



ENGAGEMENT ON CONTRACTUAL BASIS

(ADVT. NO. HRAQ/CONT-WP-B/26-285 dated 22/07/2026)

Oil India Limited (OIL), a Maharatna Public Sector Undertaking is the second largest national upstream Oil & Gas Company with pan India presence and global footprint. Oil India Limited (OIL) intends to engage following personnel (domicile of Assam and Arunachal Pradesh) purely on contractual basis for immediate engagement at Field Headquarters, Duliajan. The contractual requirement which is purely temporary in nature shall also entail working in shifts involving arduous and hazardous nature of jobs in remote/far-flung OIL installations/locations and also on “On-Call” duty basis.

Contractual Engagement Requirement	<u>ELIGIBILITY CRITERIA</u> (As on the date of registration for Walk-in for Personal Assessment)		Contractual Emolument per month (₹)
	Candidates should possess all the qualification/requirements given below	Age Limit (years)	
Contractual Pharmacist (05 nos.)	(i) Passed 10+2 in science stream from a Government recognized Board/University. (ii) Must have passed 02 (two) years Diploma Course in Pharmacy from an Institute recognized by Government of India and the Pharmacy Council of India. (iii) Must have registered with Assam Pharmacy Council and must possess valid professional Pharmacist License. (iv) Must have minimum 02 (two) years post qualification relevant work experience as Pharmacist.	Minimum age: 18 years Maximum age: General: 40 years OBC (NCL): 43 Years SC/ST: 45 Years	• <u>Fixed Emolument:</u> ₹ 24,960.00 (Rupees Twenty-Four Thousand Nine Hundred and Sixty) only per month based on attendance including paid leave, holiday, if any. • <u>Variable Emolument:</u> ₹ 960.00 (Rupees Nine Hundred and Sixty) per day for each working day.
Contractual Paramedical Hospital Technician (02 nos.)	(i) Passed 10+2 in science stream from a Government recognized Board/University. (ii) Must have Diploma in OT Technology (02 year course) from a Government recognized Institute/Medical College. (iii) Must have minimum 02 (two) years post qualification relevant work experience. OR (i) Passed 10+2 in science stream from a Government recognized Board/University. (ii) Must have Diploma in Emergency and First Aid Technology (02 year course) from a Government recognized Institute. (iii) Must have minimum 02 (two) years post qualification relevant work experience.	Minimum age: 18 years Maximum age: General: 40 years	• <u>Fixed Emolument:</u> ₹ 21,450.00 (Rupees Twenty-One Thousand Four Hundred & Fifty) only per month based on attendance including paid leave, holiday, if any. • <u>Variable Emolument:</u> ₹ 825.00 (Rupees Eight Hundred & Twenty-Five) only per day for each working day.

Contractual Engagement Requirement	ELIGIBILITY CRITERIA (As on the date of registration for Walk-in for Personal Assessment)		Contractual Emolument per month (₹)
	Candidates should possess all the qualification/requirements given below	Age Limit (years)	
	OR (i) Passed 10+2 in science stream from a Government recognized Board/University. (ii) Must have Diploma in ICU Technology (02 year course) from a Government recognized Institute/Medical College. (iii) Must have minimum 02 (two) years post qualification relevant work experience.		

RESERVATION:

A)					
Contractual Engagement Requirement	UR	SC	ST	OBC (NCL)	EWS
Contractual Pharmacist (05 nos.)	02	01	01	01	--
Contractual Paramedical Hospital Technician (02 nos.)	02	--	--	--	--

B)	
Contractual Engagement Requirement	<u>PwBD Suitability:</u>
Contractual Pharmacist (05 nos.)	a) HH b) OL, CP, LC, Dw, AAV c) ASD (M), SLD, MI d) MD involving a to c
Contractual Paramedical Hospital Technician (02 nos.)	a) LV b) HH c) OL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD involving a to d

Note: (i) **ABBREVIATIONS:** UR= Unreserved; ST= Scheduled Tribes; SC= Scheduled Caste; OBC (NCL)= Other Backward Classes (Non-Creamy Layer); EWS= Economically Weaker Sections, PwBD= Persons with Benchmark Disabilities: LV-Low Vision, HH-Hard of Hearing, OL-One Leg, CP-Cerebral Palsy, LC-Leprosy Cured, Dw-Dwarfism, AAV-Acid Attack Victims, ASD (M)-Autism Spectrum Disorder (Mild), SLD-Specific Learning Disability, MI-mental illness, MD-Multiple Disabilities.

