



ADVERTISEMENT NO. OIL/ADMN/13A/25-26/240

Date: 8<sup>th</sup> August'2025

Oil India Limited (OIL) is a Maharatna Public Sector Undertaking under Ministry of Petroleum and Natural Gas engaged in Exploration & Production of Crude Oil and Natural Gas with Pan India presence with growing Global footprint.

OIL invites applications from eligible Indian Nationals for the following posts for its Offices in Noida (UP) and Delhi.

GRADE-III (PAY SCALE ₹ 26,600.00 – 90,000.00)			
Sl. No.	Post Name & Post Code	Essential Qualification as on the crucial date i.e. 08/09/2025	No. of Vacancies
1.	Jr. Office Assistant- 1, (Post Code: COJOA:01:2025)	(i) Passed 10+2 or equivalent in any stream from a Govt. Recognized Board/ University. (ii) Passed Diploma/Certificate in Computer application of minimum 06(six) months duration and should be fully conversant with MS Word, MS Excel, MS PowerPoint, etc.	10

- Please note that, candidates possessing the aforesaid qualifications should only apply for the notified post code.

**Reservation:**

CATEGORY	SC	ST	OBC(NCL)	EWS	UR	Total
Vacancies / Posts	2	---	1	1	5	9
Backlog	---	---	1	---	---	1
Total Post						10

**Note:**

- In addition to the reservation of posts for SC, OBC (Non-Creamy Layer) and EWS, posts will also be reserved for Persons with Benchmark Disabilities and Ex-Servicemen as per Government of India guidelines/instructions.
- Reservation for Persons with Benchmark Disabilities:  
Grade-III: LV: 01 No.
- The above posts are identified suitable for Persons with Benchmark Disabilities as given hereunder:

Post Codes	Persons with Benchmark Disabilities
COJOA:01:2025	(a) : LV; (b) : HH; (c) : OA, BL, OL, OAL, CP, LC, Dw, AAV, MDy; (d) & (e) : ASD (M), SLD, MI, MD involving (a) to (d).

**Abbreviations:** UR=Unreserved, ST=Scheduled Tribes, SC=Scheduled Caste, OBC(NCL)=Other Backward Classes (Non-Creamy Layer), EWS=Economically Weaker Sections, LV=Low Vision, HH=Hard of Hearing, OA=One Arm, BL=Both Legs, OL=One Leg, OAL=One Arm and One Leg, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, MDy=Muscular Dystrophy, ASD=Autism Spectrum Disorder (M=Mild), SLD=Specific Learning Disability, MI=Mental Illness, MD=Multiple Disabilities, etc.

### **1.0 AGE-LIMIT (AS ON THE CRUCIAL DATE i.e. 08/09/2025):**

Post code	Maximum Age Limit			
	General	SC	ST	OBC(NCL)
COJOA:01:2025	30	35	30	33

- (i) Minimum age limit is 18 years for all categories and age relaxation to Persons with Benchmark Disabilities/Ex-Servicemen shall be as per Government of India directives.
- (ii) Date of Birth (DOB) as mentioned in the Admit Card or Pass Certificate or Marksheet of Class 10 issued by the concerned Government Recognized Education Board will only be considered as valid proof of date of birth. No other document will be accepted for verification of date of birth.
- (iii) Age relaxation of 5 years will be applicable for candidates who have ordinarily been domicile 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.
- (iv) Internal OIL employees will be allowed age relaxation to the extent of service rendered by them as OIL employees for being considered in direct recruitment subject to a maximum age limit of 50 years. This is subject to fulfilment of the requisite notified criteria.

### **2.0 CONCESSIONS & RELAXATIONS:**

- (i) Relaxations in age will be provided to the respective categories, as given in the relevant clause 1.0 hereinabove.
- (ii) SC/ST/EWS/Persons with Benchmark Disabilities/Ex-Servicemen candidates are exempted from payment of online application fee.
- (iii) Eligible SC/ST/Persons with Benchmark Disabilities candidates appearing in applicable selection test(s) will be reimbursed 2nd class Rail/Bus fare by the shortest route on production of proof as per rules.

