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Oil India Limited
(A Government of India Enterprise)

ADVERTISEMENT NO. HRAQ/REC-WP-B/2021-02 DATED 01/07/2021

Oil India Limited, a Navratna Public Sector Undertaking is the pioneer and second largest national upstream Oil and Gas Company with a pan India presence and growing global footprint. OIL is 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 production of LPG with its Field Headquarters (FHQ) at Duliajan, Dibrugarh, Assam. OIL has operations in Assam, Arunachal Pradesh, Andhra Pradesh, Odisha, Rajasthan, Mizoram and offices in Kolkata, Guwahati, Noida. OIL also has crude oil transportation pipelines from Assam to Barauni in Bihar. In overseas OIL has presence in USA, Russia, Libya, Nigeria, Gabon, Venezuela, Israel, Bangladesh and Mozambique.

Oil India Limited (OIL) invites applications from eligible candidates from its production and exploration areas in the districts of Dibrugarh, Tinsukia, Sivasagar and Charaideo in Assam and Changlang district in Arunachal Pradesh for recruitment of workpersons in the following post at OIL, Field Headquarters, Duliajan as per details given hereunder. The following post will entail working in remote/far-flung OIL installations in the production and exploration areas of Assam and Arunachal Pradesh.

GRADE-III (PAY SCALE ₹ 26,600.00 – 90,000.00)				
SN.	**POST CODE**	**POST**	**ESSENTIAL QUALIFICATION**	**NO. OF VACANCIES & RESERVATION**
1	JAC12021	Junior Assistant (Clerk-cum-Computer Operator)	(i) Passed **10+2 in any stream** from Government Recognized Board/ University **with 40% marks**. (ii) Passed **Diploma/Certificate in Computer Application of minimum 06 (six) months duration** and should be fully conversant with MS Word, MS Excel, MS Powerpoint, etc.	**120** [SC: 08, ST: 14, OBC(NCL): 32, EWS: 12, UR: 54]

**** Please note that, candidate(s) possessing the aforesaid essential qualification only should apply for the notified post.***

Note:

(i) In addition to the reservation of posts for SC, ST, OBC (NCL) and EWS, posts will also be reserved for Persons with Benchmark Disabilities and Ex-Servicemen as per Government guidelines.

(ii) The above post is identified suitable for LV, D, HH, OA, OL, BL, OAL, Dw, AAV, ASD (M, MoD), ID, SLD, MI, MD.

(iii) Reservation for Persons with Benchmark Disabilities: 05 nos.

(iv) Abbreviations: UR=Unreserved, ST=Scheduled Tribes, SC=Scheduled Caste, OBC (NCL)=Other Backward Classes (Non-Creamy Layer), EWS=Economically Weaker Sections, LV-Low Vision, D-Deaf, HH-Hard of Hearing, OA-One Arm, OL-One Leg, BL-Both Legs, OAL-One Arm and One Leg, Dw-Dwarfism, AAV-Acid Attack Victims, ASD-Autism Spectrum Disorder (M-Mild, MoD-Moderate), ID-Intellectual Disability, SLD-Specific Learning Disability, MI-Mental Illness, MD-Multiple Disabilities.

1.0 AGE-LIMIT (AS ON THE CRUCIAL DATE i.e. 15/08/2021):

SN.	CATEGORY	AGE LIMIT
1.	**GENERAL**	Minimum 18 Years and Maximum 30 Years
2.	**SC/ST**	Minimum 18 Years and Maximum 35 Years
3.	**OBC (Non-Creamy Layer)**	Minimum 18 Years and Maximum 33 Years

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(i) Minimum age limit is 18 years for all categories and age relaxation to Persons with Benchmark Disabilities/Ex-Servicemen shall be as per Government of India directives.

(ii) Date of Birth (DOB) as mentioned in the Admit Card or Pass Certificate or Marksheet of Class 10 issued by the concerned Government Recognized Education Board will only be considered as valid proof of date of birth. No other document will be accepted for verification of date of birth.