- (ii) Admit Card or Pass Certificate or Marksheet of Class 10th issued by the concerned Government Recognised Education Board will only be considered as valid proof of date of birth. No other document will be accepted as valid proof of date of birth.
- (iii) Reservation for PwBD and Ex-Servicemen as per Govt of India Guidelines.

1.0 **SELECTION CRITERIA:**

- a) The candidate(s) will be selected based on Walk-in for Personal Assessment(s) of total 100 marks.
- b) The qualifying/pass marks will be 50 for all categories.
- c) The candidate(s) will be assessed on suggestive parameters such as Professional Knowledge and skills (in concerned discipline), Professional Knowledge and skills (in allied discipline), Personal Attributes and Soft Skills.
- d) Final selection will be made **based on merit only** as per the marks obtained by the candidate(s) in the Walk-in for Personal Assessment(s), securing the qualifying/pass marks of 50, or above.

2.0 **Details of Walk-in for Personal Assessment(s):**

Interested candidates who meet all the prescribed eligibility criteria are required to report for registration to appear in the Walk-in for Personal Assessment(s) as per the details provided below.

Contractual Engagement Requirement	Date and Time of Registration*	Date of Walk-in for Personal Assessment(s)	Venue
Contractual Pharmacist (05 nos.)	07/08/2026 07:00 A.M. to 09:00 A.M.	07/08/2026	Duliajan Club, Oil India Limited, Duliajan
Contractual Paramedical Hospital Technician (02 nos.)	07/08/2026 07:00 A.M. to 09:00 A.M.	07/08/2026	

Note:

- (a) To appear for the Walk-in for Personal Assessment(s), first the candidate(s) need to mandatorily complete the Registration at the venue compulsorily between 07:00 A.M. to 09:00 A.M.
*No candidate will be allowed to register beyond the date & time frame stated herein above under any circumstances.
- (b) The process of Walk-in for Personal Assessment(s) will proceed as per the list of candidate(s) registered for the same.
- (c) If the total number of candidate(s) registered for the Walk-in for Personal Assessment(s) on the above scheduled date is beyond the adequate limit/capacity, please note that the Walk-in for Personal Assessment(s) for the remaining registered candidate(s) will be carried forward/completed on the subsequent day(s), as required.
- (d) Before registering for Walk-in for Personal Assessment(s), a candidate should ensure that he/she fulfils the requisite qualification, experience and other eligibility conditions mentioned in this Advertisement. (ii) If a candidate does not meet the eligibility conditions and other specifications as mentioned in this advertisement, the concerned candidate will not be allowed to appear in the Walk-in for Personal Assessment(s). (iii) During the process of Registration for Walk-in for Personal Assessment(s), information furnished by the candidate will be verified from the Original documents. (iv) only those candidates meeting the notified eligibility criteria will be allowed to appear in the Walk-in for Personal Assessment(s). (v) **Accordingly, candidate(s) without original document(s)/ certificate(s)/ testimonial(s) will not be allowed to appear in the Walk-in for Personal Assessment(s).**

3.0 **PERIOD OF CONTRACTUAL ENGAGEMENT:**

The engagement will be purely on a contractual basis only. The initial period of contractual engagement will be for a period of 01 (one) year only. Further, the period of the above contractual engagement may be extendable after requisite interval for another 01 (one) year only depending on the departmental requirement, job performance, conduct, physical fitness, etc., as applicable. The total period of the above contractual engagement will be maximum 02 (two) years only.

