



Oil India Limited, Calcutta Office invites applications from eligible candidates with a valid registration at any of the Employment Exchanges located within the State of West Bengal for recruitment to the under mentioned posts:

SN	Post Code	Name of Post and Grade	No. of Posts and Reservation (Suitability)	Scale of Pay	Qualification (Education, Experience, Skill etc)
1	JACCB 2018	Junior Assistant-I, (Clerk cum Computer Operator), 'Trainee', Grade – V	05 [UR: 03, SC: 01, OBC(NCL): 01] VH (LV), HH, OH (OA, OL, OAL, BL)	Rs. 13,500.00 – Rs. 28,000.00	Essential: i. Passed 10+2 or equivalent in any stream from a Govt. Recognized Board/University. ii. Must have minimum 06 (six) months Diploma/Certificate in Computer Application and should be fully conversant with MS Word, MS Excel, MS Power point, etc.
2	USKC B 2018	Unskilled (Attendant – I), Grade - I	01 [UR: 01], VH (LV), HH OH (OL, OA)	Rs. 9,300.00 – Rs. 17,000.00	Essential: Passed Class 10 th or equivalent from Govt. Recognized Board.

Note : Casual Staff presently working at Calcutta Branch of Oil India Limited will be allowed age relaxation to the extent of service rendered by them as Casual Staff for execution of OIL's contractual jobs for being considered in direct external recruitment. This is subject to fulfillment of the requisite notified criteria against the notification of vacancies.

In addition to reservation of posts for SC and OBC (Non Creamy Layer), posts will also be reserved for Persons with Disabilities (PWD) /Ex-Serviceman as per Government directives.

Abbreviations used:

PWD= Persons with Disability, VH= Visually Impaired, LV= Low Vision, HH= Hearing Impaired, OH= Orthopaedically Impaired, OA= One Arm, OL= One Leg, OAL= One Arm and One Leg, BL= Both Leg.

A. AGE LIMIT (As on 25.04.2018):

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/PWD	As per Government of India Directives

DATE OF BIRTH AS MENTIONED IN THE ADMIT CARD OR PASS CERTIFICATE OF CLASS 10TH OR EQUIVALENT WILL ONLY BE CONSIDERED AS VALID PROOF.

B. PAY & ALLOWANCES:

i) For Post in SN – 1 : The selected(s) candidates will be engaged as “Trainee” for 01 (one) year. During the training period, the candidate(s) will receive the minimum Basic Pay (Rs. 12,000/-) and applicable DA of immediate lower grade only. Thereafter, on successful completion of the training period and clearing the departmental test, the candidate(s) will be absorbed on probation in regular Grade-V (Post in SN 1) and in the scale of pay given above and other allowances applicable, as per Company’s Rules. The terms and condition of appointment and confirmation in the grade is liable to be change/amended at the discretion of the Company.

ii) For Post in SN – 2 : The selected candidate will be engaged as **Attendant-I, Grade – I** and will receive the minimum Basic Pay of (Rs. 9,300.00), applicable DA and other allowances applicable, as per Company’s Rules.

C. CANDIDATE(S) WITH THE REQUISITE QUALIFICATION ONLY SHOULD APPLY AGAINST THE CONCERNED POST(S).

D. SELECTION METHODOLOGY:

- a) Only those candidates, who fulfill the eligibility criteria mentioned in this notification as on **25.04.2018** will be called for Written Test (Stage-I). The question paper for Written Test (Stage-I) will consists of English Language & General Knowledge/Awareness with some questions on Oil India Limited, Reasoning Arithmetic/Numerical & Mental Ability and Relevant Knowledge in the course curriculum depending on the post.
- b) **For Post in SN 1** - Those who obtain minimum 50% (fifty percent) marks in the Written Test (Stage – I) will qualify for Computer Operation Skill Test (Stage – II). The Computer Operation Skill Test (Stage – II) will be of a qualifying nature where the qualifying marks is minimum 50 %. The Computer Operation Skill Test (Stage – II) does not carry any weightage in the final selection. Only those candidates who will secure the minimum 50% (Fifty Percent) in the Computer Operation Skill Test (Stage II) will be considered in the merit list for final selection. Other candidate(s) who do not secure the minimum 50% (Fifty Percent) in Computer Operation Skill Test (Stage II) will not be considered for final selection. The Final selection will be made in order of merit on the basis of the marks obtained in the Written Test (Stage-I) only.

