supervisor (Drilling and Workover combined) level certificate. • Must have experience of operating / working in various types of Drilling and Workover Rigs.	• Should have knowledge about down hole complicacies, well control, maintenance of equipment, tools etc. in Drilling and Workover Rigs. • Should have knowledge of HSE, statutory rules and regulations as per Mines Act, Oil Industry Safety Directorate (OISD) rules, well site management etc. • Should have Knowledge of inter disciplines, conversant about mud chemicals and maintenance of mud property.
2.	Senior Officer (Security) **(SO-17)**	02 Years	Minimum 02 (two) years Post qualification relevant experience** in the rank of Captain/Assistant Commandant/ DSP or equivalent. Experience must be in defense/ paramilitary/ allied services.	• Should have the ability to interact and maintain good liaison with police/security agencies/ local authorities. • Should be suitable to carry out intensive field duties in connection with Security matters of the Company and have ability to tackle all kinds of security problems.

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SN	Name of post, Grade (Post Code)	Minimum Essential post qualification Relevant Work Experience (Years)	Essential Post Qualification Relevant Work- Experience*.	Job Description
3.	Confidential Secretary **(CS-20)**	02 Years	Minimum 02 (two) years post qualification relevant experience** of working in Secretarial Functions.	• Should have knowledge of Secretarial functions including tasks such as managing confidential correspondence, scheduling and coordination of meetings, handling office documentation, liaison with internal and external stakeholders, and providing administrative support to senior executives. • Should have Proficiency in Shorthand and transcription.
4.	Hindi Officer (Official Language) (**HO-21**)	03 Years	Minimum 03 (three) years post qualification relevant experience** while handling matters relating to official language implementation/ promotion, translation etc.	Should have the ability to handle matters relating to official language implementation/ promotion, translation etc.

* The Essential Post Qualification Relevant Work-Experience will be counted only after the candidate has acquired the "Essential Educational Qualification" as mentioned under Para A, B & C above, as applicable.

** The term *"relevant experience"* shall mean only full-time, post-qualification work experience that is directly related to the nature of duties and responsibilities of the advertised post, as specified under Para D above. Only such experience gained while working as an employee—whether on a permanent, fixed-term, or contractual basis—in any Central or State Government department, public sector undertaking, or reputed private sector organization/institution/company shall be considered. Experience certificates, produced by the candidates must be issued by competent and authorized executive of the previous/ present organization(s) indicating Name, Designation, date of joining including date of release from the organization (as applicable) and should clearly mention the roles and responsibilities in the organization. Academic roles such as teaching, research work, JRF/SRF, PhD scholar, or project work during graduation/post-graduation/PhD will not be treated as work experience. Any experience acquired prior to the completion of the essential educational qualification will not be considered as relevant experience.

(i) Candidates applying for the post of Superintending Engineer (Production) in Grade C and employed with Government departments / PSUs / Autonomous Bodies as on 26/09/2025 must have at least one-year experience in the pay scale of ₹ 60000-180000 or a higher scale of pay and the proof of the same should be submitted while applying for the posts.

(ii) Candidates applying for the post of Senior Officer (Security) in Grade B and employed with Government departments / PSUs / Autonomous Bodies as on 26/09/2025 must have at least one-year experience in the pay scale of ₹ 50000-160000 or a higher scale of pay and the proof of the same should be submitted while applying for the posts.

(iii) Candidates applying for the post of Confidential Secretary & Hindi Officer (Official Language) in Grade A and employed with Government departments / PSUs / Autonomous Bodies as on 26/09/2025 must have at least one-year experience in the pay scale of ₹ 40000-140000 or a higher scale of pay and the proof of the same should be submitted while applying for the posts.

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E. EDUCATIONAL QUALIFICATION & AGE RELAXATION

(i) Candidates applying for any of the posts must possess the requisite **Essential Educational Qualifications**, as applicable, as indicated under the relevant sections mentioned above.

