



**ADVERTISEMENT NO: HRAQ/REC-EX-B/2024-02**

**DATE: 05/01/2024**

Oil India Limited, a Maharatna Public Sector Undertaking invites applications from Indian Nationals to fill up the following posts in Grade C, Grade B and Grade A for postings in Assam.

**A. DETAILS OF POSTS/VACANCIES/EDUCATIONAL QUALIFICATIONS/AGE LIMIT IN GRADE C:**

Post Name & Post Code	Post Details		Grade & Scale of Pay (₹)	Upper Age limit (in years) as on 29/01/2024	Required Educational Qualification*, Percentage & Experience** as on 29/01/2024	Post identified suitable for PwBD
	No. of Posts#	Details				
Superintending Medical Officer (Orthopedics) (MD 01)	01	OBC (NCL):1 (Backlog)	C 80000-220000	OBC (NCL):40	MS (Orthopaedics) from a reputed Medical College /University recognized by Medical Council of India / DNB (Orthopaedics) conducted by National Board of Examinations.	NA
Superintending Medical Officer (Radiology) (MD 02)	01	UR:01	C 80,000-2,20,000	UR: 37	MD (Radio Diagnosis) from a reputed Medical College/University recognized by Medical Council of India with working knowledge of computer tomography and/or MRI and should be familiar with the use of computers	NA
Superintending Engineer (Environment) (ENV 03)	02	OBC (NCL):1 SC:1 (Backlog)	C 80000-220000	OBC (NCL): 35/37*** SC: 37/39***	a) Bachelor's degree in environmental engineering of minimum 4 years duration with minimum 65% marks <b>OR</b> Bachelor's degree in any branch of Engineering of minimum 4 years duration with Master's degree in Environmental Engineering of minimum 2 years duration with minimum 60% marks <b>OR</b> Master's degree in Environmental Science of minimum 2 years duration with minimum 60% marks. b) Having minimum 04 years post qualification experience.	NA
<b>TOTAL</b>	<b>04</b>					

**B. DETAILS OF POSTS/VACANCIES/EDUCATIONAL QUALIFICATIONS/AGE LIMIT  
IN GRADE B:**

Post Name & Post Code	Post Details		Grade & Scale of Pay (₹)	Upper Age limit (in years) as on 29/01/2024	Required Educational Qualification*, Percentage & Experience** as on 29/01/2024	Post identified suitable for PwBD
	No. of Posts#	Details				
Senior Officer (Chemical) (CE-04)	02	UR:1 OBC (NCL):1	B 60000-180000	UR: 29 OBC(NCL): 32	Postgraduate in Chemistry of minimum 2 years duration with 60% marks with Physics, Chemistry & Mathematics at Graduation level.	a) Dw, AAV
Senior Officer (Electrical) (EE 05)	10	UR:2 OBC (NCL):7 SC:1	B 60000-180000	UR: 27 OBC(NCL):30 SC:32	Bachelor's Degree in Electrical Engineering of minimum 4 years duration with minimum 65% marks (Excluding Electrical & Electronics Engineering/Electrical & Communication Engineering/ Electrical & Instrumentation Engineering etc.)	a) HH b) OL, Dw, AAV, LC c) ASD (M), SLD d) MD involving (a) to (c)
Senior Officer (Fire & Safety) (FS 06)	11	UR:5 OBC (NCL):3 SC:1 ST:1 EWS:1	B 60000-180000	UR/EWS:27 OBC(NCL): 30 SC/ST:32	Bachelor's Degree in Safety & Fire Engineering of minimum 04 years duration with minimum 65% marks	NA
Senior Accounts Officer / Senior Internal Auditor (AC 07)	11	UR: 4 OBC (NCL): 6 SC: 1	B 60000-180000	UR: 29 OBC(NCL): 32 SC:34	Associate Member of ICAI/ICMAI	a) LV b) HH c) OA, BL, OL, CP, LC, Dw, AAV, MDy d) MD involving (a) to (c) above
Senior Officer (Mechanical) (ME 08)	41	UR: 13 OBC (NCL):18 SC:4 ST:3 EWS:3	B 60000-180000	UR/EWS: 27 OBC(NCL): 30 SC/ST:32	Bachelor's Degree of minimum 4 years duration in Mechanical Engineering with minimum 65% marks (Excluding Automation/ Automobile/ Industrial / Power / Manufacturing/ Production / Mechatronics /Mining/ Marine/Robotics Engineering etc.)	a) HH b) OA, OL, LC, Dw, AAV c) SLD, ASD c) MD involving (a) to (c) above
Senior Officer (Information Technology) (IT 09)	03	UR:2 OBC (NCL):1	B 60000-180000	UR: 27 OBC(NCL): 30	Bachelor's degree in Computer Science/ IT Engineering of minimum 04 years duration with minimum 65% marks	a) HH b) OL, BL, CP, LC, Dw, AAV c) MD involving (a) to (b)