c) **For Post in SN 2 -** The pass mark to qualify in the Written Test is minimum 30% (Thirty Percent) marks. Final Selection will be made in order of merit on the basis of total marks obtained in the Written Test only.

d) Further, in case of a tie in marks obtained in the Written Test (Stage-I) between/among two or more candidates, **the candidate Higher in Age will be Ranked Higher for final selection.**

E. CONCESSION:

a) Candidates are exempted from payment of application fee.

b) Eligible SC/ST candidate(s) appearing in applicable selection test shall be reimbursed second class Rail/ Bus fare by the shortest route on production of tickets as per rules.

F. GENERAL CONDITIONS:

(a) All applicants must fulfill the essential eligibility criteria of the post(s) stipulated in the advertisement. No enquiry asking for advice with regard to eligibility will be entertained. Mere issue of admit card to the candidate(s) for the selection stage will not imply that his/her candidature has been finally accepted by OIL.

(b) ALL PROVISIONALLY SELECTED CANDIDATES WILL BE REQUIRED TO PRODUCE IN ORIGINAL AS WELL AS SELF ATTESTED PHOTOCOPIES OF ALL RELEVANT DOCUMENTS/CERTIFICATES/TESTIMONIALS FOR VERIFICATION AT THE TIME OF PRE-EMPLOYMENT MEDICAL EXAMINATION (PEME) I.E, CLASS 10TH OR EQUIVALENT ADMIT CARD/PASS CERTIFICATE INDICATING DATE OF BIRTH, ALL EDUCATIONAL QUALIFICATION DOUMENTS / CERTIFICATES /TESTIMONIALS INCLUDING ESSENTIAL QUALIFICATION, CASTE CERTIFICATES, DISABILITY CERTIFICATE FOR PERSONS WITH DISABILITIES (PWD), VALID DISCHARGE BOOK/SERVICE AND RELEASE CERTIFICATE AND Z.S.W.O. REGISTRATION CARD IN CASE OF EX-SERVICEMEN, VALID EMPLOYMNET EXCHANGE REGISTRATION CARD AND OTHER CERTIFICATES, AS APPLICABLE, ISSUED BY APPROPRIATE COMPETENT AUTHORITY.

(c) All relevant documents/certificates/testimonials should be issued on or before the crucial date i.e. **25.04.2018** (i.e. LAST DATE OF RECEIVING APPLICATION) and must be valid as on the crucial date.

(d) Valid caste certificate by candidate(s) seeking age relaxation as SC/OBC (Non Creamy Layer) in the prescribed format as per Government of India and issued by the Competent Authority indicating clearly the candidate's caste, the Act/Order under which the caste is recognized as SC/OBC (Non Creamy Layer), the village/town the candidate is ordinarily a resident of and other details, as necessary will have to be submitted/furnished along with the application. For claiming the benefit of OBC (Non Creamy Layer) category, the candidate(s) should submit 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. Accordingly, such candidate(s) may choose to

apply for the post provided they meet the age criteria applicable to General candidate(s) and indicate their caste category as “General”.

