



ADV. NO.: HRAQ/REC-EX-B/2025-05

DATE 17/06/2025

Oil India Limited (OIL), a Maharatna Public Sector Undertaking invites applications from Indian Nationals to fill up the following posts 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 15/07/2025	Essential Educational Qualification AND Essential Post Qualification Work-Experience *	Post identified suitable for PwBD
Post Name & Post Code	No. of Posts	Details				
Senior Manager (ERP FICO) Post Code: FICO-01	01	UR:03 SC: 01	Grade D & 90000-240000	UR: 37/39** SC: 42/44**	a) Associate Member of ICAI/ICMAI. OR b) MBA with specialization in Finance. OR c) Bachelor’s Degree in any Engineering discipline.	a) HH b) BL, OL, CP, LC, Dw, AAV c) MD involving (a) & (b) above
Senior Manager (ERP Project Systems & Investment Management) Post Code: PS-02	01				Bachelor’s Degree in any Engineering discipline.	
Senior Manager (ERP Plant Maintenance) Post Code: PM-03	01				Bachelor’s Degree in any Engineering discipline.	
Senior Manager (Basis Administrator) Post Code: BASIS-04	01				Bachelor’s Degree in any Engineering discipline.	
TOTAL	04					

* Refer Para B for Essential Post Qualification Work-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, PwBD-Persons with Benchmark Disability, 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. DETAILS OF ESSENTIAL POST QUALIFICATION WORK-EXPERIENCE, ESSENTIAL CERTIFICATIONS AND JOB DESCRIPTION:

Post Name & Post Code	Essential Post Qualification Work-Experience * as on 15/07/2025	Essential SAP certificate*** (should be Valid as on 15/07/2025)	Job Description
Senior Manager (ERP FICO) Post Code: FICO-01	Having minimum 9 years post qualification work-experience of working in relevant field**	SAP FI/ SAP CO certificate	• Should have understanding of accounting principles, financial processes, and financial regulations. • Should have Strong knowledge of SAP FICO modules, including GL Accounting, Accounts Payable, Accounts Receivable, Asset Accounting, CO Postings and Financial Closing. • Should have detailed knowledge on FI-MM-SD integration and process flow.
Senior Manager (ERP Project Systems & Investment Management) Post Code: PS-02	Having minimum 9 years post qualification work-experience-of working in relevant field**	SAP PS certificate	• Should have extensive knowledge in Configuration of Project Profile for customizing WBS Elements, Networks & Activities. Working knowledge of the Financials & 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 & 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. • Should have knowledge of Investment management 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 & 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.

Post Name & Post Code	Essential Post Qualification Work-Experience * as on 15/07/2025	Essential SAP certificate*** (should be Valid as on 15/07/2025)	Job Description
Senior Manager (ERP Plant Maintenance) Post Code: PM-03	Having minimum 9 years post qualification work-experience of working in relevant field**	SAP PM certificate.	• 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. • Should have knowledge of integration with MM, QM, PP modules and with external applications. • Software architecture knowledge of enterprise applications. • Should have awareness and understanding of SAP PM with Mobile integration would be an added advantage.
Senior Manager (Basis Administrator) Post Code: BASIS-04	Having minimum 9 years post qualification work-experience of working in relevant field**	SAP BASIS certificate.	• Should have requisite knowledge to 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. • Should have requisite knowledge to install, configure, maintain, migrate, or upgrade the SAP systems as required, look into and troubleshoot SAP Basis related issues. • Should have requisite knowledge to perform regular maintenance and performance tuning for Database and SAP systems.

** The Essential Post Qualification Work-Experience will be counted only after the candidate has acquired the "Essential Educational Qualification" as mentioned under Para A above.*

*** The term 'relevant field' refers exclusively to full-time, post-qualification work experience in SAP ERP modules. Only such experience gained while working as an employee—whether on a permanent, fixed-term, or contractual basis—in any Central or State Government department, public sector undertaking, or reputed private sector organization/institution/company shall be considered. Experience certificates, produced by the candidates must be issued by competent and authorized executive of the previous/ present organization(s) indicating Name, Designation, date of joining including date of release from the organization (as applicable) and any document clearly mentioning the roles and responsibilities in the organization. Academic roles such as teaching, research work, JRF/SRF, PhD scholar, or project work during graduation/post-graduation/PhD will not be treated as work experience.*

**** Possession of a valid SAP certification is essential for eligibility against the respective notified positions and the SAP certifications obtained from the Original Equipment Manufacturer (OEM) will only be considered. The SAP certification is not linked to the minimum post-qualification work experience period of 09 years and the same must be obtained only after acquiring the 'Essential Educational Qualification' as specified under Para A above. Furthermore, the certificate should be valid as on 15/07/2025.*

Candidates applying for the above position(s) in Grade D and employed with Government departments / PSUs / Autonomous Bodies as on 15/07/2025 must have at least one-year experience in the pay scale of ₹ 80,000-2,20,000 or a higher scale of pay and the proof of the same should be submitted while applying for the posts.

