



**INDIAN OIL CORPORATION LIMITED**  
(Refineries Division)

**Advertisement Nos. : Guwahati-GR/P/Rectt/25; Barauni-BR/HR/RECTT/OR/2025-26; Gujarat-JR/Rect/01/2025; Haldia-PH/R/01/2025; Mathura-MR/HR/Rect/2025; Panipat Refinery & Petrochemical Complex (PRPC)- PR/P/ 49 (2025-26); Digboi-DR/HR/RECT-2025; Bongaigaon- BGR/01/2025; Paradip-PDR/HR/01/Rectt-25**

**Date: 20-12-2025**

**Requirement of Non-Executive Personnel**

Indian Oil Corporation Limited (IOCL) is a leading diversified and integrated energy major, with a strong presence across the entire spectrum of Oil, Gas, Petrochemicals, and Emerging Energy solutions. With over six decades of dedicated service to the nation. IndianOil has contributed to India's growth through its vast infrastructure, extensive reach, and unwavering commitment to fueling the lives of over a billion Indians, every single day. As a Maharatna company and India's flagship national oil company, IndianOil is consistently ranked among the Fortune Global 500 and is now evolving into a future-ready, innovation-driven energy enterprise. The Corporation is actively steering the transition towards a low-carbon economy, with strategic investments in green hydrogen, electric mobility, biofuels, solar and wind energy, while simultaneously expanding its footprint in Petrochemicals, LNG, and City Gas Distribution (CGD). With a strong emphasis on digital transformation, sustainability, and operational excellence, we chart our path towards becoming 'A Globally Admired Energy Company'.

Contributing to the growth of nation year after years, Indian Oil has risen to position of leadership with its ubiquitous presence and its diligence to make a mark in the lives of the citizens of India. To fuel its next phase of growth and transformation, IndianOil invites applications from bright young and energetic persons of Indian Nationality for selection to various posts in the pay scale of Rs. 25,000-1,05,000/- for its Refinery/ Petrochemical Units at Guwahati (Assam), Barauni (Bihar), Vadodara (Gujarat), Haldia (West Bengal), Mathura (Uttar Pradesh), Panipat (Haryana), Digboi (Assam), Bongaigaon (Assam) and Paradip (Odisha).

Number of Posts including reservation, Educational Qualification and other eligibility criteria / parameters shall be as under:

**A) 1. Number of Posts and Reservations**

| Post Code | Name of Post                                 | Refinery      | Vacancies Per Refinery |     |     |     |     |           |      | Remarks                |
|-----------|----------------------------------------------|---------------|------------------------|-----|-----|-----|-----|-----------|------|------------------------|
|           |                                              |               | Total                  | UR  | EWS | SC  | ST  | OBC (NCL) | PwBD |                        |
| (a)       | (b)                                          | (c)           | (d)                    | (e) | (f) | (g) | (h) | (i)       | (j)  | (k)                    |
| 201       | Junior Engineering Assistant-IV (Production) | Guwahati      | 17                     | 8   | 1   | 1   | 2   | 5         |      |                        |
|           |                                              | Barauni       | 51                     | 24  | 5   | 8   | 0   | 14        |      |                        |
|           |                                              | Gujarat       | 75                     | 32  | 7   | 5   | 11  | 20        |      |                        |
|           |                                              | Haldia        | 16                     | 7   | 2   | 3   | 1   | 3         |      |                        |
|           |                                              | Mathura       | 12                     | 6   | 1   | 2   | 0   | 3         |      |                        |
|           |                                              | PRPC, Panipat | 19                     | 9   | 2   | 4   | 0   | 4         |      |                        |
|           |                                              | Digboi        | 20                     | 10  | 2   | 1   | 2   | 5         |      |                        |
|           |                                              | Bongaigaon    | 18                     | 7   | 2   | 2   | 3   | 4         |      |                        |
|           |                                              | Paradip       | 4                      | 3   | 0   | 0   | 1   | 0         |      |                        |
| 202       | Junior Engineering Assistant-IV (P&U)        | Guwahati      | 6                      | 2   | 1   | 0   | 2*  | 1         |      | *Backlog (ST-1)        |
|           |                                              | Barauni       | 9                      | 4   | 1   | 1   | 0   | 3         |      |                        |
|           |                                              | Gujarat       | 11                     | 4   | 1   | 1   | 2*  | 3         |      | *Backlog (ST-1)        |
|           |                                              | Digboi        | 2                      | 2   | 0   | 0   | 0   | 0         |      |                        |
|           |                                              | Bongaigaon    | 9                      | 5   | 1   | 1*  | 0   | 2*        |      | *Backlog (SC-1, OBC-1) |

| Post Code | Name of Post                                                                                         | Refinery      | Vacancies Per Refinery |     |     |     |     |           |                                  | Remarks                       |
|-----------|------------------------------------------------------------------------------------------------------|---------------|------------------------|-----|-----|-----|-----|-----------|----------------------------------|-------------------------------|
|           |                                                                                                      |               | Total                  | UR  | EWS | SC  | ST  | OBC (NCL) | PwBD                             |                               |
| (a)       | (b)                                                                                                  | (c)           | (d)                    | (e) | (f) | (g) | (h) | (i)       | (j)                              | (k)                           |
| 203       | Junior Engineering Assistant-IV (P&U-O&M)                                                            | PRPC, Panipat | 19                     | 9   | 2   | 4   | 0   | 4         |                                  |                               |
|           |                                                                                                      | Paradip       | 3                      | 3   | 0   | 0   | 0   | 0         |                                  |                               |
| 204       | Junior Engineering Assistant-IV (Electrical)/ Junior Technical Assistant – IV (Electrical)           | Barauni       | 9                      | 4   | 1   | 2   | 0   | 2         | 1(PL-OH-OA/OL)                   |                               |
|           |                                                                                                      | Gujarat       | 1                      | 0   | 0   | 0   | 1*  | 0         |                                  | *Backlog                      |
|           |                                                                                                      | Digboi        | 1                      | 1   | 0   | 0   | 0   | 0         | \$(1-MD)                         | \$Backlog                     |
|           |                                                                                                      | Bongaigaon    | 1                      | 1   | 0   | 0   | 0   | 0         | \$(1-PH-HH)                      | \$Backlog                     |
| 205       | Junior Engineering Assistant-IV (Mechanical)/ Junior Technical Assistant – IV (Mechanical)           | Guwahati      | 2                      | 1   | 1   | 0   | 0   | 0         | \$(1-MD)                         | \$Backlog                     |
|           |                                                                                                      | Barauni       | 3                      | 1   | 0   | 0   | 0   | 2*        | \$3(2-PV-VH-, 1-MD)              | *Backlog (OBC-2)<br>\$Backlog |
|           |                                                                                                      | PRPC, Panipat | 2                      | 1   | 0   | 0   | 0   | 1*        | \$2(1-PV-VH, 1-MD)               | *Backlog<br>\$Backlog         |
|           |                                                                                                      | Digboi        | 4                      | 4   | 0   | 0   | 0   | 0         | \$4(1-PV-VH-, 2-PH-HH, 1-MD)     | \$Backlog                     |
|           |                                                                                                      | Bongaigaon    | 3                      | 3   | 0   | 0   | 0   | 0         | \$3(1-PV-VH-, 1-PH-HH, 1-MD)     | \$Backlog                     |
| 206       | Junior Engineering Assistant-IV (Instrumentation )/ Junior Technical Assistant – IV (Instrumentation | Barauni       | 1                      | 1   | 0   | 0   | 0   | 0         | \$(1-MD)                         | \$Backlog                     |
|           |                                                                                                      | Gujarat       | 1                      | 1   | 0   | 0   | 0   | 0         |                                  |                               |
|           |                                                                                                      | Mathura       | 1                      | 0   | 0   | 0   | 0   | 1*        | \$(1-MD)                         | *Backlog<br>\$Backlog         |
|           |                                                                                                      | PRPC, Panipat | 2                      | 2   | 0   | 0   | 0   | 0         | \$2 (1-PV-VH, 1-PH-HH)           | \$Backlog                     |
|           |                                                                                                      | Paradip       | 1                      | 0   | 0   | 0   | 1*  | 0         | \$(1-PH-HH)                      | *Backlog<br>\$Backlog         |
| 207       | Junior Quality Control Analyst                                                                       | Guwahati      | 3                      | 2   | 0   | 0   | 0   | 1         | 2<br>{\$(1- PL- OH-OA/OL), 1-MD} | \$Backlog (1- PL)             |
|           |                                                                                                      | Barauni       | 2                      | 1   | 0   | 0   | 0   | 1         | (1- PH-HH)                       |                               |
|           |                                                                                                      | Gujarat       | 4                      | 3   | 0   | 0   | 0   | 1         | \$2 (1-PV-VH, 1-MD)              | \$Backlog                     |
|           |                                                                                                      | Haldia        | 1                      | 1   | 0   | 0   | 0   | 0         | \$(1-PV-VH)                      | \$Backlog                     |
|           |                                                                                                      | PRPC, Panipat | 4                      | 2   | 0   | 1   | 0   | 1         | \$2(PL-OH-OA/OL)                 | \$Backlog                     |
|           |                                                                                                      | Digboi        | 2                      | 1   | 0   | 1*  | 0   | 0         | \$(1-PH-HH)                      | *Backlog<br>\$Backlog         |
|           |                                                                                                      | Bongaigaon    | 4                      | 3   | 0   | 0   | 0   | 1         | 2<br>{\$(1-PL-OH-OA/OL); (1-MD)} | \$Backlog (PL-1)              |
| 208       | Junior Engineering Assistant-IV (Fire & Safety)                                                      | Guwahati      | 8                      | 3   | 0   | 1   | 1   | 3*        |                                  | *Backlog (OBC-1)              |
|           |                                                                                                      | Barauni       | 2                      | 1   | 0   | 1   | 0   | 0         |                                  |                               |
|           |                                                                                                      | Gujarat       | 8                      | 4   | 1   | 0   | 1   | 2         |                                  |                               |
|           |                                                                                                      | Haldia        | 3                      | @2  | 0   | 1   | 0   | 0         |                                  |                               |
|           |                                                                                                      | Mathura       | 4                      | 2   | 0   | 1*  | 0   | 1         |                                  | *Backlog                      |
|           |                                                                                                      | PRPC, Panipat | 5                      | 3   | 0   | 1*  | 0   | 1         |                                  | *Backlog                      |
|           |                                                                                                      | Digboi        | 11                     | 5   | 1   | 1   | 2*  | 2*        |                                  | *Backlog (ST-1, OBC-1)        |
|           |                                                                                                      | Bongaigaon    | 10                     | 4   | 1   | 1*  | 1   | 3*        |                                  | *Backlog (SC-1, OBC-1)        |