- (e) PWD (Persons with Disabilities) candidate(s) will have to produce valid DISABILITY CERTIFICATE in support of their claims clearly indicating that the degree of physical disability is 40% or more, in the prescribed format(s) as per Government of India and issued by the Competent Authority. These documents have to be submitted/furnished for verification at the time of Pre-Employment Medical Examination (PEME) and the candidate(s) will be considered for appointment to the post on fulfilling the prescribed standards of Medical Fitness of Oil India Limited. The Competent Authority to issue DISABILITY CERTIFICATE shall be a Medical Board duly constituted by the Central or a State Government of India.
- (f) The candidature of a candidate will be rejected if his/her documents/certificates/testimonials etc. submitted are found to be false. Names of such candidate(s) will be blacklisted for applying against any post in Oil India Limited in future.
- (g) **For Post in SN 1:** The provisional appointment as a ‘Trainee’ will be processed only after clearing/complying with the Company’s prescribed Pre-Employment Medical Examination (PEME) formalities. Further, the provisional appointment as a ‘Trainee’ will be purely provisional/temporary and is subject to verification of all the testimonials submitted in respect of Age, Caste/Tribe/OBC(NCL) certificate, Educational and Experience qualifications, etc. as applicable and also verification of the Character & antecedents through the proper channels. The provisionally selected candidate(s) shall be eligible for confirmation /absorption in the Company in a regular grade only after requisite documents/certificates/testimonials are duly verified and positive character and antecedents are received from the concerned authorities. In case, the verification report received reveals that any of the documents/certificates/testimonials submitted is found false/fake/incorrect or any adverse reports/non clearance of character and antecedents in the Police Verification Report is received, provisional appointment as a ‘Trainee’ will be terminated/cancelled/disqualify at any stage with 15 days notice, besides being liable for penal action under the provisions of the Indian Penal Code for production of false/fake/incorrect documents/certificates/testimonials or for adverse reports of character and antecedents.
For Post in SN 2: Final appointment of the provisionally selected candidate in the Company will be subject to complying with Company’s prescribed Pre-Employment formalities i.e. verification of certificates, pre-employment medical examination, police verification report of character and antecedents and after compliance with all other formalities as per the Recruitment Policy and Rules of the Company. In case, the verification report received reveals that any of the documents/certificates/testimonials submitted is found false/fake/incorrect or any adverse reports/non clearance of character and antecedents in the Police Verification Report is received, provisional selection will be terminated/cancelled/disqualify at any stage, besides being liable for penal action under the provisions of the Indian Penal Code for production of false/fake/incorrect documents/certificates/testimonials or for adverse reports of character and antecedents.
- (h) CANVASSING IN ANY FORM WHETHER DIRECTLY OR INDIRECTLY SHALL AMOUNT TO REJECTION OF CANDIDATURE.

- (i) The decision of the OIL Management will be final and binding on all candidates on 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.
- (j) Notification form as per E.E (CNV) Act, 1959 has been sent to the Directorate of Employment, Government of West Bengal and Regional Employment Exchange, Kolkata along with a copy of the vacancy notification for sponsoring eligible candidates. Eligible candidates can also apply directly as per the application format given below. However, if the name of such candidate is sponsored by the concerned employment exchange also, then the application received directly through Speed Post / Registered Post will not be considered.
- (k) CANDIDATE(S) APPLYING FOR MORE THAN ONE POST ON FULFILLING THE REQUISITE CRITERIA MUST SEND THEIR APPLICATIONS SEPARATELY FOR EACH POST. THE ENVELOPE CONTAINING THE APPLICATION SHOULD BE SUPERSCRIBED WITH 'POST CODE'.
- (l) All the details given in the application form will be treated as final and no changes will be entertained.
- (m) Candidates employed in Govt./Semi Govt./PSU should route their application through proper channel and submit "No Objection Certificate" along with the Application.
- (n) **THE ENVELOPE CONTAINING THE APPLICATION SHOULD BE SUPERSCRIBED WITH THE 'POST CODE'.**
- (o) Valid Contact Number should be compulsorily and clearly mentioned in the application AND THE SAME SHOULD BE ACTIVE AND VALID FOR A PERIOD OF 01 (ONE) YEAR FROM THE CRUCIAL DATE i.e. **25.04.2018.**
- (p) **CANDIDATES FULFILLING THE REQUISITE CRITERIA MUST SEND THEIR APPLICATIONS BY REGISTERED POST / SPEED POST ONLY.**