### **3.0 SELECTION METHODOLOGY:**

- (i) The selection process shall consist of a Computer Based Test (CBT) wherein the qualifying marks for the Computer Based Test (CBT) will be 50% for UR/ OBC(NCL)/ ST/EWS posts. For the posts reserved for SC/ PwBD the qualifying marks for the Computer Based Test (CBT) will be 40%.
- (ii) Candidates will be called for Computer Based Test (CBT) on the basis of their declaration in the online application form.
- (iii) The question paper for Computer Based Test (CBT) will consist of 3 (three) sections as detailed hereunder viz. (A) English Language & General Knowledge/Awareness with some questions on Oil India Limited; (B) Reasoning, Arithmetic/Numerical & Mental Ability and (C) Relevant Technical Knowledge in the course curriculum depending on the trade/discipline. Accordingly, the Computer Based Test (CBT) will assess the candidates on the following parameters and distribution of marks:

Section / Part	Parameters	Percentage of Marks
A	English Language & General Knowledge/Awareness and Questions on Oil India Limited.	20%
B	Reasoning, Arithmetic/Numerical & Mental Ability	20%
C	Domain or Relevant Technical Knowledge: Questions will be based on the qualification prescribed for the post and commensurate with the level of the post.	60%
Total		100%

- (iv) The Computer Based Test (CBT) will comprise of questions in the multiple-choice questions (MCQ) format.
- (v) There will be no negative marking in the Computer Based Test (CBT).
- (vi) The Computer Based Test (CBT) will be bilingual i.e. English & Hindi.

- (vii) The total duration of the Computer Based Test (CBT) will be 02 (two) hours.
- (viii) Compensatory time in addition to the duration of the Computer Based Test (CBT) will be allowed to eligible candidates who are Persons with Benchmark Disabilities, as applicable.
- (ix) In the final merit list for selection, if Computer Based Test (CBT) marks of more than one candidate are same, then the candidate who obtains more marks in Part-C of the Computer Based Test (CBT) will be given preference. In case, if the marks in Part-C are same, then the candidate who obtains more marks in Part-B will be given preference. If the marks in Part-B are also same, then the candidate older in age will be given preference in the final merit list.
- (x) Subject to the candidate fulfilling all the prescribed eligibility criteria as notified, the final selection will be made in order of merit, based on the marks obtained in the Computer Based Test (CBT).

#### **4.0 DOCUMENT(S)/CERTIFICATE(S)/TESTIMONIAL(S):**

- (i) Candidate(s) will have to possess all the compulsory document(s)/certificate(s)/testimonial(s), as applicable, and will have to produce them as required (in original and required copies) for the purpose of uploading in the online system/submit at the appropriate stage, as applicable, during the recruitment process. The list of essential document(s)/certificate(s)/testimonial(s) for further necessary requirements is given as under:

<b>SN</b>	<b>COMPULSORY DOCUMENTS/ CERTIFICATES/ TESTIMONIALS VALID (AS ON THE CRUCIAL DATE i.e. 08/09/2025):</b>
1	Zila Sainik Welfare Office Registration Card for Ex-Servicemen
2	Admit Card or Pass Certificate or Marksheet of Class 10 issued by the concerned Government recognized Education Board as valid proof of date of birth.
3	Marksheets and Pass Certificate of Class 10+2 issued by the concerned Government recognized Education Board/ University.
4	Diploma/Certificate in Computer Application of minimum 06 (six) months duration from a Government recognized Institute.
5	Caste Certificate of SC/ST/OBC, if applicable.
6	Non-Creamy Layer (NCL) Certificate which should be valid as on the date of appointment, if applicable.
7	Income & Assets Certificate to be Produced by Economically Weaker Sections which should be valid as on the date of appointment, if applicable.
8	Disability Certificate (in case of Persons with Benchmark Disabilities).
9	Valid Discharge Certificate/ Book/ Service & Release Certificate for Ex-Servicemen clearly showing Personal Particulars and Service Particulars, if applicable.
10	Valid No Objection Certificate signed by concerned Authority, if employed in Government Service/ Public Sector Undertaking

- (ii) The essential documents/certificates/testimonials will have to be uploaded at the time of online application, as applicable. Candidate(s) must ensure that all the details provided by the candidates in the online application form tally with the respective documents/certificates/testimonials. Any mismatch in the declaration on the online application form with the respective documents/certificates/testimonials shall lead to rejection of candidature at any stage of the selection process.
- (iii) All the documents/certificates/testimonials submitted by the provisionally selected candidate(s) will be verified from the concerned Issuing Authorities.
- (iv) During document verification at any stage of the selection process, the candidature may be rejected if the document(s)/certificate(s)/testimonial(s) etc. are not found to be in order or as per our requirement. Further, in case it is detected that a candidate has furnished any incorrect/doctored/false information/document(s)/certificate(s)/testimonial(s) or has suppressed any material fact(s), his/her candidature will stand cancelled and name of such candidate(s) will be blacklisted for applying against any post in Oil India Limited in future.

## **5.0 MEDICAL FITNESS/PRE-EMPLOYMENT MEDICAL EXAMINATION (PEME):**

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) conducted by OIL Authorized Medical Attendant/ hospital empaneled by the Company. It needs to be also noted that, appointment of the provisionally selected candidate will be cancelled if he/she is not found medically fit by the Company's Medical Board.