4.0 JOB RESPONSIBILITIES, EXPERIENCE, ETC.:

4.1 Contractual Pharmacist

(a) Job responsibilities of Contractual Pharmacist:

The Contractual Pharmacist shall work under the supervision of the Head of Department (HoD) and/or the designated reporting officer and shall assist the permanent pharmacists in the efficient functioning of the Pharmacy Services of the Hospital. The responsibilities shall include, but not be limited to, the following:

1. Assist in dispensing medicines, and allied items against valid prescriptions/orders in accordance with established policies and procedures.
2. Assist in checking prescriptions for completeness, dosage, route of administration and potential medication-related issues and bring any discrepancies to the notice of the permanent pharmacist/medical officer concerned.
3. Support maintenance of adequate stock levels of medicines and consumables, including receipt, storage, arrangement, replenishment and monitoring of expiry dates.
4. Assist in inventory management activities such as stock verification, documentation, indents, reconciliation and maintenance of records.
5. Ensure proper storage of medicines and maintenance of required environmental conditions as per applicable guidelines.
6. Assist in maintaining all statutory registers, dispensing records, stock registers and other documents related to pharmacy operations.
7. Support implementation of quality assurance practices and adherence to hospital protocols, standard operating procedures and applicable statutory requirements.
8. Provide courteous guidance to patients regarding medicine usage, dosage schedules, storage and general precautions, as advised by the permanent pharmacist or treating physician.
9. Assist during emergency situations, mass casualty incidents, health camps, vaccination programmes and other hospital activities requiring pharmacy support.
10. Perform duties in shifts, including weekends and holidays, as per departmental requirements and duty rosters.
11. Be deployed to work in any dispensary, satellite pharmacy, health camps organized by OIL Hospital or any other unit of the Hospital under the organization, as and when required in the interest of service.
12. Carry out any other duties and responsibilities assigned from time to time by the Head of Department, permanent pharmacists under whom they are posted, or any other officer to whom they report.
13. To maintain office time and prior approval should be taken before availing leave.

(b) Skills and knowledge required for Contractual Pharmacist:

The Contractual Pharmacist should possess the following skills and knowledge to effectively assist the permanent pharmacists in delivering quality pharmaceutical services:

1. Sound knowledge of pharmacology, therapeutics, dosage forms and commonly used medicines.
2. Knowledge of dispensing procedures, prescription interpretation and safe medication practices.
3. Familiarity with applicable provisions of the Drugs and Cosmetics Act and Rules and other relevant regulatory requirements governing pharmacy practice.
4. Understanding of inventory control, stock management and documentation procedures in a hospital pharmacy setting.
5. Basic knowledge of storage requirements, handling of temperature-sensitive products and expiry management.
6. Ability to maintain pharmacy records, registers and reports accurately.
7. Working knowledge of computers and SAP / Hospital Information Systems (HIS), including data entry and record maintenance.
8. Good communication and interpersonal skills for interacting with patients, healthcare professionals and colleagues.
9. Ability to work effectively as part of a multidisciplinary healthcare team under supervision.
10. Capability to work efficiently under pressure, including during emergencies and high patient-load situations.
11. Commitment to professional ethics, patient confidentiality, discipline and adherence to organizational policies and procedures.

4.2 Contractual Paramedical Hospital Technician

(a) Job responsibilities of Contractual Paramedical Hospital Technician:

The Contractual Paramedical Hospital Technician shall work under the supervision and guidance of the permanent Paramedical Technicians/In-charge of the concerned section and shall assist in providing efficient patient care services. The duties shall include, but not be limited to, the following:

