



**ADV. NO.: HRAQ/REC-EX-B/2024-021**

**DATE 04/01/2024**

Oil India Limited (OIL), a Maharatna Public Sector Undertaking invites applications from Indian Nationals to fill up the following post in Grade G for posting in **Duliajan**, Assam.

**A. DETAILS OF POSTS/VACANCIES/EDUCATIONAL QUALIFICATIONS/AGE LIMIT IN GRADE G:**

Post Name & Post Code	Post Details		Grade & Scale of Pay (₹)	Upper Age limit (in years) as on 25/01/2024	Required Educational Qualification*	Post identified suitable for PwBD
	No. of Posts	Details				
General Manager (Legal) (LE 01)	01	UR-1	G 120000-280000	50 years.	Bachelor's Degree of minimum (03) three years duration in Law (LLB).	a) LV b) HH c) OA, OL, OAL, LC, Dw, AAV d) SLD e) MD involving (a) to (d) above

- \* In case of educational qualification, any variation in nomenclature from the above will not be accepted.
- All qualification should be from a University/Institute recognized by Government of India and the courses should be approved by UGC/appropriate statutory authority for employment to the post and services of the Central Government. Candidates who have obtained their qualification through the distance learning/part time mode are also eligible to apply provided that their qualification is recognized by the relevant statutory bodies for employment to the post and services of the Central Government.
- **Abbreviations used:** UR-Unreserved, PwBD-Persons with Benchmark Disability, LV-Low Vision, HH-Hard of Hearing, OA-One Arm, OL-One Leg, OAL-One Arm and OL -One Leg, LC-Leprosy Cured, Dw-Dwarfism, AAV-Acid Attack Victims, SLD-Specific Learning Disability, MD-Multiple Disabilities.

## **B. EXPERIENCE DETAILS:**

<b>Post Name &amp; Grade (Post Code)</b>	<b>Minimum Post Qualification Experience (Yrs.) **</b>	<b>Minimum Essential Experience</b>
General Manager (Legal) (Grade G) (LE 01)	20 years	<ul style="list-style-type: none"><li>• Candidate must possess minimum 20 years of post-Qualification experience in Executive Cadre in Legal function (including experience as Executive/Management Trainee) in State/Central Government/Organization/Public Sector Undertakings /Private Sector Organization(s)/Institution(s)/ Company(s)/Law Firm(s) etc. while handling jobs related to International Law/ Litigation/ Arbitration and Conciliation/ Drafting and Vetting of various agreements/ handling Company Law matters/ Mergers, Acquisitions &amp; Joint Ventures/ Regulatory aspects of Hydrocarbon sector/ drafting of PSC &amp; JoA, CA/ Share purchase agreement/ Due Diligence activities etc.</li><li>• Candidates presently working in Government /PSUs/ PSBs must have minimum 01 year experience in next lower pay scale (in IDA pattern) of ₹ 1,20,000-2,80,000 (revised scale of 2017) or equivalent (in CPSEs where the scale of ₹ 1,20,000-2,80,000/- is being operated in more than one executive level, only one level below the highest level in which the scale of ₹ 1,20,000-2,80,000/- is operated will be considered.</li><li>• Candidates having experience in Oil &amp; Gas sector will have an added advantage.</li></ul>

\*\* Post qualification work experience is after obtaining LLB only.

## **C. EDUCATIONAL QUALIFICATION, EXPERIENCE & AGE RELAXATION:**

- Candidates should have requisite Educational Qualifications and Experience (as indicated under **Table A (DETAILS OF POSTS/VACANCIES/EDUCATIONAL QUALIFICATIONS/ AGE LIMIT IN GRADE G) & Table B (EXPERIENCE DETAILS)**).
- Age should be as per Birth Certificate / 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. No other document will be accepted for verification of date of birth.
- There will be no upper age limit for the internal candidates of OIL who are otherwise eligible to apply against the above-mentioned posts.
- Age relaxation will be as per Government guidelines. However, considering all applicable age relaxations the maximum upper age of the applicant shall not exceed **54 years** in all cases.

## **D. PAY & ALLOWNACES:**

- Besides Basic Pay and Industrial pattern of DA, the other benefits include HRA or Company accommodation, free medical benefits for self & dependents, Gratuity/PF, House Building Loan, Vehicle Loan, Group Insurance, etc. as per rules of the company.
- **Provisionally selected candidate for the post** 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 G at minimum of scale will be around ₹ 2,20,000.

#### **E. SELECTION PROCESS:**

- The eligible/short listed candidates for the post as mentioned in **Table A (Details of Posts/Vacancies/Educational Qualifications/Age Limit in Grade G)** hereinabove, will have to appear for **Personal Interview (PI)** only.
- The **provisionally selected candidate** will have to undergo Pre-Employment Medical Examination (PEME). The provisionally selected candidate will be finally selected to join OIL only after he/she is declared medically fit by the Medical Board of OIL Hospital, Duliajan.
- 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 lead to disqualification and OIL will NOT be responsible for any consequence of furnishing of such incomplete / wrong / false information. If at any stage during the recruitment and selection process and even after joining, if selected, it is found that the candidate has furnished false or wrong information, his/her candidature/appointment will be cancelled/terminated.

