



# RECRUITMENT IN OIL THROUGH- COMMON LAW ADMISSION TEST (CLAT 2017)

OIL INDIA LIMITED, a Navratna Public Sector Undertaking is a pioneer national upstream Oil and Gas Company with a pan India presence and growing global footprint. It is engaged in Exploration, Production and Transportation of crude oil, natural gas and manufacture of LPG with its Field Headquarters at Duliajan, Dist. Dibrugarh, Assam.

OIL is looking for young, energetic and dedicated Indian citizens who are graduates in Law (LLB or equivalent) to fill up the following posts for recruitment as Officers on Probation through CLAT 2017 Post Graduate (PG) examination.

## A. EDUCATIONAL QUALIFICATION

Post Name & Post Code	Indicative No. of vacancies			Grade & Pay Scale	Age limit (in years) as on 31/05/2017	Educational Qualification	Suitable for VH/OH/HH
	UR	OBC	Total				
Legal / Land Officer PERS:04:2017:LO:01	02	01	03	B Rs. 24,900 – 50,500	UR:29 OBC (NCL):32	Bachelors degree in Law (LLB or equivalent) of minimum 3 years duration with minimum 60% marks	OL/BL/OAL/B/LV

Abbreviations Used: UR-Unreserved, OBC-Other Backward Class (Non Creamy Layer), PWD-Persons with Disability, VH-Visually Impaired, OH-Orthopedically Impaired, HH-Hearing Impaired, OL-One Leg, BL-Both Leg, OA-One Arm, OAL-One Arm and One Leg, B-Blind, LV-Low Vision,.

- The candidates appearing for CLAT 2017 PG examination may only apply
- The courses should be recognised by AICTE/UGC and Bar Council of India
- Final year/semester students are also eligible to apply
- Only regular Full time courses will be accepted
- Percentage of marks would be the aggregate of all semesters irrespective of the norms / system being followed in the institute/university.
- Wherever CGPA/OGPA/DGPA or Letter Grade is awarded, its equivalent percentage of marks must be indicated in the application form as per norms adopted by University / Institute.
- Rounding off of percentage would not be allowed.

## B. RESERVATION

- A candidate will be eligible to get the benefit of community reservation only in case the particular caste to which the candidates belong is included in the list of reserved communities issued by the Government of India.
- Candidates seeking age relaxation must submit requisite Caste/ Tribe certificate in the prescribed format (available at <http://www.oil-india.com/oilnew/Current-openings>) at the time of Document Verification. Otherwise, their claim for reserved status (OBC-NCL) will not be entertained.
- If the OBC-NCL/PWD certificate has been issued in a language other than English/Hindi, the candidates will be required to submit a self-certified translated copy of the same either in English or Hindi.
- The OBC candidates who belong to “Creamy Layer” are not entitled for concession admissible to OBC-NCL candidates.

- Persons with 40% or more disability only would be eligible for the benefit of reservation to PWD category against identified posts only.
- Age relaxation of 10 years is allowed (13 years for OBC-NCL) to PWD candidates for appointment to Group 'A' posts/services. The persons claiming age relaxation under PWD category would be required to produce a certificate in prescribed formats (available at <http://www.oil-india.com/oilnew/Current-openings>) in support of their claims clearly indicating that the degree of physical disability is 40% or more. In any case, the appointment of these candidates will be subject to their being found medically fit in accordance with the standards of medical fitness as prescribed by the Government for each individual Group 'A' posts to be filled for PWD candidates through Direct Recruitment by Selection.
- Age relaxation by 5 years for candidates who have ordinarily been domiciled in the State of Jammu & Kashmir during the period from 01.01.1980 to 31.12.1989.

### **C. SELECTION PROCESS**

- The selection of the candidates will be conducted in two phases i.e. Phase I- GD & Viva Voce and Phase II-Pre Employment Medical Examination (PEME).
- The candidates will be shortlisted for GD and Viva Voce on the basis of CLAT-2017 PG examination marks in order of merit.
- Candidates are required to qualify in CLAT-2017 PG examination and thereafter in the selection process comprising of Group Discussion (GD) and Personal Interview (PE) separately.
- Please note that for the above recruitment, CLAT-2017 PG examination marks will only be valid.

### **D. REMUNERATION PACKAGE AND OTHER BENEFITS**

- Selected candidates will be placed in the pay scale of Rs 24900-50500 (starting Basic Pay of Rs 24900) in Grade B. The selected candidate will have to serve a probationary period of one year and will be confirmed after successful completion of the same.
- Approximate total emoluments in Grade B will be around Rs 75000 pm approximately. In addition to the Basic Pay & DA, other benefits include HRA or Company leased/self-lease accommodation, Leave encashment, free medical benefits for self & dependents, Gratuity/PF, House Building Loan, Vehicle Loan, Computer Loan, Group Insurance, etc, as per rules of the company.

### **E. PHYSICAL FITNESS**

Appointment to the above posts will be subject to the candidates being medically fit as per the standards prescribed for the posts by the OIL Medical Board. The provisionally selected candidates will have to undergo Pre Employment Medical Examination (PEME) conducted by the OIL Medical Board and will be finally selected to join OIL only after he/she is declared medically fit by OIL Medical Board. The decision of the OIL Medical Board will be final and binding.

### **F. POSTING**

The posting of the selected candidates can be in any of the operational areas/offices of OIL as per requirements of the company. The services are also transferable as per requirement of the company.

### **G. GENERAL INFORMATION AND INSTRUCTIONS**

- Only Indian nationals are eligible to apply.
- Candidates applying for the above posts must have passed the prescribed qualifications through full time courses.

- All qualification should be from an Indian University/ Institute recognized by AICTE/ appropriate statutory authority.
- No manual/ paper application will be entertained.
- Candidature of a registered candidate is liable to be rejected at any stage of recruitment process or after recruitment or joining, if any information provided by the candidate is false or is not found to be in conformity with eligibility criteria mentioned in the advertisement.
- The E-mail ID entered in the online application form must remain valid for at least next one year from the date of filling the online application. No change in the E-mail ID will be allowed, once entered. All future correspondence would be sent via E-mail only
- Candidates, if shortlisted for the next stage of the selection process are required to bring their original testimonials, certificates at the time of interview. The following documents will only be accepted at the time of verification:
  - Birth Certificate, Matriculation/10th Standard pass certificate/ admit card indicating date of birth, or mark sheet of Matriculation/10th Standard or equivalent issued by Central/State Board indicating date of birth in support of their claim of age will only be accepted.
  - Degree/Diploma certificate along with all 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.
- Percentage of marks would be the aggregate of all semesters irrespective of the norms / system being followed in the institute/university. 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 Selection Test. Only short listed candidates will be notified for the Selection Test.
- 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 field over and above the minimum qualifications and should enclose self-attested copies of the certificates including mark sheets in support thereof.
- 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 employed with government departments/PSUs/Autonomous Bodies have to produce No Objection Certificate at the time of interview without which they would not be allowed to appear for the same.
- Candidates working in PSUs must have at least one year experience in the next lower grade i.e. in the pay scale of Rs. 20600-46500.
- Depending on the experience and qualification, the Company reserves the right to consider an applicant for a higher or lower post than notified above.
- Reservation/relaxations for PWD candidates will be as per Government Directives. Persons with 40% or more disability only would be eligible for the benefit of reservation to PWD category against identified posts only.