**UR-Un-reserved, EWS-Economically Weaker Section, SC- Scheduled Caste, ST-Scheduled Tribe, OBC(NCL)-Other Backward Class-Non-Creamy Layer, PwBD - Persons with Benchmark Disability - For PwBD- Multiple Disabilities- refer Note 3 appended below**

@ One vacancy in the post of JEA-IV (Fire & Safety) (Post code-208) at Haldia Refinery will be kept vacant as per the Hon'ble High Court of Calcutta order dated 18.04.2024 and 16.05.2025 in W.P. No. 10104(W) of 2014. Hence, out of 2 UR vacancies, only 1 UR vacancy will be filled up in this recruitment exercise.

(§) Against these backlogs, candidates from the other 3 sub-categories under PwBD (refer Note 3 below) can also apply with stipulation that in case of non-availability of a candidate belonging to the notified sub-category, the vacancy shall be filled by interchange among any of the other sub-categories. Only when there is no PwBD available for the post, vacancy shall be filled up by appointment of Person, other than PwBD and PwBD reserved vacancy shall be carried forward.

- Reservation for Ex-Servicemen (ExSM) shall be as per Government of India guidelines.
- Prescribed reservations for PwBD & Ex-servicemen will be applied on horizontal basis as per Govt. guidelines i.e reservation out of the vertical reservation of SC/ST/OBC (NCL) & EWS

**Note:**

1. Positions are operated with work arrangements in one, two or three shifts. Incumbents may be required to perform duties in any of the work arrangements depending upon work exigencies.
2. Number of vacancies indicated above is tentative and may increase or decrease in the relevant categories at the absolute discretion of the management and in compliance with the Presidential Directives on reservation at the time of appointment.
3. Petroleum Refining being a complex and hazardous process, candidates belonging to Persons with Benchmark Disabilities category (40% or higher) shall be considered only against the identified positions/ numbers as indicated above.

**The Rights of Persons with Disabilities Act 2016** - Section 2(r) defines "person with benchmark disability" as a person duly certified by the certifying authority with:

- not less than 40% of a specified disability where specified disability has not been defined in measurable terms and
- a disability where specified disability has been defined in measurable terms.

The candidates are required to submit a Disability Certificate issued by competent authority as per the Rights of Persons with Disabilities Rules, 2017, failing which their candidature as PwBD candidates will not be considered. Persons with Benchmark Disabilities must be capable of performing the task assigned to them/take instructions using suitable aids and appliances.

Appointment of candidates belonging to PwBD categories will be from categories mentioned below against identified posts under categories notified for Post Code 204,205,206 and 207.

- |                                                                                                      |                                  |
|------------------------------------------------------------------------------------------------------|----------------------------------|
| 1. PV-Low vision                                                                                     | P=Physical; V=Vision; H=Hearing; |
| 2. PH-Hard of hearing, Deaf                                                                          | L=Locomotors; O=Orthopaedic;     |
| 3. PL-Musculoskeletal (OH-OA and/or OL), Dwarfism, Acid attack victim, Cerebral Palsy, Leprosy Cured | OA=One Arm;<br>OL=One Leg        |
| 4. Multiple Disabilities (a combination of 1,2 or 3 above)                                           |                                  |

Being a hazardous industry, deployment of PwBDs with Disabilities, other than that mentioned above, may put such PwBDs at risk, hence not included.

**B) Post-wise Qualification parameters:**

| SL Nos. | Name of Post                                        | Post Code  | Prescribed Qualification Parameters (Only Regular Full Time Recognised Courses - From Indian Universities / Institutes)                                                                                                                                                                                                                                                                                                         |
|---------|-----------------------------------------------------|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| I       | <b>Junior Engineering Assistant-IV (Production)</b> | <b>201</b> | 3 years Diploma in Chemical Engg./ Chemical Technology/ Chemical Technology (Fertiliser)/ Petrochemical Engg. / Petrochemical Technology/Refinery and Petrochemical Engg. <b>OR</b> B.Sc (Mathematics, Physics, Chemistry or Industrial Chemistry) from recognized Institute/ University with minimum of 50% marks in aggregate for General, EWS & OBC candidates & 45% in case of SC/ST candidates against reserved positions. |

| SL Nos. | Name of Post                                                                                                | Post Code  | Prescribed Qualification Parameters (Only Regular Full Time Recognised Courses – From Indian Universities / Institutes)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|---------|-------------------------------------------------------------------------------------------------------------|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| II      | <b>Junior Engineering Assistant-IV (P&amp;U)</b>                                                            | <b>202</b> | <p>3 years Diploma in Mechanical Engg/ Mechanical (Production) Engg. or Diploma in Electrical Engg./ Electrical and Electronics Engg./ Electrical Power System/Electrical Engg. (Industrial Control) OR B.Sc (Mathematics, Physics, Chemistry or Industrial Chemistry) from recognized Institute/ University</p> <p><b>ALONGWITH</b></p> <p><b>Boiler Competency Certificate (BCC) with Second Class OR National Apprenticeship Certificate (NAC) in Boiler Attendant under the Apprentices Act, 1961 with due endorsement of equivalence to the Second-Class Boiler Attendant Certificate of Competency, by the Competent Boiler Authority of the State of the Refinery Unit for which the candidate has applied for.</b></p> <p><b>Candidates in possession of National Apprenticeship Certificate in Boiler Attendant under the Apprentices Act, 1961 MUST upload NAC with due endorsement of equivalence to the 2<sup>nd</sup> class Boiler Attendant Certificate of Competency by the competent Boiler Authority of the State of the Refinery Unit for which they applied.</b> However, in case of not having endorsement of equivalence to the 2<sup>nd</sup> class Boiler Attendant Certificate of Competency by the competent Boiler Authority of the State of the Refinery Unit for which they apply, a candidate can be provisionally allowed, in case of selection, upto the stage of SPPT. At the time of SPPT, such production of documents with requisite endorsement is mandatory.</p> |
| III     | <b>Junior Engineering Assistant-IV (P&amp;U-O&amp;M)</b>                                                    | <b>203</b> | 3 years Diploma in Electrical Engineering / Diploma in Electrical and Electronics Engineering. / Electrical Power System/Electrical Engg. (Industrial Control) from recognized Institute/ University with minimum of 50% marks in aggregate for General, EWS & OBC candidates & 45% in case of SC/ST candidates against reserved positions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| IV      | <b>Junior Engineering Assistant-IV (Electrical) / Junior Technical Assistant – IV(Electrical)</b>           | <b>204</b> | 3 years Diploma in Electrical Engg. / Diploma in Electrical and Electronics Engg. / Electrical Power System/Electrical Engg. (Industrial Control) from recognized Institute/ University with minimum of 50% marks in aggregate for General, EWS & OBC candidates & 45% in case of SC/ST/PwBD candidates against reserved/identified for PwBD positions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| V       | <b>Junior Engineering Assistant-IV (Mechanical) / Junior Technical Assistant – IV(Mechanical)</b>           | <b>205</b> | 3 years Diploma in Mechanical Engineering/ Mechanical (Production) Engg from recognized Institute/ University with minimum of 50% marks in aggregate for General, EWS & OBC candidates & 45% in case of SC/ST/PwBD candidates against reserved/identified for PwBD positions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| VI      | <b>Junior Engineering Assistant-IV (Instrumentation) / Junior Technical Assistant – IV(Instrumentation)</b> | <b>206</b> | 3 years Diploma in Instrumentation Engg/Instrumentation & Electronics/ Instrumentation & Control Engg, / Applied Electronics and Instrumentation Engg./ Electronics and Electrical Engineering from a recognized Institute/University with minimum of 50% marks in aggregate for General, EWS & OBC candidates & 45% in case of SC/ST/PwBD candidates against reserved/identified for PwBD positions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| VII     | <b>Junior Quality Control Analyst</b>                                                                       | <b>207</b> | B.Sc. (Mathematics, Physics, Chemistry or Industrial Chemistry) with minimum of 50% marks in aggregate for General, EWS & OBC candidates & 45% in case of SC/ST/PwBD candidates against reserved/identified for PwBD positions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