(ii) Reservation will be applicable for SC/ST/OBC-NCL/ EWS/ PwBD as per Government guidelines issued on the matter from time to time.

(iii) Candidates age should be as per Admit Card / Pass Certificate/ Marksheet 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.

(iv) The upper age limit shall be as indicated in the tables under Para A, B & C, above.

(v) 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.

(vi) In case of candidates belonging to Persons with Benchmark Disabilities (PwBD) age relaxation will be as per Government Directives.

(vii) Age relaxation for Ex-Servicemen will be 5 years.

(viii) Upper age limit for the internal candidates of OIL who are otherwise eligible to apply against the above-mentioned posts is 54 years.

(ix) Candidates having PhD in the relevant discipline will be given 03 years age relaxation.

(x) After applying all applicable age relaxations, the maximum upper age limit shall, in no case, exceed 54 years for all candidates.

F. PAY & ALLOWANCES:

(i) 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.

(ii) Provisionally selected candidates in Grade B as mentioned in Para **B. DETAILS OF POSTS/VACANCIES/ ESSENTIAL EDUCATIONAL QUALIFICATIONS/AGE LIMIT IN GRADE B** except for the Post Code: **AC-07, SO-17 & COS-18,** will be appointed under the 'Scheme for Induction Level Engineers/Officers on Probation'. The candidates will be placed in Grade B in the pay scale of ₹ 60,000-1,80,000 (starting Basic Pay of ₹ 60,000). 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.

(iii) Provisionally selected candidates for all posts will have to serve a probationary period of one year and will be confirmed in writing after successful completion of the same.

(iv) Approximate total emoluments in Grade C, Grade B and Grade A at minimum of scale will be around ₹ 1,50,000, ₹ 1,20,000, and ₹ 90,000, respectively.

G. APPLICATION FEES

(i) 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

(ii) 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.

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H. SELECTION PROCESS:

i. The Selection Process for the posts as mentioned in **Para A & Para B** above **(except for Post Code: SO-17),** will comprise of Computer Based Test (CBT) and Personal Interview (PI), details of which are as under:

Selection Test		Total Marks	Qualifying Marks %
Phase-I	Computer Based Test (CBT)	100 (Weightage 85%)	50% for UR posts and posts reserved for OBC(NCL) & EWS. 40% for posts reserved for SC, ST & PwBD.
Phase-II	Personal Interview (PI)	15 (Weightage 15%)	No qualifying marks

a) The total duration of the Computer Based Test (CBT) will be 01 (One) hour and 30 (Thirty) minutes. Further, compensatory time in addition to the duration of the Computer Based Test (CBT) will be allowed as per Govt. guidelines for Persons with Benchmark Disabilities on the matter.

b) Only those candidates who qualify in Phase-I, i.e., the Computer Based Test (CBT), shall be shortlisted for the next stage of the selection process, Phase-II, i.e., the Personal Interview (PI).

c) Candidates who qualify in the Computer Based Test (CBT) will be called in a ratio of 1:5 for Personal Interview (PI) based on marks in the Computer Based Test (CBT).

d) The merit list of candidates shall be drawn based on combined weighted marks of Computer Based Test (CBT) and Personal Interview (PI) as per defined weightages.

ii. The Selection Process for the post of Senior Officer (Security), Post Code: SO-17 as mentioned in **Para B** above, will comprise of Personal Interview (PI) only.

iii. Selection Process for the post of **"Confidential Secretary"(Post Code: CS-20)** in Grade A as mentioned in **Table C** above, shall consist of Phase-I, i.e. Computer Based Test (CBT) and Phase-II, i.e. Proficiency Test/Skill Test as detailed under:

Selection Test		Total Marks	Qualifying Marks %
Phase-I	Computer Based Test (CBT)	100 (Weightage 100%)	40% (reserved for PwBD only)
Phase-II	Proficiency Test/Skill Test	100	50%

iv. Selection Process for the post of **"Hindi Officer (Official Language)"** (**Post Code: HO-21)** in Grade A as mentioned in **Table C** above, shall consist of Phase-I, i.e. Computer Based Test (CBT) and Phase-II, i.e. Proficiency Test/Skill Test as detailed under:

Selection Test		Total Marks	Qualifying Marks %
Phase-I	Computer Based Test (CBT)	100 (Weightage 100%)	50% for UR & 40% for PwBD.
Phase-II	Proficiency Test/Skill Test	100	50%

a) The total duration of the Computer Based Test (CBT) will be 01 (One) hour and 30 (Thirty) minutes. Further, compensatory time in addition to the duration of the Computer Based Test (CBT) will be allowed as per Govt. guidelines for Persons with Benchmark Disabilities on the matter. Candidates who qualify in Computer Based Test (CBT) will only be shortlisted for Proficiency Test /Skill Test comprising of Shorthand & Transcription for the post of "Confidential Secretary" and Proficiency Test /Skill Test as applicable for the post of "Hindi Officer (Official Language)". However merely securing qualifying marks in Computer Based Test (CBT) will not make candidates eligible to appear in Proficiency Test /Skill Test.

b) Candidates qualifying the CBT will be shortlisted for the Proficiency Test/Skill Test in the ratio of 1:2 in order of merit.

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c) The Proficiency Test/Skill Test will be of qualifying nature only and will not carry weightage. The candidates failing to secure minimum qualifying marks in Proficiency Test/Skill Test as mentioned in table above will not qualify for final selection. The final selection will be based on the marks of CBT of those candidates who qualify the Proficiency Test/Skill Test.

v. Screening and selection will be based on the details provided by the candidates at time of applying for the posts; 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.

I. PHYSICAL FITNESS

Appointment of provisionally selected candidate(s) is subject to his/her being declared medically fit as per the standards prescribed in the Physical Fitness criteria available on OIL's website. 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 Government 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). It needs to be also noted that, appointment of the provisionally selected candidate will be cancelled if he/she is not found medically fit by the Company's Medical Board.

J. DOCUMENT(S)/CERTIFICATE(S)/TESTIMONIAL(S):

Candidate(s) will have to possess all the compulsory document(s)/certificate(s)/testimonial(s), as applicable, and will have to produce them as required (in original and required copies) for the purpose of uploading in the online system/submit at the appropriate stage, as applicable, during the recruitment process.

(i) Admit Card / Pass Certificate/ Marksheet 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.

(ii) Degree/Diploma certificate along with mark sheets pertaining to all the academic years/semester 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.

(iii) 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, if applicable.

(iv) Relevant Post Qualification Work Experience certificates, if applicable.

(v) Caste Category certificate of SC/ST/OBC in the Government prescribed format, if applicable.

(vi) Valid OBC Non-Creamy Layer Category (NCL) Certificate in the Government prescribed format, if applicable.

(vii) Valid Income & Assets Certificate to be Produced by Economically Weaker Section (EWS) in the Government prescribed format, if applicable.

(viii) Valid Disability certificate for Proof of Disability in the Government prescribed format for the Persons with Benchmark Disabilities (PwBD), if applicable.

(ix) Valid Discharge Certificate/Book/Service and Release Certificate for Ex-Servicemen (pages containing Personal Particulars and Service Particulars), if applicable.

(x) Valid No Objection Certificate signed by concerned Authority, if employed in Government Service/Public Sector Undertaking/ Autonomous Bodies.

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K. VERIFICATION OF DOCUMENTS

(i) The candidature of the applicants would be provisional and subject to subsequent verification of all the submitted certificates/testimonials, experience, etc. All the documents/certificates/testimonials submitted by the candidate(s) at the time of selection process shall be verified from the concerned issuing authorities.

(ii) 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 Personal Interview/ Proficiency Test/Skill Test.

(iii) 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.

L. SERVICE BOND

The selected candidates in Grade B as mentioned in **Table B** above will have to execute a bond to serve the Company for a minimum period of three years from the date of joining the Company. However, Service Bond is not required for Post Code **AC-07 & SO-17**.