C. EDUCATIONAL QUALIFICATION, EXPERIENCE & AGE RELAXATION:

- i. **Candidates should have requisite Educational Qualification as indicated under Para A. (DETAILS OF POSTS/VACANCIES/EDUCATIONAL QUALIFICATION/ AGE LIMIT IN GRADE D).**
- ii. 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.
- iii. There will be no upper age limit for the internal candidates of OIL who are otherwise eligible to apply against the above-mentioned post.
- iv. 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.
- v. In case of candidates belonging to Persons with Benchmark Disabilities (PwBD) age relaxation will be 10 years for (PwBD-UR) & 15 years for PwBD-SC
- vi. Age relaxation for Ex-Servicemen will be 5 years.
- vii. Candidates having PHD in the relevant discipline will be given 03 years age relaxation.
- viii. 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:

- i. Besides Basic Pay and Industrial pattern of DA, the other benefits include HRA or Company leased/self-lease accommodation, free medical benefits for self & dependents, Gratuity/PF, House Building Loan, Vehicle Loan, Group Insurance, etc. as per rules of the company.
- ii. Provisionally selected candidates will be placed in Grade D in the pay scale of ₹90,000-2,40,000 (starting Basic Pay of ₹90,000). The selected candidates will have to serve a probationary period of one year and will be confirmed in writing after successful completion of the same.
- iii. Approximate total emoluments in Grade D at minimum of scale will be around ₹1,70,000 per month.

E. SELECTION PROCESS:

- i. The eligible/shortlisted candidates for the post as mentioned in Para A (DETAILS OF POSTS/VACANCIES/ EDUCATIONAL QUALIFICATION/ AGE LIMIT IN GRADE D) here in above, **will have to appear for Personal Interview (PI) only.**
- ii. The provisionally selected candidates 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, Assam.
- iii. 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:

- i. Appointment of provisionally selected candidate(s) 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, Assam. The provisionally selected candidate 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).
- ii. 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, Assam. The decision of the Medical Board of OIL Hospital, Duliajan, Assam will be final and binding.

G. VERIFICATION OF DOCUMENTS:

- i. The information furnished by the candidate(s) in the application about qualification, certificates, experience, age, category etc. shall be cross-checked from the original documents at the time of Personal Interview (PI).
- ii. The candidature of the applicant would be provisional and subject to subsequent verification of certificates/testimonials, experience, etc.
- iii. All the documents/certificates/testimonials submitted by the candidate at the time of selection process shall be verified from the concerned issuing authorities.
- iv. 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 candidate(s) can be in any of the operational areas/offices of OIL as per the requirements of the company. The services are also transferable as per requirement of the company.

I. GENERAL INFORMATION AND INSTRUCTIONS:

- i. Only Indian Nationals are eligible to apply.
- ii. The application form for the aforesaid posts will have to be submitted/sent within the timeline given herein to E-mail ID: **oilrec01@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 CGM (HR Acquisitions), HR Acquisitions Department, Oil India Limited, Field Head Quarters, Duliajan, Assam-786602, at E-mail ID: **oilrec01@oilindia.in**, **on or before 23:59 hours of 15/07/2025**. Email applications received after the stipulated timeframe shall not be considered.
- iii. 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.
- iv. Applications format other than the attached format will be summarily **REJECTED**.
- v. All courses should be recognized by the Government of India.
- vi. 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.

- vii. 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 till the process of recruitment is over. No change in the E-mail ID will be allowed, once entered. All future correspondence would be sent via E-mail/ mobile number only.
- viii. 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.
- ix. 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.
- x. Candidate(s), 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:
 - a) 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.
 - b) Degree and Master 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 and Master Degree certificate, provisional certificate along with mark sheets pertaining to all the academic years will be accepted.
 - c) 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.
 - d) Caste Category certificate of SC/ST/OBC in the Govt. prescribed format, as applicable.
 - e) Valid Disability certificate for Proof of Disability in the Govt. prescribed format for the Persons with Benchmark Disabilities (PwBD), as applicable.
 - f) Valid Discharge Book/Service and Release Certificate for Ex-Servicemen (pages containing Personal Particulars and Service Particulars), as applicable.
- xi. 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.
- xii. 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).**
- xiii. 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 Personal Interview (PI), 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).
- xiv. 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.
- xv. **Candidates applying for the abovementioned posts and employed with Government departments/PSUs/Autonomous Bodies as on 15/07/2025 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 allowance will not be considered.**