| SL Nos. | Name of Post                                               | Post Code  | Prescribed Qualification Parameters (Only Regular Full Time Recognised Courses – From Indian Universities / Institutes)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------|------------------------------------------------------------|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| VIII    | <b>Junior Engineering Assistant-IV (Fire &amp; Safety)</b> | <b>208</b> | <p>Intermediate (10+2) pass with Sub-Officers' Course from NFSC-Nagpur or from Government recognized Board/ University/Institute with <b>Valid Heavy Vehicle Driving License.</b></p> <p><b>Physical Standards:</b></p> <p><b>Height:</b> Minimum 165 cms. (Relaxable by 5 cms in case of Garhwalis, Assamese, Gorkha and members of Scheduled Tribe)</p> <p><b>Chest:</b> 81cms Unexpanded and 86 cms Expanded (Fully expanded with minimum 5 cms Expansion)</p> <p><b>Weight:</b> Minimum 50 Kgs.</p> <p><b>Disqualification:</b> BMI beyond 28 with systemic involvement for candidates upto 35 years of age, BMI beyond 30 with systemic involvement for candidates above 35 years</p> <p><b>Medical Standards</b></p> <p>a) Vision – Better Eye – 6/6 without aid (Eligible vision – 6/6 only) Worse eye – 6/12</p> <p>b) No Colour Blindness</p> <p>c) No Night Blindness</p> <p>d) Must not have knock knee, flat foot, squint eyes and stammering</p> <p>In case of selection, above Physical weight/Medical Standards shall be examined before SPPT and only those meeting these prescribed standards shall be considered for Document Verification /SPPT.</p> <p>{Please also refer Pre-Employment Medical Examinations Guidelines hosted on 'Latest Job Opening' under 'IndianOil for Careers' page of website <a href="http://www.iocl.com">www.iocl.com</a>}</p> |

#### **B.1 Important Notes related to Qualification Parameters:**

- Diploma / BSc. in Branch / Subjects as specified against respective Posts above will ONLY be considered as eligible qualification. Diploma / BSc. in other than specified Branch / Subjects shall not be considered.
- Qualification prescribed above shall only be considered. No Claim of possession of a qualification equivalent to above prescribed Qualification shall be entertained.
- For Post Code 201, 202 and 207 where prescribed essential qualification is B.Sc (Mathematics, Physics, Chemistry or Industrial Chemistry); candidates with Integrated M.Sc. will be required to upload specific certificate/ marksheet in support for determining their eligibility w.r.t. their subjects as well as qualification percentage for B.Sc. separately {Only M.Sc. Integrated related marksheets/ Passing certificate shall not suffice}.
- Candidates possessing higher professional qualifications such as Bachelor of Engineering (BE), Bachelor of Technology(B.Tech), Masters in Business Administration(MBA), Chartered Accountant(CA), Company Secretary (CS), Cost Management Accountant (CMA), Bachelor of Law (LLB), Masters of Computer Applications (MCA), Doctor of Philosophy (Ph.D), or any such equivalent higher professional qualification shall NOT be eligible and in case of selection, possession of such higher professional qualification at the time of joining, may lead to cancellation of offer of appointment.  
Higher qualification (other than professional qualification as mentioned above), shall not be a disqualification. However, in such cases, percentage acquired in prescribed qualification examination {as stipulated against each post in Clause No. B above will only be reckoned for deciding eligibility.
- The aforesaid list of higher qualifications/higher professional qualifications mentioned above is not exhaustive. Management may determine any other qualification as a higher qualification/higher professional qualification which is/ are not listed above. The decision of the Management in this regard shall be final and binding and no further enquiry shall be entertained in this respect.
- For determining eligibility w.r.t. prescribed percentage of marks under qualification parameter, the following methodology will be followed:
  - Wherever CGPA/OGPA or Letter Grade is awarded in the Degree/Diploma examinations, its equivalent aggregate percentage of marks must be indicated by the candidates in the On-line Application as per the norms adopted by Board/University/Institute. Candidates will have to upload certificate from the concerned Board / University/Institute regarding the equivalent aggregate percentage of marks with reference to their CGPA/OGPA or Letter Grade and produce the same at the time of document verification failing which their candidature will not be considered.

In case the Board/Institute/University does not follow any conversion formula for converting CGPA/OGPA to Percentage, candidate will have to produce a certificate from the Board/ University/Institute to this effect that

the Board/Institute/University does not follow any conversion formula and in order to arrive at equivalent percentage of marks, aggregate of Grade score obtained in each semester/year as applicable, divided by the total number of semesters/years will be considered.

In case of Letter Grade, candidate will have to necessarily produce Certificate from the Board/University/Institute specifying clearly equivalent percentage of marks against Letter Grade failing which their candidature will not be considered.

- b) Where marks are awarded, the aggregate percentage of marks in prescribed qualification must be indicated by the candidates in the On-line Application. For calculation of aggregate percentage following formula shall be followed:

$$\left\{ \frac{\text{Total of marks secured in each semester (where semester wise exam is conducted)/year (where yearly exam. is conducted)}}{\text{Total of maximum marks in each semester/year}} \right\} \times 100$$

- vii. Candidate must specifically indicate the percentage of marks obtained (calculated to the nearest two decimals) in the relevant column of the online application. Where percentage of marks is not awarded by the University but only CGPA/OGPA is awarded, the same shall be converted into percentage in terms of conversion norms of the concerned university in this regard, besides indicating the CGPA/OGPA in the online application.
- viii. **The fraction of percentage so arrived will not be rounded off to next higher whole number i.e. 59.99% will be treated as less than 60%.**
- ix. A qualification acquired through Part-time/Correspondence/Distance Learning mode shall render the candidate ineligible.
- x. A Sandwich Diploma course (with Industrial training as part of the course with no break) shall be considered eligible.
- xi. Diploma under recognized lateral entry scheme (Class-XII (Sc.)/ITI admitted in 2nd year of Diploma course) shall also be considered eligible subject to meeting prescribed percentage of marks on the basis of aggregate of 4 semesters in the diploma course.
- xii. Suppression of information regarding possession of or pursuing higher qualification/higher professional qualification shall render a candidate ineligible for consideration at any stage of selection and termination at any time during employment, if recruited.
- xiii. The criteria for full time regular course shall not be insisted upon in case of Ex- Servicemen, provided they possess a requisite EQUIVALENT qualification that has been acquired during the service period and is recognized by AICTE/MHRD, Government of India and have secured the prescribed minimum percentage of marks.
- xiv. Ex-servicemen claiming an equivalence in qualification shall be required to produce a copy of equivalence certificate issued by the concerned Ministry.

**c) Reservation for SC/ST/OBC (Non – Creamy Layer-NCL)/ Persons with Disability (PwBD) [degree of disability 40% or more in respective category]/Ex-Servicemen (ExSM) /Economically Weaker Section (EWS):**

1. Reservation in posts for SC/ST/OBC (Non – Creamy Layer)/PwBD/ExSM/EWS candidates and relaxations thereof will be in terms of numbers indicated above / as per Govt. guidelines.
2. For claiming the benefit of OBC-NCL category, the candidate should upload a latest caste certificate in the format prescribed by Govt. of India, which would, among others specifically mention that the candidate does not belong to the persons/sections (creamy layer) as mentioned in column 3 of the schedule to the Department of Personnel & Training, Government of India OM No. 36012/22/93-Estt.(SCT) dated 08.09.1993 & OM No. 36033/1/2013-Estt.(Res.) dated 13.09.2017 and other guidelines issued from time to time.
3. Candidates belonging to OBC category but falling in creamy layer are not entitled to OBC reservation benefits. Accordingly, such candidates may apply against the UR positions provided they meet the age criteria applicable to General category candidates and indicate their category as “General”. Indian Oil Corporation Ltd. being a Central Public Sector Undertaking, only those communities that are mentioned in the common list of OBC approved by Central Government shall be treated as OBC for the purpose of reservation. The OBC(NCL) certificate should be issued on or after 01.04.2025 by the Competent Authority. OBC(NCL) candidates belonging to the State of Maharashtra must have valid Caste Validity certificate issued in his/her name issued by Government of Maharashtra.
4. The reservation for Economically Weaker Section (EWS) candidates shall be as per Government Guidelines in this regard vide Department of Public Enterprises’ O.M. 20(10)/99-DPE-GM-Part-2019-FTS-1517 dated 25.01.2019 and Department of Personnel & Training’s O.M. No. 36039/1/2019-Estt(Res) dated 31.01.2019.
5. Candidates belonging to EWS category are required to upload an Income and Asset certificate issued by Competent Authority prescribed under point no. 5 of Department of Personnel and Training’s O.M No. 36039/1/2019-

Estt.(Res) dated 31.01.2019. Format of Income and Asset certificate can be downloaded 'Latest Job Opening' under 'IndianOil for Careers' page of website [www.iocl.com](http://www.iocl.com). The condition prescribed for Unreserved category in the matter of age (refer Clause No. E (1) below) shall apply to EWS candidates. The EWS certificate should have been issued on or after 01.04.2025 by the Competent Authority.

