ADVERTISEMENT NO: HRAQ/REC-EX-B/2026-03 DATE: 15/10/2026

Oil India Limited, a Maharatna Public Sector Undertaking invites applications from Indian Nationals to fill up the following posts in Grade A/ B/ C:

A. DETAILS OF POSTS / VACANCIES / MINIMUM ESSENTIAL EDUCATIONAL QUALIFICATIONS / AGE LIMIT AND MINIMUM ESSENTIAL POST QUALIFICATION RELEVANT WORK EXPERIENCE FOR VACANCIES IN GRADE C:

TABLE - I

SN	Post Details			Grade, Pay Scale and Upper Age limits (in years) as on 14/11/2026	Minimum Essential Educational Qualification*, AND Minimum Essential Post Qualification Relevant Work Experience** as on 14/11/2026	Post identified suitable for PwBD
	Post Name & Post Code	No. of Posts #	Details			
1.	Superintending Research Scientist [Post Code: CH-01]	05	UR: 03 OBC(NCL): 01 SC:01	**Grade: C** **Pay Scale:** ₹ 80000-220000 **Upper Age Limit:** • UR: 37 • OBC(NCL): 40 • SC: 42	Candidates must possess: I. Ph.D. in Chemistry with M.Sc. in Chemistry of min. 2 years duration with 60 % marks **OR** Ph.D. in Geology with Master's Degree in Geology/Applied Geology of min. 2 years duration with 60 % marks; **OR** Ph.D. in Chemical Engineering with Master's Degree in Chemical Engineering of min. 2 years duration with 60 % marks; **OR** Ph.D. in Petroleum Engineering with Master's Degree in Petroleum Engineering of min. 2 years duration with 60 % marks. **AND** II. Minimum 04 years of Post Qualification Relevant Work Experience.	b: HH c: OA, OL, CP, LC, Dw, AAV d: SLD, MI e: MD involving b to d above

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B. DETAILS OF POSTS / VACANCIES / MINIMUM ESSENTIAL EDUCATIONAL QUALIFICATIONS AND AGE LIMIT FOR VACANCIES IN GRADE B:

TABLE - II

SN	Post Details			Grade, Pay Scale and Upper Age limits (in years) as on 14/11/2026	Minimum Essential Educational Qualification*, as on 14/11/2026	Post identified suitable for PwBD
	Post Name & Post Code	No. of Posts #	Details			
1.	Senior Officer (Mechanical) [Post Code: ME-02]	14	UR: 07 OBC(NCL): 03 SC:02 ST:01 EWS:01	**Grade: B** **Pay Scale:** ₹60000-180000 **Upper Age Limit:** • UR: 27 • OBC(NCL): 30 • SC: 32 • ST: 32 • EWS: 27	Candidates must have: Bachelor's Degree in Mechanical Engineering of minimum 04 years duration with minimum 65% marks (Excluding Automation / Automobile/ Industrial / Power / Manufacturing / Production / Mechatronics / Mining / Marine / Robotics Engineering etc.)	b: HH c: OA, OL, LC, Dw, AAV d: SLD, ASD (M) e: MD involving b to d above
2.	Senior Officer (Petroleum) [Post Code: PE-03]	04	UR: 03 OBC(NCL): 01	**Grade: B** **Pay Scale:** ₹60000-180000 **Upper Age Limit:** • UR: 29 • OBC(NCL): 32	Candidates must have: Masters degree in Petroleum Engineering / Technology of minimum 02 years duration with minimum 60% marks and having Engineering at Graduation level.	b: HH c: OA, OL, CP, LC, Dw, AAV, d: SLD, MI e: MD involving b to d above
3.	Senior Accounts Officer / Senior Internal Auditor [Post Code: AC-04]	06	UR: 04 OBC(NCL): 01 SC: 01	**Grade: B** **Pay Scale:** ₹60000-180000 **Upper Age Limit:** • UR: 29 • OBC(NCL): 32 • SC: 34	Candidates must be an Associate Member of ICAI / ICMAI	a: LV b: HH c: OA, BL, OL, CP, LC, Dw, AAV, Mdy e:MD involving a to c above

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C. DETAILS OF POSTS / VACANCIES / MINIMUM ESSENTIAL EDUCATIONAL QUALIFICATIONS / AGE LIMIT AND MINIMUM ESSENTIAL POST QUALIFICATION RELEVANT WORK EXPERIENCE FOR VACANCIES IN GRADE A:

TABLE - III

SN	Post Details			Grade, Pay Scale and Upper Age limits (in years) as on 14/11/2026	Minimum Essential Educational Qualification*, AND Minimum Essential Post Qualification Relevant Work Experience** as on 14/11/2026	Post identified suitable for PwBD
	Post Name & Post Code	No. of Posts #	Details			
1.	Hindi Officer (Official Language) [Post Code: HO-05]	02	UR: 01 OBC(NCL): 01	**Grade: A** **Pay Scale:** ₹50000- 160000 **Upper Age Limit:** • UR: 29 • OBC(NCL): 32	Candidates must have: (a) Post Graduate Degree in Hindi. **AND** (b) Minimum 03 years of Post Qualification Relevant Work Experience**.	a: LV b: HH c: OA, BL, OL, OAL, CP, LC, Dw, AAV, Mdy d: SLD, MI e:MD Involving a to d above
2.	Confidential Secretary [Post Code: CS-06]	01	PwBD-01 (Backlog)	**Grade: A** **Payscale:** ₹50000-160000 **Upper Age Limit:** • GEN/EWS: 37 • OBC(NCL): 40 • SC/ST: 42	Graduate with 01/02 years Diploma in Secretarial Practice OR Modern Office Management /Secretarial Practice OR Executive Assistant Diploma OR equivalent with knowledge of computer application. **AND** Having minimum 02 years post qualification experience**.	a: LV b: HH c: OA, BL, OL, OAL, CP, LC, Dw, AAV d: ASD, SLD, MI e: MD involving a to d above

