



**ENGAGEMENT ON CONTRACTUAL BASIS**

**(ADVT. NO. HRAQ/CONT-EX-B/22-25 dated 23/02/2022)**

Oil India Limited (OIL), a Navratna Public Sector Undertaking is the pioneer and second largest national upstream Oil and Gas Company with a pan India presence and growing global footprint. OIL is 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 production of LPG with its Field Headquarters (FHQ) at Duliajan, Dibrugarh, Assam. The company's In-Country operations are spread over the areas in the states of Assam, Arunachal Pradesh, Mizoram, Tripura, Nagaland, Odisha, Andhra Pradesh and Rajasthan and offshore areas in Andaman, Kerala-Konkan and KG shallow waters. OIL operates a 1157 Kms long crude oil pipeline from Digboi, Assam to Barauni in Bihar and a 660 Kms long product pipeline from Numaligarh Refinery to Siliguri. Besides having a Pan-India presence, OIL has Participating Interest (PI) in blocks in eight countries overseas viz Russia, USA, Venezuela, Mozambique, Nigeria, Gabon, Bangladesh & Libya. OIL has also ventured into the City Gas Distribution (CGD) projects and has diversified into the Renewable & Alternate Energy sector in the Wind and Solar domains with a total installed capacity of 188.10 MW. OIL has acquired majority stake in Numaligarh Refinery Limited (NRL) Assam, resulting in OIL becoming the promoter and the holding company of NRL.

Oil India Limited intends to engage following personnel purely on contractual basis for immediate engagement under Field Headquarters, Duliajan. The contractual engagement requirement mentioned hereunder may entail working in shifts and also on "On-Call" duty basis.

Sl. No.	Contractual Engagement Requirement	Eligibility Criteria		Contract Honorarium per month
		Qualification & Experience	Age Limit (years) as on the date of registration	
01	Vice-Principal on contract for School of Nursing  <b>(01 no.)</b>	<ul style="list-style-type: none"> <li>Passed M.Sc. Nursing or B.Sc. Nursing (Basic)/Post Basic</li> <li>Must have minimum 03 (Three) years of post-qualification teaching experience.</li> </ul>	<p><u>Minimum</u>: 40 years</p> <p><u>Maximum</u>: 50 years</p>	₹ 40,000/-

**Reservation:**

Contractual Engagement	UR	SC	ST	OBC-NCL	EWS
Vice-Principal on contract for School of Nursing	01	-	-	-	-

**Note:**

- Abbreviations used: SC: Scheduled Caste, ST: Scheduled Tribe, OBC(NCL): Other Backward Classes (Non-Creamy Layer), UR: Unreserved, EWS: Economically Weaker Sections.
- Contract Period: Contractual engagement will be for a period of 06 (Six) months, extendable by three tenures of 06 (Six) months each, up to a maximum period of 02 (Two) years only. The said contract tenure will be extendable depending upon requirement of the company and the performance of the individual.
- Age Limit: As on the date of registration for the Walk-in Interview i.e., **09/03/2022**.

## 1.0 **Details of Walk-in-Interview:**

Candidates meeting the above eligibility criteria should report for registration for the Walk-in-Interview process as per the following schedule:

<b>Contractual Engagement Requirement</b>	<b>Date and Time of Registration*</b>	<b>Date of Walk-in-Interview</b>	<b>Venue</b>
Vice Principal on contract for School of Nursing	09/03/2022 07:00 A.M. to 11:00 A.M.	09/03/2022 <sup>#</sup>	OIL Hospital, Oil India Limited, Duliajan, Assam

\*No candidates will be allowed to register after 11:00 AM as stated herein above.

### Note:

**In view of the ongoing scenario of COVID-19 pandemic, candidates who have taken 02 (two) vaccines will be allowed entry into the venue on production of printed proof of vaccination, otherwise candidates will have to compulsorily bring Rapid Antigen Test (RAT) Report with a negative test result for entering the venue. Candidates will have to do the test at their own cost (if any) and the test should be done only on the day before the date of registration for the Walk-in-Interview.**

#. If the total number of candidate(s) registered for the Walk-in-Interview on the above scheduled date(s) is beyond the adequate limit/capacity, please note that the Walk-in-Interview for the remaining registered candidate(s) will be carried forward/completed on the subsequent day(s), as required. On account of the ongoing COVID-19 pandemic situation and applicable protocols/rules, the Walk-in-Interview for the registered candidates may be carried forward on subsequent days as applicable, which will be informed to the candidate on the date of the registration.

