



## Conquering Newer Horizons

A. OIL INDIA LIMITED, a Navratna Public Sector Undertaking is the pioneering 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 Field Headquarters at Duliajan, Dist. Dibrugarh, Assam.

Oil India Ltd. invites applications from Indian Nationals, to fill up the following post(s):

Sl No	Post, Grade & Scale of Pay	No. of Vacancies				Educational Qualification
1.	Sr Assistant – I, Steno-typist,  Grade – VII  Scale of Pay: Rs.16000-34000  Post Code: 2014:01	06				<u>Essential</u> a) Must be a Graduate in any discipline from recognized university. b) Must possess Certificate in English Shorthand Course with minimum speed of 80 words per minute and Computer typing with a minimum speed of 30 words per minute. c) Must have 06 (six) months Diploma/Certificate in Computer operation and be fully conversant with MS Office, Excel, Spreadsheet and MS Power Point.  <u>Desirable:</u> a) Diploma in Secretarial Practice/ Office Management from recognized Institute. b) Working experience as Stenographer.
		UR	SC	ST	OBC (NCL)	
		04	-	-	02	

B. Maximum Age Limit as on the date of application:

i)	General	:	30 years
ii)	OBC (NCL)	:	33 years
iii)	SC/ST	:	35 years
iv)	PWD-General	:	40 years
	PWD-OBC (NCL)	:	43 years
	PWD-SC/ST	:	45 years
v)	Ex-Serviceman	:	As per Central Govt. rules

*Persons with disability would be eligible for age relaxation who suffer from not less than 40% of relevant disability and is certified by a Medical Board appointed by Central/State Government.*

- C. PAY AND ALLOWANCES: Starting Basic Pay is Rs.16000 per month in the pay scale of Rs.16000-34000 plus other allowances applicable as per Company Rules.
- D. SELECTION PROCEDURE: Selection will be through Screening (Written) test, Trade test, Computer Operation Application test, Interview and Medical Examination by OIL Board.
- E. GENERAL CONDITIONS:
- i) Only shortlisted candidates, shall be called for written test. Those who qualify in the written test will be called for shorthand and computer typing test and those who qualify in shorthand and typing test will be called for computer operation skill test. Lastly those who qualify in computer operation skill test will be called for viva-voce.
  - ii) Candidates already employed in Government, PSUs, Autonomous Bodies must apply through proper channel or produce “No Objection Certificate” at the time of interview.
  - iii) The applicant should be registered in the Employment Exchange and must quote Employment Exchange Registration Number in the application.
  - iv) Final selection will be subject to Verification of Certificates, Pre-employment Medical Examination, Police Verification Report of Character & Antecedents and after compliance with all other formalities as per the rules of the Company.
  - v) Management reserves the right to raise the minimum educational qualification in the event of higher response and also to cancel the entire process of recruitment without assigning any reason thereof.
  - vi) Incomplete application will be summarily rejected.
  - vii) A candidate may be rejected at any stage if his/her certificates/testimonials etc. are not found to be in order or as per our requirements.
  - viii) Candidates belonging to SC/ST/OBC(NCL)/PWD/EX-Serviceman category will have to produce valid certificates issued by appropriate authority at the time of interview.
  - ix) Canvassing in any form whether directly or indirectly shall amount to REJECTION of candidature.
  - x) Applications received after the last date of submission will neither be entertained nor returned.
  - xi) Candidates should submit applications by ORDINARY POST only.  
(OIL SHALL NOT BE RESPONSIBLE FOR ANY POSTAL DELAY)

F. How to Apply:

Candidates meeting the above criteria may apply in the form given below in capital letters and the completed application form with a recent passport size photograph pasted on top along with attested copies (attested by Gazetted Officer) of certificates and forward application in an envelope superscribed with ‘Post Applied for Steno-typist’ and ‘Post Code No. 2014:01’ to General Manager (Admin & ER) Oil India Limited, Plot No. 19, Sector – 16A, Noida – 201 301, UP.

G. Last date of Application: 01.05.2014

**OIL INDIA LIMITED**  
Application Form

1. POST NAME :

2. POST CODE :

3. FIRST NAME :

4. LAST NAME :

Paste a recent  
passport size  
photograph

5. GENDER (Please tick) : Male  Female

6. DATE OF BIRTH (DD/MM/YYYY)

7. FATHER'S NAME :

8. NATIONALITY :

9. STATE OF DOMICILE :

10. MARITAL STATUS (Please tick) : Married  Unmarried

11. CATEGORY (Please tick) : SC  ST  OBC(NCL)  GEN

12. WHETHER PHYSICALLY CHALLENGED (Please tick) : Yes  No

13. IF YES, PERCENTAGE OF DISABILITY  %

14. EMPLOYMENT EXCHANGE REGD. NO. & PLACE OF REGISTRATION

15. EDUCATIONAL QUALIFICATION:

Qualification (as required for the post)	Percentage of Marks *	Passing Year	Subjects	Institute/University

\*ONLY PERCENTAGE SHOULD BE MENTIONED AND SHOULD NOT BE ROUND OFF .CGPA/Grades should be converted into percentage and mentioned in the 'Percentage of Marks 'column.

Conversion  
Formula(if any):

16. \*EXPERIENCE (If any)

Name of the Organization & Address	Period of Employment		Post held	Pay scale	Salary drawn	Nature of duties
	From (mm/yyyy)	To (mm/yyyy)				

\*Attach separate sheet, if necessary

17. ADDRESS FOR COMMUNICATION : 


PIN CODE 

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18. NEAREST RAILWAY STATION : 

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(For TA Purpose)

19. Email ID (mandatory) : 

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20. Telephone Number : 

LANDLINE:		MOBILE:	
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I hereby declare that the particulars stated in the application form are true, correct and complete to the best of my knowledge and belief and nothing has been concealed. In case any of the information is found to be false, incorrect and misleading at any stage, I shall have no claim against cancellation of my candidature and/or taking other legal action as deemed fit by OIL.

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

Signature of the candidate

Enclosures:(in sequence/highlighted)

1. Educational qualification certificates & Mark Sheets.
2. Age certificate.
3. Caste/Tribe certificate (if applicable).
4. Disability certificate in case of person with disability (if applicable).
- 5 .Experience certificate(if applicable)