



ऑयल इंडिया लिमिटेड

(भारत सरकार का उद्यम)

Oil India Limited

(A Government of India Enterprise)

Duliajan – 786 602, Assam

ADVERTISEMENT NUMBER: EX RECT/SRD-PWBD/2019/04

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 all 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 manufacture of LPG with its Fields Headquarter (FHQ) at Duliajan, Dist. Dibrugarh, Assam.

Oil India Ltd. invites applications from Indian Nationals as a Special Recruitment Drive (SRD) for Persons with Benchmark Disabilities (PwBD) to fill up the following post:

Post Name & Post Code	Indicative number of Vacancies*	Grade & Scale of Pay (Rs.)	Upper Age limit (in years) as on 11.12.2019	Required Educational Qualification	Post Qualification relevant experience (in years) as on 11.12.2019	Suitable for VH/OH/H H/MD
Confidential Secretary (CS:01)	01	A 50000-160000	Gen-40 SC/ST-45 OBC (NCL)-43	Graduate with 01/02 years Diploma in Secretarial Practice or Modern Office Management / Executive Assistant Diploma or equivalent with knowledge of computer application	02 years of post-qualification relevant experience in Secretarial functions in Government / Public Sector Companies / Private Sector Companies.	OA, OL, BL, OAL, HH, B, LV, MD.

Abbreviations used: Gen: General, 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, BL-Both Leg, OAL-One Arm & One Leg, HH-Hearing Handicapped, B-Blind, LV- Low vision, OH-Orthopedically Handicapped, VH-Visually Handicapped, MD-Multiple Disabilities.

* The numbers of vacancies are subject to change, if required.

A. EDUCATIONAL QUALIFICATION & RELAXATION

- Candidates should have requisite Educational qualifications (as indicated in the vacancy table) from Board/University/Institute recognized by Government of India. In case the educational qualification is obtained from overseas university / institute, documentary evidence that the university / institute and the course is recognized by Government of India must be enclosed at the time of submission of application. 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.
- Candidates applying for the post of Confidential Secretary, who are employed in PSUs as on the last date of online application must be working in next lower pay scale i.e. Rs. 40000-140000 (revised scale or equivalent pre-revised scale) for at least one year.
- Candidates applying for the post of Confidential Secretary and without Diploma in Secretarial Practice or Modern Office Management / Executive Assistant Diploma or equivalent are not eligible to apply.
- Age relaxation by 5 years for candidates who have ordinarily been domiciled in the State of Jammu & Kashmir during the period from 01.01.1980 to 31.12.1989.
- In case of candidates belonging to Persons with Benchmark Disabilities (PwBD) age relaxation will be 10 years for (PwBD-UR) and 15 years for (PwBD-ST/SC) and 13 years for (PwBD-OBC-NCL).
- Age relaxation for Ex-Servicemen will be as per Government directives.
- Maximum upper age of the applicants shall not exceed 56 years including all possible age relaxations.

B. SELECTION PROCESS

The eligible/ short listed candidates will have to appear for the Written Test and Practical Test:

Selection Test	Total Marks	Qualifying Marks #
Phase I Written Test (WT)	100	50 for General, OBC (NCL)s 40 for SC, ST and PwBD
Phase II	Practical Test on Stenography and transcription	

Candidate has to qualify in each of the above Tests separately for consideration in the merit list.

- The candidates who qualify in the Phase-I, i.e. written test will only qualify for the next round of the Selection process i.e. Practical Test on Stenography and transcription.
- The provisionally selected candidates will have to undergo Pre-Employment Medical Examination (PEME) by OIL Medical Board and appointment will be issued to the provisionally selected candidate subject to being found medically fit by OIL Medical Board.
- OIL may also conduct the Written Test, Practical Test and PEME at the same time as per convenience. Calling of eligible candidates for the WT, Practical Test and PEME at the same time will **NOT** mean provisional selection of the candidate.
- In case the provisionally selected candidate is found medically unfit, the next candidate in the merit list will be required to undergo Pre-Employment Medical Examination (PEME) and appointment would be offered subject to being found medically fit by OIL Medical Board.
- In respect of Medical fitness of a candidate, the decision of OIL Medical Board will be final.
- Screening and selection will be based on the details provided by the candidates, hence it is necessary that applicants should furnish, accurate, full and correct information. Furnishing of incomplete, wrong / false information will be 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, it is found that the candidates have furnished false or wrong information, their candidature will be rejected.

C. REMUNERATION PACKAGE AND OTHER BENEFITS

- Selected candidates for the post of Confidential Secretary in Grade A will be placed in the pay scale of Rs.50000-160000 (starting Basic Pay of Rs.50000). The selected candidates will have to serve a probationary period of one year and will be confirmed in writing after successful completion of the same.
- Approximate total emoluments in Grade A at minimum of scale will be around, Rs.1,00,000. In addition to the Basic Pay & Dearness Allowance, 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.

