



Advertisement No.: OIL/GM (KO)/ADM/147/085/2019

Oil India Limited (OIL), a Navratna Public Sector Undertaking is a pioneer National Upstream Oil and Gas Company with a pan Indian presence and growing global footprint. It is engaged in Exploration, Production and Transportation of Crude Oil, Natural Gas and Manufacture of LPG with its Field Headquarters at Duliajan, District-Dibrugarh (Assam) - 786602.

1.0 Applications are invited from eligible Indian Nationals for the following positions in workmen category, in Oil India Limited (OIL) at its Kolkata Office, West Bengal as per details given below:

Post Code/ Name of the Post / Grade /	Scale of Pay (Rs.)	No. of Vacancy					Identified suitable for PwD	Reservation for PwD
		UR	OBC (NCL)	SC	EWS	Total		
JACCB/2019  Junior Assistant-I, (Clerk cum Computer Operator)  Grade – V	13,500- 28,000	06	02	02	01	11	LV, HH, OA, OL, BL, OAL, MD	LV-01

**Note** : Casual Staff presently working at Kolkata Office of Oil India Limited will be allowed age relaxation to the extent of service rendered by them as Casual Staff for execution of OIL's contractual jobs for being considered in direct external recruitment. This is subject to fulfillment of the requisite notified criteria against the notification of vacancies.

# Reservation for Persons with Benchmark Disabilities(PwD) / EWS / Ex-Serviceman will be applicable as per Government guidelines/directives.

**Abbreviations used:** PWD= Persons with Benchmark Disabilities, LV= Low Vision, HH= Hearing Impaired, OA= One Arm, OL= One Leg, BL=Both Legs, OAL= One Arm & One Leg, MD=Multiple disability.

2.0 **Qualification (Education, Experience, Skill etc.)**

a) Passed 10+2 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 Power point, etc..

3.0 **Age Limit: (as on 08/07/2019)**

CATEGORY	AGE LIMIT
General/EWS	Minimum 18 years and maximum 30 years
SC/ST	Minimum 18 years and maximum 35 years
OBC (Non-Creamy Layer)	Minimum 18 years and maximum 33 years
PWD / Ex-Servicemen	As per Government Directives

**Note** : Admit Card or Pass Certificate of Class 10 issued by the concerned 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.

#### 4.0 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.

#### 5.0 Concession & Relaxations:

- i) All Candidate(s) including reserved category Candidate(s) are exempted from payment of application fee.
- ii) Eligible candidate(s) of the reserved category as applicable SC/ST/PwD Candidate(s) appearing in applicable selection test(s) shall be reimbursed 2<sup>nd</sup> class Rail/Bus fare by the shortest route on production of tickets as per rules.

#### 6.0 Selection Methodology:

- i) Selection process shall consist of Stage-1 : Written Test and Stage-2: Computer Operation Skill Test (COST).
- ii) Candidate has to secure minimum 50% marks in Written Test to qualify for COST. However, merely securing qualifying marks in Written Test shall not make Candidate(s) eligible to appear in COST.
- iii) Candidate(s) shall be shortlisted in the order of merit in the Written Test for the COST in the ratio of 1:2 (i.e. for one vacancy, two Candidate(s) will be shortlisted with due cognizance to number of reserved posts).
- iv) If there is a tie of scores in Written Test marks, then all Candidate(s) with the same score having scored qualifying marks in the Written Test shall be shortlisted for COST.
- v) In case where number of Candidate(s) who qualify in Written Test are less than the required ratio, all the Candidate(s) who have scored minimum qualifying marks in Written Test will be shortlisted for COST.
- vi) If after the COST, all the Candidate(s) are found to be UNFIT or the number of Candidate(s) who have qualified in the COST are less than the number of notified vacancy, then the next Candidate(s) in order of merit, as available as per the ratio 1:2, who have qualified in the Written Test shall be called for COST. This process will be repeated till such time all vacancies are filled up, subject to availability of qualified Candidate(s).
- vii) COST will be qualifying in nature. The final Merit List shall be prepared in order of merit based on Written Test marks of those Candidate(s) who qualify in COST.
- viii) In the final merit list for selection, if Written Test marks of more than one candidate are same, then the candidate who scores more marks in Part-C shall be given preference. In case if the marks in Part-C are same, then the candidate who scores more marks in Part-B shall be given preference. If the marks in Part-B are also same, then the candidate who scores more marks in Part-A shall be given preference. If the marks in Part-A are also same, then the candidate older in age shall be given preference in the merit list.