NOTES:

i. # The number of posts indicated above is provisional and may vary depending upon the actual requirement of the Company.

ii. *In respect of the "Minimum Essential Educational Qualification", no variation in the nomenclature of the qualification from that prescribed above against the respective posts, shall be accepted.

iii. ** For the post of **Superintending Research Scientist [Post Code: CH-01]**, the required Post Qualification Relevant Work Experience has been specified under **Para A (Table–I)** read together with the corresponding provisions under **Sl. No. 01 of Para D (Table–IV)** of this advertisement.

iv. ** For the post of **Hindi Officer (Official Language) [Post Code: HO-05]**, the required Post Qualification Relevant Work Experience has been specified under **Para C (Table–III)** read together with the corresponding provisions under **Sl. No. 02 of Para D (Table–IV)** of this advertisement.

v. ** For the post of **Confidential Secretary [Post Code: CS-06]**, the required Post Qualification Relevant Work Experience has been specified under **Para C (Table–III)** read together with the corresponding provisions under **Sl. No. 03 of Para D (Table–IV)** of this advertisement.

vi. In all cases, the **notes and conditions provided under Para D (Table–IV)** shall apply and shall be read in conjunction with the respective eligibility criteria.

vii. For the purpose of determining eligibility, only the relevant work experience acquired after obtaining the Minimum Essential Educational Qualification prescribed for the respective post under Para A or Para C, as applicable, shall be considered.

viii. The Upper Age Limit indicated against each post in the above table(s) represents the maximum permissible age for the respective category of candidates, inclusive of all applicable category-based relaxations admissible under the extant Government guidelines and Company policy. However, age

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relaxations applicable to Persons with Benchmark Disabilities (PwBD), candidates domiciled in the State of Jammu & Kashmir during the period from 01.01.1980 to 31.12.1989, Ex-Servicemen, and the upper age limit prescribed for eligible internal candidates of OIL shall be governed separately in accordance with the provisions contained in Para E(v) to E(viii), as applicable.

ix. For the purpose of reckoning post-qualification experience, the qualifying degree on the basis of which a candidate becomes eligible for the post shall be treated as the prescribed qualification.

x. Reservation/ relaxation for Persons with Benchmark Disabilities (PwBD) candidates shall be as per applicable Government of India Directives. Out of the above notified vacancies, one (01) vacancy shall be reserved for PwBD candidates in Grade B.

xi. The duration of the qualifying educational courses shall be as follows: Bachelor's degree in Engineering must be of minimum 4 years duration, Postgraduate/ Masters Degree/Diploma courses must be of minimum 2 years duration and all other Graduate courses should be of minimum 3 years duration.

xii. All essential educational qualifications must be obtained from Universities/Institutions recognized by the appropriate statutory authorities in India. The qualifying course(s) must also be approved/recognized by the relevant statutory body/council, wherever applicable, and must be recognized for appointment to the posts and services under the Central Government. Candidates who have acquired such qualifications through distance learning or part-time mode shall also be eligible, provided that such qualifications are duly recognized by the relevant statutory authority/council for appointment to the posts and services under the Central Government.

xiii. Candidates applying for the post of Senior Accounts Officer / Senior Internal Auditor and without Membership certificate of ICAI / ICMAI are NOT eligible to apply.

Abbreviations used: UR-Unreserved, ST-Scheduled Tribes, SC- Scheduled Caste, OBC-NCL- Other Backward Classes (Non Creamy Layer), PwBD-Persons with Benchmark Disability, EWS – Economically Weaker Sections, LV-Low Vision, HH-Hard of Hearing, OA-One Arm, OL-One Leg, BA-Both Arms, BL-Both Leg, OAL-One Arm and One Leg, CP-Cerebral Palsy, LC-Leprosy Cured, Dw-Dwarfism, AAV-Acid Attack Victims, ASD-Autism Spectrum Disorder (M-Mild), SLD-Specific Learning Disability, MDy-Muscular Dystrophy, MI-Mental Illness, MD-Multiple Disabilities, NA-Not Applicable.

D. DETAILS OF MINIMUM ESSENTIAL POST QUALIFICATION RELEVANT WORK EXPERIENCE (IN YEARS), ESSENTIAL POST QULAIFICATION RELEVANT WORK EXPERIENCE AND JOB DESCRIPTION:

TABLE-IV

SL. No.:	Name of post, Grade (Post Code)	Minimum Essential Post Qualification Relevant Work Experience	Essential Post Qualification Relevant Work Experience*.	Job Description
1.	Superintending Research Scientist Grade: C Post Code: CH-01	04 Years	Minimum 04 (four) years of "Essential Post-Qualification Relevant Work Experience"* in Scientific, Engineering, R&D, Technology Development, or Applied Engineering roles in domains relevant to oil & gas, energy, chemicals, or materials. Experience should be in one or more of the following areas: petroleum engineering and subsurface systems (drilling, cementing technologies, production systems, artificial lift, flow assurance, reservoir engineering); chemical engineering and process systems (reaction engineering, process development and design, production chemistry, separation processes and flow assurance chemicals); materials science and engineering (corrosion, failure analysis, asset integrity);	The job, inter alia, will involve: • Conducting research, analytical, experimental, and technology development activities, including laboratory, pilot-scale, field validation, and scale-up studies. • Designing, executing, monitoring, and evaluating research projects; analysing data; validating results; and providing scientific and engineering solutions for technology development and operational challenges. • Operating and managing laboratory, pilot plant, and testing