- xvi. 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 recognized as SC/ST/OBC, the village/town the candidate is ordinarily resident of and other details, as necessary.
- xvii. For claiming to be 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 valid OBC certificate should also clearly indicate that the candidate does not belong to creamy layer as defined by the Government of India for applying to posts and services under the Central Government. Candidate(s) with OBC caste but belonging to creamy layer are not entitled to OBC reservation/relaxation benefits.
- xviii. For claiming to be of Economically Weaker Sections (EWS) category, the candidate(s) 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).
- xix. 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.
- xx. Oil India Limited strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
- xxi. If more than one application is received from a candidate, most recent application will be considered as final.
- xxii. Candidates who are shortlisted for Personal Interview (PI), shall receive their Admit Cards for appearing in the Personal Interview (PI) by email. **Mere issue of Admit Card to the candidates for Personal Interview (PI) will not imply that his/her candidature has been finally accepted by OIL.**
- xxiii. OIL will not be responsible for any loss/non-delivery of Email due to invalid/wrong email ID furnished by the candidate.
- xxiv. The decision of OIL 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.
- xxv. The candidates called for Personal Interview (PI) will be reimbursed to and from 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 (PI), 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.
- xxvi. 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 15/07/2025.

K. HOW TO APPLY:

- i. Interested and Eligible Applicant(s)/Candidate(s) may send their duly filled-up/completed application form (scanned copy in **Single PDF**), 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 23:59 hours of 15/07/2025. Email applications received after the stipulated timeframe shall not be considered.

- ii. 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).
- iii. Applicant(s) should take utmost care to furnish the correct details while filling-up the application form before submitting the same through email.
- iv. 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.
- v. **Applicant(s) is/are advised to submit only a single application form for the above post.**
- vi. Please enclose copy of following documents along with the application:
 - a) Self-Attested Copy of Certificate for Proof of Date of Birth (Birth Certificate/ Admit Card /Pass Certificate/ Marksheet of matriculation/ 10th standard or equivalent).
 - b) Self-Attested Copy of Certificate(s) for Proof of Requisite Educational Qualification.
 - c) Self-Attested Copy of Certificate(s) for Proof of Relevant Work Experience (If applicable).
 - d) Self-Attested Copy of Certificate for Proof of Caste Category SC/ST/OBC in the Govt. prescribed format, as applicable.
 - e) 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.
 - f) 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.
 - g) Self-Attested Copy of Discharge Book/Service and Release Certificate for Ex-Servicemen (pages containing Personal Particulars and Service Particulars), as applicable.
- vii. 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.
- viii. Applicant(s) is/are advised to read all the instructions given carefully and fill-up the Application Form furnishing complete and accurate information/details.
- ix. **Applicant(s) is/are advised to submit a Single PDF which includes application form and all the relevant documents (in order).**
- x. **Only those applications which are received in proper format as enclosed herewith will be considered. Application received in any other format will be summarily rejected.**
- xi. All the details furnished/provided in the Application Form will be treated as final and no changes will be entertained thereafter.
- xii. 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.
- xiii. 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 or Phone no.: 9707756462/6002399587.

L. CRUCIAL/CUT-OFF DATE:

Cut-off date for age, qualification, experience etc. shall be reckoned as on	15/07/2025
Last date for submission of application	23:59 hours on 15/07/2025

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.

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 or 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.

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



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 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 ☐ Female ☐ Others ☐		
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 ☐ SC ☐ ST ☐ OBC ☐	
		B)	SC/ST/OBC Certificate No. _____ DATE: _____	
	I. Whether belongs to Non-Creamy Layer Category (NCL) (please tick)	Yes ☐ No ☐ If Yes, NCL Certificate no. _____ Date: _____		
	II. Whether belongs to Economically Weaker Section (EWS) (please tick)	Yes ☐ No ☐ If Yes, EWS Certificate no. _____ Date: _____		

13.	I. Whether Persons with Benchmark Disabilities (PwBD) (please tick)	Yes ☐ No ☐ If yes, Disability certificate no. _____ Date: _____				
	II. If yes, please state the category of persons with disabilities (PwBD)	_____ <i>(as per advertisement, post identified suitable for PwBD for following:</i> <i>a) HH b) OL, BL, CP, LC, Dw, AAV</i> <i>c) MD involving (a) to (c) above</i>			III. Percentage of disability (%): _____ %	
14.	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	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		Nature of duties
				From	To	
	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 15/07/2025:			Yes ☐ No ☐		
III. If yes, do you have at least one-year experience in the PayScale of ₹80,000-2,20,000 (IDA) or in an equivalent PayScale or in a higher scale of pay:			Yes ☐ No ☐ 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 Relevant 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.
8. Self-Attested Copy of Valid SAP Certificate(s).

Application in any other format will be summarily Rejected.

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