



ऑयल इंडिया लिमिटेड

(भारत सरकार का उद्यम)

**Oil India Limited**

(A Government of India Enterprise)

**ADVERTISEMENT NO. ER/REC/ADVT-01/2020**

**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 production of LPG with its Field Headquarters at Duliajan, District-Dibrugarh (Assam).

**Oil India Limited (OIL)** invites online applications from eligible candidates from its production and exploration areas in the districts of Dibrugarh, Tinsukia and Charaideo of Assam and Changlang of Arunachal Pradesh for the following position(s) in workperson category at Oil India Limited (OIL), Field Headquarters, Duliajan as per details given below. The post mentioned hereunder will entail working in shifts involving arduous and hazardous nature of jobs in remote/far-flung OIL installations in the production and exploration areas of Assam and Arunachal Pradesh.

**1.0 Pay & Allowances:**

Post Code	Post & Grade	Scale of Pay (Pre-revised)	Allowances & Other Benefits
OHV12020	Operator-I (HMV), Grade-VII	₹ 16,000.00 - ₹ 34,000.00	Minimum basic pay and other allowances/benefits applicable for the induction grade viz. dearness allowance, house rent allowance, perks & allowances under cafeteria approach, superannuation benefits, social security benefits etc. as per the rules prevalent in the Company from time to time.

**Note:** The pay revision is due with effect from 01/01/2017 and the benefit of the same will be applicable from the date of joining.

**2.0 Details of the Post(s) and Essential Qualification & Experience:**

Post Code	Post(s)	Essential Qualification & Experience required as on the Crucial Date i.e. 18/09/2020						
		Total	SC	ST	OBC (NCL)	UR	EWS	
OHV12020	Operator-I (HMV), Grade-VII	36	02	04	09	18	03	(i) Passed 10+2 in any stream from Government Recognized Board/University. (ii) Must possess minimum 04 (four) year old and valid Professional Heavy Motor Vehicle Driving Licence issued by Government of Assam/ Arunachal Pradesh. (iii) Must have minimum 03 (three) years of work experience in driving heavy vehicles like crane, trailer, oil field equipment and other heavy vehicles.

**Note:** (i). Abbreviations used: SC-Scheduled Caste, ST-Scheduled Tribe, OBC(NCL)-Other Backward Classes (Non-Creamy Layer), UR-Unreserved, EWS-Economically Weaker Sections.

(ii). **Candidate(s) with the above essential qualification only should apply.**

(iii). The date of issue of the valid Professional Heavy Motor Vehicle Driving Licence issued by Government of Assam/Arunachal Pradesh should relate to a candidate possessing the same for minimum 04 (four) years. Further, a candidate has to possess the Professional Heavy Motor Vehicle Driving License issued by Government of Assam/Arunachal Pradesh which should be valid as on the crucial date and/or beyond.

(iv). Reservation for Ex-Servicemen as per Government of India guidelines/instructions.

(v). The above post is not identified for Persons with Benchmark Disabilities.

**3.0 Age Limit (as on the crucial date i.e. 18/09/2020):**

Category	Age Limit
General	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
Ex-Servicemen	As per Government of India directives

**Note:** (i). Admit Card or Pass Certificate or Marksheet of Class 10 issued by the concerned Government Recognized 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.

- (ii). The Listed-I, Listed-II & Listed-III category of Works Contract Labours (WCLs) will be allowed age relaxation to the extent of service rendered by them as Contract Labours through the contractors for execution of OIL's contractual jobs for being considered in direct recruitment. This is subject to fulfilment of the requisite notified criteria.

#### 4.0 **Concessions & Relaxations:**

- (i) SC/ST/Ex-Servicemen/EWS candidates are exempted from payment of online application fee.
- (ii) Eligible SC/ST candidates appearing in applicable selection test(s) will be reimbursed 2<sup>nd</sup> class Rail/Bus fare by the shortest route on production of tickets as per rules.