G. How to Apply:

- (a) Eligibility of the candidates will be based on the details provided by the candidates in the prescribed Application Form. Hence, it is necessary that applicants should furnish only accurate, full and correct information in the prescribed Application Form. Application Incomplete in any respect will be summarily rejected. Applications received in format other than that prescribed as given will be rejected. Furnishing wrong false information shall lead to disqualification of the application.
- (b) Candidates must submit 02 (Two) copies of recent 03cm x 03cm coloured photographs and self-attested photocopies of the following documents/certificates/testimonials along with the correctly filled up Application Form:
- Admit Card or Pass Certificate of Class 10th or equivalent indicating date of Birth and issued on or before crucial date **25.04.2018.**
 - Requisite qualification documents/certificates/testimonials as under:

Post in SN	Compulsory Documents/Certificates/Testimonials
1	a) Marksheet/Pass Certificate of 10 + 2 or Equivalent issued on or before the crucial date i.e. 25.04.2018. b) 06 (Six) Months Diploma/Certificate in Computer Application issued on or before the crucial date i.e. 25.04.2018.
2	a) Marksheet/Pass Certificate of Class 10 th or Equivalent issued on or before the crucial date i.e. 25.04.2018.

- SC/ST Caste Certificate, if applicable, issued on or before the crucial date i.e. **25.04.2018**.
 - OBC (NCL) Certificate, if applicable, valid as on the crucial date i.e. **25.04.2018**.
 - Disability Certificate (in case of Persons with Disabilities) valid as on the crucial date i.e. **25.04.2018**.
 - Discharge Book/Service and Release Certificate (in case of Ex- Servicemen) valid as on the crucial date i.e. **25.04.2018**.
 - Employment Exchange Identity Card or Z.S.W.O. Registration Card (in case of Ex-Servicemen) valid as on the crucial date i.e. **25.04.2018**.
 - Valid 'No Objection Certificate' issued from Concerned Authority on or before the crucial date i.e. **25.04.2018** if the candidate is employed in Government/Semi-Government/PSU.
- (c) Candidates must ensure that all the details provided by the candidates in the prescribed Application Form tally with the respective attached documents/certificates/testimonials. Any mismatch in declaration with the enclosed documents/certificates/testimonials shall lead to disqualification of the application.
- (d) APPLICATIONS SHOULD BE SENT TO THE FOLLOWING ADDRESS BY REGISTERED POST / SPEED POST ONLY.
- (e) ALL THE ABOVE CLAUSES UNDER POINT G, FROM (a) to (d), have to be fulfilled and complete in all respect.

To,
The Advertiser (Oil India Ltd.)
4, India Exchange Place,
Kolkata – 700 001, West Bengal

APPLICATION FORMAT																		Paste recent 3 cm x 3 cm coloured photograph (sign across)			
1	POST APPLIED FOR																				
2	POST CODE																				
3	NAME IN FULL		a) FIRST NAME																		
	(IN CAPITAL LETTERS)		b) MIDDLE NAME																		
			c) SURNAME																		
4	GENDER (PLEASE TICK)		MALE			FEMALE															
5	DATE OF BIRTH (DD/MM/YYYY)				/			/													
6	FATHER'S NAME																				
7	MOTHER'S NAME																				
8	PAN NO.																				
9	RELIGION																				
10	NATIONALITY																				
11	CASTE CATEGORY (PLEASE TICK)		(a)		GENERAL			SC			ST			OBC (NCL)							
			(b)		SC/ST/NCL CERTIFICATE NO.:							DATE:									
12	SUB CASTE (COMMUNITY)																				
13	MARITAL STATUS																				
14	I. CATEGORY OF PERSONS WITH DISABILITIES (PWD) (PLEASE TICK)		VH (LV)		HH		OH				II. PERCENTAGE OF DISABILITY:						%				
							OA	OL	OAL		BL										
15	I. WHETHER EX-SERVICEMAN (PLEASE TICK)		YES			NO															
	II. IF YES, FOLLOWING DETAILS		DATE OF ENROLLMENT IN DEFENCE			DATE OF DISCHARGE FROM DEFENCE			NAME OF ZILA SAINIK WELFARE OFFICE			REGISTRATI ON NO.			DATE OF RENEWAL						

