



ADV. NO.: HRAQ/REC-EX-B/2025-02

DATE 25/02/2025

Oil India Limited (OIL), a Maharatna Public Sector Undertaking invites applications from Indian Nationals to fill up the following posts in Grade G:

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

Post Details			Grade & Scale of Pay (₹)	Upper Age limit (in years) as on 24/03/2025	Essential Educational Qualification and Experience*	Post identified suitable for PwBD
Post Name & Post Code	No. of Vacancy	Details				
General Manager (Corporate Strategy) Post Code: CS-01	01	UR-1	G 120000-280000	50	Bachelor's degree in engineering. OR Post-graduation in Geoscience.	a) LV b) HH c) OA, BL, OL, OAL, CP, Dw, AAV, MDy d) MD involving (a) to (c) above
General Manager (Business Development) Post Code: BD-02	01	UR-1	G 120000-280000	50	Bachelor's degree in engineering. OR Post-graduation in Geoscience. OR Post-graduation in Economics.	a) LV b) HH c) OA, BL, OL, OAL, CP, Dw, AAV, MDy d) MD involving (a) to (c) above

* Refer Para B for Experience details.

- Note I: For the post of General Manager (Corporate Strategy) [Post code CS: 01] in Grade G and General Manager (Business Development) [Post code BD: 02] in Grade G, Candidates with a PhD / MBA degree from reputed institutes will be preferred.
- Note II: All qualifications 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, BL-Both Legs, OL-One Leg, OAL-One Arm and One Leg, CP- Cerebral Palsy, Dw-Dwarfism, AAV-Acid Attack Victims, MDy- Muscular Dystrophy, MD-Multiple Disabilities.

B. EXPERIENCE DETAILS:

Post Name & Post Code	Minimum Post Qualification Work Experience* as on 24/03/2025 (Yrs.)	Minimum Post Qualification Work Experience Required
General Manager (Corporate Strategy) Post Code: CS-01	20 years.	a) Minimum of 20 years of experience in strategic planning, corporate management, or a related senior role. b) Experience of working with senior leadership in the current role and proven track record in managing large projects or change management initiatives will be preferred.
General Manager (Business Development) Post Code: BD-02	20 years.	a) Minimum of 20 years of experience in business development, project development, or related roles in the alternate energy sector & also experience in Oil and Gas Portfolio Management/ Investment Analysis, or related roles in the Upstream Sector. b) Experience of working with senior leadership in the current role and proven track record in managing large projects or change management initiatives will be preferred.

** Post qualification work experience will be counted only after the candidate has acquired the “Essential Educational Qualification” mentioned under Para A above.*

- 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. The proof of the same should be submitted while applying for the posts.

C. EDUCATIONAL QUALIFICATION, EXPERIENCE & AGE RELAXATION:

- Candidates should have requisite Essential Educational Qualifications and Experience (as indicated under Para A (DETAILS OF POSTS/VACANCIES/ EDUCATIONAL QUALIFICATIONS/ AGE LIMIT IN GRADE G) & Para B (EXPERIENCE DETAILS).
- Age should be as per Birth Certificate or Admit Card / Pass Certificate/ Marksheet 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.
- Considering all applicable age relaxations, the maximum upper age of the applicant shall not exceed 54 years for candidates applying for the post of General Manager (Corporate Strategy) [Post code CS: 01] in Grade G and General Manager (Business Development) [Post code BD: 02] in Grade G.

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.
- Total emoluments in Grade G at minimum of scale will be approximately around ₹ 2,20,000 per month.

E. SELECTION PROCESS:

- The eligible/short listed candidates for the post as mentioned in Para A (DETAILS OF POSTS/VACANCIES/ESSENTIAL EDUCATIONAL QUALIFICATIONS/AGE LIMIT IN GRADE G) & 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 posts is subject to the candidates being declared medically fit as per the standards prescribed in the Physical Fitness criteria available at (<https://www.oil-india.com/advertisement-list>) 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 candidates against respective posts 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 the requirement 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.
- The application form for the aforesaid post will have to be submitted/sent within the timeline given herein to E-mail ID: **oilrec02@oilindia.in** 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 GM (HR Acquisitions)I/C, HR Acquisitions Department, Oil India Limited, Field Head Quarters, Duliajan, Assam-786602, at E-mail ID: **oilrec02@oilindia.in**, on or before 23:59 pm hours of 24/03/2025. Email applications received after the stipulated timeframe shall not be considered.
- Applications format other than the attached format will be summarily **REJECTED**.
- 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/ sent within the timeline given herein to the official email address of OIL as specified in this advertisement, must remain valid for at least next one year 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/ mobile number 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 or Admit Card / Pass Certificate / Marksheet 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.
 - 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.

- Relevant Post Qualification Work Experience certificates.
 - Caste Category certificate of SC/ST/OBC in the Govt. prescribed format, as applicable.
 - Valid Non-Creamy Layer Category (NCL) Certificate/ Economically Weaker Section (EWS) Certificate in the Govt. prescribed format, as applicable.
 - Valid Disability certificate for Proof of Disability in the Govt. prescribed format for the Persons with Benchmark Disabilities (PwBD), as applicable.
 - Valid Discharge Book/Service and Release Certificate for Ex-Servicemen (pages containing Personal Particulars and Service Particulars), as applicable.
- 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 24/03/2025** 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 Travelling Allowances will not be reimbursed.
 - In case of Persons with Benchmark Disabilities, 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.
 - 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 E-mail 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 regarding 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 and all other matters shall be reckoned as 24/03/2025.