6. A candidate working in Armed Forces would become eligible for applying against civil posts only when he/she completes the prescribed period of Armed Force Service within a year from the last date for receiving applications. Such candidate is required to upload prescribed Proforma {*Proforma of Certificate for employed Officials*}. The prescribed proforma is available on 'Latest Job Opening' under 'IndianOil for Careers' page of website [www.iocl.com](http://www.iocl.com). Candidates shall upload self-attested copy of Proforma duly completed and signed along with online application {refer to Clause No. P (13) (ix) below}.
7. Such candidate from Armed Forces, who has been released/retired/discharged from Armed Forces and qualified as an Ex-servicemen is required to upload an undertaking {*Form of Undertaking to be given by Candidates Applying for Civil Posts under Ex Servicemen Category*} duly signed by him/her stating that he/she has not secured any appointment on the civil side, along with his application. The prescribed proforma is available on 'Latest Job Opening' under 'IndianOil for Careers' page of website [www.iocl.com](http://www.iocl.com). Candidates shall upload self-attested copy of Proforma duly completed and signed along with the online application {refer to Clause No. P (13) (x) below}.
8. PwBD candidates with less than 40% of permanent disability are not eligible against PwBD reserved posts. The PwBD candidates are required to submit a Disability Certificate issued by Competent Authority in terms of Rule 18 & 20 and in the prescribed format (Form V/Form VI) and Unique Disability Identity Card(UDID) as per the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Amended Rules, 2017, failing which their candidature as PwBD candidates will not be considered. A Person with a specified disability listed in the Schedule but not covered under Section 34 (1), if certified by a Certifying Officer as a person with disability of 40% or above, in terms of provisions of the Rights of Persons with Disabilities Act, 2016 shall be allowed concessions / relaxations available to PwBDs against Post Codes 204, 205, 206 & 207 only and if selected on merit against unreserved vacancies, he/she shall be declared successful. His/her candidature will not be considered / adjusted against reservation provided to PwBDs under Section 34 (1) of the Act of 2016.
9.
  - a) The visually impaired candidates and candidates with Locomotor Disability and Cerebral Palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40%impairment); will be eligible for compensatory time of 20 minutes per hour .
  - b) The facility of viewing the contents of the test in magnifying font will be available to Visually Impaired candidates.
  - c) The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the CBT examination.
  - d) In case of Persons with Benchmark Disabilities in the category of Cerebral Palsy, the facility of Scribe shall be given, if so opted by the candidate in online application. In case of other category of persons with benchmark disabilities, the provision of scribe can be allowed upon production of a certificate to the effect that the candidate concerned has physical limitation to *respond in CBT* and scribe is essential to *respond in CBT* examination on his behalf, from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Govt. Healthcare Institution as per prescribed Proforma (*Certificate regarding Physical Limitation of an examinee to respond in CBT*) {refer to Clause No. P (13) (xi) below}. The person with benchmark disability opting for own Scribe/ Reader should submit details of the own Scribe as per prescribed Proforma (*Letter of Undertaking for using own scribe*) **at the time of CBT** examination along with submission of copy of '*Certificate regarding Physical Limitation of an examinee to respond in CBT*' as specified above. Both the prescribed proforma are available on 'Latest Job Opening' under 'IndianOil for Careers' page of website [www.iocl.com](http://www.iocl.com). Candidates shall upload the scanned copy of Proforma duly completed and signed in the online application and also submit the same at the time of CBT examination.
  - e) In all such cases where a scribe is used, the following rules will apply:
    - i. The candidate will have to arrange his/her own scribe at his/her own cost.
    - ii. The scribe arranged by the candidate should not be a candidate for the same examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favourably entertained.
    - iii. A person acting as a scribe for one candidate cannot be a scribe for another candidate.
    - iv. The scribe should be from an academic stream different from that prescribed for the post against which the PwBD candidate has applied for. The qualification of the Scribe should be one step below the qualification of the candidate taking the examination.

- v. Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the online examination.
- vi. 20 minutes per hour of 'compensatory time' in Computer Based Test shall be given to PwBD candidates who are allowed use of scribe as per the Govt. guidelines.
- vii. Scribe should not answer on his/her own. Any such behavior observed will result in cancellation of candidature
- viii. Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based; it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.
- ix. During the exam, at any stage, if it is found that scribe is independently answering the questions, the exam session will be terminated, and candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions.

**D) Concessions for candidates belonging to SC/ST/PwBD/ExSM categories:**

1. SC/ST/PwBD/ExSM candidates are exempted from payment of application fee.
2. SC/ST/PwBD candidates appearing for Computer Based Test and Skill/Proficiency/Physical Test (SPPT) will be reimbursed single second class rail fare from the nearest railway station from the mailing address to the place of Computer Based Test (CBT) and SPPT (if shortlisted) and back by the shortest route on production of ticket provided the distance is not less than 30 Kms.

**E) Minimum and Maximum Age limit:**

1. Minimum 18 years and Maximum age shall be 26 years for Un-reserved candidates as on **31-12-2025**.
2. Certificate issued by a Board of Secondary Education for passing Matriculation shall be the only acceptable document in support of proof of age.
3. In case Date of Birth (DOB) is not mentioned on the Matriculation Certificate by the concerned Education Board, School Leaving Certificate / Admit Card /Matriculation mark sheet mentioning DOB shall be additionally required to be submitted/ uploaded along with the Matriculation Certificate.

**F) Relaxations for candidates belonging to SC/ST/OBC(NCL) /PwBD/ExSM categories:**

1. Relaxation in age upto 5 years for SC/ST and 3 years for OBC (NCL) candidates considered against reserved positions will be allowed.
2. The minimum qualifying marks in eligibility qualification, wherever prescribed, will be relaxed by 5% for candidates belonging to SC/ST/PwBD categories considered against reserved positions.
3. The minimum qualifying marks in the Computer Based Test to be obtained by SC/ST/ PwBD candidates shall be relaxed by 5% against reserved positions.
4. PwBD candidates will be allowed age-relaxation upto 10 years (upto 15 years for SC/ST and upto 13 years for OBC (NCL) candidates), if considered against reserved positions. However, a PwBD candidate availing of only age relaxation upto 10 years (i.e. no relaxation in eligibility qualification marks/in Computer Based Test qualifying marks) will be entitled to be first considered against an unreserved post, in order of merit in the select list, before being considered against a reserved post.
5. Relaxation to Ex-servicemen will be allowed as per Govt. Guidelines i.e. an Ex-serviceman who has put in not less than 6 months continuous service in Armed Forces, shall be allowed to deduct the period in Armed Forces service from his actual age which shall be his resultant age. The resultant age shall not exceed the prescribed maximum age by more than 3 years (8 years for disabled Defence services personnel belonging to SC/ST) For Example-  
 -Current Age = 34, reduced by Armed Forces service of 5 years = 29 years; Not to exceed Prescribed Max. Age Limit of 26 years by 3 Years = 29 years; hence eligible.
6. PwBD & Ex-servicemen candidates belonging to SC/ST/OBC (NCL) categories shall be eligible for grant of cumulative age relaxation for reserved posts for SC/ST/OBC (NCL) categories.



**G) Table indicating Upper Age Limit in Years (as on 31-12-2025) for GEN/EWS and reserved positions for SC/ST/OBC (NCL)/PwBD/ExSM:**

| Gen/<br>EWS | SC/ST     | OBC-<br>NCL | PwBD                                                                                                                                           | Ex-Servicemen                                                                                                                                                                                                                                                                                                                                                                         |
|-------------|-----------|-------------|------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Col 1       | Col 2     | Col 3       | Col 4                                                                                                                                          | Col 5                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>26</b>   | <b>31</b> | <b>29</b>   | For identified posts only<br>i.e. for Post Codes 204, 205, 206 & 207 :-<br><br><b>36 (GEN/EWS)</b><br><b>41 (SC/ST)</b><br><b>39 (OBC-NCL)</b> | Say Age of Candidate as on Cut-off date is <b>Y</b><br>Say Service in Armed forces is <b>X</b> years.<br><br>Resultant Age after discounting armed force service (Y-X) = <b>Z should not exceed:</b><br><b>29 Years for GEN/EWS</b><br><b>34 Years for SC/ST</b><br><b>32 Years for OBC-NCL</b><br><br>(Relaxation in Age to ExSM, as prescribed by Government, shall be applicable.) |

**H) Cut-Off date of reckoning Eligibility criteria:**

The cut-off date for the purposes of meeting age criteria and for possession of prescribed qualification shall be **31-12-2025**.

**I) Selection Methodology:**

- The selection methodology will comprise **Computer Based Test (CBT)** and a **Skill/Proficiency/Physical Test (SPPT)**. The SPPT will be of qualifying nature.
- Computer Based Test (CBT): The Computer based test will consist of one objective type paper containing 100 questions carrying 1 marks each and the time allotted for completing the CBT is **120 minutes**. CBT for a discipline may be conducted in one/two/three sessions in a single day. More than one session may be required if the nodes capacity is less or some technical disruption takes place at any center or for any candidate. If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions (details at **Annexure III** below).
  - Question Paper in any discipline to have following three sections:
    - Subject Knowledge – 75 marks
    - Numerical Ability – 15 marks
    - General Awareness – 10 marks
  - All questions will be of Objective Multiple-Choice Type. The computer-based examination will be conducted in English and Hindi only and there will be no negative marking for wrong answer.
  - The date of CBT examination along with city/centre where CBT will be conducted shall be made available through Call Letter to candidates around 7 days prior to the scheduled date of CBT. Exact details of CBT Centre information in this regard shall be conveyed through their registered email/website of IOCL.
  - Candidates are not permitted to use mobile phones, calculators and other electronic gadgets. They should not, therefore, bring the same inside the Examination Hall/ Lab. Candidates will be allowed to enter the Examination Hall only with print out of call letter and proof of identity in original and photocopy of the id proof. No other material will be permitted inside the Examination Hall.
- Every candidate will have to secure a **minimum of 40% marks in the Computer Based Test for being shortlisted for qualifying for SPPT**. Relaxation in minimum qualifying marks in CBT by 5% will be applicable to SC/ST/PwBD candidates against reserved positions (as mentioned at Clause No. F(3) above).
- Candidates need to indicate their choice of the examination test cities for CBT examination. The list of tentative cities for CBT is placed at **Annexure-II** of the advertisement.
- The Computer Based Online Test will be held at Test Cities as mentioned in the Online application portal. Candidates **may opt three test cities in order of preference from the list**. Once choice of test cities is exercised by the candidate, it will be final and the same cannot be changed after the online form is submitted. IOCL, however reserves the right to cancel any of the Test City/ centre and/ or add some other City/ centre, at its discretion, depending upon the response, administrative feasibility, etc. IOCL also reserves the right to allot the candidate to any Test City/centre other than the one he/she has opted for. If sufficient number of candidates do not opt for a particular city/centre for "Online" examination, IOCL reserves the right to allot any other adjunct city/centre to those candidates OR if the number of candidates is more than the capacity available for online exam for a city/ centre, IOCL reserves the right

to allot any other city/centre to the candidate. **No request for change of test city/centre for online examination will be entertained.**