## **6.0 APPOINTMENT OF PROVISIONALLY SELECTED CANDIDATE(S):**

- (i) Provisionally selected candidate(s) will be appointed as a 'Probationer' for a period of 12 (twelve) months. Upon successful completion of probationary period, the probationer will be considered for confirmation subject to satisfactory performance during the probationary period. In the event of the performance of a probationer being found unsatisfactory, the probationary period will be extended for a period of 06 (six) months beyond the initial probationary period of 12 (twelve) months. If at the end of the extended period of probation of 06 (six) months, the performance of the probationer is still found unsatisfactory, another extension of 06 (six) months can be given in the probationary period. However, even if after two extensions of 06 (six) months each the performance of the probationer is still not satisfactory, his/her appointment will stand terminated. A 'probationer' will be confirmed in writing stating the effective date of confirmation. There shall be no deemed or automatic confirmation upon completion of the probationary period of 12 (twelve) months or the extended period of probation, if any.
- (ii) The appointment as a 'Probationer' in the above post(s) will be provisional and further subject to verification of all the documents/certificates/testimonials submitted in respect of age; caste; non-creamy layer (NCL), if applicable; education; experience and others, as applicable, as well as verification of character & antecedents through Appropriate Authority. The probationer will be eligible for confirmation in the Company in a regular grade only after requisite documents/certificates/testimonials are duly verified as authentic and positive character and antecedents are received from the concerned Issuing Authorities, subject to fulfilment of condition stipulated at Clause-6.0 (i) above. In case the verification report received from the Issuing Authorities reveals that any of the documents/certificates/testimonials submitted by the probationer 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, the provisional appointment as a 'Probationer' will be terminated/cancelled/disqualified at any stage without any notice, besides being liable for penal action under the provisions of the Bharatiya Nyaya Sanhita, 2023.

## **7.0 GENERAL INSTRUCTIONS:**

- (i) Only Indian Nationals are eligible to apply.
- (ii) Candidate(s) are advised to carefully read the full advertisement for details of eligibility criteria and selection methodology before submission of the online application form.
- (iii) Candidate(s) are advised to furnish the correct information about their qualification, age, caste, category etc.
- (iv) 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.
- (v) 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). 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.
- (vi) 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).

- (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% 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(s) will be wholly/exclusively responsible for the information provided in his/her online application form. All details given in the online application form will be treated as final and no changes will be entertained.
- (x) Candidate(s) employed in Government/Semi-Govt/Public Sector Undertaking must produce a 'No Objection Certificate' from the present employer. In case the candidate fails to submit the 'No Objection Certificate' at the applicable stage, his/her candidature will not be considered.
- (xi) 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.
- (xii) Candidate(s), who are shortlisted for Computer Based Test, will be intimated through e-mail/SMS. 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.
- (xiii) 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.
- (xiv) 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 Computer Based Test. 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 Computer Based Test.
- (xv) Candidate(s) are advised to retain the admit card/call letter issued for the selection process(s) for future reference.
- (xvi) Compensatory time of 20 minutes per hour in addition to the duration of the Computer Based Test (CBT) will be allowed to candidates who are Persons with Disabilities, as applicable. Further, the facility of scribe will be allowed to Person with Disability as defined under section 2(r) and Section 2 (s) of the RPwD Act, 2016 and who has limitation in writing subject to the production of a certificate from Competent Authority. 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. The qualification of the scribe should be one step below the qualification of the candidate taking the examination. 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 will have to arrange their own scribe at their own cost.
- (xvii) 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.
- (xviii) The results of the selection process(s), as applicable, will be declared in the Oil India Limited website ([www.oil-india.com](http://www.oil-india.com)). Candidate(s) are thus advised to periodically visit our website for the same.
- (xix) Candidate(s) are advised in their own interest to complete the submission of online application form sufficiently in advance before the last date so as to avoid last minute rush leading to possibility of inability/failure to log on to the website on account of heavy load/congestion. Oil India Limited will not be responsible for the candidates not being able to submit their online applications within the prescribed closing date on account of any reason beyond the control of Oil India Limited.