1. Assist permanent Paramedical Technicians in the day-to-day functioning of the concerned unit/ section such as Emergency, Operation Theatre (OT), Intensive Care Unit (ICU), or other designated clinical areas.
2. Prepare, maintain and arrange equipment, instruments, consumables and supplies required for patient care and procedures.
3. Assist in receiving, transferring, positioning and monitoring patients before, during and after procedures, as directed by the treating team.
4. Assist in providing emergency and first aid support in accordance with established hospital protocols and under the supervision of authorized medical personnel.
5. Ensure proper cleaning, disinfection, sterilization and safe handling of equipment and instruments as per infection control guidelines.
6. Maintain records, registers, checklists, inventory logs and other departmental documentation as assigned.
7. Report malfunctioning equipment, shortages of consumables and any unusual incidents to the concerned supervisor promptly.
8. Ensure adherence to hospital policies relating to patient safety, infection prevention and control, biomedical waste management, fire and safety measures and quality standards.
9. Assist in maintaining readiness of emergency trolleys, crash carts, OT/ICU equipment and other life-support systems, as applicable.
10. Coordinate with doctors, nurses and other healthcare personnel for smooth functioning of patient care services.
11. Attend departmental meetings, orientation programmes, training sessions, mock drills and continuing education activities as directed.
12. Maintain confidentiality of patient information and always uphold professional ethics.
13. The incumbent may be required to work in shifts, including night shifts, weekends, holidays and beyond normal duty hours in exigencies of service.
14. The incumbent may be deployed to any other dispensary, department, unit, or healthcare facility under the control of the Medical Services as and when required in the interest of patient care and hospital administration.
15. Perform any other duties related to patient care and departmental functioning as assigned by the Head of Department (HoD), Reporting Officer, or any authority designated by the Management from time to time.
16. To maintain office time and prior approval should be taken before availing leave.

(b) Skills and knowledge required for Contractual Paramedical Hospital Technician:

Candidates possessing Diploma in Emergency and First Aid Technology or OT Technology or ICU Technology should have the following skills and knowledge:

1. Sound knowledge of the principles and practices relevant to Emergency Care, Operation Theatre procedures and/or Intensive Care services, depending upon the area of deployment.
2. Basic understanding of human anatomy, physiology, medical terminology and common clinical procedures.
3. Knowledge of emergency response, first aid techniques, basic life support measures and patient handling procedures.
4. Familiarity with the operation, care, maintenance and troubleshooting of equipment used in Emergency, OT and ICU settings.
5. Knowledge of aseptic techniques, sterilization procedures, infection prevention and control practices, and biomedical waste management rules.
6. Ability to maintain records, documentation, stock registers and departmental reports accurately.
7. Good observational skills and the ability to promptly identify and report changes in patient condition or equipment-related issues.

8. Effective communication and interpersonal skills for working collaboratively with multidisciplinary healthcare teams.
9. Ability to work under pressure, respond appropriately during emergencies and prioritize assigned tasks.
10. Professional attitude, integrity, punctuality, discipline, empathy and commitment towards quality patient care.
11. Adaptability and willingness to work in different sections, dispensaries, shifts and locations as per organisational requirements.
12. Basic knowledge of hospital safety protocols, fire safety measures and relevant statutory and quality requirements applicable to healthcare institutions.

Note: *The above list is only indicative and not exhaustive.*

5.0 DOCUMENTS, CERTIFICATES, TESTIMONIALS:

Interested & Eligible candidates must bring: (a) **in ORIGINAL**, and (b) a set of **SELF-ATTESTED COPIES** of the following documents while reporting on the scheduled date of Registration and Walk-in for Personal Assessment(s):

- a) Filled in Personal Bio-Data Form (*format given on the last 2 pages of this advertisement*).
- b) 01 (One) recent 3cm X 3cm coloured passport photograph.
- c) Valid Photo Identity Proof and valid Address Proof issued by Competent Government Authority.
- d) Date of Birth (DoB) proof i.e., Class 10th Certificate containing DoB.
- e) (i) Admit Card, (ii) Marksheet and (iii) Pass Certificate of Class 10th issued by the concerned Government Recognized Education Board; Document(s)/Certificate(s)/Testimonial(s) of essential qualification(s) such as (1) all semester/ years & Final Marksheet, (2) Pass Certificate issued by Competent Authority and Experience Certificate(s), *as applicable*.
- f) Valid Caste Certificate (SC/ST/OBC), *if applicable*; Valid Non-Creamy Layer certificate, *if applicable*; Valid Income and Asset Certificate to be produced by Economically Weaker Sections, *if applicable*; Valid Disability Certificate, *if applicable*; Valid Discharge Book/Service and Release Certificate for Ex-Servicemen (Pages containing Personal Particulars and Service Particulars), *if applicable* and any other documents/certificates/testimonials from Competent Authority in support of candidature *if applicable*.
- g) Valid No Objection Certificate signed by concerned Authority, if employed in Government Service/Public Sector Undertaking/ Autonomous Bodies.
- h) Employees Provident Fund (EPF) Member Pass Book (if available)
- i) Aadhar Card
- j) PAN Card
- k) Bank Pass Book