M. POSTING

The provisionally selected candidates can be posted 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.

N. GENERAL INFORMATION AND INSTRUCTIONS

(i) Only Indian nationals are eligible to apply.

(ii) Valid caste certificate must be produced by SC/ST/OBC (NCL) 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 (NCL), the village/town the candidate is ordinarily a resident of and other details, as necessary.

(iii) 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.

(iv) Candidate(s) seeking reservation under Economically Weaker Sections (EWS) category must produce a valid Income and Assets Certificate issued by the Competent Authority as per the prescribed format of the Government of India with regard to Economically Weaker Sections (EWS).

(v) 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 (PI)/ Proficiency Test/Skill Test.

(vi) 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.

(vii) In case of Ex-Servicemen (as defined in the OM No: 36034/1/06- estt. (sct) Dated: 4/10/2012), candidate(s) must produce valid Discharge Book/Service and Release Certificate for Ex-Servicemen (pages containing Personal Particulars and Service Particulars).

(viii) 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.

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(ix) Candidate(s) are advised to carefully read the full advertisement for details of eligibility criteria and selection modalities before submission of the online application form and they are advised to furnish the correct information about their qualification, age, category etc.

(x) 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.

(xi) **Candidates applying for the abovementioned posts and employed with Government departments/PSUs/Autonomous Bodies as on 26/09/2025 will have to produce NO OBJECTION CERTIFICATE (NOC) from the employer concerned where the candidate is employed, at the time of Personal interview/ Proficiency Test/Skill Test essentially without which they would not be allowed to appear in the Personal interview/ Proficiency Test/Skill Test. Further, inability to produce NOC at the time of Personal interview/ Proficiency Test/Skill Test, fares will not be reimbursed.**

(xii) The candidate(s) must have an active e-mail ID and mobile number which must be valid till the process of recruitment is over since communication with the candidate(s) will take place through e-mail/SMS. Same e-mail ID and mobile number cannot be used by any other candidate for filling the online application form for this notification. No change in the e-mail ID and mobile number will be allowed.

(xiii) Candidate(s), who will appear for Computer Based Test/ Next stage of selection process, will be intimated through e-mail/SMS. Mere issue of admit card/call letter to the candidate(s) for any stage of the selection process will not imply that his/her candidature has been finally accepted by OIL. If due to any unintentional/inadvertent/undue error, an admit card/call letter has been issued to an ineligible candidate, in such a case, the admit card/call letter will be considered as invalid and the candidature of such a candidate will be summarily rejected on detection at any stage of the selection process.

(xiv) OIL will not be responsible for any loss/non-delivery of e-mail/SMS/any other communication sent, due to invalid/wrong e-mail ID/mobile number/contact details furnished by the candidate.

(xv) Candidate(s) will be required to carry their valid photo identity proof (PAN Card/Driving Licence/Voter ID Card/Aadhaar Card/Passport etc.) for the selection stage. The photo identity proof will be checked and verified during the test. Candidate(s) without a valid photo identity proof will not be allowed to appear for the selection stage.

(xvi) Compensatory time of 20 minutes per hour of the Computer Based Test (CBT) shall be provided to candidates with benchmark disabilities, as defined under Section 2(r) and Section 2(s) of the RPwD Act, 2016. Further, the facility of a scribe shall be allowed to such candidates who have a limitation in writing, subject to the production of a certificate from Competent Authority. The certificate must state that the candidate has a physical limitation to write and that a scribe is essential to write the examination on his/her behalf, The qualification of the scribe must be one level below the qualification prescribed for the post applied for by the candidate. The scribe must bring a recent colour photograph and at least one ORIGINAL and valid photo identification document (such as Voter ID, Driving License, PAN Card, Passport, or Aadhaar Card) on the day of the CBT. Candidates shall arrange their own scribes at their own cost.

(xvii) Provisionally Selected 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 or in case the verification report received from the Issuing Authorities reveals that any of the documents/certificates/testimonials submitted by the candidate is/are false/fake/incorrect or any adverse report of character and antecedents is received from the appropriate authority or in the event of giving any false declaration in the Personal Bio-data/Joining Report filled and duly signed at the time of employment.