#### 5.0 **Selection Methodology:**

- (i) Selection process will consist of Written Test and Heavy Vehicle Driving Test.
- (ii) Candidates will be called for Written Test only on the basis of their declaration in the online application form and successful registration.
- (iii) The Written Test will assess the candidate(s) on the following parameters:

Part	Parameters	Percentage of Marks
A	English Language & General Knowledge/Awareness with some questions on Oil India Limited	20%
B	Reasoning, Arithmetic/Numerical & Mental Ability	20%
C	Domain or Relevant Technical Knowledge: Questions will be based on the qualification prescribed for the post and commensurate with the level of the post	60%
<b>Total</b>		<b>100%</b>

- (iv) The questions in the Written Test will be in the pattern/format of multiple choice objective (MCQ) for a total of 100 marks.
- (v) There will be no negative marking in the Written Test.
- (vi) The Written Test will be bilingual i.e. English & Assamese.
- (vii) The total duration of the Written Test will be 02 (two) hours.
- (viii) The pass marks to qualify in the Written Test is minimum 50% (fifty percent) marks.
- (ix) Candidate(s) who will secure the pass marks of minimum 50% (fifty percent) in the Written Test will qualify for the Heavy Vehicle Driving Test. Candidate(s) who will not secure the pass marks of minimum 50% (fifty percent) in the Written Test will fail to qualify for the Heavy Vehicle Driving Test. However, merely securing qualifying marks in Written Test will not make candidate(s) eligible to appear in the Heavy Vehicle Driving Test.
- (x) Candidate(s) will be shortlisted in the order of merit i.e. based on marks obtained in the Written Test and will be called for the Heavy Vehicle Driving Test in the ratio of 1:2 (i.e. for one vacancy, two candidates will be shortlisted with due cognizance to number of reserved posts).
- (xi) If there is a tie in the marks obtained in the Written Test, then all candidates with the same marks having secured the pass marks of minimum 50% (fifty percent) in the Written Test will be shortlisted for the Heavy Vehicle Driving Test.
- (xii) After the Heavy Vehicle Driving Test, if all the candidates who appeared in the Heavy Vehicle Driving Test are found to be unfit or the number of candidates who have qualified in the Heavy Vehicle Driving Test are less than the number of notified vacancies, then the next candidates in order of merit i.e. based on marks obtained in the Written Test, available as per the ratio 1:2 who have qualified in the Written Test shall be called for the Heavy Vehicle Driving Test. This process will be repeated till such time all the vacancies are filled up, subject to availability of qualified candidates.
- (xiii) The Heavy Vehicle Driving Test will be of a qualifying nature only and will not carry any weightage. The pass mark to qualify in the Heavy Vehicle Driving Test is minimum 50% (fifty percent) marks. Candidate(s) who will not secure the pass marks of minimum 50% (fifty percent) in the Heavy Vehicle Driving Test will fail to qualify for final selection. Final selection will be made in order of merit on the basis of the marks secured in the Written Test only.
- (xiv) In the final merit list for selection, if Written Test marks of more than one candidate are same, then the candidate who secures more marks in Part-C of the Written Test will be given preference. In case, if the marks in Part-C are same, then the candidate who secures more marks in Part-B will be given preference. If the marks in Part-B are also same, then the candidate older in age will be given preference in the final merit list.

#### 6.0 **Document(s)/Certificate(s)/Testimonial(s):**

- (i) Candidate(s) may be required to produce their document(s)/certificate(s)/testimonial(s) at any stage of the selection process.