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SL. No.:	Name of post, Grade (Post Code)	Minimum Essential Post Qualification Relevant Work Experience	Essential Post Qualification Relevant Work Experience*.	Job Description
			advanced materials and coatings; nanotechnology / advanced materials: Nanomaterials, nanofluids, functional materials and nano-enabled energy applications and energy systems and emerging technologies (CCUS, hydrogen technologies, energy storage systems, critical mineral processing/ beneficiation). **Note:** Experience in research, experimentation, modelling or simulation, technology development, design and validation or scale up and field implementation or process improvement. Experience in AI/ML, data analytics and digitalization shall be considered relevant only when demonstrably applied to the above domains. Experience should be in the above-mentioned domains and may be gained in roles such as Research Scientist, R&D Engineer, Project Scientist, Senior Research Assistant, Research Associate, Post-Doctoral Research Fellow, Drilling Fluid Specialist, Production Technologist, Flow Assurance Engineer, or Materials / Chemical / Petroleum Engineer in relevant functional areas; or through line functional work experience** in Executive cadre (including Graduate Engineer Trainee / Executive Trainee / Management Trainee). The experience must be acquired in State or Central Government Departments/Organisations/Undertakings, Public Sector Enterprises, Autonomous Bodies, recognized Research or Academic Institutions, and/or reputed private sector organisations/company(ies), as an employee on a permanent, fixed-term, or contractual basis. Preference will be given to candidates with: • Experience in Oil & Gas, Energy, Chemicals, or Materials sectors, including exposure to multidisciplinary R&D, translational research, field operations, or technology scale-up. • Demonstrated research and innovation capability, evidenced by publications in peer-reviewed journals, patents (filed/granted), technology or product development, sponsored research, industry–academia collaborations, or documented contributions to process	facilities, including equipment, consumables, and technical documentation. • Preparing technical reports, SOPs, project documents, publications, and patents. • Ensuring compliance with HSE requirements, statutory regulations, and Good Laboratory Practices (GLP). • Coordinating multidisciplinary R&D, field trials, external collaborations, project planning, and resource management. • Supervising personnel and undertaking related technical, operational, and administrative responsibilities as assigned by Management.

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SL. No.:	Name of post, Grade (Post Code)	Minimum Essential Post Qualification Relevant Work Experience	Essential Post Qualification Relevant Work Experience*.	Job Description
			improvement, pilot-scale validation, or field implementation.	
2.	Hindi Officer (Official Language) Grade: A (**HO-05**)	03 Years	Minimum 03 (three) years Essential Post-Qualification Relevant Work Experience" * while handling matters relating to official language implementation/ promotion, translation etc.	The job, inter alia, will involve: • Implementation and promotion of Official Language (Rajbhasha) policies and compliance with Government guidelines. • Translation of official documents, reports, and communications between Hindi and English. • Monitoring and reporting on Official Language implementation and related activities. • Preparation and vetting of bilingual documents, terminology, and correspondence. • Maintaining records and handling administrative and functional responsibilities related to Rajbhasha work, as assigned by Management.
3.	Confidential Secretary Grade: A **(CS-06)**	02 Years	Minimum 02 (two) years post qualification relevant experience** of working in Secretarial Functions.	Should have knowledge of Secretarial functions including tasks such as managing confidential correspondence, scheduling and coordination of meetings, handling office documentation, liaison with internal and external stakeholders, and providing administrative support to senior executives. • Should have Proficiency in Shorthand and transcription.

NOTES:

* For the purpose of this advertisement, "Essential Post Qualification Relevant Work Experience" shall mean only such full-time work experience as has been acquired after obtaining the Minimum Essential Educational Qualification prescribed for the respective post under Para A or Para C, as applicable.

The experience must have been acquired in functions, assignments, or roles that are directly related to, functionally aligned with, and demonstrably relevant to the duties, responsibilities, competency requirements, domain areas, and Job Description prescribed under Para D (Table-IV) for the respective post. The determination of relevance of such experience shall be made by the Company based on an assessment of the nature of duties performed, functional responsibilities discharged, domain exposure acquired, and the extent of alignment thereof with the requirements of the post concerned. Such assessment shall be undertaken irrespective of the designation, job title, nomenclature, grade, level, or organizational hierarchy under which the experience may have been gained, and the decision of the Company in this regard shall be final and binding.

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Only experience gained while serving as a full-time employee, whether on a regular/permanent, fixed-term, tenure, or contractual basis, in a Central or State Government Department, Public Sector Undertaking (PSU), Autonomous Body, Statutory Body, Government Organization, recognized Research or Academic Institution, or reputed private sector organization/company shall be reckoned towards the prescribed work experience requirement.

Experience acquired through arrangements not constituting full-time employment, including but not limited to part-time, honorary, guest, visiting, apprenticeship, internship, freelancing, self-employment, consultancy (on retainership/stipendiary basis), casual, ad hoc, or hourly-rated engagements, shall not be considered. Teaching experience at school or undergraduate level shall not be treated as relevant. Further, research experience, doctoral fellowship, or similar engagement undertaken prior to acquiring the prescribed qualifying degree shall not be counted towards the prescribed work experience requirement.