#### **F. PHYSICAL FITNESS:**

- Appointment of provisionally selected candidate to the above post is subject to the candidates being declared medically fit as per the standards prescribed in the Physical Fitness criteria available at ([https://oil-india.com/Current\\_openNew.aspx](https://oil-india.com/Current_openNew.aspx)) for the respective **post** by the Medical Board of OIL Hospital, Duliajan. 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 empanelled by the Company (List of company empanelled hospital will be provided later if required).
- The provisionally selected candidate will be finally selected to join OIL only after he/she is declared medically fit by the Medical Board of OIL Hospital, Duliajan. The decision of the Medical Board of OIL Hospital, Duliajan, will be final and binding.

#### **G. VERIFICATION OF DOCUMENTS:**

- The information furnished by the candidate(s) in the application about qualification, age, category etc. shall be cross-checked from the original documents at the time of **Personal Interview (PI)**.
- The candidature of the **applicant** would be provisional and subject to subsequent verification of certificates/testimonials, experience, etc.
- All the documents/certificates/testimonials submitted by the **candidate** at the time of selection process shall be verified from the concerned issuing authorities.
- **During Document verification or at any stage of selection process, in case it is found that a candidate has furnished any incorrect/doctored/false information/documents/certificates /testimonials or has suppressed any material fact(s), his/her candidature will stand cancelled. Names of such candidate(s) shall be blacklisted for applying against any post in Oil India Limited in future.**

#### **H. POSTING:**

- **The posting of the selected candidate will be in Duliajan, Assam only. However, the services are also transferable as per requirement of the company to any of the operational areas/offices of OIL.**

## **I. GENERAL INFORMATION AND INSTRUCTIONS:**

- Only Indian Nationals are eligible to apply.
- **The application form for the aforesaid post will have to be submitted/send within the timeline given herein to the official email address of OIL as specified in this advertisement. Accordingly, Interested and eligible persons may send their duly filled in application form (scanned copy), in prescribed format provided below, to CGM (HR Acquisitions), HR Acquisitions Department, Oil India Limited, Field Head Quarters, Duliajan, Assam – 786602, at email id: oilrec01@oilindia.in, on or before 11:59 pm hours of 25/01/2024.**
- No manual/paper application will be entertained.
- All courses should be recognized by the Government of India.
- Candidates 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.
- **The E-mail ID and Mobile number entered in the application form, which will have to be submitted/send within the timeline given herein to the official email address of OIL as specified in this advertisement,** must remain active during the entire recruitment process from the date of filling the application. No change in the E-mail ID will be allowed, once entered. All future correspondence would be sent via E-mail only.
- 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.
- Candidature/appointment (if selected) 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.
- Candidates, if shortlisted are required to bring their original testimonials and certificates at the time of **Personal Interview (PI)**. The following documents will only be accepted at the time of verification:
  - Birth Certificate / 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.
- 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 **Personal Interview (PI)**. Only shortlisted candidates will be notified for the **Personal Interview (PI)**.

- 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 qualification(s).
- 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 above-mentioned post and employed with Government departments/PSUs/Autonomous Bodies as on **25/01/2024** will have to produce NO OBJECTION CERTIFICATE (NOC) from the employer concerned where the candidate is employed, at the time of **Personal Interview (PI)** essentially without which they would not be allowed to appear in the **Personal Interview (PI)** and in such cases the fares will not be reimbursed.
- Caste/ category certificate by candidate as SC/ST/OBC-NCL/EWS, if applicable, in the prescribed format (available at [https://oil-india.com/Current\\_openNew.aspx](https://oil-india.com/Current_openNew.aspx)) from the Competent Authority indicating clearly the candidate's caste/community/category, the Act/Order under which the caste/category is recognized as SC/ST/OBC-NCL/EWS 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/EWS caste certificate shall be accepted.
- PwBD certificate in prescribed format(s) (available at [https://oil-india.com/Current\\_openNew.aspx](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. Please note that, no other format of PwBD certificate shall be accepted, as per the relevant notification.
- Persons with 40% or more disability only would be eligible for the benefit of reservation to PwBD category against identified **post(s)** only.
- If the SC/ST/OBC-NCL/PwBD/EWS certificate has been issued in a language other than English/Hindi, the candidates will be required to submit a self-certified translated copy of the same either in English or Hindi at the time of **Personal Interview (PI)**.
- 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.
- Candidates who are shortlisted for **Personal Interview (PI)**, shall receive their Calling letters for appearing in the **Personal Interview (PI)** by email. Mere issue of Calling letters to the candidates for **Personal Interview (PI)** will not imply that his/her candidature has been finally accepted by OIL.
- OIL will not be responsible for any loss/non-delivery of email due to invalid/wrong email ID furnished by the candidate.
- The decision of management will be final and binding on all candidates in all matters relating to the eligibility, acceptance or rejection of the applications, mode of selection, cancellation of the recruitment process etc. and no enquiry/correspondence will be entertained in this regard.
- The **candidate(s)** called for **Personal Interview (PI)** will be reimbursed economy class airfare from the place of travel in India to the venue of the **Personal Interview (PI)**, subject to the production of proof of travel by air (tickets and boarding passes).