## 2.0 **Candidates must bring the following document(s)/certificate(s)/testimonial(s) in originals while reporting for the Walk-in-Interview process:**

- Filled in Personal Bio-Data Form (format given on the last 3 pages on this advertisement).
- 01 (One) recent 3cm X 3cm coloured photograph.
- Valid Identity Proof and valid Address Proof from Competent Government Authority.
- Date of Birth (DOB) proof i.e., Birth Certificate or Class X certificate containing DOB.
- Admit Card, Marksheet and Pass Certificate of Class 10 issued by the concerned Government Recognised Education Board; Document(s)/Certificate(s)/Testimonial(s) of essential qualification(s) and Experience Certificate(s).
- Valid Caste Certificate (SC/ST/OBC), if applicable; Valid Non-Creamy Layer certificate, if applicable; Valid Income and Asset Certificate to be produced by Economically Weaker Sections, if applicable; Valid Disability Certificate, if applicable; Valid Discharge Book/Service and Release Certificate for Ex-Servicemen (Pages containing Personal Particulars and Service Particulars), if applicable; No-Objection Certificate from concerned employer, in original, in case the applicant is working in any organisation.
- A set of self-attested photocopies of all applicable document(s)/certificate(s)/testimonial(s) as mentioned above.

## 3.0 **Candidates meeting the eligibility criteria will only be allowed to appear in the Walk-in-Interview.**

## 4.0 **Selection Criteria:**

- The candidates will be selected based on Walk-in-Interview of total 100 marks.
- The minimum qualifying marks will be 50 for all categories.
- The breakup of 100 marks will be on, Professional Knowledge and skills (in concerned discipline), Professional Knowledge and skills (in allied discipline), Personal Attributes and Soft Skills.
- Final selection from among the candidates who have appeared and secured the minimum qualifying marks of 50 in the Walk-in-Interview will be only on the basis of merit as per the marks obtained in the Walk-in-Interview.

## **5.0 General Conditions:**

- a) In view of the current situation arising out of COVID-19 pandemic, any new guidelines issued from Govt. of India will be strictly adhered to and as such the Walk-in-Interview might get cancelled/delayed/ extended in line with the govt. guidelines. Hence the interested candidates are advised to keep checking OIL's website regularly.
- b) Candidates are advised to strictly abide by all the applicable guidelines/SOPs as per extant directives/order issued by the Government pertaining to COVID-19 pandemic situation.
- c) Candidates are advised to take all necessary precautionary safety measures (wearing of mask, carrying hand sanitizer, maintaining social distance and maintaining hygiene will be mandatory) while reporting for the Walk-in-Interview. Further, to prevent the spread of COVID-19 pandemic, the candidates are advised to carry their own water bottle, refreshments etc. if required.
- d) In case any candidate is found to violate the strict norms/COVID-19 protocols laid down by the Government and also highlighted hereinabove, he/she will be barred from appearing in the Walk-in-Interview/disqualified at any time during the Walk-in-Interview process.
- e) The contract can be terminated at any time by giving notice of 15 days, by either side.
- f) Candidates will be required to join immediately, if selected.
- g) Contract tenure will commence from the date of joining and shall end on expiry of the prescribed period and no separate notice shall be required to be given.
- h) No Travelling Allowance/ Daily Allowance will be paid to the candidates for appearing in the Walk-in-Interview.
- i) Candidates have to make their own arrangements to appear for the Walk-in-Interview viz. travel, accommodation etc.
- j) If a candidate is found guilty of either of the following mentioned hereunder, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, will also be liable to be disqualified for the above contractual engagement for which he/she is a candidate and to be debarred, either permanently or for a specified period, from any examination or test conducted by OIL i.e. (i) using unfair means (ii) impersonating or procuring impersonation by any person (iii) misbehaving (iv) resorting to any irregular or improper means in connection with his/her candidature for selection (v) obtaining support for his/her candidature by any unfair means.
- k) The contractual engagement will NOT confer any right on the candidate for regularization in OIL.
- l) Candidate/contract of candidate(s) submitting false certificates or suppression/submission of incorrect information shall be liable for termination/disqualification/rejection at any stage.
- m) The candidates should be of sound health and has to provide a fitness certificate from a Govt. registered medical practitioner at the time of joining in the prescribed format.
- n) The candidates will have to submit a character and antecedents verification certificate from concerned authorities at the time of joining.
- o) Candidate(s) working in any organisation, if selected, has to submit release letter, in original, from the present employer at the time of engagement.
- p) The selected candidate(s) will be liable to be placed in any location as deemed fit by the competent authority.
- q) Local conveyance @ ₹ 6,000/- per month will be paid.
- r) Mobile & Landline telephone reimbursements for due discharge of official responsibilities subject to a maximum of ₹ 1750/- per month or actual whichever is lower, will be paid.
- s) Travel/ boarding during all official tours outside the place of posting will be provided/ arranged by OIL and an incidental of ₹ 250/- per day will be paid for the actual number of days worked for OIL outside the place of posting.
- t) All taxes as applicable will be borne by the selected individual(s).
- u) The selected candidate(s) shall be entitled for 10 days paid leave for a 06 months period/tenure.
- v) Any dispute with regards to the engagement against this advertisement will be under the jurisdiction of Dibrugarh district court only.
- w) Candidates are advised to keep checking OIL's website regularly for any update/information pertaining to the above contractual engagement requirement(s).