(iii) The Listed-I, Listed-II & Listed-III category of Work Contract Labours (WCLs) will be allowed age relaxation to the extent of service rendered by them as Contract Labours through the contractors for execution of OIL's contractual jobs for being considered in direct recruitment subject to a maximum age limit of 50 years. This is subject to fulfilment of the requisite notified criteria.

(iv) As per the advertisement dated 25/07/2019, the recruitment process as notified/advertised vide vacancy notification/newspaper advertisement dated 13/09/2017 for the post of Junior Assistant-I (Clerk-cum-Computer Operator) (Post Code: JAC22017) was cancelled. Accordingly, those candidates who had applied for the post of Junior Assistant-I (Clerk-cum-Computer Operator) (Post Code: JAC22017) and fulfilled the age criteria as mentioned in the earlier vacancy notification/newspaper advertisement dated 13/09/2017, will also be able to apply for the above post. Such candidates will have to declare their date of birth, caste category etc. in the online application as per their previous application submitted against the earlier vacancy notification/newspaper advertisement dated 13/09/2017. However, the candidates will have to fulfill all relevant criteria as specified in the new notification.

2.0 CONCESSIONS & RELAXATIONS:

(i) Relaxations in age will be provided to the respective categories, as given in the relevant clause hereinabove.

(ii) SC/ST/EWS/Persons with Benchmark Disabilities/Ex-Servicemen candidates are exempted from payment of online application fee.

(iii) Eligible SC/ST/Persons with Benchmark Disabilities candidates appearing in applicable selection test(s) will be reimbursed 2nd class Rail/Bus fare by the shortest route on production of proof as per rules.

3.0 SELECTION METHODOLOGY:

(i) Only those candidates, who fulfill the eligibility criteria mentioned in this advertisement/notification as on the crucial date will be called for the Computer Based Test (CBT).

(ii) The selection process shall consist of a Computer Based Test (CBT) wherein the qualifying marks will be minimum 40% marks for SC/ST/Persons with Benchmark Disabilities and minimum 50% marks for others.

(iii) Candidates will be called for Computer Based Test (CBT) only on the basis of their declaration in the completed online application form.

(iv) The question paper for Computer Based Test (CBT) will consist of 3 (three) sections as detailed hereunder viz. (A) English Language & General Knowledge/Awareness with some questions on Oil India Limited; (B) Reasoning, Arithmetic/Numerical & Mental Ability and (C) Relevant Technical Knowledge in the course curriculum depending on the post. Accordingly, the Computer Based Test (CBT) will assess the candidates on the following parameters and distribution of marks:

Section / Part	Parameters	Percentage of Marks
A	English Language & General Knowledge /Awareness and Questions on Oil India Limited.	20%
B	Reasoning, Arithmetic/Numerical & Mental Ability	20%
C	Domain or Relevant Technical Knowledge: Questions will be based on the qualification prescribed for the post and commensurate with the level of the post.	60%
	TOTAL	100%

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(v) The Computer Based Test (CBT) will comprise of questions in the multiple choice questions (MCQ) format and will include questions for testing the requisite skills i.e. proficiency in MS Office (Word, Excel, Power Point).

(vi) There will be no negative marking in the Computer Based Test (CBT).

(vii) The Computer Based Test (CBT) will be bilingual i.e. English & Assamese.

(viii) The total duration of the Computer Based Test (CBT) will be 02 (two) hours.

(ix) Compensatory time in addition to the duration of the Computer Based Test (CBT) will be allowed to eligible candidates who are Persons with Benchmark Disabilities, as applicable.

(x) In the final merit list for selection, if Computer Based Test (CBT) marks of more than one candidate are same, then the candidate who obtains more marks in Part-C of the Computer Based Test (CBT) will be given preference. In case, if the marks in Part-C are same, then the candidate who obtains more marks in Part-B will be given preference. If the marks in Part-B are also same, then the candidate older in age will be given preference in the final merit list.