The admissibility and relevance of the experience claimed by a candidate shall be determined by the Company based on the documents submitted, the prescribed experience criteria, and the Job Description under Para D (Table-IV), and such decision shall be final and binding.

** For the purpose of this advertisement, "in-line functional work experience" shall mean experience acquired in functions, assignments, or roles that are directly related to, functionally aligned with, and demonstrably relevant to the duties, responsibilities, competency requirements, domain areas, and Job Description prescribed for the advertised post under Para D (Table-IV).

Further, any experience acquired prior to the completion of the minimum essential educational qualification shall not be considered as relevant work experience.

Experience certificates produced by candidates must be issued by a competent and authorized executive of the previous/present organization(s), indicating the name of the employee, designation, date of joining, and date of relieving (as applicable), and should clearly specify the roles and responsibilities performed in the organization.

Following types of documentary proofs towards experience will be considered:

I. For Past Employment (Proof of Work Experience):

Candidates claiming possession of the prescribed post-qualification relevant work experience **must upload/produce an Experience Letter/Service Certificate issued on the official letterhead of the employing organization by a competent and duly authorized officer/executive of the organization.** The certificate must clearly indicate the candidate's name, designation, date of joining, date of relieving (where applicable), and period of employment.

In addition to the above, candidates must also submit a separate document, issued by the employer, explicitly detailing the roles and responsibilities performed by the candidate during the tenure of employment.

Further, in support of the claimed employment, candidates shall mandatorily submit any two (02) of the following documents:
(a) Last Pay Slip / Salary Slip;
(b) Annual Increment Letter;
(c) Promotion Order / Transfer Order;
(d) Provident Fund (PF) Statement clearly indicating the name/details of the employer;
(e) Offer Letter / Appointment Letter clearly indicating the date of joining the organization along with the terms and conditions of employment.

Non-submission of the documents as prescribed above, or submission of incomplete/ambiguous documents, may lead to rejection of the candidature at any stage of the recruitment process.

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II. For Current Employment (Proof of Work Experience):

Candidates claiming possession of the prescribed post-qualification work experience on the basis of current employment **shall submit an Offer Letter/Appointment Letter issued on the official letterhead of the employing organization by a competent and duly authorized officer/executive of the organization.** The said document must clearly indicate the candidate's date of joining along with the terms and conditions of employment. The same must be supported by documentary proof of present employment, such as the latest Pay Slip/Salary Slip or any other valid supporting document evidencing current employment status.

Further, the above shall mandatorily be corroborated by submission of any two (02) of the following documents:

(a) Identity Card issued by the current employer;
(b) Annual Increment Letter;
(c) Promotion Order / Transfer Order;
(d) Provident Fund (PF) Statement clearly indicating the name/details of the employer.

In addition to the above, candidates must also submit a document, issued by the employer, explicitly detailing the roles and responsibilities performed by the candidate during the course of employment.

Non-submission of the documents as prescribed above, or submission of incomplete/ambiguous documents, may lead to rejection of the candidature at any stage of the recruitment process.

Candidates applying for the above posts and who are in regular employment with Government/ Public Sector Undertakings must have minimum two-years' experience in the next lower pay scale or next lower equivalent pay scale.

Pay equivalence for IDA, CDA and Public Sector Banks (PSBs) will be as under:

TABLE-V

Post, Grade, IDA pay scale	**One level Below Grade/ Pay scale (IDA pattern) (as per pay revision for CPSEs 2017) (INR)**	**One level Below Grade/ Pay scale (CDA pattern) for State Govt/Central Govt (INR)**	**One level Below Grade/ Pay scale in PSBs (as per IBA pay revision 2024) (INR)**
Post: Superintending Research Scientist **Grade: C** **IDA pay scale (in INR):** 80000-3%-220000 (E5).	E3 **(**60000-3%-180000)	Level 10 (56100-177500)	Scale-III (85920-105280)
Post: Hindi Officer (Official Language) **Grade: A** **IDA pay scale (in INR):** **Grade A:** ₹ 50,000 -3%-₹1,60,000 (E2).	E1 (40000-3%-140000)	Level 7 (44900-142400)	Scale I (48480-85920)
Post: Confidential Secretary **Grade: A** **IDA pay scale (in INR):** **Grade A:** ₹ 50,000 -3%-₹1,60,000 (E2).	E1 (40000-3%-140000)	Level 7 (44900-142400)	Scale I (48480-85920)

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Notes:

i. Candidates working in State Govt. Organizations or Other Organizations (Govt./PSUs/other Govt. agencies/ autonomous bodies of Govt) which are following pay scales other than that mentioned in Table-V above will be required to submit certificate/valid documentary proof issued by their organisation indicating the level at which their pay scale is placed vis-a-vis IDA/CDA/PSU bank pay scale, whichever is applicable.

ii. Candidate working in private sector having a minimum annual turnover of Rs.500 Crores of the company will only be eligible. The same should be supported by valid documentary proof.

iii. In respect of candidates applying for the notified posts who are presently in regular employment in Government Departments or Public Sector Undertakings, the eligibility condition relating to minimum service in the next lower pay scale shall be determined with reference to the applicable IDA pay scale (or its equivalent), as prescribed for the respective grade under Table V above. In cases where such applicable IDA pay scale (or its equivalent) is operated across more than one executive level within the organization, the requirement of a minimum of two (2) years' service in the next lower pay scale or its equivalent shall be reckoned with reference to the executive level immediately below the highest executive level at which such pay scale is operated. The candidate must have rendered a minimum of two (2) years of service in such identified executive level as on the cut-off date specified in this advertisement.

iv. Post-Retirement Medical Benefits (PRMB) under Defined Contributory Scheme will be extended to those who superannuate from OIL after rendering a minimum of 20 years of continuous service in OIL/any other CPSE/Govt. without any break in the service in between.