6.0 GENERAL CONDITIONS:

- a) The contract can be terminated at any time by giving notice of **15 (fifteen) days**, by either side.
- b) Candidate(s) will be required to join immediately, *if provisionally selected*. If a candidate does not join on the stipulated date as decided by management, upon intimation he/she will be allowed extension for another maximum of 15 (fifteen) days from the aforesaid stipulated date. Failure to join within the above-mentioned timeline will result in cancellation of his/her provisional selection.
- c) Contract tenure will commence from the date of engagement and shall end on expiry of the prescribed period and no separate notice shall be required to be given.
- d) Selected candidates will be entitled for the total Contract Emoluments, which will include both the Fixed and Variable components. However, in case selected candidate avails Maternity Leave during the course of Contractual engagement, only the Fixed component of the Contract Emoluments shall be paid.

- e) Statutory benefits of Employees' Provident Fund (EPF) and Gratuity will be applicable.
- f) Selected candidate(s) will be required to submit their Universal Account Number (UAN) to OIL for compliance under Employees' Provident Fund (EPF) at the time of contractual engagement.
- g) No Travelling Allowance/ Daily Allowance will be paid to the candidates for appearing in the Walk-in for Personal Assessment(s).
- h) Candidates have to make their own arrangements to appear for the Walk-in for Personal Assessment(s) viz. travel, accommodation etc. Further, no reimbursement shall be provided for joining.
- i) If a candidate is found guilty of either of the following mentioned hereunder, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, will also be liable to be disqualified for the above contractual engagement for which he/she is a candidate and to be debarred, either permanently or for a specified period, from any examination or test conducted by OIL i.e. (i) using unfair means (ii) impersonating or procuring impersonation by any person (iii) misbehaving (iv) resorting to any irregular or improper means in connection with his/her candidature for selection (v) obtaining support for his/her candidature by any unfair means.
- j) The above engagement is purely of Contractual nature. Accordingly, the above Contractual Engagement(s) shall not confer any right or claim whatsoever on the concerned contractual employee for employment/ regularization in Oil India Limited.
- k) Any candidate found to have submitted false/forged/misleading certificates, documents, testimonials/declarations, or to have suppressed material information at any stage including after engagement, shall be liable for disqualification, rejection, termination, or any other action deemed appropriate. Verification of such discrepancies, including adverse findings related to character and antecedents, shall be carried out through the competent authority, and necessary action will be taken without exception and irrespective of the stage or timing of detection.
- l) Canvassing in any form whether directly or indirectly shall amount to rejection of candidature.
- m) The candidate should be of sound health and must provide a fitness certificate from a Govt. Registered Medical Practitioner at the time of joining in the prescribed format.
- n) The provisionally selected candidate(s) will have to submit a character and antecedents verification certificate i.e. Police verification certificate/report from concerned authorities at the time of engagement.
- o) Engagement of the selected candidate(s) will be subject to necessary pre-engagement formalities viz. document/certificate/testimonial checking, submission of required document/ certificate/testimonial, medical fitness certificate, Police verification certificate/report etc.
- p) Candidate(s) working in any organization, *if selected*, has to produce Release Letter (**in original**), from the present employer at the time of contractual engagement at OIL.
- q) The selected candidate(s) on contract are not permitted to take up any other assignment for the entire duration of their engagement.
- r) The selected candidate(s) on contract will be liable to be placed in any location as deemed fit by the Competent Authority.
- s) The selected candidate(s) on contract will have to arrange accommodation at his/her own cost during the period of the above contractual engagement.
- t) All taxes, *as applicable* will be borne individually by the selected candidate(s) on contract.
- u) The selected candidate(s) on contract shall be entitled for **12 (twelve)** days paid leave for a **01 (one)** year of contractual engagement period.
- v) Any dispute with regards to the engagement against this advertisement will be under the jurisdiction of Dibrugarh district court only.
- w) Oil India Limited reserves the right to cancel or postpone the Contractual Engagement Process at any stage without assigning any reason.
- x) In addition to above, any other terms & conditions/rules & regulations/policy & procedures will also be applicable for Contractual Engagement as existing from time to time.
- y) Candidates are advised to keep checking OIL's website (<https://www.oil-india.com>) > **OIL for All>Carrer at OIL>Current Openings/ Results**) regularly for any update/information pertaining to the above contractual engagement requirement(s).

