



**ADV. NO.: HRAQ/REC-EX-B/2024-06**

**DATE 27/02/2024**

Oil India Limited (OIL), a Maharatna Public Sector Undertaking invites applications from Indian Nationals to fill up the following post in Grade D for postings at Duliajan, Assam:

**A. DETAILS OF POSTS/VACANCIES/EDUCATIONAL QUALIFICATION/ AGE LIMIT IN GRADE D:**

Post Details			Grade & Scale of Pay (₹)	Upper Age limit (in years) as on 22/03/2024	Essential Educational Qualification and Experience*	Post identified suitable for PwBD
Post Name & Post Code	No. of Posts	Details				
Senior Manager (ERP FICO) Post Code: FICO-01	01	UR:05 OBC (NCL): 01 SC: 01	Grade D & 90000-240000	UR: 37/39** OBC (NCL): 40/42** SC: 42/44**	Bachelor's Degree in Engineering OR Associate Member of ICAI/ICMAI. OR MBA with specialization in Finance. AND SAP FI/ SAP CO certificate with 09 years post qualification experience.	a)HH b)OL, BL, CP, LC, Dw, AAV c)MD involving (a) to (b)
Senior Manager (ERP Sales & Distribution/ Industry Solution OIL) Post Code: SD-02	01				Bachelor's Degree in Engineering AND SAP SD certificate with 09 years post qualification experience.	
Senior Manager (ERP Material Management/ Supplier Relationship Management) Post Code: MM-03	01				Bachelor's Degree in Engineering AND SAP MM/SRM certificate with 09 years post qualification experience	
Senior Manager (ERP Project Systems & Investment Management) Post Code: PS-04	01				Bachelor's Degree in Engineering AND SAP PS certificate with 09 years post qualification experience.	

Post Details			Grade & Scale of Pay (₹)	Upper Age limit (in years) as on 22/03/2024	Essential Educational Qualification and Experience*	Post identified suitable for PwBD
Post Name & Post Code	No. of Posts	Details				
Senior Manager (ERP Plant Maintenance) Post Code: PM-05	01				Bachelor's Degree in Engineering AND SAP PM certificate with 09 years post qualification experience.	
Senior Manager (ERP ABAP Programmer) Post Code: ABAP-06	01				Bachelor's Degree in Engineering AND SAP ABAP with 09 years post qualification experience.	
Senior Manager (Basis Administrator) Post Code: BASIS-07	01				Bachelor's Degree in Engineering AND SAP BASIS certificate with 09 years post qualification experience.	
<b>TOTAL</b>	<b>07</b>					

\* Refer Para B for experience details.

\*\* For those with prescribed qualification of Post Graduate degree.

- 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, SC- Scheduled Caste, OBC-NCL- Other Backward Classes (Non Creamy Layer), PwBD-Persons with Benchmark Disability, EWS – Economically Weaker Sections, HH-Hard of Hearing, OL-One Leg, BL-Both Leg, CP-Cerebral Palsy, LC-Leprosy Cured, Dw-Dwarfism, AAV-Acid Attack Victim, MD: Multiple disabilities.

## **B. EXPERIENCE DETAILS:**

Post Name & Grade (Post Code)	Minimum Post Qualification Experience as on 22/03/2024 (Yrs.)*	Minimum Post Qualification Work Experience Required
Senior Manager (ERP FICO) Post Code: FICO-01	9 years.	<ul style="list-style-type: none"> <li>• Understanding of accounting principles, financial processes, and financial regulations.</li> <li>• Strong knowledge of SAP FICO modules, including GL Accounting, Accounts Payable, Accounts Receivable, Asset Accounting, CO Postings and Financial Closing.</li> <li>• Must have detailed knowledge on FI-MM-SD integration and process flow.</li> </ul>