6. Candidate will appear for the CBT examination at a test City/Centre at his/her own risks and expenses and IOCL will not be responsible for any injury or losses etc. of any nature.
7. Exact venue details will be communicated through the Call Letter. Call letters shall not be sent by Post. Candidates are advised to regularly visit the 'Latest Job Opening' under 'IndianOil for Careers' page of website [www.iocl.com](http://www.iocl.com) from time to time for the updates on examination process and for downloading call letters for online test for each stage of selection. Intimation for downloading call letter will also be sent through email/SMS. Once the candidate clicks the relevant link, he/she can access the window for call letter download. The candidate is required to use (i) Registration Number/ Roll Number (ii) Password/Date of Birth for downloading the call letter. Candidate needs to affix recent recognizable passport size photograph on the call letter preferably the same as provided during registration and appear at the examination centre with (i) Call Letter (ii) Photo Identity Proof as stipulated in Clause I.(14) below and also specified in the call letter and a photocopy of the same Photo Identity Proof as brought in original.

**Candidates will not be allowed to enter the examination hall without valid call letter and photo id proof. Candidates reporting late i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination.** The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the examination is 2 hours, candidates may be required to be at the venue for about 4 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions. Similarly, Communication for attending SPPT and document verification for all posts will be sent to the candidates on their registered E-mail ID.

8. Call Letters for Computer Based Test will be issued to all **prima-facie eligible** candidates on the basis of the details furnished in Online-Application form and submission of application fees (applicable for General, EWS & OBC (NCL) Category candidates). Scrutiny of documents uploaded by the candidates will be carried out post Computer Based Test. Only those candidates will be considered/ called for next stage i.e. Skill/Proficiency/Physical Test (SPPT) who are (a) shortlisted on the basis of Computer Based Test and (b) meet the notified eligibility criteria upon scrutiny of documents uploaded by the candidates and other parameters. Mere submission of online application form shall not entitle a candidate for a claim for consideration for next stage of selection process.
9. Candidates must ensure to upload clear and legible, self-attested scan copy of documents (Matriculation/Higher Secondary, Class XII, Diploma, BSc, Caste Certificate, PwBD Certificate, ExSM Discharge Certificate, Declaration and any other prescribed documents) ascertaining his/her eligibility for selection process. There must be one single upload file against each category of documents. For example, under Qualification certificate upload, candidate must scan all the marksheets (semester/year wise) and passing certificates and upload in a single document. Failure to comply with afore-mentioned provision of uploading documents shall render the candidate ineligible for selection process without any liability on the Corporation in this regard.
10. Provision for Online Mock Test shall be made to familiarize the candidates about processes of Computer Based Test (CBT) for which a link shall be shared through email/website. **The link shall be made active for such eligible applicants from the date of issuance of Call letter to the date of conduct of CBT.**
11. Candidates are advised in their own interest to register on-line much before the closing date as per schedule mentioned in this Advertisement and not to wait till the last date for depositing the fees to avoid the possibility of disconnection/ inability/failure to log on the IOCL's website on account of heavy load on internet/website jam/disconnection.
12. IOCL does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the Corporation.
13. Please note that the above procedure is the only valid procedure for making application. Application shall not be accepted through any other mode
14. **Identity verification:** In the examination hall as well as at the time of SPPT, the call letter along with original and a photocopy of the candidate's currently valid photo identity (bearing exactly the same name as it appears on the call letter) such as PAN Card/ Passport/ Permanent Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead along with photograph/ Aadhar card/ E-Aadhar Card with a photograph should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination.

Any other ID proof including Ration Card and Learner's Driving License are **not considered** valid id proof.

**Note:** Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Examination call letter while attending the examination, without which they will not be allowed to take up the examination. Candidates must note that the name as appearing on the call letter (provided during the

process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the examination. In case of candidates who have changed their name, will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original.

15. **The Call letters issued to the candidates are Provisional.** However, in case any ineligible candidate had been issued Call letter and had appeared in the Computer Based Test (CBT) or allowed to join the IOCL, his/her candidature will automatically be treated as cancelled at any stage of this recruitment/ service in IOCL on grounds of his/her ineligibility. Therefore, before submitting the application, the candidate must ensure that he/she fulfills all the eligibility criteria as laid down in this advertisement. **His/her candidature will be purely provisional subject to eligibility and other verifications before or after his/her appointment in IOCL.**
16. The decision of the Corporation about the mode of selection to the post and eligibility conditions shall be final and binding. No correspondence will be entertained in this regard.
17. Short listed candidates, **in the ratio of 1:2** (with due cognizance to number of reserved posts) subject to securing minimum qualifying marks in the Computer Based Test, upon document verification being found in order will be required to undergo a Skill/Proficiency/Physical Test (SPPT).
18. Obtaining minimum qualifying marks in the Computer Based Test does not confer any right or claim by the candidate for being shortlisted for the SPPT or the final selection, as the same is related to number of positions, reservation position, ratio applied and relative performance in respective categories and subject to meeting the notified eligibility criteria and other parameters and documents found in order upon verification.
19. In case of tie of marks in the Computer Based Test for the last position in the list of candidates shortlisted for SPPT, all such candidates shall be called for the SPPT, even if the total number exceeds the prescribed ratio.
20. Composite Merit list (Refinery- wise) discipline-wise in descending order of marks (irrespective of category and relaxation) shall be drawn on the basis of marks obtained in the Computer Based Test from & out of the said short-list; only for such candidates who qualify in the SPPT.
21. Based on the Composite Merit list (Refinery- wise), discipline wise and category wise names shall be shortlisted as per notified vacancy and reservation.
22. In case of tie of marks for the last position on the Merit List, the candidate with prior date of birth (senior by age) shall find a place in the Merit list. However, the name of the junior shall also be retained in the said Merit List, as the last name.
23. Candidates belonging to Reserved Categories, who have availed of relaxation in Age, qualification marks in prescribed qualification or in Computer Based Test qualifying marks, as is available to a category, will be considered against reserved vacancies, irrespective of their position in select list (in order of merit within the category).
24. Candidates with Benchmark disabilities and Ex-Servicemen candidates, if found suitable, will be considered against reserved vacancy irrespective of their position in Merit list (in order of merit within the category) on horizontal reservation policy.

#### **J) Pay & Perks:**

Besides Basic Pay and Industrial pattern of DA, the other allowances / benefits include HRA/ Housing accommodation (as per availability), Medical Facilities, Productivity Incentive, Performance Linked Incentive, Gratuity, Provident Fund, Group Personal Accident Insurance, Leave Encashment, Leave Travel Concession/LFA, Contributory Superannuation Benefit Fund Scheme, House Building Advance, Conveyance Advance/Maintenance Reimbursement, Children Education Allowance etc., as per Corporation rules.

#### **K) Pre-Employment Medical Fitness:**

1. Candidates are advised to ensure that they are medically fit as per IndianOil's Pre-Employment Medical Standard. Candidates are advised to go through the "Guidelines and Criteria for Physical Fitness for Pre-employment medical examination" and satisfy themselves of meeting the fitness criteria before starting the application submission process. The guidelines are available on 'Latest Job Opening' under 'IndianOil for Careers' page of website [www.iocl.com](http://www.iocl.com).
2. Candidates so selected shall undergo a pre-employment medical examination in any of the Refinery Hospitals only by Corporation's Medical officer(s) as per the Corporations' Guidelines before being declared medically fit for the selected position.