(ii) Essential Document(s)/Certificate(s)/Testimonial(s):

Sn.	Particulars
1.	Employment Exchange Registration Card / Zila Sainik Welfare Office Registration Card valid as on the crucial date i.e. 18/09/2020.
2.	Admit Card or Pass Certificate or Marksheet of Class 10 issued by the concerned Government Recognized Education Board as valid proof of date of birth issued on or before the crucial date i.e. 18/09/2020.
3.	Caste Certificate of SC/ST/OBC valid as on the crucial date i.e. 18/09/2020, if applicable.
4.	Non-Creamy Layer Certificate, if applicable.
5.	Income & Assets Certificate To Be Produced By Economically Weaker Sections, if applicable.
6.	Valid Discharge Book/Service and Release Certificate for Ex-Servicemen (Pages containing Personal Particulars and Service Particulars), if applicable.
7.	Photo Pass for WCL, if applicable.
8.	No Objection Certificate from the present employer, if employed in Government/Semi-Government/PSU.
9.	Pass Certificate and Marksheet of 10+2 issued on or before the crucial date i.e. 18/09/2020.
10.	Minimum 04 (four) year old and valid Professional Heavy Motor Vehicle Driving Licence issued by Government of Assam/Arunachal Pradesh. The date of issue of the valid Professional Heavy Motor Vehicle Driving Licence issued by Government of Assam/Arunachal Pradesh should relate to a candidate possessing the same for minimum 04 (four) years. Further, a candidate has to possess the Professional Heavy Motor Vehicle Driving License issued by Government of Assam/Arunachal Pradesh which should be valid as on the crucial date i.e. 18/09/2020 and/or beyond.
11.	Experience Certificate(s) validating minimum 03 (three) years of work experience in driving heavy vehicles like crane, trailer, oil field equipment and other heavy vehicles as on the crucial date i.e. 18/09/2020.

(iii) All the documents/certificates/testimonials submitted by the candidate(s) will be verified from the concerned Issuing Authorities.

(iv) During document verification at any stage of the selection process, the candidature may be rejected if the document(s)/certificate(s)/testimonial(s) etc. are not found to be in order or as per our requirement. Further, in case it is detected that a candidate has furnished any incorrect/doctored/false information/document(s)/certificate(s)/testimonial(s) or has suppressed any material fact(s), his/her candidature will stand cancelled and name of such candidate(s) will be blacklisted for applying against any post in Oil India Limited in future.

**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 and appointment will be subject to meeting the applicable medical standards prescribed by the Company in the Guidelines and Criteria for Physical Fitness for Pre-Employment Medical Examination available at [https://oil-india.com/current\\_openNew.aspx](https://oil-india.com/current_openNew.aspx).

**8.0 Appointment of Provisionally Selected Candidate(s):**

(i) Provisionally selected candidate(s) will be appointed as a 'Probationer' for a period of 12 (twelve) months. Upon successful completion of probationary period, the probationer will be considered for confirmation subject to satisfactory performance during the probationary period. In the event of the performance of a probationer being found unsatisfactory, the probationary period will be extended for a period of 06 (six) months beyond the initial probationary 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 still found unsatisfactory, another extension of 06 (six) months can be given in the probationary period. However, even if after two extensions of 06 (six) months each the performance of the probationer is still 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; non-creamy layer (NCL), if applicable; education; experience and others, as applicable, as well as verification of character & antecedents through appropriate authority. The probationer 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 from the Issuing Authorities reveals that any of the documents/certificates/testimonials submitted by the probationer is/are false/fake/incorrect or any adverse report of character and antecedents is received from the appropriate authority or in the event of giving any false declaration in the Personal Bio-data filled and duly signed at the time of employment, the provisional appointment as a 'Probationer' will be terminated/cancelled/disqualified at any stage with 15 (fifteen) days notice, besides being liable for penal action under the provisions of the Indian Penal Code.

**9.0 General Instructions:**

(i) In view of the current situation arising out of COVID-19 pandemic, all applicable guidelines/directives/orders issued by the Government pertaining to COVID-19 pandemic situation will be strictly followed and as such, the selection process might get delayed/extended/postponed/cancelled in line with the Government guidelines. Hence, the candidates are advised to keep checking OIL's website regularly.

