



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

Oil India Ltd. invites applications from eligible Indian Nationals to fill up the following post(s) for its Office at Noida (UP)/ Delhi:

Post Name & Post Code	No. of Vacancies					Educational Qualification	Identified for PwBD
	UR	SC	ST	OBC(NCL)	Total		
Sr. Assistant – I, Steno Typist Grade – VII , Scale of Pay: Rs. 16,000-34,000/- <b>(Post Code:01:2020)</b>	01	01	-	01	03	a) Must be a Graduate in any discipline from recognized university. b) Must possess Certificate in English Shorthand Course with minimum speed of 80 words per minute and Computer typing with a minimum speed of 30 words per minute. c) Must have 06 (six) months Diploma/ Certificate in Computer operation and be fully conversant with MS Office, Excel, Spread-sheet and MS Power Point.	OL ,LV
Sr. Assistant – I Hindi Translator Grade- VII Scale of Pay: Rs. 16,000-34,000/- <b>(Post Code: 2:2020)</b>	01	-	-	-	01	a) Must be a Graduate from recognized university with Hindi as a major subject as well as English as one of the elective subject in Pass course. b) Must have Certificate or Diploma in Hindi Translator Course from a recognized institute c) Must have 06(six) months Diploma/ Certificate in Computer Applications and be conversant with bilingual processing ( i.e Hindi & English Typing)	OA,OL

Jr. Assistant – I, Clerk-cum-Computer Operator, Grade – V Scale of Pay: Rs13500- 28000/-  <b>(Post Code: 3:2020)</b>	02	01	-	01	04	a) Must be 10+2 or equivalent in any stream from a Govt. Recognized Board/ University. b) Must have minimum 06 (six) months Diploma/Certificate in Computer Application and should be fully conversant with MS Word, MS Excel, MS PowerPoint, etc. c) Proficiency in computer with minimum typing speed of 30 (thirty) words per minute	OA,OL, HH,LV
Jr. Assistant –I , Hindi Typist cum Computer Operator Grade– V Scale of Pay: Rs. 13,500- 28,000/-  <b>(Post Code:04:2020)</b>	01	-	-	-	01	a) Must be 10+2 or equivalent in any stream from a Govt. Recognized Board. b) Must have minimum 06 (six) months Diploma/Certificate in Computer Application and should be fully conversant with MS Word, MS Excel, MS PowerPoint, etc. c) Proficiency in computer typing with minimum bilingual ( Hindi & English) typing speed of 30 (thirty) words per minute	OL,HH, LV

**Note:** Candidate(s) with the requisite qualification only should apply against the concerned post.

**Abbreviations used:** UR- Un Reserved, ST-Scheduled Tribes, SC- Scheduled Caste, OBC(NCL)- Other Backward Classes (Non Creamy Layer), PwBD-Persons with Benchmark Disability, OA-One Arm, OL-One Leg, HH-Hearing Handicapped , LV-Low Vision.

**2.0 Age Limit:** (as on **01/07/2020**)

Category	Age Limit
General	Minimum 18 years and maximum 30 years
SC	Minimum 18 years and maximum 35 years
OBC (Non-Creamy Layer)	Minimum 18 years and maximum 33 years
Persons with Bench mark Disability/Ex-Servicemen	As per Government Directives

Note: i) Admit Card or Pass Certificate of Class 10/Matriculation as valid proof of date of birth. No other document will be accepted for verification of date of birth.

ii) Persons with Benchmark Disability (PwBD) who suffers from not less than 40% of relevant disability and is certified by a Medical Board appointed by Central/State Government will only be eligible for age relaxation.

- iii) Age relaxation of 5 years will be applicable for candidates who have ordinarily been domicile 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.
- iv) 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) & 15 years for PwBD-SC.
- v) Considering all possible age relaxations the maximum upper age of the applicant shall not exceed 56 years.

### 3.0 Pay & Allowances

Besides Basic Pay and Industrial pattern of DA, the other allowances/benefits include HRA/Medical Facilities/Gratuity/PF etc. as per Company Rules.

### 3.1 Registration Fees:

- a) Non Refundable Application Fees of Rs. 200/- will be charged from the candidates belonging to General and OBC category only.
- b) SC/ST/PwBD/EWS/Ex-Servicemen is exempted to pay any Fee.