(xviii) 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.

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(xix) 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.

(xx) Oil India Limited strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.

(xxi) If more than one application is received from a candidate, most recent (current) application will be considered as final.

(xxii) 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.

(xxiii) The candidates called for Personal Interview (PI)/ Proficiency Test/Skill Test 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)/ Proficiency Test/Skill Test, 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) only economy class air fare will be reimbursed. No Travelling expense would be payable to candidates called for the CBT.

(xxiv) Candidate(s) have to make their own arrangement for lodging and boarding for appearing in any stage of the selection process. No accommodation or arrangement for keeping documents or belongings will be provided during the entire selection process.

(xxv) 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.

O. CUT-OFF DATE:

The Cut Off date for age, experience, qualification etc. shall be reckoned as 26/09/2025.

P. HOW TO APPLY

	A. GENERAL INSTRUCTIONS
1.	Please read the instructions carefully and click on the "Click Here" hyperlink next to the "To Register" bullet point to initiate the registration process for the OIL Online Application.
2.	For detailed notification, please click the **"Click here"** Hyperlink button in front of the **"To read Advertisement"**. Please read it carefully before filling the on-line application.
3.	Before start of filling-up of application through on-line mode, the candidate should keep ready, the following details/documents: a) Valid E-mail ID & Mobile Number. b) Scanned copy of the recent passport size color Photograph *(not older than 3 months)*. Candidates should ensure that the same photograph is used throughout this recruitment process. c) Scanned signature in JPG/JPEG format.
4.	Category [General (UR)/EWS/SC/ST/OBC(NCL)/ESM/PWD] once filled by candidate in the on-line application form will not be changed.
	B. HOW TO APPLY
1.	Candidates should have a valid personal E-mail ID and Mobile Number. The E-mail ID and Mobile Number entered by the candidate in his/ her Online Application Form must remain valid throughout the recruitment process. Application Sequence Number, password and all other important communication will be sent on the same registered e-mail ID & Mobile No. (Please ensure that email sent to the mailbox of registered E-mail ID is not redirected to junk /spam folder).
2.	Candidates should take the utmost care in furnishing / providing the correct details while filling-up the on-line application. **YOU CAN EDIT THE INFORMATION ONLY BEFORE SUBMISSION OF APPLICATION BECAUSE ONCE THE FORM IS SUBMITTED, IT CAN NOT BE EDITED.**

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3.	The process for submitting the application is given below: **Step-I:** Registration of Personal Details and Contact details. User-Id and password will be sent through e-mail / SMS on registered E-Mail and Mobile Number. **Step-II**: Re-Login to complete the fields of Personal Details, Additional Details, Communication Details, Qualification Details, Experience Details, Declaration, upload relevant Documents (photo and signature) and to submit Application Fee (wherever applicable) online via SBI e-Pay Lite Payment Gateway.
4.	Application once submitted cannot be withdrawn. Application fee and other charges, as applicable, once paid will not be refunded in any case / circumstances and neither the same shall be held reserved for any other recruitment OR selection process.

C. STEP-I: REGISTRATION/SIGN-UP

1.	The candidate should fill up all the required information, i.e., Personal Details, Contact Details, etc. correctly and press Generate OTP button.
2.	OTPs will be sent to the candidate's Mobile No. & E-mail ID, separately. The candidate must enter both OTPs to verify Mobile No. & E-mail ID, respectively.
3.	Candidates agreeing the terms & conditions may apply by clicking **'I Agree'** Check box given after the Declaration and then re-verify the selected/entered values by clicking the **"Re-verify"** button and then ticking the Check Boxes, if the entered values are displayed correctly, and pressing the **"Submit"** button.
4.	After clicking **SUBMIT** button/ tab, the candidates will receive Application Sequence No. (User ID) & Password on their E-mail ID and Mobile No. Now, candidate has to Click **"Go To Application"** button (given on top right corner) to reach to Step-II.