(xi) Final selection will be made in order of merit on the basis of the marks obtained in the Computer Based Test (CBT) only.

4.0 DOCUMENT(S)/CERTIFICATE(S)/TESTIMONIAL(S):

(i) 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. The list of essential document(s)/certificate(s)/testimonial(s) for further necessary requirements is given as under:

SN.	COMPULSORY DOCUMENTS/CERTIFICATES/TESTIMONIALS VALID (AS ON THE CRUCIAL DATE i.e. 15/08/2021):
1	Employment Exchange Registration Card / Zila Sainik Welfare Office Registration Card for Ex-Servicemen.
2	Admit Card or Pass Certificate or Marksheet of Class 10 issued by the concerned Government Recognized Education Board as valid proof of date of birth.
3	Marksheets and Pass Certificate of Class 10+2**.**
4	Diploma/Certificate in Computer Application of minimum 06 (six) months duration.
5	Caste Certificate of SC/ST/OBC, if applicable.
6	Non-Creamy Layer (NCL) Certificate, if applicable.
7	Income & Assets Certificate to be Produced by Economically Weaker Sections, if applicable.
8	Disability Certificate (in case of Persons with Benchmark Disabilities).
9	Valid Discharge Certificate/Book/Service & Release Certificate for Ex-Servicemen clearly showing Personal Particulars and Service Particulars, if applicable.
10	Photo Pass for WCL, if applicable.
11	Valid No Objection Certificate signed by concerned Authority, if employed in Government Service/Public Sector Undertaking.

(ii) The essential documents/certificates/testimonials will have to be uploaded at the time of online application. Candidate(s) must ensure that all the details provided by the candidates in the online application form tally with the respective documents/certificates/testimonials. Any mismatch in the declaration on the online application form with the respective documents/certificates/testimonials shall lead to rejection of candidature at any stage of the selection process.

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(iii) All the documents/certificates/testimonials submitted by the candidate(s) will be verified from the concerned Issuing Authorities.

(iv) During document verification at any stage of the selection process, the candidature may be rejected if the document(s)/certificate(s)/testimonial(s) etc. are not found to be in order or as per our requirement. Further, in case it is detected that a candidate has furnished any incorrect/doctored/false information/document(s)/ certificate(s)/testimonial(s) or has suppressed any material fact(s), his/her candidature will stand cancelled and name of such candidate(s) will be blacklisted for applying against any post in Oil India Limited in future.

5.0 MEDICAL FITNESS/PRE-EMPLOYMENT MEDICAL EXAMINATION (PEME):

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 Govt. Medical Officer not below the rank of a Civil Surgeon OR by an Authorized Medical Officer of a hospital empaneled by the Company (List of company empaneled hospital will be provided later if required).

6.0 APPOINTMENT OF PROVISIONALLY SELECTED CANDIDATE(S):

(i) Provisionally selected candidate(s) will be appointed as a 'Probationer' for a period of 12 (twelve) months. Upon successful completion of probationary period, the probationer will be considered for confirmation subject to satisfactory performance during the probationary period. In the event of the performance of a probationer being found unsatisfactory, the probationary period will be extended for a period of 06 (six) months beyond the initial probationary period of 12 (twelve) months. If at the end of the extended period of probation of 06 (six) months, the performance of the probationer is still found unsatisfactory, another extension of 06 (six) months can be given in the probationary period. However, even if after two extensions of 06 (six) months each the performance of the probationer is still not satisfactory, his/her appointment will stand terminated. A 'probationer' will be confirmed through a letter expressly mentioning the advice of confirmation, the effective date of confirmation and without which there will be no deemed confirmation or automatic confirmation at the end of the probationary period of 12 (twelve) months or the extended period of probation, if any.