E. EDUCATIONAL QUALIFICATION, EXPERIENCE & AGE RELAXATION:

(i) Candidates applying for any of the posts must possess the requisite Minimum Essential Educational Qualifications, as applicable, as indicated under Para A, B & C above.

(ii) Reservation will be applicable for SC/ST/OBC-NCL/ EWS/ PwBD as per Government guidelines issued on the matter from time to time.

(iii) The age of candidate should be as per 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.

(iv) The upper age limit shall be as indicated in the tables under Para A, B & C, above.

(v) 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.

(vi) In case of candidates belonging to Persons with Benchmark Disabilities (PwBD) age relaxation will be as per Government Directives.

(vii) Age relaxation for Ex-Servicemen will be 5 years.

(viii) Upper age limit for the internal candidates of OIL who are otherwise eligible to apply against the above-mentioned posts is 54 years.

(ix) Candidates having PhD in the relevant discipline will be given 03 years age relaxation for the posts mentioned under Table II & III.

(x) After applying all applicable age relaxations, including those admissible to internal as well as to external candidates, the maximum upper age limit shall, in no case, exceed 54 years for all candidates.

F. 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 in Grade B as mentioned in Para **B**. **DETAILS OF POSTS/VACANCIES/ ESSENTIAL EDUCATIONAL QUALIFICATIONS/AGE LIMIT IN GRADE B** except for the Post Code: **AC-04,** will be appointed under the 'Scheme for Induction Level Engineers/Officers on Probation'. The candidates will be placed in Grade B in the pay scale of ₹ 60,000-

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1,80,000 (starting Basic Pay of ₹ 60,000). 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) Provisionally selected candidates for all posts will have to serve a probationary period of one year and will be confirmed in writing after successful completion of the same.

(iv) Approximate gross emoluments in Grade C, Grade B and Grade A at minimum of scale will be around ₹ 1,50,000, ₹ 1,20,000, and ₹ 90,000, respectively.

G. APPLICATION FEES

(i) Non-Refundable Application Fees will be as under:

TABLE-VI

Category	Application Fee Amount (₹)
General/ OBC (NCL)	500 + Applicable taxes
SC/ST/PwBD/EWS/Ex-Servicemen	Nil

(ii) Application fee once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before the payment of the application fee.

H. SELECTION PROCESS:

i. The Selection Process for the posts mentioned in Para A (Table–I) and Para B (Table–II) shall comprise of Computer Based Test (CBT) and Personal Interview (PI), details of which are as under:

TABLE-VII

Phase	Selection Test	Total Marks	Contribution to Final Score*	Qualifying Marks
Phase-I	Computer Based Test (CBT)	100	85 Marks	50 out of 100 for UR posts and posts reserved for OBC(NCL) & EWS. 40 out of 100 for posts reserved for SC, ST & PwBD.
Phase-II	Personal Interview (PI)	15	15 Marks	No qualifying marks

NOTES:

The Computer Based Test (**CBT**) carries **100 marks** and contributes a maximum of **85%** to the final score.

The Personal Interview (**PI**) marks obtained out of **15** will be added to the candidate's CBT marks to derive the final score.

Accordingly, the **Final Score*** for preparation of the merit list shall be computed out of a total of **100 marks** as under:

*** Final Score = (CBT Marks obtained out of 100 × 0.85) + PI Marks obtained out of 15**

a) **Any further percentage-based calculation, scaling, conversion, or alternative method of computation shall not be applied to the PI marks. Any interpretation to the contrary shall be treated as incorrect.**

b) The total duration of the Computer Based Test (**CBT**) will be **01 (One) hour and 30 (Thirty) minutes**. Compensatory time shall be allowed as per Government guidelines for Persons with Benchmark Disabilities.

c) Candidates qualifying in the Computer Based Test (**CBT**) shall be called for Personal Interview (**PI**) in the ratio of **1:5**, **based on marks obtained in CBT**.

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d) The **final merit list** shall be prepared **strictly based on the combined score computed as per the above formula** and shall be **arranged in descending order of merit**.

ii. The Selection Process for the posts mentioned in Para C (TABLE-III) shall consist of Phase-I, i.e., Computer Based Test (CBT), followed by Phase-II, i.e., Proficiency Test / Skill Test, as detailed below:

TABLE-VIII

Phase	Selection Test	Total Marks	Contribution to Final Selection	Qualifying Marks
Phase-I	Computer Based Test (CBT)	100	100 Marks	50 out of 100 for UR posts and posts reserved for OBC (NCL) 40 out of 100 for posts reserved for PwBD
Phase-II	Proficiency Test / Skill Test	100	Qualifying Only (No Weightage)	50 out of 100

NOTES:

i) The Computer Based Test (CBT) carries 100 marks and shall be the **sole basis for preparation of the final merit list for the** posts mentioned in Para C (TABLE-III), subject to the candidate qualifying in the Proficiency Test / Skill Test.