16	EDUCATIONAL QUALIFICATION (AS APPLICABLE)	QUALIFICATION	BOARD / INSTITUTE / UNIVERSITY	DURATION OF COURSE (IN YEARS)	YEAR OF PASSING	PERCENTAGE OF MARKS OBTAINED / CGPA	
	CLASS 10 TH						
	CLASS 10+2						
	GRADUATION						
	POST GRADUATION						
	CERTIFICATE/DIPLOMA						
	OTHERS						
(EXTRA PAGES CAN BE ATTACHED FOR ADDITIONAL QUALIFICATION AS PER FORMAT IN SL. NO. 16)							
17	EXPERIENCE, IF ANY	NAME & ADDRESS OF THE ORGANIZATION	POST / DESIGNATION HELD	PERIOD OF SERVICE FROM TO		NATURE OF DUTIES	PLACE OF POSTING
18	EMPLOYMENT EXCHANGE REGISTRATION DETAILS	NAME AND ADDRESS OF EMPLOYMENT EXCHANGE	EXCHANGE REGISTRATION NO.		VALID UPTO		
19	PERMANENT ADDRESS (IN BLOCK / CAPITAL LETTERS)	VILLAGE /TOWN / PLACE:					
		P.O.:		P.S.:			
		DISTRICT:		STATE:			
		PIN CODE :					
20	PRESENT MAILING / CORRESPONDENCE ADDRESS (IN BLOCK / CAPITAL LETTERS)	VILLAGE /TOWN / PLACE:					
		P.O.:		P.S.:			
		DISTRICT:		STATE:			
		PIN CODE:					
21	VALID E-MAIL ADDRESS, IF ANY						
22	MOBILE NO.						

I HEREBY DECLARE THAT THE PARTICULARS STATED IN THE ABOVE APPLICATION FORM ARE TRUE, CORRECT AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF AND NOTHING HAS BEEN CONCEALED OR INCORRECT INFORMATION HAS BEEN FURNISHED. IN CASE ANY OF THE INFORMATION FURNISHED BY ME IN THIS APPLICATION IS FOUND TO BE FALSE, INCORRECT AND MISLEADING AT ANY TIME AFTER SUBMISSION OF THE SAME, I SHALL BE FULLY RESPONSIBLE FOR THE SAME AND HAVE NO OBJECTION AGAINST THE CANCELLATION OF MY CANDIDATURE. I WILL MAKE NO CLAIM FOR APPOINTMENT AGAINST THE POST AND SHALL ALSO HAVE NO OBJECTION FOR TAKING ANY LEGAL ACTION AS DEEMED FIT BY OIL INDIA LIMITED.

DATE:

SIGNATURE OF APPLICANT

H. THE ENVELOPE CONTAINING THE APPLICATION SHOULD BE SUPERSCRIBED WITH **'POST CODE':**

I. **LAST DATE OF RECEIVING APPLICATION: 25-04-2018**

APPLICATIONS RECEIVED AFTER THE LAST DATE OF SUBMISSION WILL NEITHER BE ENTERTAINED NOR RETURNED.

(OIL INDIA LIMITED SHALL NOT BE RESPONSIBLE FOR ANY POSTAL DELAY).