- (ii) Candidates are advised to strictly abide by all the applicable guidelines/directives/orders issued by the Government pertaining to COVID-19 pandemic situation and accordingly, take all necessary precautionary safety measures (wearing of mask, carrying hand sanitizer, maintaining social distance, maintaining hygiene etc.) during the selection process.
- (iii) Candidate(s) are advised to carefully read the full advertisement for details of eligibility criteria and selection methodology before submission of the online application form.
- (iv) Candidate(s) are advised to furnish the correct information about their qualification, age, caste category etc.
- (v) Valid caste certificate must be produced by SC/ST/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 recognised as SC/ST/OBC, the village/town the candidate is ordinarily a resident of and other details, as necessary.
- (vi) For claiming the benefit of OBC (Non-Creamy Layer) category, the candidate(s) must produce 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 persons/sections (creamy layer). Further, the validity period of the OBC certificate in respect of 'creamy layer' status of the candidate(s) must be in line with the Government Directives/OMs issued from time to time. Candidate(s) with OBC caste but belonging to creamy layer are not entitled to OBC reservation/relaxation benefits.
- (vii) Candidate(s) seeking reservation under Economically Weaker Sections (EWS) category must produce a valid Income and Assets Certificate issued by the Competent Authority as per the prescribed format of the Government of India with regard to Economically Weaker Sections (EWS).
- (viii) In case of Ex-Servicemen, candidate(s) must produce a valid Zila Sainik Welfare Office registration card and valid Discharge Book/Service and Release Certificate for Ex-Servicemen (pages containing Personal Particulars and Service Particulars).
- (ix) Candidate(s) must produce a valid Employment Exchange Registration Card.
- (x) The candidate(s) will be wholly/exclusively responsible for the information provided in his/her online application form. All details given in the online application form will be treated as final and no changes will be entertained.
- (xi) Candidate(s) employed in Government/Semi-Government/PSU must produce a 'No Objection Certificate' from the present employer. In case the candidate fails to submit the 'No Objection Certificate' at the applicable stage, his/her candidature will not be considered.
- (xii) The candidate(s) must have an active e-mail ID and mobile number which must be valid till the process of recruitment is over since communication with the candidate(s) will take place through e-mail/SMS. Same e-mail ID and mobile number cannot be used by any other candidate for filling the online application form for this notification. No change in the e-mail ID and mobile number will be allowed.
- (xiii) Candidate(s), who are shortlisted for Written Test, will be intimated through e-mail/SMS. Mere issue of admit card/call letter to the candidate(s) for any stage of the selection process will not imply that his/her candidature has been finally accepted by OIL. If due to any unintentional/inadvertent/undue error, an admit card/call letter has been issued to an ineligible candidate, in such a case, the admit card/call letter will be considered as invalid and the candidature of such a candidate will be summarily rejected on detection at any stage of the selection process.
- (xiv) OIL will not be responsible for any loss/non-delivery of e-mail/SMS/any other communication sent, due to invalid/wrong e-mail ID/mobile number/contact details furnished by the candidate.
- (xv) Candidate(s) will be required to carry their valid photo identity proof (PAN Card/Driving Licence/Voter ID Card/Aadhaar Card/Passport etc.) for the Written Test and Heavy Vehicle Driving Test. The photo identity proof will be checked and verified during the test. Candidate(s) without a valid photo identity proof will not be allowed to appear for the Written Test and Heavy Vehicle Driving Test.
- (xvi) Candidate(s) are advised to retain the admit card/call letter issued for the selection process(s) for future reference.
- (xvii) Candidate(s) have to make their own arrangement for lodging and boarding for appearing in any stage of the selection process. No accommodation or arrangement for keeping documents or belongings will be provided during the entire selection process.
- (xviii) The results of the selection process(s), as applicable, will be declared in the Oil India Limited website ([www.oil-india.com](http://www.oil-india.com)). Candidate(s) are thus advised to periodically visit our above website for the same.
- (xix) Candidate(s) are advised in their own interest to complete the submission of online application form sufficiently in advance before the last date so as to avoid last minute rush leading to possibility of inability/failure to log on to the website on account of heavy load/congestion. Oil India Limited will not be responsible for the candidates not being able to submit their online applications within the prescribed closing date on account of any reason beyond the control of Oil India Limited.