Post Name & Grade (Post Code)	Minimum Post Qualification Experience as on 22/03/2024 (Yrs.) *	Minimum Post Qualification Work Experience Required
<p>Senior Manager (ERP Sales &amp; Distribution/ Industry Solution OIL)</p> <p>Post Code: SD-02</p>	<p>9 years.</p>	<p><b>IS-OIL :</b></p> <ul style="list-style-type: none"> <li>• Experience in designing and deploying scenarios in areas IS-Oil modules. Should have done SD/Logistics implementations. Supporting Oil &amp; Gas customers with the conception and implementation of optimized processes.</li> <li>• SAP Product Expertise (Techno-Functional) in Traders and Schedulers Workbench (TSW), Transportation and Distribution and Hydrocarbon Product Management, bulk scheduling, quantity conversion interface and standards. Nomination creation, ticket creation, packet scheduling, integration with MM.</li> <li>• Familiarization with Silo Management - configuration storage objects i.e. tanks, calibration settings, tank dip entry.</li> <li>• Upstream Oil and Gas Industry Experience (Exploration and Production).</li> <li>• SAP for Oil &amp; Gas Downstream, Architecture Design, TSW Master data</li> <li>• TD Master data and truck scheduling and Loading process.</li> <li>• Familiarization with SAP Production Planning and Quality Management.</li> <li>• SAP SD (Sales &amp; Distribution) functional skill, Understanding of SAP (Sales and Distribution activities, Order to Cash processes and Logistics Execution - LE process).</li> </ul> <p><b>SD:</b></p> <ul style="list-style-type: none"> <li>• Experience in SAP SD (Sales &amp; Distribution) module, including:</li> <li>• Organizational structure: Understanding of SD organizational structure and master data setup.</li> <li>• Order to Cash (O2C) processes: Order management, delivery processing, shipping, invoicing, credit management, and revenue account determination.</li> <li>• Master data management: Customer, material, and vendor master data creation and maintenance, Output configuration.</li> <li>• Pricing configuration: Condition records, pricing procedures, VOFM routines and rebate processing.</li> <li>• Inventory and logistics: Integration with MM (Materials Management), FICO and LE (Logistics Execution) modules.</li> <li>• Down payment processes: Knowledge of down payment conditions, contracting, and settlement management.</li> </ul> <p><b>Technical Expertise:</b></p> <ul style="list-style-type: none"> <li>• Understanding of SDLC</li> <li>• Preparing Functional specification, and other technical documentation</li> <li>• Unit testing, Process testing and Integration testing.</li> <li>• Knowledge of Paras in SD and Logistics.</li> <li>• EDI-IDOCS and interfaces: Experience with data exchange and integration using electronic documents and interfaces.</li> <li>• Process improvement: Strong analytical and problem-solving skills with a focus on optimizing SD workflows.</li> <li>• Workflows Exposure to SAP SD configurations (Order to cash processes, Pricing Procedure, Revenue account determination, Credit Debit Request, Invoice Correction Request, Batch Management, and Stock transport orders).</li> </ul>

Post Name & Grade (Post Code)	Minimum Post Qualification Experience as on 22/03/2024 (Yrs.)*	Minimum Post Qualification Work Experience Required
<p>Senior Manager (ERP Material Management/ Supplier Relationship Management)</p> <p>Post Code: MM-03</p>	<p>9 years.</p>	<ul style="list-style-type: none"> <li>• Domain experience on contracts and purchase (C&amp;P) activities including inventory management in any Govt/PSU/Private sector organization of repute in India. Must have working experience of creating and handling PR, PO, Contracts, e-tender publishing, Inventory Management including receiving of Goods and Stores management.</li> <li>• Experience of handling bidding process using new procurement tools like SRM or equivalent in e-tendering, GeM Portal, reverse auction etc. in any Govt/PSU/Private sector organization of repute in India. Basic idea of SRM Configuration, Interface topics between ERP and SRM system. To have experience on SRM Sourcing and RFx.</li> <li>• Experience &amp; knowledge on SRM-ROS handling.</li> <li>• Working experience in SAP environment and knowledge of SAP-MM modules. Have good understanding of SAP Configuration and business processes related to MM Module. Knowledge of Master data Management in MM module such as Material Master, Vendor Master, Purchase Info record. Experience of DMS usage. Experience of providing support to ERP MM module users.</li> <li>• Knowledge of ARIBA will be an added advantage.</li> </ul>
<p>Senior Manager (ERP Project Systems &amp; Investment Management)</p> <p>Post Code: PS-04</p>	<p>9 years.</p>	<ul style="list-style-type: none"> <li>• Extensive knowledge in Configuration of Project Profile for customizing WBS Elements, Networks &amp; Activities. Working knowledge of the Financials &amp; Controlling, Material Management. Project management experience in configuration of WBS elements and Activities, Project Builder, Project Planning Board and Special Maintenance Functions, Resource Planning, Capacity Levelling, Workforce Planning, Workflow related to PS, Milestone &amp; Network Configuration, Change Management, Period-End Closing, Easy Cost Planning, Cost Planning of External Activities and Costing Activities, configuration Settings for Cost Planning, Portfolio and Project Management integration, performing budgeting functions, configuring budgeting functions, performing procedures for period-end costing.</li> <li>• Investment management experience in configuration for investment programs for organizational hierarchies, creating planning and budget profiles and specifying budget distribution to measures, assignment and coding masks for the appropriation request, setting up plan profiles for plan costs &amp; defining approval workflows, project profiles and investment profiles, settlement structures, source structures, settlement profiles, status selection profiles, forms, drill down reports, change existing drill-downs, generate summarization databases, etc.</li> </ul>
<p>Senior Manager (ERP Plant Maintenance)</p> <p>Post Code: PM-05</p>	<p>9 years.</p>	<ul style="list-style-type: none"> <li>• Should have ability in understanding the Customer's organizational master data like Technical Object, Serial numbers, BOM, Maintenance Task List, Measuring Points, PM work centres, Maintenance Plans. Should have detailed knowledge in SAP PM Master data and transactional activities. Detailed knowledge in PM processes like - Maintenance Notifications: Maintenance Orders, and Preventive Maintenance, Calibration. process, Refurbishment process, Work Clearance Management.</li> <li>• Knowledge of integration with MM, QM, PP modules and with external applications.</li> <li>• Software architecture knowledge of enterprise applications.</li> <li>• Awareness and understanding of SAP PM with Mobile integration would be an added advantage.</li> </ul>