ii) The Proficiency Test / Skill Test shall be of **qualifying nature only**, which shall **not carry any weightage** in final merit determination, and only those candidates who secure the prescribed minimum qualifying marks therein shall be considered within the zone of consideration for final selection. Candidates failing to secure such qualifying marks shall be disqualified, irrespective of their performance in the CBT.

iii) Accordingly, the final merit list shall be prepared **solely on the basis of marks obtained in the CBT (out of 100)** for candidates who qualify in the Proficiency Test / Skill Test and shall be arranged in descending order of merit.

iv) The total duration of the Computer Based Test (CBT) will be **01 (One) hour and 30 (Thirty) minutes**. Compensatory time shall be allowed as per Government guidelines for Persons with Benchmark Disabilities.

v) Candidates who qualify in the CBT shall be shortlisted for the Proficiency Test / Skill Test, in the ratio of **1:2**, in order of merit. The Proficiency Test / Skill Test shall comprise **Shorthand & Transcription** for the post of "Confidential Secretary" and Translation, Essay, Writing, Computer Application & Bilingual Typing skill/proficiency components as applicable for the post of "Hindi Officer (Official Language)".

vi) Screening and selection shall be based on the details furnished by candidates. Applicants must furnish **accurate, complete, and correct information**. Furnishing of incomplete, incorrect, or false information shall result in **disqualification**, and if detected at any stage, including after appointment, the candidature/appointment shall be **cancelled/terminated**.

I. PHYSICAL FITNESS

Appointment of provisionally selected candidate(s) is subject to his/her being declared medically fit as per the standards prescribed in the Physical Fitness criteria available on OIL's website. 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 Government 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). It needs to be also noted that, appointment of the

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provisionally selected candidate will be cancelled if he/she is not found medically fit by the Company's Medical Board.

J. DOCUMENT(S)/CERTIFICATE(S)/TESTIMONIAL(S):

(i) Candidate(s) must possess all the requisite document(s)/certificate(s)/testimonial(s), as applicable, and shall be required to produce/upload the same, in original along with self-attested copies, at the appropriate stage(s) of the recruitment process, including for the purpose of submission through the online application system and/or verification during the selection process.

(ii) 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) Degree / Diploma certificate along with mark sheets pertaining to all the academic years / semester 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.

(iv) 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, if applicable.

(v) Relevant Post Qualification Work Experience certificates, if applicable.

(vi) Caste Category certificate of SC/ST/OBC in the Government prescribed format, if applicable.

(vii) Valid OBC Non-Creamy Layer Category (NCL) Certificate in the Government prescribed format, if applicable.

(viii) Valid Income & Assets Certificate to be Produced by Economically Weaker Section (EWS) in the Government prescribed format, if applicable.

(ix) Valid Disability certificate for Proof of Disability in the Government prescribed format for the Persons with Benchmark Disabilities (PwBD), if applicable.

(x) Valid Discharge Certificate/Book/Service and Release Certificate for Ex-Servicemen (pages containing Personal Particulars and Service Particulars), if applicable.

(xi) Candidates in employment of Public Sector Undertaking/ Govt. Service will be required to produce No Objection Certificate (NOC) from their employer at the time of document verification / interview. In case NOC is not submitted at the time of interview the candidate may be provisionally allowed to appear in the interview subject to submitting an undertaking that he/she will submit the NOC within a stipulated time frame or bring / produce proper relieving letter from the existing employer before joining OIL, if selected.

K. VERIFICATION OF DOCUMENTS

(i) The candidature of the applicants would be provisional and subject to subsequent verification of all the submitted certificates/testimonials, experience, etc.

(ii) All the documents/certificates/testimonials submitted by the candidate(s) at the time of selection process shall be verified from the concerned issuing authorities.

(iii) The information furnished by the candidate(s) in the application with regard to qualification, age, category etc. shall be cross-checked from the original documents at the time of Personal Interview/ Proficiency Test/Skill Test.

(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.

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L. SERVICE BOND

The selected candidates in Grade B as mentioned in **Table B** above will have to execute a bond to serve the Company for a minimum period of three years from the date of joining the Company. However, Service Bond is not required for Post Code **AC-04**.

M. POSTING

The provisionally selected candidates can be posted in any of the operational areas/offices of Oil India Limited as per the requirements of the Company. Although the projected vacancies are primarily for postings at Field Headquarters, Duliajan, Assam, the Company reserves the right to post the selected candidates at any of its operational areas/offices depending upon organizational requirements. The services of the selected candidates shall also be transferable as per the requirements of the Company.

N. GENERAL INFORMATION AND INSTRUCTIONS

(i) Only Indian nationals are eligible to apply.

(ii) 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 a resident of and other details, as necessary.

(iii) For claiming the benefit 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).

(iv) 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.

(v) Candidate(s) seeking reservation under Economically Weaker Sections (EWS) category 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).

(vi) If the SC/ST/OBC(NCL)/PwBD/EWS certificate (as applicable) 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 at the time of Personal Interview (PI)/ Proficiency Test/Skill Test.

(vii) 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% (minimum) 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.

(viii) In case of Ex-Servicemen (as defined in the OM No: 36034/1/06- estt. (sct) Dated: 4/10/2012), candidate(s) must produce a valid Zila Sainik Welfare Office registration card and valid Discharge Book/Service and Release Certificate for Ex-Servicemen (pages containing Personal Particulars and Service Particulars).

(ix) 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.

(x) Candidate(s) are advised to carefully read the full advertisement for details of eligibility criteria and selection modalities before submission of the online application form and they are advised to furnish the correct information about their qualification, age, category etc.