### 4.0 Concession & Relaxations:

- i) SC/ST/PwBD/EWS/Ex-Serviceman candidate(s) are exempted from payment of registration fee.
- ii) SC/ST Candidate(s) appearing in applicable selection test(s) shall be reimbursed 2nd class Rail/Bus fare by the shortest route on production of tickets as per rules.

### 5.0 Selection Process:

- i) Selection process shall consist of Stage-I: Computer Based Test (CBT) and Stage-II: Skill & Proficiency Test, details of which are as under:

#### **Stage- I: Computer Based Test (CBT)**

The Computer Based Test (CBT) will assess the candidates on the following parameters:

Part / Section	Parameters	Percentage of Marks
A	General English & General Knowledge/Awareness	20%
B	Reasoning , Arithmetic/ Numerical & Mental Ability	20%
C	Domain or Relevant to subject knowledge	60%
	Total	100%

- a) All questions will be multiple choice objective type for a total 100 marks
- b) There will be no negative marking in CBT.
- c) CBT will be bilingual i.e English & Hindi.
- d) Total duration of the test will be 02(two) hours.
- e) Person with Benchmark Disability (PwBD) may opt for Scribe as per Govt. Directives. In such case compensatory time of 40 minutes (i.e 20 minutes per hour) shall be given.

## **Stage- II: Skill & Proficiency Test**

Skill & Proficiency Test will be based on the following modalities:

Part / Section	Parameters	Percentage of Marks
A	Domain Related and Practical knowledge on the relevant subject	50%
B	Practical & Hands-on test	50%
	Total	100%

- ii) Candidate(s) will be called for CBT on the basis of their declaration and successful registration.
- iii) Candidate has to secure minimum 50% marks in Computer Based Test (CBT) to qualify for Skill & Proficiency Test. However, merely securing qualifying marks in Computer Based Test (CBT) will not make candidate(s) eligible to appear in Skill & Proficiency Test.
- iv) Candidate(s) who qualify in Computer Based Test (CBT) will be shortlisted for Skill & Proficiency Test based on the order of merit in CBT in the ratio of 1:2 [i.e. for one vacancy, two candidates will be shortlisted in the order of merit in CBT with due cognizance to number of reserved posts].
- v) After applying the criteria for shortlisting for Skill & Proficiency Test as given in 5.0 iv) above, if there is a tie of scores of two or more candidates in Computer Based Test (CBT), then all candidates with the tied marks in the Computer Based Test (CBT) shall be shortlisted for Skill & Proficiency Test.
- v) Skill & Proficiency Test will be of qualifying nature and will not carry weightage. The pass marks to qualify in Skill & Proficiency Test is Minimum 50% (Fifty Percent). The candidate who fails to secure minimum 50% (Fifty Percent) marks in Skill & Proficiency Test shall not qualify for final selection. The final Merit List shall be prepared in order of merit based on Computer Based Test (CBT) marks of those candidate(s) who qualify in Skill & Proficiency Test.
- vi) In the Skill & Proficiency Test all the Candidate(s) are found to be UNFIT or the number of Candidate(s) who have qualified in the Skill & Proficiency Test are less than the number of notified vacancy, then the next Candidate(s) in order of merit in CBT, as available as per the ratio 1:2, who have qualified in the CBT shall be called for Skill & Proficiency Test. This process will be repeated till such time all vacancies are filled up, subject to availability of qualified Candidate(s).
- viii) If in the final merit list for selection, the total marks in CBT of more than one candidate who are in the zone of vacancy(ies) are same, then the candidate who scores more marks in Part-C(Domain or Relevant to subject knowledge) of CBT shall be given preference. In case the marks in Part-C are same, then the candidate who scores more marks in Part-B (Reasoning, Arithmetic/ Numerical & Mental Ability) of CBT shall be given preference. In case the marks in Part- B are also same then the marks in Part-A will also be same. In such event, the candidate older in age shall be given preference in the merit list.