#### L) Opportunity for Women

1. Considering the dangerous operations carried out in Refinery Units and the hazardous processes involved, in due cognizance to the statutory provisions, women candidates are presently not considered for vacancies in Production, P&U Operations (Boiler & Electrical) and Fire & Safety, and also against the cadres/work areas that require shift operations, 365 days in a year or necessitates undertaking work beyond 07.00 pm (& up to 06.00 am) like P&U, Production, Fire & Safety, Quality Control or other services performed in shifts.
2. As per the Press Release dated 21.11.2025 of Ministry of Labour, "In line with the wide-ranging consultations carried out during the drafting of the Labour Codes, the Government will likewise engage the public and stakeholders in the framing of the corresponding rules, regulations, schemes, etc. under the Codes. During transition, the relevant provisions of the existing labour Acts and their respective rules, regulations, notifications, standards, schemes, etc. will continue to remain in force."
3. In accordance with the above and the relevant provisions of the extant law; women shall be considered for employment against the following identified posts:

| S.N. | Post Code | Name of the Post                                  |
|------|-----------|---------------------------------------------------|
| i.   | 204       | Junior Engineering Assistant-IV (Electrical)      |
| ii.  | 205       | Junior Engineering Assistant-IV (Mechanical)      |
| iii. | 206       | Junior Engineering Assistant-IV (Instrumentation) |

#### M) Liability to Declare:

1. Candidates with reported ailments, deficiencies or abnormalities and also those with finding of not meeting the physical fitness criteria as above, shall make a declaration to this effect while submitting their online application.
2. A candidate found UNFIT for a position during medical examination by any other location/ Refinery unit of the Corporation or a Government Authority or any other PSU, shall be required to declare his medical condition with reasons for being declared "UNFIT". If the candidate applies / seeks employment/ engagement at any other location/ post of the Corporation, suppression of such information may render the candidature liable for Rejection.
3. Candidates have to necessarily declare in case he/she has been arrested, prosecuted, kept under detention or fined, convicted by a Court of Law or for any offence debarred/ disqualified by any Public Service Commission from appearing in its examination.

#### N) Important Instructions:

1. **A candidate is allowed to apply for only one post in any of the Refinery units.** In case of receipt of more than one application for more than one post in a Refinery Unit OR more than one application for more than one Refinery Unit by the same candidate; all the applications will be summarily rejected.  
In case of more than one application received for same post in same Refinery unit, the last successfully submitted application shall only be considered for that post and prior application(s) shall be considered invalid.
2. Candidates who are registered with Employment Exchange & Directorate General of Resettlement (Central & State)/ Zilla/Rajya Sainik Welfare Board/ Special Employment Exchange (as applicable) and meeting the prescribed eligibility criteria are advised to apply Online, failing which their candidature will not be considered.

#### O) General Instructions:

1. Rules/guidelines, as may be prescribed by the Government of India/framed by the Corporation from time to time, shall apply.
2. The candidature of the applicant would be provisional and subject to subsequent verification of certificates/ testimonials, etc.
3. Filling up of the vacancies will be solely at the discretion of the management based on suitability of candidates and no claim will arise for employment, if some of the vacancies are not filled due to unsuitability/insufficient number of candidates. Management reserves the right to cancel/restrict/enlarge/modify/alter the recruitment/selection process, if need arises, without issuing any further notice or assigning any reason thereof.
4. Candidates are advised to carefully read the full advertisement for details of educational qualification and other eligibility criteria before submission of on-line application.
5. Candidates are hereby informed that any Corrigendum/ Addendum/ Notice etc. with regard to this advertisement will be made available on the website [www.iocl.com](http://www.iocl.com) ONLY. Candidates are advised to refer to the above website periodically for updates.

6. Candidates employed in Govt/Govt Departments/PSUs/Autonomous Bodies will be required to submit 'NO OBJECTION CERTIFICATE' at the time of Skill/Proficiency/Physical Test (if shortlisted for Skill/Proficiency/Physical Test). Such candidates, if offered an appointment, shall be required to submit proper 'RELEASE ORDER' from their employer at the time of joining, without which they will not be allowed to join.
7. General, EWS and OBC (NCL) candidates are required to **pay Rs.300/- (Rupees Three Hundred only) as application fee (non-refundable) through online payment gateway only**. The bank charges, as applicable, have to be borne by the candidate.
8. The decision of the Management will be final and binding on all candidates on all matters relating to eligibility, acceptance or rejection of the applications, mode of selection, and cancellation of the selection process, etc. No correspondence will be entertained in this regard.
9. Disputes, if any, shall be subject to exclusive jurisdiction of the local Court at the location of the IOCL Unit, for which the candidate has applied.

**P) How to Apply: On-Line Application**

1. Candidates are required to complete their On-line application, along with payment of non-refundable application fees, as applicable, through IOCL website [www.iocl.com](http://www.iocl.com) in English only **from 20-12-2025 (1000 Hrs) to 09-01-2026 (2355 Hrs) and no other means/mode of application will be accepted** under any circumstances. The on-line registration process involves 02 (two) steps for successful registration & filling of online application.
2. Candidates should take utmost care to furnish the correct details while filling in on-line application. Any mistake committed by the candidate shall be his/her sole responsibility. Once the application is submitted, no change / edit will be allowed, thereafter.
3. The Computer Based Test shall be conducted in one/two or more sessions. Therefore, the candidates are advised to make note of this fact and apply for a post accordingly.
4. The application for the posts is 2 step process.  
Step-I - Registration and profile creation.  
Step-II - After login with credentials received in registered email ID, completion of Application form and online payment.
5. The candidates should ensure the completion of both Step I and Step II of the registration process and ONLINE deposit of examination fee (if applicable) by the stipulated date and time.
6. **IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION**

Before applying online, candidates should-

- a) **scan their :**
  - **photograph (4.5cm × 3.5cm)**
  - **signature (with blue /black ink)**
  - **left thumb impression (on white paper with blue /black ink)**
  - **all relevant documents/details relating to eligibility criteria viz Educational Qualification, Caste Certificate [SC/ST/OBC (NCL)/EWS], Disability Certificate and other testimonials/documents as stipulated etc**
  - **a hand written declaration (on a white paper with blue /black ink) (text given below) ensuring that the all these scanned documents adhere to the required specifications as given in Annexure I to this Advertisement.**
- b) **Signatures in CAPITAL LETTERS will NOT be accepted.**
- c) **The left thumb impression should be properly scanned and not smudged.** (Note: If a candidate does not have left thumb, he/ she may use his/ her right thumb. If both thumbs are missing, the impression of one of the fingers of the left hand starting from the forefinger should be taken. If there are no fingers on the left hand, the impression of one of the fingers of the right hand starting from the forefinger should be taken. If no fingers are available, the impression of left toe may be taken. In all such cases where left thumb impression is not uploaded, the candidate should specify in the uploaded document the name of finger and the specification of left/ right hand or toe.)
- d) The text for the **hand written declaration** is as follows –  
***"I, \_\_\_\_\_ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required."***
- e) The above mentioned hand written declaration has to be in the candidate's hand writing and in English only. If it is written and uploaded by anybody else or in any other language, the application will be

considered as invalid. (In the case of Visually Impaired candidates who cannot write may get the text of declaration typed and put their left hand thumb impression below the typed declaration and upload the document as per specifications.)

- f) Keep the necessary details/documents ready to make Online Payment of the requisite application fee/intimation charges.
- g) Candidates must have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. IOCL may send intimation to download call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.

## **7. Application Registration:**

Candidates meeting the prescribed eligibility criteria for a post may visit the website [www.iocl.com](http://www.iocl.com) Go to 'What's New' > Go to 'Requirement of Non-Executive Personnel in Refineries Division -2025 > Click on "Detailed Advertisement" (to refer to the Advertisement) > Click on "Click here to Apply Online" (to fill online application form) " which will open a new screen.

- a) To register application, choose the tab "**Click here for New Registration**" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
- b) **Applicants need to apply for a particular Post in a particular Refinery Unit** (Reserved Category candidates need to check from Advertisement whether the vacancy is available under their respective reserved category. If vacancy is not available under respective category, then such candidates can apply however relaxation for reserved category, as applicable, shall not be available but concession shall be available).
- c) In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.
- d) Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the COMPLETE REGISTRATION BUTTON.
- e) The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.
- f) Applicants are advised to carefully upload all the requisite documents including Photo/Signature in the corresponding separate links in completeness. Failure to upload incorrect/incomplete/ illegible documents may render the candidate ineligible for selection process
- g) Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
- h) Candidates can proceed to upload Photo, Signature and Documents as per the specifications given in the Guidelines for Scanning and Upload of Photograph, Signature and Documents detailed under **Annexure I**.
- i) Candidates can proceed to fill other details of the Application Form.
- j) Click on the Preview Tab to preview and verify the entire application form before 'COMPLETE REGISTRATION'.
- k) Modify details, if required, and click on 'COMPLETE REGISTRATION' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
- l) Click on 'Payment' Tab and proceed for payment.
- m) Click on 'Submit' button.

## **8. Payment of Fees through Online mode (if applicable):**

- a) The application form is integrated with the payment gateway, and the payment process can be completed by following the instructions.
- b) The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
- c) After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE
- d) On successful completion of the transaction, an e-Receipt will be generated.