(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

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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 candidate(s) must have an active e-mail ID and mobile number which must be valid till the process of recruitment is over since communication with the candidate(s) will take place through e-mail/SMS. Same e-mail ID and mobile number cannot be used by any other candidate for filling the online application form for this notification. No change in the e-mail ID and mobile number will be allowed.

(xiii) Candidate(s), who will appear for Computer Based Test/ Next stage of selection process, will be intimated through e-mail/SMS.

(xiv) Mere issue of admit card/call letter to the candidate(s) for any stage of the selection process will not imply that his/her candidature has been finally accepted by OIL. If due to any unintentional/inadvertent/undue error, an admit card/call letter has been issued to an ineligible candidate, in such a case, the admit card/call letter will be considered as invalid and the candidature of such a candidate will be summarily rejected on detection at any stage of the selection process.

(xv) OIL will not be responsible for any loss/non-delivery of e-mail/SMS/any other communication sent, due to invalid/wrong e-mail ID/mobile number/contact details furnished by the candidate.

(xvi) Candidate(s) will be required to carry their valid photo identity proof (PAN Card/Driving Licence/Voter ID Card/Aadhaar Card/Passport etc.) for the selection stage. The photo identity proof will be checked and verified during the test. Candidate(s) without a valid photo identity proof will not be allowed to appear for the selection stage.

(xvii) Compensatory time of 20 minutes per hour of the Computer Based Test (CBT) shall be provided to candidates with benchmark disabilities, as defined under Section 2(r) and Section 2(s) of the RPwD Act, 2016. Further, the facility of a scribe shall be allowed to such candidates who have a limitation in writing, including that resulting from blindness, locomotor disability (affecting the writing hand), cerebral palsy, or any other specified disability, subject to the production of a certificate from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government healthcare institution. The certificate must state that the candidate has a physical limitation to write and that a scribe is essential to write the examination on his/her behalf, as per the proforma at APPENDIX-I (for persons with 40% or more disability) or APPENDIX-I(A) (for persons with less than 40% disability). The qualification of the scribe must be one level below the qualification prescribed for the post applied for by the candidate. Candidates opting to use a scribe must submit the scribe's details in the format given at APPENDIX-II. The scribe must bring a recent colour photograph and at least one ORIGINAL and valid photo identification document (such as Voter ID, Driving License, PAN Card, Passport, or Aadhaar Card) on the day of the CBT. Candidates shall arrange their own scribes at their own cost.

(xviii) Provisionally Selected candidate 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 or in case the verification report received from the Issuing Authorities reveals that any of the documents/certificates/testimonials submitted by the candidate is/are false/fake/incorrect or any adverse report of character and antecedents is received from the appropriate authority or in the event of giving any false declaration in the Personal Bio-data/Joining Report filled and duly signed at the time of employment.

(xix) The above-mentioned prescribed qualifications are minimum and mere possession of the same does not entitle candidates to be called for the Selection Process.

(xx) 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 qualifications.

(xxi) 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.

(xxii) Oil India Limited strives to have a workforce which reflects gender balance and candidates of all genders are encouraged to apply.

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(xxiii) If more than one application is received from a candidate, most recent (current) application will be considered as final.

(xxiv) 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.

(xxv) The candidates called for Personal Interview (PI)/ Proficiency Test/Skill Test will be reimbursed to and fro 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)/ Proficiency Test/Skill Test, 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); only economy class air fare will be reimbursed. No Travelling expense would be payable to candidates called for the CBT.

(xxvi) Candidate(s) have to make their own arrangement for lodging and boarding for appearing in any stage of the selection process. No accommodation or arrangement for keeping documents or belongings will be provided during the entire selection process.

(xxvii) 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 only.

O. CUT-OFF DATE:

The Cut Off date for age, experience, qualification and all other matters shall be reckoned as 14/11/2026.

P. HOW TO APPLY

A. GENERAL INSTRUCTIONS	
1.	Please read the instructions carefully and click on the "Click Here" hyperlink next to the "To Register" bullet point to initiate the registration process for the OIL Online Application.
2.	For detailed notification, please click the **"Click here"** Hyperlink button in front of the **"To read Advertisement"**. Please read it carefully before filling the on-line application.
3.	Before start of filling-up of application through on-line mode, the candidate should keep ready, the following details/documents: a) Valid E-mail ID & Mobile Number. b) Scanned copy of the recent passport size color Photograph *(not older than 3 months)*. Candidates should ensure that the same photograph is used throughout this recruitment process. c) Scanned signature in JPG/JPEG format.
4.	Category [General (UR)/EWS/SC/ST/OBC(NCL)/ESM/PWD] once filled by candidate in the on-line application form will not be changed.
B. HOW TO APPLY	
1.	Candidates should have a valid personal E-mail ID and Mobile Number. The E-mail ID and Mobile Number entered by the candidate in his/ her Online Application Form must remain valid throughout the recruitment process. Application Sequence Number, password and all other important communication will be sent on the same registered e-mail ID & Mobile No. (Please ensure that email sent to the mailbox of registered E-mail ID is not redirected to junk /spam folder).
2.	Candidates should take the utmost care in furnishing / providing the correct details while filling-up the on-line application. **YOU CAN EDIT THE INFORMATION ONLY BEFORE SUBMISSION OF APPLICATION BECAUSE ONCE THE FORM IS SUBMITTED, IT CAN NOT BE EDITED.**
3.	The process for submitting the application is given below: **Step-I:** Registration of Personal Details and Contact details. User-Id and password will be sent through e-mail / SMS on registered E-Mail and Mobile Number. **Step-II**: Re-Login to complete the fields of Personal Details, Additional Details, Communication Details, Qualification Details, Experience Details, Declaration, upload relevant Documents (photo and signature) and to submit Application Fee (wherever applicable) online via SBI e-Pay Lite Payment Gateway.