## **6.0 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 requirement of the Company. The medical fitness of each candidate will be assessed by OIL Authorised Medical Attendant/OIL Nominated / Empaneled Hospitals and appointment will be subject to meeting the medical standards prescribed in the Physical Fitness criteria available at ([https://oil-india.com/Current\\_openNew.aspx](https://oil-india.com/Current_openNew.aspx))

## **7.0 Verification of Documents:**

- i) All the documents/certificates/testimonials submitted by the candidate(s) at the time of Pre-Employment Medical Examination (PEME) 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 self-attested photocopy of the relevant documents. Candidate(s) may be asked to furnish the original documents / certificates/ testimonials before the Skill & Proficiency Test or at any stage of selection process thereafter. After checking, the original documents shall be returned to the Candidate(s).
- iii) During document verification at any stage of selection process, in case it is detected 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.

## **8.0 Appointment of provisionally selected candidate(s):**

- i) Provisionally selected candidate(s) will be appointed on probation for a period of 12 (Twelve) months. Upon successful completion of probation period, they will be considered for confirmation subject to satisfactory performance during probation period. In the event of the performance of a probationer being found unsatisfactory, the probation period will be extended for a period of 06 (six) months beyond the initial probation 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 found unsatisfactory another extension of 06 (six) months can be given in the probation period. However, if even after two extensions of 06 (six) months each the performance of the probationer is 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 by the candidates in respect of Age/Caste/ OBC-NCL certificate, educational qualification and experience etc., as applicable, from the Issuing Authorities and also verification of character & antecedents through the proper channels. The provisionally selected candidate(s) 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-8.0(i) above. In case the verification report received reveals that any of the documents/certificates/testimonials submitted by the provisionally selected candidate(s) is false/fake/incorrect or any adverse report of character and

antecedents is received, the provisional appointment as a 'Probationer' will be terminated/cancelled at any stage with 15 (fifteen) days' notice. Besides the candidate shall be liable for penal action under the provisions of the Indian Penal Code for production of false/fake/incorrect documents/ certificates/ testimonials or for adverse report of character and antecedents.

#### **9.0 General Instructions:**

- i) Only Indian Nationals are eligible to apply.
- ii) Candidate(s) 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, age, category etc.
- iii) 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.
- iv) Valid caste certificate by SC/ST/OBC(NCL) candidate(s) in the prescribed format as per Government of India Guidelines ( available at [https://www.oil-india.com/Current\\_openings](https://www.oil-india.com/Current_openings) )and issued by competent authority indicating clearly the candidate's caste /community , the Act / Order under which the caste is recognized as SC/ST/OBC(NCL), and in the case of OBC(NCL) candidates that he/she does not belong to persons /selections(creamy layer) and the village /town the candidate is ordinarily a resident of, will only be accepted. Please note that no other format of SC/ST/OBC(NCL) caste certificate shall be accepted.
- v) For getting the benefit of reservation under OBC category, the name of the caste and community of the candidate must appear in the "Central list of Other Backward Classes" available on the National Commission for Backward Classes (NCBC), Government of India website [www.ncbc.nic.in](http://www.ncbc.nic.in). The candidate must not belong to creamy layer. Candidates seeking reservation as OBC, will have to submit the caste certificate ONLY in the prescribed proforma meant for appointment to the posts under the Government of India from the designated authority.
- vi) OBC candidate must ensure that they possess the latest Non creamy layer certificate issued by the designated authority from time to time. A certificate containing any variation in the caste name will not be accepted.
- vii) PwBD certificate in prescribed format(s) – available at ([https://oil-india.com/Current\\_opening.aspx](https://oil-india.com/Current_opening.aspx)), issued by the competent authority will be considered for appointment to the post on the basis prescribed standards of Medical Fitness. The Competent Authority to issue PwBD certificate shall be a Medical Board Duly constituted by the Central or State Government. The Central/ State Government may constitute Medical Board(s) consisting of at least three members out of which at least one shall be specialist in the particular field for assessing Locomotor/ Cerebral/ Visual/ Hearing disability, as the case may be. Please note that no other format of PwBD certificate shall be accepted.
- viii) Oil India Limited strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
- ix) In case of Ex-servicemen, candidate(s) must upload Zila Sainik Welfare Office Registration card and valid Discharge Book / Service and release certificate along with the application.
- x) Candidate(s) employed in Govt./Semi-Govt./PSU are required to submit 'No Objection Certificate' (NOC).