D. STEP-II: FILLING-UP OF APPLICATION

1.	After signing-up, candidate can either go to the Step-II (for filling up application details) by clicking the **"Go To Application"** button OR if the candidate has logged out after registration then the candidate can re-login by entering the User Id and Password on Login page and then clicking on **"LOGIN"** button. Then the candidate has to click on "Go To Application" button at top right corner for filling-up Personal Details, Additional Details, Communication Details, Qualification Details, Declaration, Upload relevant Documents (photo and signature). After filling all required details Candidate must submit the application and pay applicable Application Fee online via SBI e-Pay Lite Payment Gateway.
2.	Instructions regarding scanning of Photograph, Signature: Candidates should upload the scanned (digital) image of their photograph and signature in Jpg/jpeg format, as per the process given below: • Photograph Image: o Please upload one recent passport size photograph with white background (not more than 3 months old). o Photographs in cap/hat/dark glasses will not be acceptable. Religious headwear is allowed but it must not cover the face. o The size of the image should be min. 100 KB and max. 200 KB. o Image should be .jpg or .jpeg format. o Scanner dpi should be 200 dpi. o The dimension should be 3.5 cm (width) x 4.5 cm (height). • Signature image: o The applicant has to sign on white paper with Black ink pen. o The signature must be signed only by the applicant and not by any other person. o Please scan the signature area only and not the entire page. o Please upload your recent signature: min. 80KB to 150KB (only .jpeg or .jpg format).
3.	After uploading Photograph and Signature, click on "Preview" tab and check whether particulars filled are correct in all respects. In case of any error, the same can be edited before finally clicking on "Submit" tab. Once the application is submitted, candidates automatically will be redirected to SBI e-Pay Lite payment gateway to deposit the fee. • Non-refundable application fees of Rs. 500/- (plus applicable taxes) is to be paid by the candidates. • SC/ST/PwBD/EWS/Ex-Servicemen are exempted from payment of application fee.

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4.	Guidelines for remittance of fee are as under: • Post submission, the candidate will be re-directed to SBI e-pay Lite payment gateway to make the online payment of application fees. • Kindly verify the details and make the payment for application fees. • Post successful payment of application fees, candidate will be redirected to his/her application form. • Candidate may keep Payment Acknowledgement Slip (If Applicable) with him/her for future use.
5.	**Printing of the submitted Application Form: -** On successful submission of the Application Form and after payment of the Application Fee, the candidate should print his/ her Application Form, containing the details submitted by the candidate, by pressing "PRINT" button and saving/ printing his/ her Application Form in PDF form. PLEASE RETAIN THE PRINT OUT OF THE APPLICATION FORM WITH YOU FOR FUTURE REFERENCES.
6.	More than one registration / application should not be submitted by any candidate for any particular post. In case of multiple applications, the applicant should note that only the online application with higher "Application Sequence Number" shall be entertained and fee paid against one "Application Sequence Number" shall not be adjusted against any other "Application Sequence Number".
7.	Technical queries/clarifications relating to the filling up of ON-LINE APPLICATION may be raised in the Helpdesk Tab available on the application portal after login or please feel free to contact **"Help Desk" Phone No: 02261306284** between Monday to Friday (During 10 AM to 5 PM).

P. IMPORTANT DATES

Important Dates	Opening of online Application window	**15:00 hours on 26/08/2025** (As per server time)
	Last date for submission of online application in OIL	**23:59 hours on 26/09/2025** (As per server time)
	Date of Computer Based Test (CBT)	**01/11/2025** (Tentative) (Exact date shall be intimated at the time of issue of Admit Cards)
	The Cut Off date for age, experience, qualification etc. shall be reckoned as 26/09/2025	

Q. <u>IMPORTANT NOTICE TO ALL CANDIDATES</u>

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

<u>BEWARE OF FRAUDULENT OFFERS</u>

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.

"OIL is not responsible for printing errors, if any".