Mobile Phones, calculators, any other electronic devices or objectionable items are strictly banned in the entire premises of the venue. Please note that, if any candidate is found carrying or using such items within the entire premises of the venue, the candidate will be debarred from appearing in the Walk-in for Personal Assessment(s) and candidature of such a candidate will be disqualified/rejected. Further, a candidate committing such an unscrupulous act is also liable to be blacklisted and may not be considered for any further requirement in OIL. Furthermore, such a candidate is also liable for appropriate legal action.

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/appointment letters, assuring jobs etc. in Oil India Limited. It may be noted that Oil India Limited has well laid out and transparent policies/procedures and engagement/appointment letters are issued by the Company to selected candidates at the conclusion of such a process. Oil India Limited does not authorize any person/organization outside of Oil India Limited to offer any job on its behalf.

Through this public notice, Oil India Limited warns all job seekers/general public to be vigilant against such unscrupulous elements and reject such engagement/appointment letters, assurance of jobs etc. in the Company. Oil India Limited will not be responsible for any loss/damage suffered either directly or as a consequence of such fake offers from any source whatsoever.

For office use only:
Selection Category:



Recent 3cm x
3cm coloured
passport
photograph

PERSONAL BIO-DATA
(CONTRACTUAL ENGAGEMENT)

Statement of Shri/Smt. _____
(IN BLOCK LETTERS) given at the time of Walk-in for Personal Assessment(s) for the requirement of _____

1. Date of Birth (DD/MM/YYYY):

2. Gender: Male / Female (Please put √ as applicable)

3. Marital Status: Married / Unmarried (Please put √ as applicable) 4. Mother Tongue:

5. Father's / Mother's Name:

6. Identification Mark:

7. Caste: 8. Sub-Caste:

(Please put √ as applicable)

9. Other Recognized Category	:	<u>OBC (NCL)</u>	<u>EWS</u>	<u>Ex-Servicemen</u> (Mention length of Service in Defence)	<u>Persons with Benchmark Disability</u> (Mention category & % age of disability)
		Yes / No	Yes / No		

10. Permanent Address:

Vill/Town/ Place :

P.O. : PIN :

Police Station : District :

State : Mobile No. :

E-mail ID (in block letters) :

11. (A) Relevant Educational Qualification (acquired as on date):

Exam Passed	Board/University/Institute	Percentage of Marks	Year of Passing

(B) Other Qualification - License/Permit etc. (acquired as on date):

License/Permit etc.	Board/Authority/Institution	Part/Class etc.	License/Permit etc. No.	Valid till

Signature of candidate: _____

Date: _____

12.

Work Experience:				
Designation	Employer's Name & Address	Duration		Total no. of Days
		From	To	

13. I, Shri/Smt. _____, hereby solemnly declare that, **no criminal case against me pending before any Court/ never been arrested / never been prosecuted / never been in Jail or Police Custody / never been fined by the Government Authority / never been convicted by a Court of Law / never been debarred from appearing in any examination / never been rusticated by any educational authority / Institution** and the above information are duly filled by me and are true to the best of my knowledge. If any false/incorrect declaration/information has been made/provided by me herein, I will be liable for cancellation/disqualification at any stage of my contractual engagement and for such action as deemed fit in this regard.

Signature: _____

Full Name: _____

Date: _____

Enclosure:

1. DoB proof
2. Category proof
3. Address proof
4. Education qualification proof
5. Work experience certificate
6. Any other