- xi) The candidate must have an active E-mail ID and Mobile Number which must be valid till the process of recruitment is over. Same E-mail ID and mobile number cannot be used by any other candidate for submitting application against this notification.
- xii) Candidate(s) who are Persons with Benchmark Disability (PwBD) will have to upload disability certificate at the time of application in support of their claims clearly indicating that the degree of physical disability is 40% or more, in the prescribed format as per Government of India Guidelines issued by the Competent Authority duly constituted by the Central Government of India or a State Government.
- xiii) Candidate(s), who are short-listed for CBT, shall receive their Admit Cards for appearing in the CBT by Email. Mere issue of admit card to the candidate(s) for the selection stages will not imply that his/her candidature has been finally accepted by OIL.
- xiv) OIL will not be responsible for any loss / non-delivery of Email due to invalid/wrong Email ID furnished by the candidate.
- xv) Candidate(s) will be required to carry a Government issued Photo Identity Proof for the CBT and Skill & Proficiency Test. The original Photo Identity Proof shall be checked and verified during the tests. A self-attested photocopy of the same shall also be collected along with the Admit Card during the CBT and Skill & Proficiency test. Candidate(s) are advised to retain a copy of the Admit Card for future reference. Valid Govt. Photo Identity Proof like Driving License, Aadhaar Card, PAN card, Voter ID card, Passport etc. shall be accepted. Candidate(s) without valid Govt. Photo Identity Proof shall not be allowed to appear for the CBT and Skill & Proficiency Test.
- xvi) Candidate(s) shall have to make their own arrangement for lodging and boarding for appearing in Computer Based Test (CBT) and Skill & Proficiency Test. No accommodation or arrangement for keeping documents or belongings shall be provided during the entire selection process.
- xvii) The results of the Computer Based Test (CBT) as well as Skill & Proficiency Test shall be declared on [www.oil-india.com](http://www.oil-india.com). Candidate(s) are thus advised to periodically visit our above website for the same.
- xviii) Candidate(s) are advised to complete the submission of application sufficiently in advance before the last date so as to avoid last minute rush.
- xix) Merely qualifying in Computer Based Test (CBT) or Skill & Proficiency Test or provisional selection after the recruitment process shall not confer any right of regular appointment to the applicants. 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.
- xx) Canvassing in any form whether directly or indirectly shall disqualify the candidate.
- xxi) The decision of the Management will be final and binding on all candidate(s) 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.
- xxii) 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.

- xxiii) A candidate can apply against ONE post only.
- xxiv) Computer Based Test (CBT)/ Skill & Proficiency test will be held at Delhi/NCR .
- xxv) All disputes with regard to the Vacancy Notification will be subject to the jurisdiction of competent Courts at Noida, Gautam Budh Nagar.

#### **10.0 Cut-off Date:**

Cut-off date for age, qualification etc. shall be reckoned as **01/07/2020**

#### **11.0 How to apply online:**

- i) Candidate(s) fulfilling the above criteria would be required to apply online through the link available on the Oil India Limited website ([https://www.oil-india.com/Current\\_openNew.aspx](https://www.oil-india.com/Current_openNew.aspx)) from 02/06/2020, 10:00AM to 01/07/2020, 11.59 PM (Midnight).
- ii) After successful registration, system will generate a unique registration number. Candidate(s) are required to keep the print out of the registration slip which will be generated by the system.
- iii) Eligibility of candidate(s) will be based on the details provided by the candidate as per the prescribed Application Form. Hence, it is necessary that applicants should furnish only accurate, full and correct information in the prescribed Online Application Form. Applications incomplete in any respect will be summarily rejected. Furnishing wrong/false information shall lead to disqualification of the application.
- iv) Candidate(s) should keep the following documents ready to be uploaded while applying online:
  - Copy of recent passport size coloured photograph
  - Admit Card or Pass Certificate of Class 10 issued by the concerned Board of Education/ Graduation Certificate issued by the recognised University by UGC as Applicable.
  - Caste Certificate SC/ST / OBC(NCL) as applicable
  - Valid Disability Certificate if applicable
  - Valid discharge Book/Service and release certificate for Ex-Servicemen (page containing personal particulars and service particulars), if applicable.
  - Candidate(s) signature
- v) The step by step process for submitting the application form for recruitment is given below:

#### **Step- I** (Sign-up/ Registration):

- i) Candidates may visit our website <http://www.oil-india.com/oilnew/Current-openings> and click the APPLY ONLINE button under 'Recruitment of Senior Assistant-I/Junior Assistant-I/Hindi Translator/Hindi Typist at Noida'.
- ii) Candidates agreeing the terms & conditions may apply by clicking 'I Agree' checkbox on the instruction page and pressing 'Start' button.
- iii) Candidates will need to 'Register' with their valid E-mail ID and Mobile Number while signing up/ Registration.
- iv) The candidate should fill up all the desired information on the registration page i.e. Personal details, Contact Details, etc. correctly.
- v) On completion of Step-I (Sign Up), a message will be received in candidate's registered email id conveying his/her "Application Number", "Login ID" and

“Password”. Candidates are advised to verify the correctness of the Email ID & Mobile Number before proceeding further.

- vi) Candidates are advised not to attempt for registration more than once. In case of multiple registrations, his/her most recent (current) will be considered as final

**Step II** (Completion of Application Form) :

- i) After signing-up, candidate has to Re-login and Click on “Go To Application Form” tab (at the top of the page) for filling-up Personal Details, Qualification Details, Eligibility Details, Experience details etc. and upload photo/signature and scanned relevant certificates etc.
- ii) Instructions regarding scanning of photograph, Signature and Certificates:
- a) Photograph Image:
- Photograph must be a recent passport size color picture on light background (not older than 03 weeks)
  - The size of the scanned image should be between 50kb-100kb in jpg/jpeg format only.
- b) Signature Image:
- The applicant has to sign on white paper with Black ink pen.
  - The signature must be signed only by the applicant and not by any other person.
  - Please scan the signature area only and not the entire page
  - Size of the file should be between 50kb -100kb in jpg/jpeg format only
- c) Other Certificates:
- Scanned relevant certificates respectively for DOB Proof, Educational Qualification, SC/ ST/ OBC(NCL)/ PwBD/ EWS/ Exservicemen
  - Size of file should be between 50kb -1000 kb in pdf/jpg/jpeg format only.

**Step III** (Online payment of application fee):

- i) Steps to be followed in Billdesk portal for Online Payment:
- a) System will redirect you on OIL INDIA LTD. page of Billdesk payment portal.
- b) Select the Online Payment Option.
- c) Kindly make the online payment via credit or debit card / UPI or Net banking and retain the transaction number for future reference.
- ii) Candidates are advised to keep with them the copy of the e-receipt as a token of remittance of fee for future reference.
- iii) In case the same is not reflecting, you can Email to Helpdesk mail id: OILRECTT2020@GMAIL.COM with scanned copy of e-receipt about the same or call on Toll Free No- 022 68202751.

**12. Important Dates:**

1	Opening of OIL website for online submission of application	<b>02/06/2020 (10:00 AM )</b>
2	Last date for submission of online application in OIL	<b>01/07/2020 (11:59 PM- MIDNIGHT)</b>

### **IMPORTANT NOTICE TO ALL CANDIDATES**

Candidate(s) are hereby cautioned not to fall prey to the dubious individuals /agencies/organisations attempting to defraud job seekers by issuing fake appointment letters or assuring jobs in Oil India Limited (OIL). OIL does not authorise any individual /agency /organisation outside of OIL to offer any job on its behalf. OIL will not be responsible for any loss/damage suffered either directly or as a consequence of such fake offers from any source whatsoever.

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

### **Payment Gateway Disclaimer**

#### **Terms and Conditions**

The terms and condition shall be governed by Indian Laws.

#### **Privacy Policy**

Entity website considers the protection of your personal information a top priority when you use our services and access the website. The website will take all necessary measures to safeguard your privacy. If you decide to access the website, your visit and any dispute over privacy is subject to this Privacy Policy and Our Terms and Conditions of use. Our Policy regarding the collection, use and disclosure, if any, of personal information is very strict and we adhere to the best of practices to guard your personal information with care.

#### **Refund / Cancellation policy**

If the payment is not successful, the amount will be reverted back to the customer's account. Online application once approved, the fund cannot be refunded under any circumstances.

#### **Contact us**

Technical queries/ clarifications relating to the filling up of ONLINE APPLICATION, please feel free to contact the helpdesk at Email: OILRECTT2020@GMAIL.COM