



ऑयल इंडिया लिमिटेड

(भारत सरकार का उद्यम)

Oil India Limited

(A Government of India Enterprise)

Duliajan – 786 602, Assam

ADVERTISEMENT NUMBER: EX RECT/CA (H)/2018-05

OIL INDIA LIMITED, a Navratna Public Sector Undertaking is the pioneer 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. It is engaged in exploration, production and transportation of crude oil, natural gas and manufacture of LPG with its Fields Headquarter (FHQ) at Duliajan, Dist. Dibrugarh, Assam.

Oil India Ltd. invites applications from Indian Nationals to fill up the following post:

Post Name & Post Code	Indicative number of Vacancies*	Grade & Scale of Pay (Rs)	Upper Age limit (in years) as on 29.12.2018	Required Educational Qualification	Post Qualification relevant experience (in years) as on 29.12.2018
	Unreserved				
Chief Administrator (Hospital) PERS:05:2018:CA(H):01	01	E 100000-260000	44	Post Graduate Degree of minimum 02 years duration in Hospital Administration or MBA in Health Care/Hospital Management from a Govt. recognized University/Institution.	12

Post identified suitable for Persons with Disability (PWD): OA-One Arm, OL-One Leg

* The numbers of vacancies are subject to change, if required.

A. POST QUALIFICATION RELEVANT EXPERIENCE

- Minimum twelve (12) years of Post Qualification experience of working as Hospital Administrative Officer in any PSU/Government, Private Undertaking or reputed organization including eminent Hospitals/Health care institutions.
- Experience must be in administration of day to day operations of Hospital including coordination with other Departments, liaising among governing boards, medical staff and department's heads, planning and preparation of capital and revenue budget, review of financial reports, managing care contracts and major expenditures.
- Knowledge of planning, organizing, coordinating and holding of community health programs, planning of services of the nurses/paramedical staff, garbage disposal system, purchases and dispenses of medicines, ambulance services, handling issues related to unionized employees / safai karmacharis, new healthcare laws and regulations, medical and technological advances is desirable.
- The candidate must have business acumen and ability to apply it in a sensitive environment, communication skills for effective communication with external public and internal public, good interpersonal, presentational and organizational skills, good oral and written communication skills, good report writing skills/decision making and problem solving skills and ability to work under pressure.

B. EDUCATIONAL QUALIFICATION & RELAXATION

- Candidates should have requisite full time Educational qualifications (as indicated in the vacancy table) from Board/University/Institute recognized by Government of India. In case the educational qualification is obtained from overseas university/institute, documentary evidence that the university/institute and the course is recognized by Government of India must be enclosed at the time of submission of application.
- Age relaxation by 5 years for candidates who have ordinarily been domiciled in the State of Jammu & Kashmir during the period from 01.01.1980 to 31.12.1989.
- In case of candidates belonging to Persons with Disabilities (PWD) age relaxation will be 10 years for (PWD-UR)
- Age relaxation for Ex-Servicemen will be as per Government directives.
- Maximum upper age of the applicants shall not exceed 56 years including all possible age relaxations.

C. SELECTION PROCESS

- The selection will be through Personal Interaction (PI). The qualifying score is 50% in the Personal Interaction (PI). The merit list will be drawn from the candidates who qualify in the PI based on the marks scored in the PI.
- The provisionally selected candidate will have to undergo Pre-Employment Medical Examination (PEME) by OIL Medical Board and appointment will be issued to the provisionally selected candidate subject to being found medically fit by OIL Medical Board.
- In case the provisionally selected candidate is found medically unfit, the next candidate in the merit list will be required to undergo Pre-Employment Medical Examination (PEME) and appointment would be offered subject to being found medically fit by OIL Medical Board.
- In respect of Medical fitness of a candidate, the decision of OIL Medical Board will be final.
- 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 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, it is found that the candidates have furnished false or wrong information, their candidature will be rejected.

D. REMUNERATION PACKAGE AND OTHER BENEFITS

- Selected candidate will be placed in the pay scale of Rs. 100000-260000 (starting Basic Pay of Rs. 100000). 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.
- Approximate total emoluments in Grade 'E' at minimum of scale will be around, Rs. 140000. In addition to the Basic Pay & Dearness Allowance, 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.

E. PHYSICAL FITNESS

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

F. POSTING

The posting of the selected candidate will be in OIL Hospital, FHQ, Duliagan, Assam. The services are also transferable as per requirement of the company.