- e) Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
  - f) Candidates are required to take **a printout of the e-Receipt** and online Application Form containing fee details. **Please note that if the same cannot be generated, online transaction may not have been successful.**
  - g) For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
  - h) To ensure the security of your data, please close the browser window once your transaction is completed.
  - i) **There is facility to print application form containing fee details after payment of fees.**
9. The candidates must ascertain the correctness of each information/detail before filling in the 'Online Application Form' and its final submission. The candidate shall be wholly/exclusively responsible for the information/details so filled/provided in his/her online Application Form. **Any mistake committed by the candidate shall be his/her sole responsibility.**
  10. Candidates who are not exempted from fee payment must ensure that their fee has been deposited online. If the fee is not received by the Corporation, status of Application Form will remain pending with Status of Fees payment as not Successful. Such applications which remain incomplete due to non-receipt of fee will be SUMMARILY REJECTED and no request for consideration of such applications and fee payment after the period specified in the Notice of Examination shall be entertained.
  11. Fee once paid shall neither be refunded under any circumstances nor will be adjusted against any other examination or selection. Application once submitted will not be allowed to be withdrawn and fee once paid will not be refunded in any case neither it shall be held reserve for any other recruitment or selection process in future (even if the recruitment process is cancelled).
  12. It may be noted that IOCL does not seek payment of any kind other than the above-mentioned application fee.
  13. After entry of all the details in online application form and upload of digital photograph and signature, left-hand thumb impressions, hand-written declaration; good quality scanned copies of prescribed size and formats, as applicable, of the following documents are to be uploaded to complete the application process (please go through the details on scanning of photographs/signature and documents) **(PLEASE NOTE THAT THE BELOW MENTIONED DOCUMENTS, AS APPLICABLE, ARE TO BE SCANNED AS ONE SEPARATE SCANNED FILE FOR UPLOAD UNDER RESPECTIVE UPLOAD TABS { also refer Annexure-I below}):**
    - i. Matriculation certificate issued by Board of Secondary Education. In case Date of Birth (DOB) is not mentioned on the Matriculation Certificate by the concerned Education Board, School Leaving Certificate / Admit Card / Matriculation mark sheet mentioning DOB shall be **additionally** required to be uploaded along with the Matriculation Certificate.
    - ii. Marksheet of Class XII by the concerned education Board / Semester-wise or year-wise mark sheets of Graduation/Diploma in Engineering issued by University/ Institute ( as applicable)
    - iii. Certificate of Class XII Pass by the concerned education Board / Graduation/Diploma in Engineering Final/ Provisional Pass Certificate issued by respective University/Institute (as applicable)
    - iv. Conversion certificate from CGPA/OGPA/Letter Grade to percentage of marks from concerned University/Institute (if applicable). In case the Board/Institute/University does not follow any conversion formula for converting CGPA/OGPA to Percentage, candidate will have to produce a certificate to this effect from the Institute/ University to the effect that the Board/Institute/University does not follow any conversion formula.
    - v. SC/ST/ Disability Certificate /UDID card/ OBC (NCL) Certificate alongwith "*Declaration*" / EWS-Income & Asset Certificate. Certificate must be in the prescribed format (available on 'Latest Job Opening' under 'IndianOil for Careers' page of website [www.iocl.com](http://www.iocl.com)) and issued by the Competent Authority.
    - vi. For candidates applying for Post code 202, Boiler Competency Certificate (BCC) with Second Class **OR** National Apprenticeship Certificate in Boiler Attendant under the Apprentices Act, 1961 with due endorsement of equivalence to the Second-Class Boiler Attendant Certificate of Competency, by the Competent Boiler Authority of the State of Refinery Unit for which the candidate has applied for.
    - vii. For candidates applying for Post code 208, Sub Officers' Course passing certificate and marksheet along with Valid Heavy Vehicle Driving License.
    - viii. Proof of Qualification (equivalence), Service Certificate, Discharge Certificate in case of Ex-Servicemen.
    - ix. Duly completed *Proforma of Certificate for employed Officials* - to be uploaded by candidates belonging to Ex-Servicemen, as applicable {Please refer to Clause No. C (6)}
    - x. Duly completed *Form of Undertaking to be given by Candidates Applying for Civil Posts under Ex Servicemen Category*- to be uploaded by candidates belonging to Ex-Servicemen, as applicable {Please refer to Clause No. C (7)}
    - xi. For PwBD candidates, certificate to the effect that the candidate concerned has physical limitation to *respond in CBT* and scribe is essential to *respond in CBT* examination on his behalf, from the Chief Medical Officer/

Civil Surgeon/ Medical Superintendent of a Govt. Healthcare Institution as per prescribed Proforma "Certificate regarding Physical Limitation of an examinee to respond in CBT". {Please refer to Clause No. C (9)(d)}.

- xii. Photo Identity Proof (PAN Card/ Passport/ Permanent Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead along with photograph)
14. Candidates are advised in their own interest to submit online applications much before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability or failure to login to the online application link on account of heavy load on the website during the closing days.
  15. **Only one online application is allowed to be submitted by a candidate for the Examination.** Therefore, the candidates must exercise due diligence at the time of filling their online Application Forms. No refund of fees, if any, for applications shall be considered.
  16. Incomplete applications will not be considered.
  17. Candidates are required to apply through ON-LINE mode only. No documents/certificates and application forms are required to be sent by post.
  18. Mere fulfilling the minimum educational qualification & other eligibility parameters doesn't bestow right to a candidate to be considered for appointment.
  19. Furnishing of wrong/false information or suppression of factual information will lead to disqualification. Since all the applications will initially be screened without documentary evidence, the candidates must fully satisfy themselves of the suitability for the position to which they are applying. If at any stage during the selection process, it is found that a candidate has furnished false or wrong information or has suppressed factual information or is found ineligible with respect to any of the eligibility parameters, his/her candidature will be rejected. If any of the above discrepancies w.r.t. eligibility parameters, furnishing of wrong/false information and or suppressing of any material fact is detected/noticed even after appointment, his/her services will be liable for termination without any further notice. Candidate may also render himself/herself liable to criminal prosecution.
  20. Before submission of the final online application, candidates must check that they have filled correct details in each field of the form. After submission of the final online application form, no change/ correction/ modification will be allowed under any circumstances. Requests received in this regard in any form like Post, Fax, Email, by hand, etc. shall not be entertained by the IndianOil and will be summarily rejected.
  21. In the event of non-receipt of application fee (applicable for General, EWS & OBC Category candidates) for ANY reason whatsoever, his / her candidature will stand cancelled, and no further communication shall be entertained. IOCL will not be responsible for any glitch in payment gateway or any failure of payment/non- generation of transaction number through the gateway.
  22. Candidates shall be required to carry a copy of the online application submitted by him/her along with the originals & self-attested copies of all testimonials and produce the same at the time of SPPT for verification (if shortlisted for SPPT).
  23. Further information regarding Computer Based Test and SPPT (if shortlisted), call letters, results, etc. shall be made available through the website/ over email/SMS. Candidates are, therefore, advised to keep visiting the website regularly.
  24. IOCL will not be responsible for any loss / non-delivery of email/ any other communication, due to invalid / wrong email id/ mailbox being full/ incorrect contact details furnished by the candidate etc.
  25. IOCL will not be responsible for non-submission of any application by the candidates through online mode.
  26. In case of any dispute on account of interpretation of this advertisement in version other than English, the English version shall prevail.
  27. The Corporation reserves the right to cancel or postpone the advertisement, if any, due to any administrative reasons. Canvassing in any form during any stage of recruitment process is liable to render the candidate ineligible.
  28. **In case of any query, candidates can register the same at <https://cgrs.ibps.in> or toll-free Helpline Number 1800222366 or 18001034566 from 09.30 AM to 6 PM on working days except Saturday, Sunday and holidays.**
  29. Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application. At the time of examination, SPPT or in a subsequent selection procedure, if a candidate is (or has been) found guilty of –
    - i. using unfair means or
    - ii. impersonating or procuring impersonation by any person or
    - iii. misbehaving in the examination hall / SPPT venue or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or
    - iv. resorting to any irregular or improper means in connection with his/ her candidature or
    - v. obtaining support for his/ her candidature by unfair means, or



- vi. carrying mobile phones or similar electronic devices of communication in the examination hall, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable:
  - a) to be disqualified from the examination for which he/ she is a candidate
  - b) to be debarred either permanently or for a specified period from any examination conducted by IOCL
  - c) for termination of service, if he/ she has already joined IOCL.
30. Please note that a candidate is allowed to appear only once in the online examination for a post. Multiple appearance in online examination will result in cancellation of candidature. In case more than one call letter has been generated, candidates are advised to appear only once for one post on the date and at the time mentioned on the respective call letter.
31. The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of IOCL. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.
32. Decision of IOCL in all matters relating to recruitment will be final and binding on the candidates. No correspondence or personal enquiries shall be entertained by IOCL in this regard.
33. IOCL would be analyzing the responses (answers) of individual candidates with those of other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by IOCL in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, IOCL reserves right to cancel the candidature of the concerned candidates, and the result of such candidates (disqualified) will be withheld.
34. Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any IOCL recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect.

**Note:** In case of candidate not meeting eligibility criteria /prescribed parameters, application form will be cancelled, and no query will be entertained.

**CANDIDATES ARE REQUESTED TO APPLY ONLY ONLINE AGAINST THIS ADVERTISEMENT THROUGH THE LINK** available on 'Latest Job Opening' under 'IndianOil for Careers' page of website [www.iocl.com](http://www.iocl.com). All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess all the eligibility criteria/parameters laid down for various posts. Candidate should take printout of the application form for their own records and to be submitted to IOCL at any stage, if required.

| ACTIVITIES                                                                                                                  | TENTATIVE DATES                |
|-----------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| DATE OF OPENING OF ONLINE APPLICATION                                                                                       | 20-12-2025 (10:00 Hrs.)        |
| LAST DATE OF SUBMISSION OF ONLINE APPLICATION AND PAYMENT OF APPLICATION FEES (ALONG WITH UPLOAD OF ALL RELEVANT DOCUMENTS) | 09-01-2026 (23:55 Hrs.)        |
| TENTATIVE SCHEDULE FOR ISSUANCE OF CALL LETTER FOR CBT                                                                      | 07 Days before conduct of CBT  |
| TENTATIVE MONTH OF COMPUTER BASED TEST                                                                                      | Last Week of JANUARY, 2026     |
| LIKELY SCHEDULE FOR PUBLICATION OF COMPUTER BASED TEST RESULT (SHORTLIST FOR SPPT)                                          | Two Weeks after conduct of CBT |

**Canvassing in any form is liable to render a Candidate Ineligible**

**Be Aware of Frauds**

Candidates are hereby cautioned not to fall prey to the dubious agencies/ organizations/ individuals/ aiming at fleecing money from the innocent public. Do not believe any advertisement/job announcement of Indian Oil circulated through e-mail, social media etc. Please rely on information hosted on our website [www.iocl.com](http://www.iocl.com) and Employment News/Press Notifications for any job/career related information pertaining to Indian Oil Corporation Ltd.