- (xx) Merely qualifying in the Computer Based Test or provisionally selected after the recruitment process will not confer any right of regular appointment to the candidate(s). Appointment of provisionally selected candidate(s) is subject to his/her being declared medically fit in the Pre-Employment Medical Examination and fulfilling other pre-employment formalities as per the requirements of the Company.
- (xxi) Canvassing in any form whether directly or indirectly will disqualify the candidate.
- (xxii) All provisionally selected candidates will be required to produce in original as well as self-attested photocopies of all relevant documents/certificates/testimonials for verification at the time of pre-employment medical examination i.e. class 10th admit card/pass certificate/marksheet indicating date of birth, all educational qualification documents/certificates/testimonials including Essential Qualification, Caste Certificate, Disability Certificate for Persons With Benchmark Disabilities, Valid Discharge Certificate/Book/Service & Release Certificate and Z.S.W.O. Registration Card in case of Ex-Servicemen, and other certificates, as applicable, issued by appropriate Competent Authority.
- (xxiii) The Company reserves the right to cancel or reject the candidature of any candidate if any document, certificate, or testimonial submitted is found to be false, fake, or incorrect; or if any adverse report regarding the candidate's character and antecedents is received from the appropriate authority; or if it is found that any false declaration has been made in the Personal Bio-data, as per Clause 3(ii) of the Advertisement/Notification. It is clarified that candidates are being called for the Computer Based Test (CBT) solely on the basis of the declarations made in their online application form.
- (xxiv) Oil India Limited strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
- (xxv) The decision of the Management will be final and binding on all candidate(s) on any matter(s) regarding 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. Management reserves the right to cancel the recruitment process without assigning any reason thereof.
- (xxvi) Candidates are advised to keep checking OIL's website regularly for any update/information pertaining to the above recruitment process.
- (xxvii) Computer Based Test (CBT) will be held at Delhi/NCR.
- (xxviii) Any dispute regarding the recruitment against this advertisement will be under the jurisdiction of competent Courts at Noida, Gautam Buddha Nagar.

#### **8.0 CRUCIAL/CUT-OFF DATE:**

The crucial/cut-off date for age, qualification etc. will be the last date for submission of online application i.e. **08/09/2025**.

#### **9.0 HOW TO APPLY:**

The following procedures must be strictly followed which may otherwise lead to rejection of application:

- (i) Candidate(s) fulfilling all the above clearly laid down criteria will have to apply online only through the link on the Oil India Limited website in the "OIL for All -> Career at OIL -> Current Openings section i.e. <https://www.oil-india.com/advertisement-list>" from **08/08/2025, 02:00 p.m. to 08/09/2025, 11:59 p.m.** No other mode of application will be accepted.
- (ii) After online registration, the system will generate a unique **User ID/User Name (Applicant ID) and Password**. Candidate(s) must keep the unique **User ID/User Name (Applicant ID) and Password** for future reference.
- (iii) The applicants, who submit multiple online applications for a post, should note that only the online application with higher "Application ID Number" shall be entertained by OIL.
- (iv) Candidate(s) must upload relevant documents/certificates/testimonials along with their recent coloured photograph and signature as specified therein. Further, candidate(s) must pay the online application fee, if applicable. Candidate(s) must ensure that all the details provided by the candidates in the online application form tally with the respective documents/certificates/testimonials.
- (v) Candidate(s) must keep the printout of the application which will be generated by the system after

registration. No documents including copy of the application etc. are to be sent to OIL unless specifically advised.

- (vi) Eligibility of candidate(s) will be based on the details provided by the candidate in the online application form. Hence, it is necessary that candidate(s) should furnish only correct/accurate, complete and valid information in the online application form. Applications incomplete in any respect will be summarily rejected. Furnishing wrong/false/invalid information will lead to rejection of the candidature/application.
- (vii) **Online Application Fee:**
- (a) For General/OBC candidate(s): **₹200/- as online application fee exclusive of GST and payment gateway/bank charges.** The online application fee is non-refundable.
- (b) The online application fee must be paid through the payment gateway integrated with the online application system for the concerned post code. Payment of online application fee by any other mode is not acceptable and payments made through other modes will NOT be returned or refunded to the candidate(s).
- (c) SC/ST/EWS/Persons with Benchmark Disabilities/Ex-Servicemen candidate(s) are exempted from paying the online application fee.
- (viii) **All the details given in the online application form will be treated as final and no changes will be entertained.**
- (ix) If there are any technical queries/clarifications relating to the filling up of the ONLINE APPLICATION, candidates are advised to contact the helpdesk at Phone no.: **022-61306279**
- (x) **All future announcements pertaining to the advertisement will be published in the Oil India Limited website ([www.oil-india.com](http://www.oil-india.com)) and not on any other website/medium.**

#### **10.0 Important Dates:**

1	Opening of OIL website for online submission of application	<b>08/08/2025 (02:00 PM )</b>
2	Last date for submission of online application in OIL	<b>08/09/2025 (11:59 PM- MIDNIGHT)</b>

#### **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.

Further, this is to certify that in case of recruitment in Workmen Category **there is no provision for any waiting list.** Results are declared on the official website of the Company i.e. [www.oil-india.com](http://www.oil-india.com) and there after no additional list containing waiting panel is released.

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.

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