G. GENERAL INFORMATION AND INSTRUCTIONS

- Only Indian nationals are eligible to apply.
- Candidates applying for the above posts must have passed the prescribed qualifications through full time courses only.
- No manual/ paper application will be entertained.

- All qualification should be from a University/ Institute recognized by Government of India and the courses should be approved by UGC/ AICTE/ appropriate statutory authority. In case the educational qualification is obtained from overseas university/institute, documentary evidence that the university/institute and the course is recognized by Government of India must be enclosed at the time of submission of application.
- Candidature of a registered candidate is liable to be rejected at any stage of recruitment process or after recruitment or joining, if any information provided by the candidate is found to be false or is not found to be in conformity with eligibility criteria mentioned in the advertisement.
- The E-mail ID entered in the online application form must remain valid for at least next one year from the date of filling the online application. No change in the E-mail ID will be allowed, once entered. All future correspondence would be sent via E-mail only
- Candidates, if shortlisted for the next stage of the selection process are required to bring their original testimonials and certificates at the time of interview. The following documents will only be accepted at the time of verification:
 - Birth Certificate, Matriculation/10th Standard pass certificate 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/Diploma 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 short listed candidates will be notified for the Selection Test.
- Where the number of applications received in response to the advertisement is very large and it will not be convenient or possible for the Company to call all the candidates for the Selection Test, the Company at its discretion may restrict the number of candidates to reasonable limit by raising the minimum eligible standards. The candidates should, therefore, mention all the qualifications and experience (if any) in the relevant 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.
- No Objection Certificate (NOC) is required for Candidates employed with Government departments/ PSUs/ Autonomous Bodies only in case where application is not forwarded by the department.
- Candidates employed in PSUs at the time of application must be working in the scale of Rs.90000-240000 (or equivalent pre-revised scale) for minimum one year OR, in a scale, higher than Rs.90000-240000.
- Depending on the experience and qualification, the Company reserves the right to consider an applicant for a higher or lower post than notified above.
- Reservation/relaxations for PWD candidates will be as per Government Directives.
- PWD certificate in prescribed format(s) (available at <http://www.oil-india.com/4Current-openings>) issued by the competent authority will be considered for appointment to the post on the basis of prescribed standards of Medical Fitness. The Competent Authority to issue PWD certificate shall be a Medical Board duly constituted by the Central or a State Government. The Central/ State Government may constitute Medical Board(s) consisting of at least three members out of which at least one shall be a specialist in the particular field for assessing Locomotor/ Cerebral / Visual / Hearing disability, as the case may be. Please note that no other format of PWD certificate shall be accepted.
- If the PWD certificate has been issued in a language other than English/Hindi the candidates will be required to submit a self-certified translated copy of the same either in English or Hindi at the time of interview.

- Persons with 40% or more disability only would be eligible for the benefit of reservation to PWD category against identified posts only.
- Government strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
- The candidates called for interview will be reimbursed to and fro AC-II tier train fare (at base fare only & excluding Premier Trains) from the declared railway station to Kolkata and economy class air fare from Kolkata to Dibrugarh (the nearest airport to Duliajan-distance 48 kms), subject to production of tickets and boarding passes.
- 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.

H. HOW TO APPLY

- Candidates fulfilling the above criteria may apply online by visiting <http://www.oil-india.com/oilnew/Current-openings> from 29.11.2018 to 29.12.2018.
- Read the instructions carefully and fill in the online Application Form giving accurate information. After successful registration, system will generate a unique registration number. Candidates are required to keep the printout of the registration slip which will be generated by the system after successful registration.
- Candidates may make the following documents ready to be uploaded while applying online:
 - Scanned passport size photograph
 - Scanned Signature
 - Proof of age
 - Proof of Qualifying degree {Marks sheet & Pass certificate of Graduation/ Post Graduation as applicable}
 - Disability Certificate (if applicable)
 - Copy of No Objection Certificate / permission for applying for the same from the current employer if working in Government departments/PSUs/Autonomous Bodies.
 - Candidates employed in PSUs at the time of application must be working in the scale of Rs.90000-240000 (or equivalent pre-revised scale) for minimum one year OR, in the scale, higher than Rs.90000-240000.
- **All the details given in the Application Form will be treated as final and no changes will be entertained.**
- For any queries please contact us at oilrec@oilindia.in

I. IMPORTANT DATES

Important Dates	Opening of OIL website for online submission of application	10:00 hours on 29.11.2018
	Last date for submission of online application in OIL	17:00 hours on 29.12.2018