Post Name & Post Code	Post Details		Grade & Scale of Pay (₹)	Upper Age limit (in years) as on 29/01/2024	Required Educational Qualification*, Percentage & Experience** as on 29/01/2024	Post identified suitable for PwBD
	No. of Posts#	Details				
Senior Officer (Electronics & Communication) (E&C 10)	06	UR: 2 OBC (NCL): 4	B 60000-180000	UR: 27 OBC(NCL): 30	Bachelor's degree of minimum 4 years duration in Electronics & Communication / Electronics & Tele Communication Engineering with minimum 65% marks (Excluding Electrical & Communication Engineering/ Electronics & Instrumentation Engineering/ Applied Electronics & Instrumentation Engineering etc.)	a) HH b) OL, Dw, AAV, LC c) ASD (M), SLD d) MD involving (a) to (c)
Senior Officer (Petroleum) (PE 11)	05	UR:3 OBC (NCL):1 SC:1	B 60000-180000	UR: 29 OBC(NCL): 32 SC:34	Master's degree in Petroleum Engineering / Technology of minimum 02 years duration with minimum 60% marks and having Engineering at Graduation level	a) HH b) AAV, OA, OL, Dw c) MD involving (a) to (b) above
Senior Geologist (Geo 12)	03	OBC (NCL): 03	B 60000-180000	OBC(NCL): 32	Post Graduate degree in Geology/ Applied Geology of minimum 2 years duration with 60% marks and having Mathematics at Graduation level.	a) HH b) OA, OL, CP, LC, Dw, AAV c) SLD, MI d) MD involving (a) to (c) above
Senior Officer (HR) (HR 13)	03	OBC (NCL): 03	B 60000-180000	OBC(NCL): 32	MBA with Specialization in Personnel Management /HR/HRD/HRM of minimum 2 years duration with minimum 60% marks OR Post Graduate Degree in Personnel Management/ Industrial Relations / Labour Welfare of minimum 2 years duration with minimum 60% marks OR Minimum 2 years full time Post Graduate Diploma in PM/IR/Labour Welfare with minimum 60% marks OR PGDM / MBA with Specialization in HR from IIM with minimum 60% marks of minimum 2 years duration. (major in HR)	a) LV b) HH c) OA, BL, OL, OAL, CP, Dw, AAV, MDy d) ASD, SLD, MI e) MD involving (a) to (d) above

Post Name & Post Code	Post Details		Grade & Scale of Pay (₹)	Upper Age limit (in years) as on 29/01/2024	Required Educational Qualification*, Percentage & Experience** as on 29/01/2024	Post identified suitable for PwBD
	No. of Posts#	Details				
Senior Officer (HSE)* (HSE 14)	02	OBC (NCL): 02	B 60000-180000	OBC (NCL): 30/32***	Bachelor's degree in Environmental Engineering of minimum 4 years duration with minimum 65% marks OR Bachelor's degree in any branch of Engineering of minimum 4 years duration with Master's degree in Environmental Engineering of minimum 2 years duration with minimum 60% marks OR Master's degree in Environmental Science of minimum 2 years duration with minimum 60% marks	NA
<b>TOTAL</b>	<b>97</b>					

**C. DETAILS OF POSTS/VACANCIES/EDUCATIONAL QUALIFICATIONS/AGE LIMIT IN GRADE A:**

Post Name & Post Code	Post Details		Grade & Scale of Pay (Rs.)	Upper Age limit (in years) as on 29/01/2024	Required Educational Qualification*, Percentage & Experience** as on 29/01/2024	Post identified suitable for PwBD
	No. of Posts#	Details				
Confidential Secretary (CS 15)	01	PwBD-1 (Backlog)	A 50000-160000	UR/EWS: 40 OBC-NCL: 43 SC/ST: 45	a) 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. b) 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
<b>TOTAL</b>	<b>01</b>					

Note I - # The numbers of vacancies are subject to change, if required.

Note II- The above vacancies includes 32 nos. of shortfall vacancies for OBC (Non-Creamy Layer).

Note III - \* In case of educational qualification, any variation in nomenclature from the above will not be accepted.

Note IV - \*\* The post qualification relevant experience will be as detailed in Para C.

Note V - \*\*\* For those with prescribed qualification of Post Graduate degree.

Note VI- Reservation for Persons with Benchmark Disabilities: Grade-B: 4 nos in identified posts.

**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, B-Blind, 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

- i. Bachelor’s degree in Engineering courses should be of minimum 04 years duration & Post Graduate courses should be of minimum 02 years duration.
- ii. A total of 03 positions in Grade B and 01 positions in Grade A (backlog) are reserved for Persons with Benchmark Disabilities.
- iii. Other Graduate courses should be of minimum 3 years duration.
- iv. Candidates applying for the post of Superintending Medical Officer (Orthopedics) as mentioned in A. **DETAILS OF POSTS/VACANCIES/EDUCATIONAL QUALIFICATIONS/AGE LIMIT IN GRADE C** and without Medical Council of India (MCI) registration are NOT eligible to apply.
- v. All qualification should be from a University/ Institute recognized by Government of India and the courses should be approved by UGC/appropriate statutory authority for employment to the post and services of the Central Government. Candidates who have obtained their qualification through the distance learning/part time mode are also eligible to apply provided that their qualification is recognized by the relevant statutory bodies for employment to the post and services of the Central Government.
- vi. Candidates applying for the post of Senior Accounts Officer / Senior Internal Auditor and without Membership certificate of ICAI/ICMAI are NOT eligible to apply.