#### 6.1 Written Test Modalities:

- i) The Written Test will assess the Candidate(s) on the following parameters:

Part	Parameters	Percentage of Marks
A	English usage & General Knowledge / Awareness with some questions on Oil India Limited	25%
B	Quantitative Aptitude, Logical Reasoning & Mental Ability	25%
C	Domain or Relevant Technical Knowledge	50%
	<b>Total</b>	<b>100</b>

- ii) The type/mode of question paper will be in a multiple choice question (MCQ) and the answer sheets will be of an OMR type.
- iii) Total marks in the Written Test will be 100.

- iv) There shall be no negative marking for wrong answers.
- v) Duration of written test shall be of 02 (two) hours. However, compensatory time in addition to above shall be allowed to all eligible candidates who are Persons with Benchmark Disabilities, as applicable.

**6.2 Computer Operation Skill Test (COST) Modalities:**

- i) Working knowledge of the candidate in MS Word, MS Excel and MS Power point shall be assessed in the computer such as creating a file, Excel Sheet functions, Power point presentation preparation etc.
- ii) The qualifying marks in COST will be 50%.

**7.0 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 the OIL Medical Board / nominated hospitals and appointment will be subject to meeting the medical standards prescribed by the Company.

**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, even if 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 in respect of Age, Caste/Tribe/OBC-NCL/EWS certificate, educational qualification and experience certificates 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/disqualified at any stage with 15 (fifteen) days' notice, besides 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 Verification of Documents:**

- i) The information furnished by the candidate in the application with regard to qualification, age, category etc. shall be cross-checked from the self-attested photocopy of the relevant documents. Only those Candidate(s), whose documents are found in order shall be allowed to appear in the Written Test.

- ii) OIL shall get all the documents/certificates/testimonials submitted by the candidate(s) at the time of Pre-Employment Medical Examination (PEME) verified from the concerned issuing authorities.
- 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.

#### 10.0 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.
- iii) Candidate(s) are advised to furnish the correct information about their qualification, age, category etc.
- iv) Valid caste certificate by SC/OBC candidate(s) in the prescribed format as per Government of India and issued by competent authority indicating clearly the candidate's caste, the Act / Order under which the caste is recognized as SC/OBC, the village /town the candidate is ordinarily a resident of and other details, as necessary will have to be submitted / furnished along with the application.
- v) For claiming the benefit of OBC (Non-Creamy Layer) category, the candidate(s) should submit 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 creamy layer. Further, the validity period of the OBC certificate must be in line with the Government directives/OMs issued from time to time.
- vi) Candidate(s) who are Persons with Benchmark Disability will have to produce valid disability certificate 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 and issued by the Competent Authority duly constituted by the Central or a State Government of India. The candidate will have to submit/furnish the aforesaid certificate along with the application.
- vii) In case of Ex-servicemen, candidate(s) must submit Zila Sainik Welfare Office Registration card and valid Discharge Book / Service and release certificate along with the application.
- viii) Economically Weaker Section (EWS): Criteria of Income & Assets:
  - a) Reservation for EWSs shall be applicable as per the DOPT OM No. 36039/1/2019-Estt (Res) Dated January 19, 2019.
  - b) The candidates applying under EWSs category are required to submit the Economically Weaker Sections Certificate in the format prescribed by Government of India, Ministry of Personnel, Public Grievance & Pension Department of Personnel and Training vide OM No.36039/1/2019-Estt (Res) dated 31.01.2019. The format is available at the website [www.persmin.nic.in](http://www.persmin.nic.in)
  - c) The crucial date i.e. **08.07.2019** for submitting income and asset certificate by the candidate may be treated as the closing date for receipt of application for the said post.
- ix) 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.
- x) The POSTCODE of the post applied for must be clearly mentioned on the envelope containing the Application.

- xi) Candidate(s) employed in Govt./Semi-Govt./PSU should route their applications through Proper Channel OR submit 'No Objection Certificate' along with the application. In case the candidate fails to do so, his/her candidature will not be considered.
- xii) 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 filling application for this notification.
- xiii) Candidate(s), who are short-listed for Written Test, shall receive their Admit Cards for appearing in the Written Test by post. 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 post due to invalid/wrong address/contact details furnished by the candidate.
- xv) Candidate(s) will be required to carry a Photo Identity Proof for the Written Test and COST. 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 Written Test and COST. 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 Written Test or COST.
- xvi) Candidate(s) have to make their own arrangement for lodging and boarding for appearing in Written Test and COST. No accommodation or arrangement for keeping documents or belongings shall be provided during the entire selection process.
- xvii) The results of the Written Test as well as Final selection after completion of COST (which is of qualifying nature only) shall be declared in [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 the possibility of late receipt of the same.
- xix) Candidate(s) must submit valid Employment Registration Card.
- xx) Merely qualifying in Written Test or COST or provisionally selected 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 Examination and fulfilling other pre-employment formalities as per the requirements of the Company.
- xxi) Canvassing of any form whether directly or indirectly shall disqualify the candidate.
- xxii) The decision of the Management will be final and binding on all candidate(s) on 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) Vacancy Notification form as per E.E (CNV) Act, 1959 will be sent to the Directorate of Employment, Government of West Bengal and Regional Employment Exchange, Kolkata along with a copy of the vacancy notification for sponsoring eligible candidates. Eligible candidates can also apply directly as per the application format given below. However, if the name of such candidate is sponsored by the concerned employment exchange, then the application received directly through Speed Post / Registered Post will not be considered.
- xxiv) All disputes with regard to the Vacancy Notification will be subject to the jurisdiction of competent Courts at Kolkata.