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4.	Application once submitted cannot be withdrawn. Application fee and other charges, as applicable, once paid will not be refunded in any case / circumstances and neither the same shall be held reserved for any other recruitment OR selection process.

C. STEP-I: REGISTRATION/SIGN-UP

1.	The candidate should fill up all the required information, i.e., Personal Details, Contact Details, etc. correctly and press Generate OTP button.
2.	OTPs will be sent to the candidate's Mobile No. & E-mail ID, separately. The candidate must enter both OTPs to verify Mobile No. & E-mail ID, respectively.
3.	Candidates agreeing the terms & conditions may apply by clicking **'I Agree'** Check box given after the Declaration and then re-verify the selected/entered values by clicking the **"Re-verify"** button and then ticking the Check Boxes, if the entered values are displayed correctly, and pressing the **"Submit"** button.
4.	After clicking **SUBMIT** button/ tab, the candidates will receive Application Sequence No. (User ID) & Password on their E-mail ID and Mobile No. Now, candidate has to Click **"Go To Application"** button (given on top right corner) to reach to Step-II.

D. STEP-II: FILLING-UP OF APPLICATION

1.	After signing-up, candidate can either go to the Step-II (for filling up application details) by clicking the **"Go To Application"** button OR if the candidate has logged out after registration then the candidate can re-login by entering the User Id and Password on Login page and then clicking on **"LOGIN"** button. Then the candidate has to click on "Go To Application" button at top right corner for filling-up Personal Details, Additional Details, Communication Details, Qualification Details, Declaration, Upload relevant Documents (photo and signature). After filling all required details Candidate must submit the application and pay applicable Application Fee online via SBI e-Pay Lite Payment Gateway.
2.	Instructions regarding scanning of Photograph, Signature: Candidates should upload the scanned (digital) image of their photograph and signature in Jpg/jpeg format, as per the process given below: • Photograph Image: o Please upload one recent passport size photograph with white background (not more than 3 months old). o Photographs in cap/hat/dark glasses will not be acceptable. Religious headwear is allowed but it must not cover the face. o The size of the image should be min. 100 KB and max. 200 KB. o Image should be .jpg or .jpeg format. o Scanner dpi should be 200 dpi. o The dimension should be 3.5 cm (width) x 4.5 cm (height). • Signature image: o The applicant has to sign on white paper with Black ink pen. o The signature must be signed only by the applicant and not by any other person. o Please scan the signature area only and not the entire page. o Please upload your recent signature: min. 80KB to 150KB (only .jpeg or .jpg format).
3.	After uploading Photograph and Signature, click on "Preview" tab and check whether particulars filled are correct in all respects. In case of any error, the same can be edited before finally clicking on "Submit" tab. Once the application is submitted, candidates automatically will be redirected to SBI e-Pay Lite payment gateway to deposit the fee. • Non-refundable application fees of Rs. 500/- (plus applicable taxes) is to be paid by the candidates. • SC/ST/PwBD/EWS/Ex-Servicemen are exempted from payment of application fee.
4.	Guidelines for remittance of fee are as under: • Post submission, the candidate will be re-directed to SBI e-pay Lite payment gateway to make the online payment of application fees. • Kindly verify the details and make the payment for application fees. • Post successful payment of application fees, candidate will be redirected to his/her application form. • Candidate may keep Payment Acknowledgement Slip (If Applicable) with him/her for future use.
5.	**Printing of the submitted Application Form: -** On successful submission of the Application Form and after payment of the Application Fee, the candidate should print his/ her Application Form, containing the details submitted by the candidate, by pressing "PRINT" button and saving/ printing his/ her Application Form in PDF form. PLEASE RETAIN THE PRINT OUT OF THE APPLICATION FORM WITH YOU FOR FUTURE REFERENCES.
6.	More than one registration / application should not be submitted by any candidate for any particular post. In case of multiple applications, the applicant should note that only the online application with higher "Application Sequence Number" shall be entertained and fee paid against one "Application Sequence Number" shall not be adjusted against any other "Application Sequence Number".

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7.	Technical queries/clarifications relating to the filling up of ON-LINE APPLICATION may be raised in the Helpdesk Tab available on the application portal after login or please feel free to contact **"Help Desk" Phone No: 9513253397** between Monday to Friday (During 10 AM to 5 PM).

Q. IMPORTANT DATES

Important Dates	Opening of OIL website for online submission of application	**16:00 hours on 15/10/2026** (As per server time)
	Last date for submission of online application in OIL	**11:00 hours on 14/11/2026** (As per server time)
	Date of Computer Based Test (CBT)	**28/12/2026** (Tentative) (Exact date shall be intimated at the time of issue of Admit Cards)
	The Cut Off date for age, experience, qualification etc. shall be reckoned as 14/11/2026	

R. IMPORTANT NOTICE TO ALL CANDIDATES

- Candidates are advised in their own interest to apply online much before the closing date and not wait till the last to avoid the possibility of congestion in server to logon, etc.
- All future announcements pertaining to the above vacancy 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".

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