### C. EXPERIENCE DETAILS

SN	Name of post, Grade (Post Code)	Minimum post qualification experience (yrs)	Job Description
1.	Superintending Engineer (Environment) (Grade C) (ENV 04)	4 years	<ul style="list-style-type: none"> <li>• Minimum 4 years of Experience in the Industrial Sector of Red Category of Industry with preference for experience in E&amp;P sector.</li> </ul>
2.	Confidential Secretary (Grade A) (CS 13)	2 years	<ul style="list-style-type: none"> <li>• Having minimum 02 years post qualification relevant experience in Secretarial functions in Government/ Public/Private Sector Companies.</li> <li>• Proficiency in Shorthand and transcription.</li> </ul>

- Candidates applying for the post of Superintending Engineer (Environment) in Grade C and employed with Government departments / PSUs / Autonomous Bodies as on **29/01/2024** must have **at least one-year experience** in the pay scale of ₹ 60000-180000 or a higher scale of pay and must provide proof of the same at the time of GD/ Personal interview.
- Candidates applying for the post of Confidential Secretary in Grade A and employed with Government departments / PSUs / Autonomous Bodies as on **29/01/2024** must have **at least one-year experience** in the pay scale of ₹ 40000-140000 or a higher scale of pay and must provide proof of the same at the time of GD/ Personal interview.

#### D. EDUCATIONAL QUALIFICATION & AGE RELAXATION

- Candidates should have requisite Educational Qualifications (as indicated under **A. DETAILS OF POSTS/VACANCIES/EDUCATIONAL QUALIFICATIONS/AGE LIMIT IN GRADE C, B. DETAILS OF POSTS/VACANCIES/EDUCATIONAL QUALIFICATIONS/AGE LIMIT IN GRADE B AND C. DETAILS OF POSTS/VACANCIES/EDUCATIONAL QUALIFICATIONS/AGE LIMIT IN GRADE A**)
- Matriculation/10th Standard pass certificate 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. No other document will be accepted for verification of date of birth.
- There will be no upper age limit for the internal candidates of OIL who are otherwise eligible to apply against the above-mentioned posts.
- 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.
- In case of candidates belonging to Persons with Benchmark Disabilities (PwBD) age relaxation will be 10 years for (PwBD-UR), 13 years for PwBD (OBC) & 15 years for PwBD-ST/SC.
- Age relaxation for Ex-Servicemen will be 5 years.
- The upper age limit will be as indicated in the Tables “Details of Posts/Vacancies/Educational Qualifications/Age Limit”, above. However, considering all possible age relaxations the maximum upper age of the applicant shall not exceed 54 years in all cases.

#### E. PAY & ALLOWANCES

- 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.
- Provisionally selected candidates in Grade B as mentioned in table **B. DETAILS OF POSTS/VACANCIES/EDUCATIONAL QUALIFICATIONS/AGE LIMIT IN GRADE B** except for the posts of Senior Accounts Officer / Senior Internal Auditor 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 ₹ 60,000-1,80,000 (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.
- 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.
- Approximate total 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.

#### F. APPLICATION FEES

- Non Refundable Application Fees will be as under:

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

- 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.

## G. SELECTION PROCESS

- The eligible/short listed candidates for the posts as mentioned in table **A. DETAILS OF POSTS/VACANCIES/EDUCATIONAL QUALIFICATIONS/AGE LIMIT IN GRADE C** will have to appear for Computer Based Test (CBT) and Personal Interview, details of which are as under:

Selection Test		Total Marks	Qualifying Marks %
Phase I	Computer Based Test (CBT)	100 (Weightage 85%)	50% for General, OBCs & EWS 40% for SC, ST and PwBD
Phase II	Personal Interview (PI)	15 (Weightage 15%)	No qualifying marks

- The eligible/short listed candidates for the posts as mentioned in table **B. DETAILS OF POSTS/VACANCIES/EDUCATIONAL QUALIFICATIONS/AGE LIMIT IN GRADE B** will have to appear for Computer Based Test (CBT) and Personal Interview, details of which are as under:

Selection Test		Total Marks	Qualifying Marks %
Phase I	Computer Based Test (CBT)	100 (Weightage 85%)	50% for General, OBCs & EWS 40% for SC, ST and PwBD
Phase II	Personal Interview (PI)	15 (Weightage 15%)	No qualifying marks

- The total duration of the Computer Based Test (CBT) will be 01 (One) hour and 30 (Thirty) minutes. Further, compensatory time in addition to the duration of the Computer Based Test (CBT) will be allowed as per Govt. guidelines for Persons with Benchmark Disabilities on the matter.
- The candidates who qualify in the Phase-I, i.e., CBT will only qualify for the next round of the Selection process i.e., Personal Interview.
- The merit list of candidates shall be drawn based on combined weighted marks of Computer Based Test (CBT) and Personal Interview as per defined weightages.
- Candidates who qualify in the Computer Based Test (CBT) will be called in a ratio of 1:5 for PI based on marks in the Computer Based Test (CBT).
- Selection Process for the post of “Confidential Secretary” in Grade A as mentioned in **C. DETAILS OF POSTS/VACANCIES/EDUCATIONAL QUALIFICATIONS/AGE LIMIT IN GRADE A** shall consist of Phase I - Computer Based Test (CBT) and Phase II – Proficiency Test/Skill Test as detailed under:

Selection Test		Total Marks	Qualifying Marks %
Phase I	Computer Based Test (CBT)	100 (Weightage 100%)	50% for General, OBCs & EWS 40% for SC, ST and PwBD
Phase II	Proficiency Test/Skill Test	100	50%



- Candidates who qualify in Computer Based Test (CBT) will only be shortlisted for Proficiency Test /Skill Test comprising of Shorthand & Transcription. However merely securing qualifying marks in Computer Based Test (CBT) will not make candidates eligible to appear in Proficiency Test/Skill Test.
- Candidates qualifying the CBT will be shortlisted for the Proficiency Test/Skill Test in the ratio of 1:2 in order of merit.
- The Proficiency Test/Skill Test will be of qualifying nature only and will not carry weightage.
- The candidates failing to secure minimum qualifying marks in Proficiency Test/Skill Test as mentioned in table above will not qualify for final selection.
- The final selection will be based on the marks of CBT of those candidates who qualify the Proficiency Test/Skill Test.
- The provisionally selected candidates will have to undergo Pre-Employment Medical Examination (PEME). The provisionally selected candidate(s) will be finally selected to join OIL only after he/she is declared medically fit by OIL Hospital.
- Screening and selection will be based on the details provided by the candidates; hence it is necessary that applicants should furnish accurate, full and correct information. Furnishing of incomplete, wrong / false information will be a disqualification and OIL will NOT be responsible for any consequence of furnishing of such incomplete / wrong / false information. If at any stage during the recruitment and selection process and even after joining, if selected, it is found that the candidate has furnished false or wrong information, his/her candidature/appointment will be cancelled/terminated.