**11.0 Crucial Date / Cut-off :**

The crucial date/cut-off for age, qualification etc. shall be reckoned as on **08/07/2019**. Applications received after close of working hours on the crucial date/cut-off will not be accepted.

**12.0 How to apply:**

(The following criteria need to be strictly adhered to which may otherwise lead to rejection of application.)

- (a) The application form should be neatly filled up by the candidate as per the format and instruction given in this notification/advertisement only. Applications received in format other than the prescribed/as given will be rejected.
- (b) Candidate should clearly mention the correct post code in the application form at all applicable places for the post applied as given in this notification/advertisement.
- (c) Eligibility of candidate(s) will be based on the details provided by the candidate in the prescribed Application Form. Hence, it is necessary that applicants should furnish only accurate, full and correct information in the prescribed Application Form. Applications incomplete in any respect will be summarily rejected. Applications received in format other than that prescribed/as given will be rejected. Furnishing wrong/false information shall lead to disqualification of the application.
- (d) Candidate(s) must submit 02 (two) copies of recent 3cm x 3cm coloured photograph and self-attested photocopies (signature with date) of the following documents/ certificates/ testimonials along with the correctly filled-up Application Form:
  - Admit Card or Pass Certificate of Class 10<sup>th</sup> indicating Date of Birth and issued on or before the crucial date.
  - Marksheets and Pass Certificate of all the Requisite Qualification issued on or before the crucial date.
  - Valid SC/ST/OBC Caste Certificate if applicable, issued on or before the crucial date in the prescribed format as per Government of India and issued by the Competent Authority indicating clearly the candidate's caste, the Act/Order under which the caste is recognized as SC/ST/OBC, the village/town the candidate is ordinarily a resident of and other details.
  - Valid Certificate for EWS, if applicable, issued on or before the crucial date in the prescribed format as per Government of India and issued by the Competent Authority.
  - Disability Certificate (in case of Persons with Disabilities) valid as on the crucial date in the prescribed format as per Government of India and issued by the Competent Authority duly constituted by the Central or a State Government of India.
  - Discharge Book/Service and Release Certificate (in case of Ex-Serviceman) valid as on the crucial date.
  - Zila Sainik Welfare Office Registration card (in case of Ex-Servicemen) valid as on the crucial date.
  - Valid 'No Objection Certificate' from concerned authority issued on or before the crucial date, if the candidate is employed in Govt./Semi-Govt./PSU.
  - Valid Govt. Photo Identity Card.
- (e) Candidate(s) must ensure that all the details provided by the candidate(s) in the prescribed Application Form tally with the respective attached documents/certificates/testimonials. Any mismatch in declaration with the enclosed documents/certificates/testimonials shall lead to disqualification of the application.
- (f) The envelope containing the application should be superscribed with 'POST CODE' and should match with the post code filled in the application form.
- (g) **LAST DATE OF RECEIVING APPLICATION (CRUCIAL DATE/CUT-OFF) : 08/07/2019 (TILL CLOSE OF WORKING HOURS).**
- (h) Applications should be sent to the address mentioned below by speed post only.

