



ऑयल इंडिया लिमिटेड

(भारत सरकार का उद्यम)

Oil India Limited

(A Government of India Enterprise)

Conquering Newer Horizons

OIL INDIA LIMITED, a Navratna Public Sector Undertaking is the pioneering and second-largest national upstream Oil and Gas Company with a pan India presence and growing global footprint. OIL is all set to conquer newer horizons of all-round growth and excellence.

OIL 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 India Ltd. invites applications from Indian Nationals to fill up the following post for its Corporate Office, Noida

Sl No	Post, Grade & Scale of Pay	No. of post	Educational Qualification
1.	Senior Assistant –I (Hindi Translator) Grade – VII Scale of Pay: Rs.16000-34000 Post Code: 2018:01	01	<ol style="list-style-type: none">1. Must be a Graduate from recognized university with at least 45% marks in Hindi as a major subject as well as English as one of the elective subjects in Pass course.2. Must have Certificate or Diploma in Hindi Translator Course from a recognized institute.3. Must have 06 (six) months Diploma/ Certificate in Computer Applications and be conversant with bilingual processing (i.e. Hindi & English Typing).4. Must have minimum 01 (one) year post qualification experience in Hindi to English and vice versa translation jobs.

For details regarding how to apply, format of application, experience requirement, selection, etc. please visit our website www.oil-india.com.

Last date of receipt of applications is ...21.05.2018.....



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- A. OIL INDIA LIMITED, a Navratna Public Sector Undertaking is the pioneering and second-largest national upstream Oil and Gas Company with a pan India presence and growing global footprint. OIL is all set to conquer newer horizons of all-round growth and excellence.

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- B. Maximum Age Limit as on the date of application:

i)	General	:	30 years
ii)	OBC (NCL)	:	33 years
iii)	SC/ST	:	35 years
iv)	PWD-General	:	40 years
	PWD-OBC (NCL)	:	43 years
	PWD-SC/ST	:	45 years
v)	Ex-Serviceman	:	As per Central Govt. rules

Persons with disability would be eligible for age relaxation who suffer from not less than 40% of relevant disability and is certified by a Medical Board appointed by Central/State Government.

- C. PAY AND ALLOWANCES: Starting Basic Pay is Rs.16000 per month in the pay scale of Rs.16000-34000 plus other allowances applicable as per Company Rules.

D. **SELECTION PROCEDURE:** Selection will be through Written Test, Computer Operation Application test and Medical Examination by OIL Board.

E. **GENERAL CONDITIONS:**

- i) Only shortlisted candidates shall be called for written test and computer operation application test.
- ii) Candidates already employed in Government, PSUs, Autonomous Bodies must apply through proper channel or produce 'No Objection Certificate' .
- iii) The applicant should be registered in the Employment Exchange and must quote Employment Exchange Registration Number in the application.
- iv) Final selection will be subject to Verification of Certificates, Pre-employment Medical Examination, Police Verification Report of Character & Antecedents and after compliance of all other formalities as per the rules of the Company.
- v) Management reserves the right to raise the minimum educational qualification in the event of higher response and also to cancel the entire process of recruitment without assigning any reason thereof.
- vi) Incomplete application will be summarily rejected.
- vii) A candidate may be rejected at any stage if his/her certificates/testimonials etc are not found to be in order or as per our requirements.
- viii) Candidates belonging to SC/ST/OBC(NCL)/PWD/Ex-Serviceman category will have to produce valid certificates issued by appropriate authority at the time of interview.
- ix) Canvassing in any form whether directly or indirectly shall amount to REJECTION of candidature.
- x) Applications received after the last date of submission will neither be entertained nor returned.
- xi) Candidates should submit applications by ORDINARY POST only.

(OIL SHALL NOT BE RESPONSIBLE FOR ANY POSTAL DELAY)

F. **How to Apply:**

Candidates meeting the above criteria may apply in the form given below in capital letters and the completed application form with a recent passport size photograph pasted on top along with attested copies (attested by Gazetted Officer) of certificates and forward application in an envelope superscribed with 'Post Applied for Hindi Translator' and 'Post Code No. 2018:01' to Deputy General Manager (Administration), Oil India Limited, Plot No. 19, Sector – 16A, Noida – 201 301, UP.