## **H. PHYSICAL FITNESS**

- Appointment of provisionally selected candidate(s) to the above posts is subject to the candidates being declared medically fit as per the standards prescribed in the Physical Fitness criteria available at([https://oil-india.com/Current\\_openNew.aspx](https://oil-india.com/Current_openNew.aspx)) for the respective posts by OIL Hospital. 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 Govt. 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).
- The provisionally selected candidate(s) will be finally selected to join OIL only after he/she is declared medically fit by OIL Hospital. The decision of the OIL Hospital will be final and binding.

## **I. VERIFICATION OF DOCUMENTS**

- The candidature of the applicants would be provisional and subject to subsequent verification of certificates/testimonials, experience, etc.
- All the documents/certificates/testimonials submitted by the candidate(s) at the time of selection process shall be verified from the concerned issuing authorities.



- 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.
- 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.

#### **J. SERVICE BOND**

The selected candidates in Grade B as mentioned in table B. **DETAILS OF POSTS/VACANCIES/EDUCATIONAL QUALIFICATIONS/AGE LIMIT IN GRADE B** will have to execute a bond to serve the Company for a minimum period of three years from the date of joining the Company.

#### **K. 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.

#### **L. GENERAL INFORMATION AND INSTRUCTIONS**

- Only Indian nationals are eligible to apply.
- No manual/ paper application will be entertained.
- Candidates are advised to carefully read the full advertisement for details of eligibility criteria and selection modalities before submission of application and they are advised to furnish the correct information about their qualification, age, category etc.
- The E-mail ID and Mobile number 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.
- 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.
- Candidature/appointment (if selected) of a registered 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.
- Candidates, if shortlisted for the next stage of the selection process, are required to bring their original testimonials and certificates at the time of Personal Interview. The following documents will only be accepted at the time of verification:

- Matriculation/10th Standard pass certificate 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.
- Degree certificate along with 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.
- 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.
- 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 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 shortlisted 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 fields over and above the minimum qualifications.
- 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 applying for the abovementioned posts and employed with Government departments/PSUs/Autonomous Bodies as on 29/01/2024 will have to produce NO OBJECTION CERTIFICATE (NOC) from the employer concerned where the candidate is employed, at the time of Personal interview/Skill Test essentially without which they would not be allowed to appear in the personal interview and in such cases the fares will not be reimbursed.**
- Reservation/relaxations for SC/ST/OBC-NCL/PwBD/EWS candidates will be as per Government Directives.
- Caste certificate by candidate as SC/ST/OBC-NCL, in the prescribed format (available at [https://oil-india.com/Current\\_openNew.aspx](https://oil-india.com/Current_openNew.aspx)) from the competent authority indicating clearly the candidate's caste/community, the Act/Order under which the caste is recognized as SC/ST/OBC-NCL and in case of OBC-NCL candidates that he/she does not belong to the persons/sections (Creamy Layer) and the village/ town the candidate is ordinarily a resident of, will only be accepted. Please note that no other format of SC/ST/OBC-NCL caste certificate shall be accepted.

- For getting the benefit of reservation under OBC category, the name of the caste and community of the candidate must appear in the ‘Central List of Other Backward Classes’ available on National Commission for Backward Classes (NCBC), Government of India website [www.ncbc.nic.in](http://www.ncbc.nic.in). The candidate must not belong to creamy layer. Candidates seeking reservation as OBC, will have to submit at the time of personal interview, original caste certificate, ONLY in the prescribed proforma meant for appointment to posts under the Government of India from the designated authority indicating clearly the candidate’s caste, the Act/Order under which the caste is recognized as OBC and the Village/Town the candidate is ordinarily a resident of.
- OBC candidates must ensure that they possess a valid Non-Creamy layer certificate issued by designated authority from time to time. The OBC (NCL) certificate should be valid on the date of submission of application and also on the date of Personal Interview (PI)/ Proficiency Test/Skill Test. Any OBC (NCL) Certificate of expired validity shall lead to rejection of the candidature of the candidates. A certificate containing any variation in the caste name will not be accepted.
- PwBD certificate in prescribed format(s) (available at [https://oil-india.com/Current\\_openNew.aspx](https://oil-india.com/Current_openNew.aspx)) issued by the competent authority will be considered for appointment to the post on the basis of prescribed standards of Medical Fitness. Please note that no other format of PwBD certificate shall be accepted.” in the line with the recent notification.
- Persons with 40% or more disability only would be eligible for the benefit of reservation to PwBD category against identified posts only.
- 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.
- The facility of scribe/reader will be allowed to any person with benchmark disability as defined under section 2(r) of the RPWD Act, 2016 and has limitation in writing including that of speed if so desired by him/her. In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arms affected - BA) and cerebral palsy, the facility of scribe/reader shall be given, if so desired by the person. In case of other category of persons with benchmark disabilities, the provision of scribe/reader can be allowed on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his behalf, from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government health care institution as per proforma at APPENDIX-I. The qualification of the scribe should be one step below the qualification of the candidate taking the examination. The persons with benchmark disabilities opting for own scribe/reader should submit details of the own scribe as per proforma at APPENDIX-II.
- For availing EWS reservation the conditions and format of the certificate will be followed as per DoPT Office Memorandum No. 36039/1/2019–Estt (Res) dated 31/01/2019. The same is downloadable from [https://oil-india.com/Current\\_openNew.aspx](https://oil-india.com/Current_openNew.aspx). Please note that no other format of EWS certificate shall be accepted. The EWS certificate should be valid on the date of submission of application and also on the date of Personal Interview (PI)/ Proficiency Test/Skill Test. Any EWS Certificate of expired validity shall lead to rejection of the candidature of the candidates.