- (xx) Merely qualifying in the Written Test or Heavy Vehicle Driving Test or provisionally selected after the recruitment process will not confer any right of regular appointment to the candidate(s). Appointment of provisionally selected candidate(s) is subject to his/her being declared medically fit in the Pre-Employment Medical Examination and fulfilling other pre-employment formalities as per the requirements of the Company.
- (xxi) Canvassing in any form whether directly or indirectly will disqualify the candidate.
- (xxii) The decision of the Management will be final and binding on all candidate(s) on any matter(s) regarding 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 has also been sent to concerned employment exchanges.
- (xxiv) **If there are any changes in the advertisement, the same will be included and updated in the advertisement published on the OIL's website. Hence, the candidates are advised to keep checking OIL's website regularly.**

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

The crucial/cut-off date for age, qualification etc. will be reckoned as on **18/09/2020**.

#### 11.0 **How to Apply:**

The following criteria must be strictly adhered to which may otherwise lead to rejection of application.

- (i) Candidate(s) fulfilling the above criteria would be required to apply online only through the link available in the Oil India Limited website at [https://www.oil-india.com/Current\\_openNew.aspx](https://www.oil-india.com/Current_openNew.aspx) from **21/08/2020, 07:00 a.m. to 18/09/2020, 11:59 p.m.** No other mode of application will be accepted.
- (ii) Candidate(s) are advised to carefully read the instructions specified in '**How to Apply**' given in the above link in the OIL's website and fill in the online application form giving correct/accurate information.
- (iii) After online registration, the system will generate a unique **registration number**. Candidate(s) must note down the unique **registration number** for future reference.
- (iv) Candidate(s) must login using their unique **registration number** and **date of birth (DOB)** for payment of application fee, if applicable. Further, candidate(s) must upload their recent coloured photograph and signature as specified therein.
- (v) Candidate(s) must keep the printout of the registration slip which will be generated by the system after registration. No documents including copy of the registration slip etc. are to be sent to OIL unless specifically advised.
- (vi) Eligibility of candidate(s) will be based on the details provided by the candidate in the online application form. Hence, it is necessary that candidate(s) should furnish only correct/accurate, complete and valid information in the online application form. Applications incomplete in any respect will be summarily rejected. Furnishing wrong/false/invalid information will lead to rejection of the candidature/application.
- (vii) **Online Application Fee -**
  - a) For General/OBC candidate(s): **₹200/- as online application fee exclusive of GST and payment gateway/bank charges.** The online application fee is non-refundable.
  - b) The online application fee must be paid through the payment gateway integrated with the online application system for the concerned post. Payment of online application fee by any other mode is not acceptable and payments made through other modes will NOT be returned or refunded to the candidate(s).
  - c) SC/ST/Ex-Servicemen/EWS candidate(s) are exempted from paying the online application fee.
- (viii) **All the details given in the online application form will be treated as final and no changes will be entertained.**

**All future announcements pertaining to the advertisement will be published in the Oil India Limited website ([www.oil-india.com](http://www.oil-india.com)) and not on any other website/medium.**

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#### **BEWARE OF FRAUDULENT OFFERS**

It has been brought to our notice that some unscrupulous individuals/criminal elements are attempting to defraud jobseekers/general public by issuing fake engagement/appointment letters, assuring jobs etc. in Oil India Limited. It may be noted that Oil India Limited has well laid out and transparent policies/procedures and engagement/appointment letters are issued by the Company to selected candidates at the conclusion of such a process. Oil India Limited does not authorize any person/organization outside of Oil India Limited to offer any job on its behalf.

Through this public notice, Oil India Limited warns all job seekers/general public to be vigilant against such unscrupulous elements and reject such engagement/appointment letters, assurance of jobs etc. in the Company. Oil India Limited will not be responsible for any loss/damage suffered either directly or as a consequence of such fake offers from any source whatsoever.