G. **Last date of Application: 21.05.2018.**

**OIL INDIA LIMITED
Application Form**

1. POST NAME :

2. POST CODE :

3. FIRST NAME :

4. LAST NAME :

Paste a recent
passport size
photograph

5. GENDER (Please tick) : Male Female

6. DATE OF BIRTH (DD/MM/YYYY) :

7. FATHER'S NAME :

8. NATIONALITY :

9. STATE OF DOMICILE :

10. MARITAL STATUS (Please tick) : Married Unmarried

11. CATEGORY (Please tick) : SC ST OBC(NCL) GEN

12. WHETHER PHYSICALLY CHALLENGED (Please tick) : Yes No

13. IF YES, PERCENTAGE OF DISABILITY %

14. EMPLOYMENT EXCHANGE REGD. NO. & PLACE OF REGISTRATION

15. EDUCATIONAL QUALIFICATION:

A) Qualification (as required for the post)	Percentage of Marks *	Passing Year	Subjects	Institute/University

B) Qualification (as required for the post)	Percentage of Marks *	Passing Year	Subjects	Institute/University
1. Certificate in Hindi Translator Course				
2. Diploma in Computer Application				

*ONLY PERCENTAGE SHOULD BE MENTIONED AND SHOULD NOT BE ROUND OFF .CGPA/Grades should be converted into percentage and mentioned in the 'Percentage of Marks 'column.

Conversion
Formula(if any):

16. *EXPERIENCE(If any)

Name of the Organization & Address	Period of Employment		Post held	Pay scale	Salary drawn	Nature of duties
	From (mm/yyyy)	To (mm/yyyy)				

*Attach separate sheet, if necessary

17. ADDRESS FOR COMMUNICATION :

PIN CODE

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18. NEAREST RAILWAY STATION (For TA Purpose) :

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19. Email ID (mandatory) :

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20. Telephone Number :

LANDLINE:		MOBILE:	
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I hereby declare that the particulars stated in the application form are true, correct and complete to the best of my knowledge and belief and nothing has been concealed. In case any of the information is found to be false, incorrect and misleading at any stage, I shall have no claim against cancellation of my candidature and/or taking other legal action as deemed fit by OIL.

Date: _____

Signature of the candidate

Enclosures:(in sequence/highlighted)

1. Educational qualification certificates & Mark Sheets.
2. Age certificate.
3. Caste/Tribe certificate (if applicable).
4. Disability certificate in case of person with disability (if applicable).
5. Experience certificate(if applicable)

नई उंचाइयों की ओर अग्रसर

ऑयल इंडिया लिमिटेड एक नवरत्न सार्वजनिक क्षेत्र का उद्यम है और यह तेल और गैस के अपस्ट्रीम क्षेत्र की दूसरी बड़ी राष्ट्रीय तेल कंपनी है जिसका प्रचालन भारत के अनेक भागों और विश्व के अनेक देशों में फैला हुआ है। यह अपने कार्यक्षेत्र में समग्र विकास और उन्नति के उत्कर्ष की ओर अग्रसर है ।

इसका मुख्य कार्य कच्चा तेल और प्राकृतिक गैस का अन्वेषण, उत्पादन और परिवहन है । साथ ही इसके द्वारा अपने क्षेत्र मुख्यालय दुलियाजान, जिला- डिब्रूगढ़, असम में एल पी जी का भी उत्पादन किया जाता है ।

ऑयल इंडिया लिमिटेड द्वारा भारत के नागरिकों से निगमित कार्यालय, नोएडा में निम्नलिखित पद के लिए आवेदन आमंत्रित किया जाता है :-

क्र.सं.	पद, ग्रेड एवं वेतनमान	पदों की संख्या	शैक्षणिक योग्यता
1.	वरिष्ठ सहायक-I (हिन्दी अनुवादक ग्रेड - VII) वेतनमान 16000-34000 पोस्ट कोड 2018 :01	01	<ol style="list-style-type: none">1. किसी मान्यता प्राप्त विश्वविद्यालय से 45 % प्राप्तांक के साथ मुख्य विषय के रूप में हिन्दी में स्नातक और आवेदक के पास पास-कोर्स में अंग्रेजी एक अन्य विषय होना चाहिये ।2. किसी मान्यताप्राप्त संस्थान से हिन्दी अनुवादक के कोर्स का सर्टिफिकेट अथवा डिप्लोमा होना चाहिए ।3. कंप्यूटर अनुप्रयोग में 06 महीने का डिप्लोमा कोर्स / सर्टिफिकेट एवं द्विभाषी प्रसंस्करण (हिन्दी एवं अंग्रेजी टंकण) का ज्ञान होना चाहिये ।4. हिन्दी से अंग्रेजी और अंग्रेजी से हिन्दी में अनुवाद कार्य करने का कम से कम 01 वर्ष का अनुभव होना चाहिये ।

आवेदन के प्रारूप, नियम, अनुभव अर्हता चयन आदि की जानकारी प्राप्त करने के लिये हमारे वेबसाइट www.oil-india.com को देखें ।

आवेदन प्राप्त करने की अंतिम तिथि 21.05.2018 है ।