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 GM (HR Acquisitions) I/C, HR Acquisitions Department, Oil India Limited, Field Head Quarters, Duliagan, Assam-786602, at E-mail ID: **oilrec02@oilindia.in** on or before **23:59 pm hours of 24/03/2025**. Email applications received after the stipulated timeframe shall not be considered.
- Applicant(s) should have a valid personal E-mail ID and mobile number. It should be kept active during the entire recruitment process. All important communication will be sent to the same E-mail ID/ mobile number 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) should take utmost care to furnish the correct details while filling-up the application form before submitting the same through email.
- 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:
 - i. Self-Attested Copy of Certificate for Proof of Date of Birth (Birth Certificate/ Admit Card / Pass Certificate/ Marksheet of matriculation/ 10th standard or equivalent).
 - ii. Self-Attested Copy of Certificate(s) for Proof of Requisite Educational Qualification.
 - iii. Self-Attested Copy of Certificate(s) for Proof of Relevant Post Qualification Work Experience.
 - iv. Self-Attested Copy of Certificate for Proof of Caste Category SC/ST/OBC in the Govt. prescribed format, as applicable.
 - v. Self-Attested Copy of Certificate for Proof of Non-Creamy Layer Category (NCL)/ Economically Weaker Section (EWS) status in the Govt. prescribed format, as applicable.

- vi. Self-Attested Copy of Certificate for Proof of Disability in the Govt. prescribed format for the Persons with Benchmark Disabilities (PWBD), as applicable.
 - vii. Self-Attested Copy of Discharge Book/Service and Release Certificate for Ex-Servicemen (pages containing Personal Particulars and Service Particulars), as applicable.
- Applicant(s) is/are advised in their own interest, to submit (E-mail ID mentioned above) 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 photograph & the signature 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 E-mail ID mentioned above, as given hereinabove. Applications or any other essential documents submitted after the last date for submission of application shall not be accepted.
 - If there may be any clarification(s) required relating to the application process for the aforesaid post, candidate(s) may contact the helpdesk at **E-mail ID: oilrec02@oilindia.in** or **Phone no.: 9707756462**.

L. IMPORTANT DATES:

Cut-off date for age, experience, qualification etc. shall be reckoned as on	24/03/2025
Last date for submission of application	23:59 hours on 24/03/2025

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

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



To,
General Manager (HR Acquisitions) I/C
HR Acquisitions Department, FHQ
Oil India Limited

APPLICATION FORMAT

1.	Post applied for			<i>Please affix your recent passport size coloured 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"/>	Others <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.	Aadhaar No.					
12.	Caste Category, As applicable Category (please tick)	A)	GEN <input type="checkbox"/>	SC <input type="checkbox"/>	ST <input type="checkbox"/>	OBC <input type="checkbox"/>
		B)	SC/ST/OBC Certificate No. _____ DATE: _____			
	I. Whether belongs to Non-Creamy Layer Category (NCL) (please tick)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If Yes, NCL Certificate no. _____ Date: _____		
	II. Whether belongs to Economically Weaker Section (EWS) (please tick)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If Yes, EWS Certificate no. _____ Date: _____		

13.	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, Disability certificate no. _____ Date: _____			III. Percentage of disability (%): _____ %	
		<i>(as per advertisement, post identified suitable for PwBD for following:</i> a) LV b) HH c) OA, BL, OL, OAL, CP, Dw, AAV, MDy d) MD involving (a) to (c) above				
14.	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
15.	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					
16.	Experience, If any	Name & address of organization	Position/ Designation & Grade held	Period of Service From _____ To _____		Nature of duties
	I. 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.					
	II. Are you working in a Government Departments/ PSUs/ Autonomous Bodies as on 24/03/2025:			Yes <input type="checkbox"/> No <input type="checkbox"/>		
III. If yes, do you have at least one-year experience in the PayScale of ₹120,000-2,80,000 (IDA) or in an equivalent PayScale or in a higher scale of pay:			Yes <input type="checkbox"/> No <input type="checkbox"/>			
			If Yes: Please Specify the date: From _____ To _____ Present Payscale _____ to _____ Present Basic Pay _____			

17.	Permanent address (in block letters)	Name –			
		C/O. (If any) –			
		Village /Town / Place –			
		P.O. –	P.S. –		
		District –	State –		
		PIN –			
18.	Present mailing address/correspondence address (in block letters)	Name –			
		C/O. (If any) –			
		Village /Town / Place –			
		P.O. –	P.S. –		
		District –	State –		
		PIN –			
19.	Valid E-mail ID				
20.	Valid Mobile Number				

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 Birth Certificate or Admit Card/ Pass Certificate/ Marksheet of Matriculation/10th Standard or equivalent certificate indicating Date of Birth for Proof of Date of Birth.
2. Self-Attested Copy of Certificate(s) for Proof of Requisite Educational Qualification.
3. Self-Attested Copy of Certificate(s) for Proof of Post Qualification Work Experience.
4. Self-Attested Copy of Certificate for Proof of Caste Category (SC/ST/OBC) in the Govt. prescribed format, as applicable.
5. Self-Attested Copy of Certificate for Proof of Non-Creamy Layer Category (NCL)/ Economically Weaker Section (EWS) in the Govt. prescribed format, as applicable.
6. Self-Attested Copy of Certificate for Proof of Disability in the Govt. prescribed format (If applicable).
7. Self-Attested Copy of Discharge Book/Service and Release Certificate for Ex-Servicemen (pages containing Personal Particulars and Service Particulars), as applicable

Application in any other format will be summarily Rejected.

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