- If the SC/ST/OBC-NCL/PwBD/EWS 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 at the time of Personal Interview (PI)/ Proficiency Test/Skill Test.
- Oil India Limited strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
- If more than one application is received from a candidate, most recent (current) application will be considered as final.
- Candidates who are shortlisted for CBT, shall receive their Admit Cards for appearing in the CBT by email. Mere issue of Admit Card to the candidates for selection stages will not imply that his/her candidature has been finally accepted by OIL.
- OIL will not be responsible for any loss/non-delivery of Email due to invalid/wrong email ID furnished by the candidate.
- 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.
- The candidates called for Personal Interview/ 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/ 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) and economy class air fare will be reimbursed.
- 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.

#### **M. CUT-OFF DATE:**

**The Cut Off date for age, experience, qualification etc. shall be reckoned as 29/01/2024.**

#### **N. HOW TO APPLY**

- Candidates fulfilling the above criteria may apply online through the link available on the Oil India Limited website ([https://oil-india.com/Current\\_openNew.aspx](https://oil-india.com/Current_openNew.aspx)) from 05/01/2024 to 29/01/2024.
- Candidates should have a valid personal email ID and mobile number. It should be kept active during the entire recruitment process. Registration number, password, and all other important communication will be sent on the same registered email ID (please ensure that email sent to this mailbox is not redirected to your junk/spam folder).
- Detailed Instructions for filling online application are available on the 'Instruction Page'. Candidate should read the instructions carefully before making any entry or selecting options.

- Candidates should take utmost care to furnish the correct details while filling in the on-line application. CANDIDATE CAN EDIT THE INFORMATION BEFORE FINAL SUBMISSION OF STEP-I and STEP-II. Once the form is submitted, it cannot be edited.
- Candidates are not required to submit to OIL, either by post or by hand, the printouts of their online applications or any other document.
- The candidates are advised to submit only single online application for a post. However, if somehow, he/she submits multiple online applications, then he/she must ensure that online application with the higher “Application Sequence Number” is complete in all respects.
- The applicants, who submit multiple online applications for a post, should note that only the online application with higher “Application Sequence Number” shall be entertained by the OIL.
- Candidates are required to keep active their Email-ID and Mobile Number registered in online application till the completion of this recruitment process. OIL will send communications only at the registered email ID/mobile of the candidates. Therefore, under no circumstances, the candidates should provide email ID to anyone.
- Candidates are advised in their own interest to apply online much before the closing date and not wait till the last date to avoid the possibility of congestion in server to log on etc.
- The step by step process for submitting the application form for recruitment is given below:

**Step- I (SIGN- UP/REGISTRATION):**

- Candidates may visit our website [https://oil-india.com/Current\\_openNew.aspx](https://oil-india.com/Current_openNew.aspx) and click the APPLY ONLINE button under ‘Recruitment of Officers in OIL’.
- Candidates will need to select the post he/she is applying followed by their personal details along with valid **E-mail ID** and **Mobile Number** while signing up.
- The candidate should fill up all the desired information on the registration/sign up page i.e. Personal details, Contact Details, etc. correctly.
- On completion of Step-I (Sign Up), after OTP authentication via Email & Mobile number a email/message will be received in candidate’s registered email id/mobile conveying his/her “Application Number”/User name and “Password”. Candidates are advised to verify the correctness of the **Email ID & Mobile Number** before proceeding further.

**STEP II (COMPLETION OF APPLICATION FORM):**

- After signing-up, candidate is requested to fill their Basic details (Address), Qualification Details, Eligibility Details, Experience details etc. and upload photo/signature and scanned relevant certificates etc.
- Instructions regarding scanning of photograph, Signature and Certificates:

Candidates should upload the scanned (digital) image of their photograph and signature and relevant certificate as per the process given below. The applicant should note that only jpg/jpeg/PNG/PDF format is acceptable:

I. Photograph Image:

- Photograph must be a recent passport size color picture on light background (not older than 03 weeks)
- Look straight at the camera with a relaxed face.
- The size of the scanned image should be between 50kb-200kb in jpg/jpeg/PNG format only.

II. Signature Image:

- The applicant must sign on white paper with Black ink pen.
- The signature must be signed only by the applicant and not by any other person.
- Please scan the signature area only and not the entire page
- Size of the file should be between 50kb-200kb in jpg/jpeg/PNG format only.

III. Other Certificate:

- Scanned relevant certificates respectively for EWS/SC/ST/OBC(NCL)/PwBD/Ex Servicemen.
- Scanned relevant certificates for educational qualification and experience etc., as applicable.
- Size of file should be between 50kb-1000 kb in PDF/JPG/JPEG format only.