D. PHYSICAL FITNESS

Appointment to the above posts will be subject to the candidates being found medically fit as per the standards prescribed in the Physical Fitness criteria available at (https://oil-india.com/Current_openNew.aspx) for the respective posts by the OIL Medical Board. The provisionally selected candidates will have to undergo Pre Employment Medical Examination (PEME) and will be finally selected to join OIL only after he/she is declared medically fit by OIL Medical Board. The decision of the OIL Medical Board will be final and binding.

E. POSTING

The posting of the selected candidates can be in any of the operational areas/offices of OIL as per requirements of the company. The services are also transferable as per requirement of the company.

F. GENERAL INFORMATION AND INSTRUCTIONS

- Only Indian nationals are eligible to apply.
- No manual/ paper application will be entertained.
- Candidature/appointment (if selected) of a registered candidate is liable to be cancelled/terminated at any stage of recruitment process or after recruitment or joining, if any information provided by the candidate is found to be false or is not found to be in conformity with eligibility criteria mentioned in the advertisement.
- The E-mail ID and Mobile number entered in the online application form must remain valid for at least next one year from the date of filling the online application. No change in the E-mail ID will be allowed, once entered. All future correspondence would be sent via E-mail only.

- Candidates, if shortlisted for the next stage of the selection process are required to bring their original testimonials and certificates at the time of Practical Test. The following documents will only be accepted at the time of verification:
 - Birth Certificate or Matriculation / 10th Standard pass certificate indicating date of birth, or mark sheet of Matriculation/10th Standard or equivalent issued by Central/State Board indicating date of birth in support of their claim of age.
 - Degree / Diploma certificate along with mark sheets pertaining to all the academic years / consolidated mark sheet as proof of educational qualification claimed. In the absence of Degree / Diploma certificate, provisional certificate along with mark sheets pertaining to all the academic years will be accepted.
 - Order / letter in respect of equivalent Educational Qualifications claimed, indicating the Authority (with number and date) under which it has been so treated, in respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement.
- 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.
- The prescribed qualifications are minimum and mere possession of the same does not entitle candidates to be called for the Selection Test. Only shortlisted candidates will be notified for the Selection Test.
- 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.
- OIL reserves the right to cancel / restrict / enlarge / modify / alter the recruitment process, if need so arises, without issuing any further notice or assigning any reason whatsoever.
- Candidates applying for the abovementioned posts and employed with Government departments / PSUs / Autonomous Bodies as on the last date of online application should apply through proper channel with due permission from current employer or apprise current employer while applying and declare the same while applying online. Such candidates shall also have to compulsorily produce **NO OBJECTION CERTIFICATE (NOC)** from the current employer concerned where the candidate is employed if called for GD/PI essentially without which they would not be allowed to appear in the GD/PI and in such cases the fares will not be reimbursed.
- Reservation/relaxations for SC/ST/OBC-NCL/PwBD candidates will be as per Government Directives.
- Caste certificate by candidate as SC/ST/OBC-NCL, in the prescribed format (available at <http://www.oil-india.com/Currentopenings>) from the 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 case of OBC-NCL candidates that he/she does not belong to the persons/sections (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.
- 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 National Commission for Backward Classes (NCBC), Government of India website www.ncbc.nic.in. The candidate must not belong to creamy layer. Candidates seeking reservation as OBC, will have to submit at the time of interview, caste certificate, ONLY in the prescribed proforma meant for appointment to posts under the Government of India from the designated authority indicating clearly the candidates caste, the Act/Order under which the caste is recognized as OBC and the Village/Town the candidates is ordinarily a resident of.
- OBC candidates must ensure that they possess the latest Non-Creamy layer certificate issued by designated authority from time to time. A certificate containing any variation in the caste name will not be accepted.
- PwBD certificate in prescribed format(s) (available at https://oil-india.com/Current_openNew.aspx) issued by the competent authority will be considered for appointment to the post on the basis of prescribed standards of Medical Fitness. The Competent Authority to issue PwBD certificate shall be a Medical Board duly constituted by the Central or a 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 a specialist in the particular field for assessing Locomotor/ Cerebral / Visual/ Hearing disability, as the case may be. Please note that no other format of PWD certificate shall be accepted.

- Persons with 40% or more disability only would be eligible for the benefit of reservation to PwBD category against identified posts only.
- If the SC/ST/OBC-NCL/PwBD 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 interview.
- Oil India Limited strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
- If more than one application is received from a candidate, most recent (current) application will be considered as final.
- The candidates called for Practical 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 up to the venue of the interview, subject to the production of the tickets. However, for travel within North East and up to Kolkata, air fare will be paid on production of proof of travel by air (tickets and boarding passes) and economy class air fare will be reimbursed.
- Canvassing in any form will result in cancellation of the candidature. Any dispute with regard to the recruitment against this advertisement will be under jurisdiction of Dibrugarh District Court only.