Post Name & Grade (Post Code)	Minimum Post Qualification Experience as on 22/03/2024 (Yrs.) *	Minimum Post Qualification Work Experience Required
Senior Manager (ERP ABAP Programmer) Post Code: ABAP-06	9 years.	<ul style="list-style-type: none"> <li>Should have good knowledge of various SAP development technologies i.e. FIORI UI5, ABAP, Web Dynpro, PI, Workflow, Adobe, Smartforms etc.</li> </ul>
Senior Manager (Basis Administrator) Post Code: BASIS-07	9 years.	<ul style="list-style-type: none"> <li>Support/perform SAP Basis Administration activities and transporting objects to different systems. Document SAP processes, procedures, and plans; including changes, upgrades, and support in SAP development.</li> <li>Install, configure, maintain, migrate, or upgrade the SAP systems as required, look into and troubleshoot SAP Basis related issues.</li> <li>Perform regular maintenance and performance tuning for Database and SAP systems.</li> </ul>

\* Post qualification work experience is after obtaining essential qualification.

- Candidates applying for the above position(s) in Grade D and employed with Government departments / PSUs / Autonomous Bodies as on 22/03/2024 must have at least one-year experience in the pay scale of ₹ 80,000-2,20,000 or a higher scale of pay and must provide proof of the same at the time of GD/ Personal interview.

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

- Candidates should have requisite Educational Qualifications and Experience (as indicated under Para A (DETAILS OF POSTS/VACANCIES/ EDUCATIONAL QUALIFICATION/ AGE LIMIT IN GRADE D) & Para B (EXPERIENCE DETAILS).
- 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 of 5 years will be applicable for candidates who have ordinarily been domiciled 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.
- 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.
- Age relaxation for Ex-Servicemen will be 5 years.
- The upper age limit will be as indicated in the Para A (DETAILS OF POSTS/VACANCIES/ EDUCATIONAL QUALIFICATION/ AGE LIMIT IN GRADE D), above. However, considering all possible age relaxations the maximum upper age of the applicant shall not exceed 54 years in all cases.

#### **D. PAY & ALLOWANCES:**

- 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 D at minimum of scale will be approximately around ₹ 1,70,000 per month.

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

- The eligible/short listed candidates for the post as mentioned in Para A (DETAILS OF POSTS/VACANCIES/ EDUCATIONAL QUALIFICATION/ AGE LIMIT IN GRADE D) & Para B (EXPERIENCE DETAILS) 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 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.

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

- Only Indian nationals are eligible to apply.
- No manual/ paper application will be entertained.
- 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 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.
- 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) 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.
- Candidates, if shortlisted for the next stage of the selection process, are required to bring their original testimonials and certificates at the time of Personal Interview. The following documents will only be accepted at the time of verification:
  - 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 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 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 22/03/2024 will have to produce NO OBJECTION CERTIFICATE (NOC) from the employer concerned where the candidate is employed, at the time of Personal interview/Skill Test essentially without which they would not be allowed to appear in the personal interview and in such cases the fares will not be reimbursed.
- Reservation/relaxations for SC/OBC-NCL/PwBD/EWS candidates will be as per Government Directives.
- Caste certificate by candidate as SC/ST/OBC-NCL, 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, 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](http://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 personal interview, original caste certificate, ONLY in the prescribed proforma meant for appointment to posts under the Government of India from the designated authority indicating clearly the candidate's caste, the Act/Order under which the caste is recognized as OBC and the Village/Town the candidate is ordinarily a resident of.
- OBC candidates must ensure that they possess a valid Non-Creamy layer certificate issued by designated authority from time to time. The OBC (NCL) certificate should be valid on the date of submission of application and also on the date of Personal Interview (PI)/ Proficiency Test/Skill Test. Any OBC (NCL) Certificate of expired validity shall lead to rejection of the candidature of the candidates. 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](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." in the line with the recent notification.