To,  
**The Advertiser**  
**Oil India Ltd.**  
**4, India Exchange Place,**  
**Kolkata – 700 001, West Bengal**

**APPLICATION FORMAT**

1.	POST APPLIED FOR					Paste recent 3 cm x 3 cm coloured photograph (sign across)	
2.	POST CODE						
3.	NAME IN FULL (IN CAPITAL LETTERS)	a) FIRST NAME					
b) MIDDLE NAME							
c) SURNAME							
4.	GENDER (PLEASE TICK)	MALE <input type="checkbox"/>	FEMALE <input type="checkbox"/>				
5.	DATE OF BIRTH (DD/MM/YYYY)	____/____/____					
6.	FATHER'S NAME						
7.	MOTHER'S NAME						
8.	PAN NO.						
9.	RELIGION						
10.	NATIONALITY						
11.	CASTE CATEGORY (PLEASE TICK)	a)	GENERAL <input type="checkbox"/>	SC <input type="checkbox"/>	ST <input type="checkbox"/>	OBC (NCL) <input type="checkbox"/>	EWS <input type="checkbox"/>
		b)	SC/ST/OBC (NCL)/EWS CERTIFICATE NO. _____ DATE: _____				
12.	SUB CASTE (COMMUNITY)						
13.	MARITAL STATUS						
14.	I. WHETHER PERSONS WITH DISABILITIES (PWD) (PLEASE TICK)	YES <input type="checkbox"/>	NO <input type="checkbox"/>				
	II. IF YES, FOLLOWING DETAILS:  CATEGORY OF PERSONS WITH DISABILITIES (PWD) (PLEASE TICK)	VH (LV) <input type="checkbox"/>	HH <input type="checkbox"/>	MD <input type="checkbox"/>	OH <input type="checkbox"/>	III. PERCENTAGE OF DISABILITY (%):  _____ %	
		OA <input type="checkbox"/>	OL <input type="checkbox"/>	OAL <input type="checkbox"/>	BL <input type="checkbox"/>		
15.	I. WHETHER EX-SERVICEMAN (PLEASE TICK)	YES <input type="checkbox"/>	NO <input type="checkbox"/>				
	II. IF YES,	DATE OF ENROLLMENT	DATE OF DISCHARGE	NAME OF ZILA SAINIK	REGISTRATION	DATE OF	

	FOLLOWING DETAILS	IN DEFENCE	FROM DEFENCE	WELFARE OFFICE	NO.	RENEWAL	
16.	EDUCATIONAL QUALIFICATION (AS APPLICABLE)	QUALIFICATION	BOARD / INSTITUTE / UNIVERSITY	DURATION OF COURSE (IN YEARS)	YEAR OF PASSING	PERCENTAGE OF MARKS OBTAINED / CGPA	
	CLASS 10 <sup>TH</sup>						
	CLASS 10+2						
	COMPUTERS CERTIFICATE / DIPLOMA						
	OTHERS						
17.	EXPERIENCE, IF ANY	NAME & ADDRESS OF THE ORGANIZATION	POST / DESIGNATION HELD	PERIOD OF SERVICE		NATURE OF DUTIES	PLACE OF POSTING
				FROM	TO		
18.	EMPLOYMENT REGISTRATION DETAILS					VALID UPTO	
19.	PERMANENT ADDRESS (IN BLOCK / CAPITAL LETTERS)	NAME – C/O. (IF ANY) – VILLAGE / TOWN / PLACE – P.O. – P.S. – DIST. – STATE – PIN –					
20.	PRESENT MAILING / CORRESPONDENCE ADDRESS (IN BLOCK / CAPITAL LETTERS)	NAME – C/O. (IF ANY) – VILLAGE / TOWN / PLACE – P.O. – P.S. – DIST. – STATE – PIN –					
21.	VALID E-MAIL ADDRESS, IF ANY						
22.	MOBILE NO.						



I HEREBY DECLARE THAT THE PARTICULARS STATED IN THE ABOVE APPLICATION FORM ARE TRUE, CORRECT AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF AND NOTHING HAS BEEN CONCEALED OR INCORRECT INFORMATION HAS BEEN FURNISHED. IN CASE ANY OF THE INFORMATION FURNISHED BY ME IN THIS APPLICATION IS FOUND TO BE FALSE, INCORRECT AND MISLEADING AT ANY TIME AFTER SUBMISSION OF THE SAME, I SHALL BE FULLY RESPONSIBLE FOR THE SAME AND HAVE NO OBJECTION AGAINST THE CANCELLATION OF MY CANDIDATURE. I WILL MAKE NO CLAIM FOR APPOINTMENT AGAINST THE POST AND SHALL ALSO HAVE NO OBJECTION FOR TAKING ANY LEGAL ACTION AS DEEMED FIT BY OIL INDIA LIMITED.

**Date:**

**Signature of Applicant**

**Important notice to all candidates**

Candidate(s) are hereby cautioned not to fall prey to the dubious agencies/organizations / individuals attempting to defraud job seekers by issuing fake appointment letters or assuring jobs in Oil India Letters(OIL). OIL does not authorized any agency/organization/individual 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 announcement pertaining to above notification would be published in OIL website [www.oil-india.com](http://www.oil-india.com) and not on any other website/medium.