G. HOW TO APPLY

- Candidates fulfilling the above criteria may apply online by visiting <http://www.oil-india.com/oilnew/Current-openings> from **12.11.2019 to 11.12.2019**.
- Candidates should have a valid personal email ID and mobile number. It should be kept active during the entire recruitment process. Registration number, password, and all other important communication will be sent on the same registered email ID (please ensure that email sent to this mailbox is not redirected to your junk/spam folder).
- Candidates should take utmost care to furnish the correct details while filling in the on-line application. Once the form is submitted, it cannot be edited.
- Candidates are not required to submit to OIL, either by post or by hand, the printouts of their online applications or any other document.
- The candidates are advised to submit only single online application for a post. However, if somehow, he/she submits multiple online applications, then he/she must ensure that online application with the higher "Application Sequence Number" is complete in all respects.
- The applicants, who submit multiple online applications for a post, should note that only the online application with higher "Application Sequence Number" shall be entertained by the OIL.
- Candidates are required to keep active their Email-ID and Mobile Number registered in online application till the completion of this recruitment process. OIL will send communications only at the registered email ID/mobile no. of the candidates. Therefore, under no circumstances, the candidates should provide email ID to anyone.
- Candidates are advised in their own interest to apply online much before the closing date and not wait till the last date to avoid the possibility of congestion in server to log on etc.
- Candidates may visit our website <http://www.oil-india.com/oilnew/Current-openings> and click the APPLY ONLINE button under "Recruitment of Confidential Secretary through Special Recruitment Drive for PwBD" in OIL.
- The step by step process for submitting the application form for recruitment is given below:

Step- I (SIGN- UP):

- Candidates may visit our website <http://www.oil-india.com/oilnew/Current-openings> and click the APPLY ONLINE button under 'Recruitment of Confidential Secretary through Special Recruitment Drive for PwBD'.
- Candidates agreeing the terms & conditions may apply by clicking 'I Agree' checkbox on the instruction page.

- The candidate should fill up all the desired information on the online application portal i.e. Personal details, Contact Details, experience details, educational qualification details etc. correctly.
- On completion of Step-I, a message will be received in candidate's registered email id conveying his/her "Registration Number". Candidates are advised to verify the correctness of the Email ID & Mobile Number before proceeding further.

STEP II Completion of Application Form:

- After completion of Step I, candidate has to Re-login and upload photo/signature and scanned relevant certificates etc. for completion of online application form.
- Instructions regarding scanning of photograph, Signature and Certificates:

Candidates should upload the scanned (digital) image of their photograph and signature and relevant certificate as per the process given below. The applicant should note that only jpg/jpeg format is acceptable:

I. Photograph Image:

- Photograph must be a recent passport size color picture on light background (not older than 03 weeks)
- Look straight at the camera with a relaxed face
- The size of the scanned image should be between 50kb-100kb in jpg/jpeg format only.

II. 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

III. Other Certificates:

- Scanned relevant certificates respectively for DOB Proof, Educational Qualification, MCI Registration certificate, ST/OBC(NCL)/PwBD/Experience Certificate/NOC/and other relevant certificates
- Size of file should be between 50kb-1000 kb in PDF/JPG/JPEG format only.

After uploading Photo, Signature images and relevant certificates (as applicable), Click on "Submit" button then Application will be submitted and it will be showing on screen "Your application has been successfully submitted."

- Candidates may make the following documents ready to be uploaded while applying online:
 - Scanned passport size photograph.
 - Scanned Signature.
 - Proof of age.
 - Proof of qualifying degree {applicable}.
 - Experience certificate of minimum 02 years of post-qualification relevant experience
 - Candidates employed with Government departments / PSUs / Autonomous Bodies as on the last date of online application must have **at least one year experience** in the pay scale of Rs. 40000 - 140000 or a higher scale of pay and must upload proof of the same.
 - Caste/Disability Certificate in format as mentioned earlier (if applicable).
 - Candidates applying for the above posts must upload copy of No Objection Certificate / permission for applying for the same from the current employer if working in Government departments/PSUs/Autonomous Bodies.
- If there are any technical queries/clarifications relating to the filling up of ONLINE APPLICATION, candidates are advised to contact the helpdesk at Email: oilrec@oilindia.in or Phone no.: 03742806157 / 6148
- Candidates should read the instructions carefully and fill in the online Application Form giving accurate information.
- All the details given in the Application Form will be treated as final and no changes will be entertained.

H. IMPORTANT DATES

Important Dates	Opening of OIL website for online submission of application	10:00 hours on 12.11.2019
	Last date for submission of online application in OIL	23:59 hours on 11.12.2019