- Persons with 40% or more disability only would be eligible for the benefit of reservation to PwBD category against identified posts only.
- 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.
- The facility of scribe/reader will be allowed to any person with benchmark disability as defined under section 2(r) of the RPWD Act, 2016 and has limitation in writing including that of speed if so desired by him/her. In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arms affected - BA) and cerebral palsy, the facility of scribe/reader shall be given, if so desired by the person. In case of other category of persons with benchmark disabilities, the provision of scribe/reader can be allowed on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his behalf, from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government health care institution as per proforma at APPENDIX-I. The qualification of the scribe should be one step below the qualification of the candidate taking the examination. The persons with benchmark disabilities opting for own scribe/reader should submit details of the own scribe as per proforma at APPENDIX-II.
- For availing EWS reservation the conditions and format of the certificate will be followed as per DoPT Office Memorandum No. 36039/1/2019–Estt (Res) dated 31/01/2019. The same is downloadable from [https://oil-india.com/Current\\_openNew.aspx](https://oil-india.com/Current_openNew.aspx). Please note that no other format of EWS certificate shall be accepted. The EWS certificate should be valid on the date of submission of application and also on the date of Personal Interview (PI)/ Proficiency Test/Skill Test. Any EWS Certificate of expired validity shall lead to rejection of the candidature of the candidates.
- 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)/ Proficiency Test/Skill Test.
- 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 CBT, shall receive their Admit Cards for appearing in the CBT by email. Mere issue of Admit Card to the candidates for selection stages 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 candidates called for Personal Interview/ Proficiency Test/Skill 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 upto the venue of the Personal Interview/ Proficiency Test/Skill Test, subject to the production of the tickets. However, for travel within Northeast and upto 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, Assam, only.

**J. CUT-OFF DATE:**

- The Cut Off date for age, experience, qualification etc. shall be reckoned as 22/03/2024.

**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 22/03/2024.
- 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:**

Cut-off date for age, experience, qualification etc. shall be reckoned as on	22/03/2024
Last date for submission of application	23:59 hours on 22/03/2024

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

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

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Chief General Manager (HR Acquisitions)  
HR Acquisitions Department, FHQ  
Oil India Limited

APPLICATION FORMAT

1.	Post applied for			<i>please affix your recent passport size photograph</i>
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.	Nationality			
10.	Marital status			
11.	Caste/EWS, As applicable Category (please tick)	A)	GEN <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.	I. Whether persons with benchmark disabilities (PwBD) (please tick)	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	II. If yes, please state the category of persons with disabilities (PwBD)	If yes, PwBD certificate no. _____ Date: _____		III. Percentage of disability (%):  _____ %
		<p>_____</p> <p><i>(as per advertisement, post identified suiPara for PwBD for following:</i></p> <p><i>a) HH c) OL, BL, CP, LC, Dw, AAV d) MD involving</i></p> <p><i>(a) to (c), as mentioned hereinabove)</i></p>		

13.	I. Whether ex-serviceman (please tick)	Yes <input type="checkbox"/> No <input type="checkbox"/>				
	II. If yes, following details	Date of Enrollment in Defence	Date of Discharge from Defence	Name of Zila Sainik Welfare Office	Registration No.	Date of Renewal
14.	Educational qualification (as applicable)		College/ Institution/ University	Specialization/ Discipline	Year of passing	Percentage of marks obtained/ CGPA/division
	Graduation					
	Post-graduation					
	Others (if any)					
	Any other academic details					
	Member of professional bodies					
15.	Experience, If any	Name & address of organization	Position/ Designation & Grade held	Period of Service		Nature of duties
				From	To	Place of posting
<p>For experience details, please attach a separate sheet in this format covering all the above headings. Self-attested experience certificates are also to be attached.</p>						

16.	Permanent address (in block letters)	Name – C/O. (If any) – Village /Town / Place – P.O. – P.S. – District – State – PIN –
17.	Present mailing address/correspondence address (in block letters)	Name – C/O. (If any) – Village /Town / Place – P.O. – P.S. – District – State – PIN –
18.	Valid e-mail address	
19.	Valid mobile no.	

**DECLARATION**

I hereby declare and certify that the particulars furnished in the application form hereinabove are true, correct and complete in all respects to the best of my knowledge and nothing has been concealed. In case any information provided by me is found to be incorrect, false, and misleading at any stage/time, I shall be fully responsible for the same and have no objection against the cancellation of my candidature without informing me. I shall have no claim against cancellation of my candidature or for appointment to the post and/or for any legal action against me, as deemed fit by OIL.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Place: \_\_\_\_\_

Signature of the applicant: \_\_\_\_\_

Please enclose copy of following documents along with the application:

1. Self-Attested Copy of Certificate for Proof of Date of Birth in the Govt. prescribed format.
2. Self-Attested Copy of Certificate(s) for Proof of Relevant Work Experience.
3. Self-Attested Copy of Certificate(s) for Proof of Requisite Educational Qualification.
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.

**Application in any other format will be rejected.**

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