Mobile Phones, calculators, any other electronic devices or objectionable items are strictly banned in the entire premises of the venue. Please note that, if any candidate is found carrying or using such items within the entire premises of the venue, the candidate will be debarred from appearing in the Walk-in-Interview and candidature of such a candidate will be disqualified/rejected. Further, a candidate committing such an unscrupulous act is also liable to be blacklisted and may not be considered for any further requirement in OIL. Furthermore, such a candidate is also liable for appropriate legal action.

**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.

\*\*\*\*\*

**For office use only:**  
Selection Category:  
\_\_\_\_\_

# OIL INDIA LIMITED

(A Government of India Enterprise)  
DULIAJAN

Recent 3cm x  
3cm  
coloured  
photograph

## PERSONAL BIO-DATA (CONTRACTUAL ENGAGEMENT)

Statement of Shri/Smt. \_\_\_\_\_ given at the time of Walk-in-Interview for  
Vice Principal on contract for School of Nursing, OIL:

1. **Name in Full** (in block letters) : .....
2. **Date of Birth** (DD/MM/YYYY) : ..... 3. **Religion** : .....
4. **Gender** : ..... 5. **Mother Tongue** : .....
6. **Father's Name** : .....
7. **Mother's Name** : .....
8. **Identification Mark** : .....
9. **Caste (SC/ST/OBC/Gen)** : ..... Sub-Caste : .....
10. **Do you belong to Non-Creamy Layer category:** Yes  No  (Please put ✓ as applicable)
11. **Do you belong to Economically Weaker Sections (EWS) category:** Yes  No  (Please put ✓ as applicable)
12. **Marital Status** : Married  Unmarried  (Please put ✓ as applicable)
13. **Name of Spouse, if married** : .....

14. <b>Other Recognized Category</b>	:	<u>Ex-Servicemen</u> (Mention length of Service in Defence)	<u>Persons with Benchmark Disability</u> (Mention category & percentage of disability)
15. <b>Details of serious illness/operation undergone (if any)</b>	:		

16. **(A) Educational Qualification** (acquired as on date):

Exam Passed	Board/University/Institute	Percentage of Marks	Year of Passing

- (B) Other Qualification - Licence/Permit etc.** (acquired as on date):

Licence/Permit etc.	Board/Authority/Institution	Part/Class etc.	Licence/Permit etc. No.	Valid till

\*N. B: Self-attested copies enclosed, where applicable

Signature of candidate: \_\_\_\_\_

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

Work Experience:				
Designation	Employer's Name & Address	Key Responsibilities Held	Duration	
			From	To
17.				

18. **a) Communication/ Mailing/ Present Address:**

Vill/Town/ Place : .....

P.O. : ..... PIN : .....

Police Station : ..... District : .....

State : ..... **Mobile No.** : .....

**E-mail ID (in block letters)** : .....

**b) Permanent Address:**

Vill/Town/ Place : .....

P.O. : ..... PIN : .....

Police Station : ..... District : .....

State : .....

19. **Address Proof Certificate (Enclosed): (Please put a ✓ tick in the box)**

Driving Licence	<input type="checkbox"/>	Voter ID Card	<input type="checkbox"/>	Bank Pass Book	<input type="checkbox"/>
Indian Passport	<input type="checkbox"/>	LPG Cylinder Issuing Book	<input type="checkbox"/>	Recent Electricity Bill	<input type="checkbox"/>
Recent Landline Bill	<input type="checkbox"/>	Govt. Ration Card	<input type="checkbox"/>	Aadhaar Card	<input type="checkbox"/>

\* N.B: Self-attested copies enclosed, where applicable

Signature of candidate: \_\_\_\_\_

**Date:**

20. **Criminal Cases:** (Please put a ✓ tick in the appropriate answer)

	<b><u>YES</u></b>	<b><u>NO</u></b>
a) Is there any criminal case pending before any Court?	<input type="checkbox"/>	<input type="checkbox"/>
b) Have you ever been arrested?	<input type="checkbox"/>	<input type="checkbox"/>
c) Have you ever been prosecuted?	<input type="checkbox"/>	<input type="checkbox"/>
d) Have you ever been in Jail or Police Custody?	<input type="checkbox"/>	<input type="checkbox"/>
e) Have you ever been fined by the Government Authority?	<input type="checkbox"/>	<input type="checkbox"/>
f) Have you ever been convicted by a Court of Law?	<input type="checkbox"/>	<input type="checkbox"/>
g) Have you ever been debarred from appearing in any examination?	<input type="checkbox"/>	<input type="checkbox"/>
h) Have you ever been rusticated by any Educational authority/Institution?	<input type="checkbox"/>	<input type="checkbox"/>

21. I, Shri/Smt. \_\_\_\_\_, hereby solemnly declare that the above information is duly filled by me and is true to the best of my knowledge. If any false/incorrect declaration/information has been made/provided by me herein, I will be liable for cancellation/disqualification at any stage of my contractual engagement and for such action as deemed fit in this regard.

\* N.B: Self-attested copies enclosed, where applicable

**Signature:** \_\_\_\_\_

**Full Name:** \_\_\_\_\_

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