After uploading Photo, Signature images and relevant certificates (as applicable), Click on “Submit” button then Application will be submitted and it will be showing on screen “Your application has been successfully submitted.”

- Candidates may make the following documents ready to be uploaded while applying online:
  - i. Copy of recent Scanned passport size colored photograph.
  - ii. Scanned Signature.
  - iii. Caste/Disability Certificate/EWS certificate/Ex-Servicemen certificate in format as mentioned earlier (if applicable).
  - iv. Certificate pertaining to relevant educational qualification and experience etc., as applicable.
- Candidates may apply for more than one post meeting the eligibility requirements. Such candidates will have to register and submit separate applications for each post as applicable.

**STEP III (ONLINE PAYMENT OF APPLICATION FEE):**

- Candidates are advised to recheck the form with preview available before submitting the form & then proceed for Make Payment button. Once payment portal is opened, then DO NOT click Refresh or Back Button.
- Steps to be followed in portal for Online Payment:

1. Select online Payment Option.

2. Kindly make the online payment via credit or debit card or Net Banking and retain the transaction number for future reference.

- If there are any technical queries/clarifications relating to the filling up of ONLINE APPLICATION, candidates are advised to contact the helpdesk at Email: [helpdesk.oilindia@cbt exams.in](mailto:helpdesk.oilindia@cbt exams.in) or Phone no.: [6268062129](tel:6268062129) & [6268030939](tel:6268030939).
- Candidates should read the instructions carefully and fill in the online Application Form giving accurate information.
- All the details given in the Application Form will be treated as final and no changes will be entertained.

#### O. IMPORTANT DATES

Important Dates	Opening of OIL website for online submission of application	<b>14:00 hours on 05/01/2024</b>
	Last date for submission of online application in OIL	<b>14:00 hours on 29/01/2024</b>

**NOTE:** However, the candidates are hereby informed that the schedule of the selection test shall be intimated to the candidates via notification in the official website ([www.oil-india.com](http://www.oil-india.com)) as well as via e-mail subject to the conditions and guidelines notified by the appropriate authority on the COVID-19 pandemic.

#### **IMPORTANT NOTICE TO ALL CANDIDATES**

Candidate(s) are hereby cautioned not to fall prey to the dubious individuals /agencies/organisations attempting to defraud job seekers by issuing fake appointment letters or assuring jobs in Oil India Limited (OIL). OIL does not authorise any individual /agency /organisation outside of OIL to offer any job on its behalf. OIL will not be responsible for any loss/damage suffered either directly or as a consequence of such fake offers from any source whatsoever. All future announcements pertaining to the above notification would be published in OIL website ([www.oil-india.com](http://www.oil-india.com)) and not on any other website/medium.

***“OIL is not responsible for printing errors, if any”.***

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# HOW TO APPLY (BROAD GUIDELINES)

- 1) Please read the instructions carefully given in the ‘Advertisement’ and ‘How to Apply’.

Click on **‘Register Now’**



OIL INDIA LIMITED : Recruitment For Various Posts  
POST CODE - MD 01, MD 02, ENV 03, CE 04, EE 05,  
FS 06, AC 07, ME 08, IT 09, E & C 10, PE 11, Geo 12,  
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## Note:

1. You are advised to fill all the required fields in the registration form.
2. You are advised to refer to the above advertisement for the eligibility criteria viz. educational qualification, age limit etc. before filling up the application form. ([Download Advertisement](#))
3. For upload of documents/certificates/testimonials in the format/size: PDF, Maximum 1 MB.
4. For upload of passport-sized photograph in the format/size: JPG or PNG, Maximum 200 KB.
5. For upload of signature in the format/size: JPG or PNG, Maximum 200 KB.
6. After the Submit button clicked, you will be redirected to the application form.
7. You can check your application form/submission status by logging in with the credentials sent on your registered E-mail ID.
8. Download and Retain a copy of online application form for future use.
9. For any queries/support - [click here](#)
10. You can also reach on 07969049943.
11. Help Desk will be available 9:30 AM to 6:00 PM including (Saturday/Sunday)

REGISTER NOW

- 2) Enter a Valid Mobile No. And Valid E-Mail Id to ensure that all communication sent is received at your end.
- 3) Enter the OTPs received on your Mobile No. and E-mail ID in the boxes given below.
- 4) Click on **‘PROCEED’**



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## Signup:

In online form all the fields marked with red asterisk (\*) are compulsory fields.

## Verification Details:

Mobile Number\*

Send OTP

Enter OTP

Verify

[Enter Your Mobile Number without 91 or +91 as 9999988888]

Email Address\*

Send OTP

Enter OTP

Verify

[Enter your correct e-mail address that is current & active. It will also be your unique login Id]

[Note that All the communication from Oil India Limited will be made on this e-mail address only.]

PROCEED

- 5) Fill up the application form completely with correct/accurate information.
- 6) Select Post Applied for from the list.



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**Signup:** In online form all the fields marked with red asterisk (\*) are compulsory fields.