## **ANNEXURE I**

### **INSTRUCTIONS REGARDING SCANNING OF PHOTOGRAPH, SIGNATURE AND CERTIFICATES FOR UPLOAD**

Before applying online, a candidate will be required to have a scanned (digital) image of his/her photograph, signature, left thumb impression and the hand written declaration as per the specifications given below.

#### **Photograph Image: (4.5cm × 3.5cm)**

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses, make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- **Size of file should be between 20kb–50 kb**
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

#### **Photograph Capture**

- In addition to the above photograph, candidates will also be required to **capture and upload their live photograph** either by using webcam or mobile phone.
- On selecting "Capture Photo" option, candidates' webcam will be activated allowing them to click their picture, which will get auto uploaded in the application form.
- On selecting "Click here to Scan" option, candidates can use their mobile phone to scan the QR code, which will redirect to a website, allowing to click photograph on their mobile phone. On selecting the taken picture, photograph will get auto uploaded in the application form.

#### **Do's and Don'ts of Photo Capture**

##### **Dos:**

- Ensure the photo is captured against a light coloured, preferably white background and there is adequate light.
- Look straight at the webcam/ camera.
- Photograph should be of passport size.

##### **Don'ts**

- Small size photograph not to be clicked/ uploaded.
- Coloured glasses or sunglasses/ Cap should not be worn.
- Shadow on face/ not facing the camera/ distorted face/ face covered with mask / blurred image.
- Photo not taken in dark/ improper background.

#### **Signature, left thumb impression and hand-written declaration Image:**

- The applicant has to **sign on white paper** with Black/Blue Ink pen.
  - Dimensions 140 x 60 pixels (preferred)
  - **Size of file should be between 10kb – 20kb for signature**
  - Ensure that the size of the scanned image is not more than 20kb
- The applicant has to put his **left thumb impression on a white paper** with black or blue ink.
  - File type: jpg / jpeg
  - Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm \* 3 cm (Width \* Height)
  - **File Size: 20 KB – 50 KB**

- Note: If a candidate does not have left thumb, he/ she may use his/ her right thumb. If both thumbs are missing, the impression of one of the fingers of the left hand starting from the forefinger should be taken. If there are no fingers on the left hand, the impression of one of the fingers of the right hand starting from the forefinger should be taken. If no fingers are available, the impression of left toe may be taken. In all such cases where left thumb impression is not uploaded, the candidate should specify in the uploaded document the name of finger and the specification of left/ right hand or toe.
- The applicant has to **write the declaration in English** clearly on a white paper with black/Blue ink.
  - **File type:** jpg / jpeg
  - **Dimensions:** 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm \* 5 cm (Width \* Height)
  - **File Size: 50 KB – 100 KB**
- The signature, left thumb impression and the hand written declaration should be of the applicant and not by any other person.
- If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
- **Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.**

#### **Scanning the documents:**

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature/ left thumb impression / hand written declaration, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MsOffice can easily obtain documents in .jpeg format by using MS Paint or MsOffice Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option.

**For scanning of documents related to Category/Educational Qualification & other relevant Certificates, applicant has to scan and save the file in PDF format with max file size of 500 KB.** Candidates must ensure to upload clear and legible, self-attested scan copy of documents. There must be one single upload file against each category of documents. For example, under Qualification certificate upload, candidate must scan all the marksheets (semester/year wise) and passing certificates etc. and upload them in a single document. Failure to comply with afore-mentioned provision of uploading documents shall render the candidate ineligible for selection process without any liability on the Corporation in this regard **The upload of documents in the portal shall be as per below given tentative table (candidates are required to follow the categorization of documents as reflected in the online portal and adhere strictly to it):**

| <b>Documents Upload List/Categorization in the following tentative upload tabs on online portal (also refer clause P (13) above):</b>                                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| i) Left Thumb Impression                                                                                                                                                                                                                                        |
| ii) Hand Written Declaration                                                                                                                                                                                                                                    |
| iii) Proof of Date of Birth (DOB): Matriculation Certificate, School Leaving Certificate/Admit Card /Matriculation mark sheet (PDF)                                                                                                                             |
| iv) Photo Identity Proof (PAN Card/ Passport/ Permanent Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead along with photograph) (PDF)                                     |
| v) Educational Certificates: Relevant all Mark-Sheets, Certificates (Final or Provisional) of Class XII, Graduation, Diploma ( as applicable), Conversion certificate for percentage (PDF)                                                                      |
| vi) Caste certificate (SC/ST/OBC-NCL Certificate & Declaration/EWS certificate)/Disability Certificate/UDID Card / PwBD- certificate regarding Physical limitation of an examinee to respond in CBT                                                             |
| vii) For Currently Serving in the Armed force/EXSM/Disable Ex-Serviceman: Proof of Qualification (equivalence), Discharge certificate/service certificate/Employed officials certificate/Undertaking for civil post, if applicable (PDF)                        |
| viii) National Apprenticeship Certificate (NAC) with requisite endorsement/Boiler Competency Certificate (BCC) for Post Code 202; Sub Officers' Course passing certificate and marksheet along with Valid Heavy Vehicle Driving License for Post Code 208 (PDF) |

### Procedure for Uploading the documents

- While filling in the Online Application Form the candidate will be provided with separate links/tab for uploading Photograph, signature, left thumb impression and hand written declaration and other essential prescribed documents
- Click on the respective link "Upload Photograph / signature / Upload left thumb impression / hand written declaration/ Upload Category/Educational Qualification & other relevant Certificates"
- Browse and Select the location where the Scanned Photograph / signature / left thumb impression / hand written declaration/ other essential prescribed documents/certificates file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload'
- If the file size and format are not as prescribed, an error message will be displayed.
- Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.

**Your Online Application will not be registered unless you upload your Photograph, signature, left thumb impression and hand written declaration and other mandatory documents as specified.**

#### **Note:**

- (1) In case the face in the photograph or signature or left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.
- (2) After uploading the Photograph / signature / left thumb impression / hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature or left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature or left thumb impression or the hand written declaration, prior to submitting the form.
- (3) Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.
- (4) Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.
- (5) If the photo is not uploaded at the place of Photo, Admission for Examination will be rejected/denied. Candidate him/herself will be responsible for the same.
- (6) Candidates should ensure that the signature uploaded is clearly visible
- (7) **Candidates must ensure that the mandatory documents as prescribed wr.t. qualification, age, category, disability, Photo-id, ExSM etc. as applicable, are properly uploaded. Failure in uploading complete and correct file containing requisite documents shall lead to cancellation of candidature.**

**After registering online candidates are advised to take a printout of their system generated online application forms.**

## **ANNEXURE II**

### **LIST OF TENTATIVE CITIES FOR CONDUCT OF CBT**

The list of tentative cities, where CBT will be conducted, is as under:

| <b>Sl.No.</b> | <b>Name of the City</b> | <b>Sl.No.</b> | <b>Name of the City</b>          | <b>Sl.No.</b> | <b>Name of the City</b> |
|---------------|-------------------------|---------------|----------------------------------|---------------|-------------------------|
| 1             | Visakhapatnam           | 13            | Vadodara                         | 25            | Chennai                 |
| 2             | Vijayawada/Guntur       | 14            | Ambala                           | 26            | Hyderabad               |
| 3             | Dibrugarh               | 15            | Ranchi                           | 27            | Kanpur                  |
| 4             | Guwahati                | 16            | Bengaluru                        | 28            | Agra                    |
| 5             | Jorhat                  | 17            | Bhopal                           | 29            | Lucknow                 |
| 6             | Silchar                 | 18            | Indore                           | 30            | Prayagraj               |
| 7             | Muzaffarpur             | 19            | Mumbai/Navi Mumbai/<br>Thane/MMR | 31            | Roorkee                 |
| 8             | Patna                   | 20            | Behrampur-Ganjam                 | 32            | Dehradun                |
| 9             | Raipur                  | 21            | Bhubaneswar                      | 33            | Durgapur                |
| 10            | Delhi/NCR               | 22            | Cuttack                          | 34            | Siliguri                |
| 11            | Ahmedabad/Gandhinagar   | 23            | Mohali                           | 35            | Kolkata                 |
| 12            | Mehsana                 | 24            | Jaipur                           | --            | --                      |

## **ANNEXURE III**

### **Process for Arriving at Scores**

The Scores of Online Examination are obtained by adopting the following procedure:

- Number of questions answered correctly by a candidate in each objective test is considered for arriving at the Corrected Score.
- The Corrected Scores so obtained by a candidate are made equivalent to take care of the minor difference in difficulty level, if any, in each of the objective tests held in different sessions to arrive at the Equated Scores\*  
\*Scores obtained by candidates on any test are equated to the base form by considering the distribution of scores of all the forms.
- Scores on total is reported with decimal point upto two digits.

**Note: Cutoffs are applied on Total Score**