(ii) The appointment as a 'Probationer' in the above post(s) will be provisional and further subject to verification of all the documents/certificates/testimonials submitted in respect of age; caste; non-creamy layer (NCL), if applicable; education; experience and others, as applicable, as well as verification of character & antecedents through appropriate authority. The probationer will be eligible for confirmation in the Company in a regular grade only after requisite documents/certificates/testimonials are duly verified as authentic and positive character and antecedents are received from the concerned Issuing Authorities, subject to fulfilment of condition stipulated at Clause-6.0 (i) above. In case the verification report received from the Issuing Authorities reveals that any of the documents/certificates/testimonials submitted by the probationer 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 filled and duly signed at the time of employment, the provisional appointment as a 'Probationer' will be terminated/cancelled/disqualified at any stage with 15 (fifteen) days notice, besides being liable for penal action under the provisions of the Indian Penal Code.

7.0 GENERAL INSTRUCTIONS:

(i) In view of the current situation arising out of COVID-19 pandemic, all applicable guidelines/directives/orders issued by the Government pertaining to COVID-19 pandemic situation will be strictly followed and as such, the selection process might get delayed/extended/postponed/cancelled in line with the Government guidelines. Hence, the candidates are advised to keep checking OIL's website regularly.

(ii) Candidates are advised to strictly abide by all the applicable guidelines/directives/orders issued by the Government pertaining to COVID-19 pandemic situation and accordingly, take all necessary precautionary safety measures (wearing of mask, carrying hand sanitizer, maintaining social distance, maintaining hygiene etc.) during the selection process.

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(iii) Candidate(s) are advised to carefully read the full advertisement for details of eligibility criteria and selection methodology before submission of the online application form.

(iv) Candidate(s) are advised to furnish the correct information about their qualification, age, caste category etc.

(v) 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 recognised as SC/ST/OBC, the village/town the candidate is ordinarily a resident of and other details, as necessary.

(vi) 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.

(vii) 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).

(viii) 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.

(ix) In case of Ex-Servicemen, candidate(s) must produce a valid Zila Sainik Welfare Office registration card and valid Discharge Book/Service and Release Certificate for Ex-Servicemen (pages containing Personal Particulars and Service Particulars).

(x) Candidate(s) must produce a valid Employment Exchange Registration Card issued by an Employment Exchange within the production and exploration areas of Oil India Limited in the districts of Dibrugarh, Tinsukia, Sivasagar and Charaideo in Assam and Changlang district in Arunachal Pradesh.

(xi) The candidate(s) will be wholly/exclusively responsible for the information provided in his/her online application form. All details given in the online application form will be treated as final and no changes will be entertained.

(xii) Candidate(s) employed in Government/Public Sector Undertaking must produce a 'No Objection Certificate' from the present employer. In case the candidate fails to submit the 'No Objection Certificate' at the applicable stage, his/her candidature will not be considered.

(xiii) 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.

(xiv) Candidate(s), who are shortlisted for Computer Based Test, 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.

(xv) 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.

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(xvi) 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 Computer Based Test. 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 Computer Based Test.

(xvii) Candidate(s) are advised to retain the admit card/call letter issued for the selection process(s) for future reference.

(xviii) 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.

(xix) The results of the selection process(s), as applicable, will be declared in the Oil India Limited website (www.oil-india.com). Candidate(s) are thus advised to periodically visit our above website for the same.

(xx) Candidate(s) are advised in their own interest to complete the submission of online application form sufficiently in advance before the last date so as to avoid last minute rush leading to possibility of inability/failure to log on to the website on account of heavy load/congestion. Oil India Limited will not be responsible for the candidates not being able to submit their online applications within the prescribed closing date on account of any reason beyond the control of Oil India Limited.