**Post Applied For \*** **Qualification \***

Select Post Applied For Select Qualification

Select Post Applied For

- Superintending Medical Officer (Orthopaedics)(MD 01)
- Superintending Engineer (Environment) (ENV 03)
- Senior Officer (Chemical) (CE-04)
- Senior Officer (Electrical) (EE 05)
- Senior Officer (Fire & Safety) (FS 06)
- Senior Accounts Officer / Senior Internal Auditor (AC 07)
- Senior Officer (Mechanical) (ME 08)
- Senior Officer (Information Technology) (IT 09)
- Senior Officer (Electronics & Communication)(E&C 10)
- Senior Officer (Petroleum) (PE 11)
- Confidential Secretary (CS 15)
- Senior Geologist (Geo 12)
- Senior Officer (HR) (HR 13)
- Senior Officer (HSE) (HSE 14)
- Superintending Medical Officer (Radiology) (MD 02)

**Email Address \***

ranadeb2005@rediffmail.com

[Enter your correct e-mail address that is current & active. It will also be your unique login Id]  
 [Note that All the communication from Oil India Limited will be made on this e-mail address only.]

**Alternate Mobile Number**

Alternate Mobile Number

[Enter the Mobile Number without 91 or +91 as 9999988888]

**Nationality \***

- 7) In the query ‘Whether a regular employee of Oil India Limited?’, select ‘Yes’ only if you are an Employee of Oil India Limited with a valid and active OIL ID. (NOC from the Competent Authority will have to be uploaded).

**Are you employed in any Government Department/ PSU/ Autonomous Bodies ? \*** **Whether a regular employee of Oil India Limited? \***

Yes  No  Yes  No

**Are you a person with domicile of Jammu & Kashmir during the period from 01.01.1980 to 31.12.1989? \*** **Domicile Certificate No.\***

Yes  No

**Date of Issue of Domicile Certificate.\***

**Date Of Birth\*** **Candidate's Age as on 07/12/2023 \***

DD/MM/YYYY  Years  Months  Days

**Undertaking:** I hereby declare that the particulars stated in the above application form are true, correct and complete to the best of my knowledge and belief and nothing has been concealed or incorrect information has been furnished. In case any of the information furnished by me in this application is found to be false, incorrect and misleading at any time after submission of the same, I shall be fully responsible for the same and have no objection against the cancellation of my candidature. I will make no claim for appointment against the post and shall also have no objection to any legal action taken as deemed fit by Oil India Limited.

[SAVE & CONTINUE](#)

8) At the bottom of the application form, click to put a tick mark  in the Undertaking.

**Undertaking:** I hereby declare that the particulars stated in the above application form are true, correct and complete to the best of my knowledge and belief and nothing has been concealed or incorrect information has been furnished. In case any of the information furnished by me in this application is found to be false, incorrect and misleading at any time after submission of the same, I shall be fully responsible for the same and have no objection against the cancellation of my candidature. I will make no claim for appointment against the post and shall also have no objection to any legal action taken as deemed fit by Oil India Limited.




9) Click **‘Save and Continue’** to proceed.

**oilexecutive.cbtextampportal.in says**

The details in the Profile cannot be edited after confirmation. These details will be used for validation of basic eligibility criteria. Ensure correctness of the details before clicking the OK Button





**PLEASE REMEMBER THAT DETAILS ENTERED ON THIS PAGE CANNOT BE EDITED AFTER YOU CLICK **‘OK’**.**

10) Click **‘Continue’** to proceed.

I here by declare that I have read very carefully the advertisement/corrigendum published by Oil India Limited in mentioned all desirable qualification and conditions. I accept for all mentioned conditions & have desired qualifications, experiences in said advertisement. If any stage found any discrepancy or false or have been concealed then my application/ candidature is liable to be rejected/cancelled by Oil India Limited Lucknow.



## 11) Fill up the basic details completely with correct/accurate information.



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### Basic Details

In online form all the fields marked with red asterisk (\*) are compulsory fields.

[Sign Up](#)[Basic Details](#)[Educational Qualifications](#)[Experience Details](#)[Documents Upload](#)

### City of Examination:

City Preference 1 \*

Select City Preference 1

City Preference 2 \*

### Personal Details:

Father's Name \*

FATHER'S NAME

Current Marital Status \*

 Married  Single

### Permanent Address:

Pin Code \*

[Pin Code Lookup - Click Here](#)

Pin Code

City / District \*

City / District

State\*

Select State

Address Line 1\*

Address 1

Address Line 2

Address 2

### Correspondence Address:

12) At the bottom of the application form, click to put a tick mark  in the Undertaking.

13) Click **'Save and Continue'** to proceed.

14) Fill up the educational qualification details completely with correct/accurate information.

**15) Scan the Marksheet and Pass Certificate of each qualification in 01 (one) PDF file i.e. for each qualification, there has to be only 01 (one) PDF file. Click ‘Choose File’ to select the document against the relevant qualification and then Click ‘Upload’.**



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## Educational Qualifications

In online form all the fields marked with red asterisk (\*) are compulsory fields.

- Sign Up
- Basic Details
- Educational Qualifications
- Experience Details
- Documents Upload

Qualification	Board/Institute	Subject	Year of Passing	Percentage of marks	Upload Documents (Max 2 MB) Only (jpeg / jpg / png / pdf)
Class 10	University / Board / Institute	Subject	Year of Pa*	% Marks	Choose File No fil...chosen Upload
Class 10+2	University / Board / Institute	Subject	Year of Pa*	% Marks	Choose File No fil...chosen Upload
Bachelor's Degree in Electrical Engineering	University / Board / Institute	Subject	Year of Pa*	% Marks	Choose File No fil...chosen Upload

Undertaking: I hereby declare that the particulars stated in the above application form are true, correct and complete to the best of my knowledge and belief and nothing has been concealed or incorrect information has been furnished. In case any of the information furnished by me in this application is found to be false, incorrect and misleading at any time after submission of the same, I shall be fully responsible for the same and have no objection against the cancellation of my candidature. I will make no claim for appointment against the post and shall also have no objection to any legal action taken as deemed fit by Oil India Limited.