- 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 of Assam only.

**J. CUT-OFF DATE:**

- **The Cut Off date for age, experience, qualification etc. shall be reckoned as 25/01/2024.**

**K. HOW TO APPLY:**

- Interested and Eligible Applicant(S)/Candidate(S) may send their duly filled-up/completed application form (scanned copy), in prescribed format provided hereinunder, to CGM (HR Acquisitions), HR Acquisitions Department, Oil India Limited, Field Head Quarters, Duliajan, Assam – 786602, **at email id: oilrec01@oilindia.in** on or **before 11:59 pm hours of 25/01/2024.**
- Applicant(s) should have a valid personal email ID and mobile number. It should be kept active during the entire recruitment process. All important communication will be sent to the same Email ID furnished and used to submit the application form (Please ensure that, email sent to this mailbox is not redirected to your junk/spam folder).
- Applicant(s) is/are required to keep their Email-ID and Mobile Number furnished/declared in the application form active till the completion of this recruitment process. Please again note that, OIL will send communications only to the Email ID/Mobile No. of the candidate(s) which has been furnished/declared in the submitted application form. Therefore, under no circumstances, the candidates should provide email ID to anyone.
- Applicant(s) should take utmost care to furnish the correct details while filling-up the application form before submitting the same through email. Once the form is submitted, it cannot be edited and re-submitted again.
- Applicant(s) is/are not required to submit to OIL, either by post or by hand, the printouts of their application(s) or any other document.
- Applicant(s) is/are advised to submit only a single application form for the above post.
- Please enclose copy of following documents along with the application:
  1. Self-Attested Copy of Certificate(s) for Proof of Requisite Educational Qualification.
  2. Self-Attested Copy of Certificate(s) for Proof of Relevant Work Experience.
  3. Self-Attested Copy of Certificate for Proof of Date of Birth in the Govt. prescribed format.
  4. Self-Attested Copy of Certificate for Proof of Caste Category [SC/ST/OBC(NCL)] in the Govt. prescribed format, as applicable.
  5. Self-Attested Copy of Certificate for Proof of Disability in the Govt. prescribed format/ Certificate for Persons with Benchmark Disabilities (PWBD) in the Govt. prescribed format, as applicable.
  6. Self-Attested Copy of Certificate for Proof of EWS Certificate/Ex-Servicemen Certificate etc. in the Govt. prescribed format, as applicable.
- Applicant(s) is/are advised in their own interest, to submit (email to official email address of OIL) their application forms which is complete in all respects, much before the closing date and not wait till the last date to avoid any undue technical issue etc. which may lead to non-submission of the application form via email within the timeline/due date given herein.
- Applicant(s) is/are advised to read all the instructions given carefully and fill-up the Application Form furnishing complete and accurate information/details.

- All the details furnished/provided in the Application Form will be treated as final and no changes will be entertained thereafter.
- Applicant(s) must ensure that, the application for submission (email) to OIL within the timeline specified herein is complete in all respects i.e. All required fields duly filled-up/declared, the photograph & the signature is done/included in the application form and also, all required certificates/documents/testimonials etc, as applicable, are enclosed with the application form. THEREAFTER, THE DULY FILLED-UP APPLICATION FORM WITH THE PHOTO & SIGN OF THE APPLICANT(S) AND TOGETHER WITH THE REQUIRED CERTIFICATES/DOCUMENTS/TESTIMONIALS ETC, AS APPLICABLE, SPECIFIED HEREIN, ALL MENTIONED HEREIN ARE REQUIRED TO BE SCANNED AND EMAILED TO THE OFFICIAL EMAIL ID OF OIL, AS GIVEN HEREINABOVE.
- If there may be any clarification(s) required relating to the application process for the aforesaid post, candidate(s) may contact the helpdesk at Email ID: [oilrec01@oilindia.in](mailto:oilrec01@oilindia.in) or Phone no.: 9707756462.

**L. IMPORTANT DATES:**

<b>IMPORTANT DATES</b>	<b>CUT OFF DATE FOR AGE, EXPERIENCE, QUALIFICATION ETC. SHALL BE RECKONED AS ON</b>	<b>25/01/2024</b>
	<b>LAST DATE FOR SUBMISSION OF APPLICATION</b>	<b>23:59 HOURS ON 25/01/2024</b>

**Note:** The candidates are hereby informed that the schedule of the Personal Interview (PI) shall be intimated to the candidates via e-mail.

**IMPORTANT NOTICE TO ALL CANDIDATES**

- All future announcements pertaining to the above notification would be published in OIL website (www.oil-india.com) and not on any other website/medium.
- Candidate(s) are hereby cautioned not to fall prey to dubious individuals /agencies/organisations attempting to defraud job seekers by issuing false/fake assurances/appointment letters for securing jobs in Oil India Limited (OIL). OIL does not authorise any individual/agency/organisation 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(s) pertaining to the above notification would be published in OIL website (www.oil-india.com) and not on any other website/medium.

*“OIL is not responsible for printing errors, if any”.*

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