(xxi) Merely qualifying in the Computer Based Test or provisionally selected after the recruitment process will not confer any right of regular appointment to the candidate(s). Appointment of provisionally selected candidate(s) is subject to his/her being declared medically fit in the Pre-Employment Medical Examination and fulfilling other pre-employment formalities as per the requirements of the Company.

(xxii) Canvassing in any form whether directly or indirectly will disqualify the candidate.

(xxiii) All provisionally selected candidates will be required to produce in original as well as self-attested photocopies of all relevant documents/certificates/testimonials for verification at the time of pre-employment medical examination i.e. class 10th admit card/pass certificate/marksheet indicating date of birth, all educational qualification documents/certificates/testimonials including Essential Qualification, Caste Certificate, Disability Certificate for Persons With Benchmark Disabilities, Valid Discharge Certificate/Book/Service & Release Certificate and Z.S.W.O. Registration Card in case of Ex-Servicemen, valid Employment Exchange Registration Card and other certificates, as applicable, issued by appropriate competent authority.

(xxiv) The decision of the Management will be final and binding on all candidate(s) on any matter(s) regarding 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.

(xxv) Vacancy Notifications have also been sent to the concerned employment exchanges within the production and exploration areas of Oil India Limited in the districts of Dibrugarh, Tinsukia, Sivasagar and Charaideo in Assam and Changlang district in Arunachal Pradesh.

(xxvi) Candidates are advised to keep checking OIL's website regularly for any update/information pertaining to the above recruitment process.

8.0 CRUCIAL/CUT-OFF DATE:

(i) The crucial/cut-off date for age, qualification etc. will be the last date for submission of online application i.e. 15/08/2021.

9.0 HOW TO APPLY:

The following procedures must be strictly followed which may otherwise lead to rejection of application:

(i) Candidate(s) fulfilling all the above clearly laid down criteria will have to apply online only through the link on the Oil India Limited website in the careers webpage under current openings section i.e. **https://www.oil-india.com/Current_openNew.aspx** **from 01/07/2021, 07:00 a.m. to 15/08/2021, 11:59 p.m.** No other mode of application will be accepted.

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(ii) Candidate(s) are advised to carefully read the instructions specified in '**How to Apply**' given in the above link in the OIL's website and fill in the online application form giving correct/accurate information.

(iii) After online registration, the system will generate a unique **User ID/User Name (Applicant ID) and Password**. Candidate(s) must keep the unique **User ID/User Name (Applicant ID) and Password** for future reference.

(iv) Candidate(s) must upload relevant documents/certificates/testimonials along with their recent coloured photograph and signature as specified therein. Further, candidate(s) must pay the online application fee, if applicable. Candidate(s) must ensure that all the details provided by the candidates in the online application form tally with the respective documents/certificates/testimonials.

(v) Candidate(s) must keep the printout of the application which will be generated by the system after completing the process of online application. No documents including copy of the application etc. are to be sent to OIL unless specifically advised.

(vi) Eligibility of candidate(s) will be based on the details provided by the candidate in the online application form. Hence, it is necessary that candidate(s) should furnish only correct/accurate, complete and valid information in the online application form. Applications incomplete in any respect will be summarily rejected. Furnishing wrong/false/invalid information will lead to rejection of the candidature/application.

(vii) Online Application Fee:

(a) For General/OBC candidate(s): ₹ **200/- as online application fee exclusive of GST and payment gateway/bank charges**. The online application fee is non-refundable.

(b) The online application fee must be paid through the payment gateway integrated with the online application system for the concerned post. Payment of online application fee by any other mode is not acceptable and payments made through other modes will NOT be returned or refunded to the candidate(s).

(c) SC/ST/EWS/Persons with Benchmark Disabilities/Ex-Servicemen candidate(s) are exempted from paying the online application fee.

(viii) **All the details given in the online application form will be treated as final and no changes will be entertained.**

(ix) **All future announcements pertaining to the advertisement will be published in the Oil India Limited website (www.oil-india.com) and not on any other website/medium.**

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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/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.