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[SUBMIT](#)

## 16) Fill the Experience details and proceed to submit.



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### Experience Details

In online form all the fields marked with red asterisk (\*) are compulsory fields.

[Sign Up](#)

[Basic Details](#)

[Educational Qualifications](#)

**Experience Details**

[Documents Upload](#)

Have you been employed ?\*

Yes  No

Name of Organization	Brief Job description	From	To	Experience Certificate (Max 2 MB) Only (jpeg / jpg / png / pdf)	Rows
<input type="text" value="Name of Organization"/>	<input type="text" value="Brief Job description"/>	<input type="text" value="Joining Date"/>	<input type="text" value="Leaving Date"/>	<input type="button" value="Choose File"/> <input type="button" value="Upload"/>	<input type="button" value="Add Row"/>

Total Experience

**Undertaking:** I hereby declare that the particulars stated in the above application form are true, correct and complete to the best of my knowledge and belief and nothing has been concealed or incorrect information has been furnished. In case any of the information furnished by me in this application is found to be false, incorrect and misleading at any time after submission of the same, I shall be fully responsible for the same and have no objection against the cancellation of my candidature. I will make no claim for appointment against the post and shall also have no objection to any legal action taken as deemed fit by Oil India Limited.

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## 17) Click 'No' where Experience is not applicable.



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### Experience Details

In online form all the fields marked with red asterisk (\*) are compulsory fields.

[Sign Up](#)

[Basic Details](#)

[Educational Qualifications](#)

**Experience Details**

[Documents Upload](#)

Have you been employed ?\*

Yes  No

**Undertaking:** I hereby declare that the particulars stated in the above application form are true, correct and complete to the best of my knowledge and belief and nothing has been concealed or incorrect information has been furnished. In case any of the information furnished by me in this application is found to be false, incorrect and misleading at any time after submission of the same, I shall be fully responsible for the same and have no objection against the cancellation of my candidature. I will make no claim for appointment against the post and shall also have no objection to any legal action taken as deemed fit by Oil India Limited.

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18) At the bottom of the application form, click to put a tick mark (✓) in the Undertaking.

19) Click **‘Submit’** to proceed.

20) Upload your Photograph, Signature, Proof of Date of Birth, Disability Certificate, Domicile Certificate and any other relevant document against the relevant field.

21) Click **‘Choose File’** to select the relevant file and then Click **‘Upload’**.

The screenshot shows the 'Documents Upload' section of an application form. At the top, there is a green header with the text 'Documents Upload' and 'In online form all the fields marked with red asterisk (\*) are compulsory fields.' Below the header is a navigation bar with five steps: 'Sign Up', 'Basic Details', 'Educational Qualifications', 'Experience Details', and 'Documents Upload' (which is highlighted in red). The main content area contains several upload fields, each with a 'Choose File' button, a 'No file chosen' text, and an 'Upload' button. The fields are: 'Upload Photo\*' (with a 'SAMPLE IMAGE' placeholder), 'Upload Signature\*' (with a 'SAMPLE SIGNATURE' placeholder), 'Proof of Date of Birth/ certificate of class 10th\*' (Only PDF, Maximum 2 MB), 'Caste certificate for SC / ST / OBC\*' (Only PDF, Maximum 2 MB), 'Non-Creamy Layer Certificate\*' (Only PDF, Maximum 2 MB), 'Valid discharge Book/Service and release certificate for Ex-Servicemen\*' (Only PDF, Maximum 2 MB), 'Domicile certificate of Jammu & Kashmir\*' (Only PDF, Maximum 2 MB), and 'No Objection Certificate (NOC)\*' (Only PDF, Maximum 2 MB). At the bottom of the form, there is an 'Undertaking' section with a checkbox and a text area containing the following text: 'I hereby declare that the particulars stated in the above application form are true, correct and complete to the best of my knowledge and belief and nothing has been concealed or incorrect information has been furnished. In case any of the information furnished by me in this application is found to be false, incorrect and misleading at any time after submission of the same, I shall be fully responsible for the same and have no objection against the cancellation of my candidature. I will make no claim for appointment against the post and shall also have no objection to any legal action taken as deemed fit by Oil India Limited.'

22) At the bottom of the application form, click to put a tick mark (✓) in the Undertaking.

23) Click **‘SUBMIT’** to proceed.

24) If you need to change any details (except the ones provided in the first page at the time of sign-up), Click on **‘Cancel’** and edit the details.



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The details in the Profile cannot be edited after confirmation. These details will be used for validation of basic eligibility criteria. Ensure correctness of the details before clicking the OK Button

OK

Cancel

**YOU WILL NOT BE ABLE TO EDIT YOUR APPLICATION FORM AFTER CLICKING 'OK'**

**25) Pay the online application fee, if applicable and keep a proof of transaction upon successful payment of the online application fee.**



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Payment Page:

In online form all the fields marked with red asterisk (\*) are compulsory fields.

Sign Up

Basic Details

Educational Qualifications

Experience Details

Documents Upload

Payment Page

Registration Fees \*

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PAY NOW

26) Click **'Form Preview'**.

Payment Page: In online form all the fields marked with red asterisk (\*) are compulsory fields.

Sign Up > Basic Details > Educational Qualifications > Experience Details > Documents Upload > **Payment Page**

## You have successfully submitted !!

Application Number: 1000025

[Form Preview](#)

27) Click on **'Print'** to print your application form.

\*\*\*