



**INDIAN OIL CORPORATION LIMITED
(REFINERIES DIVISION)
(MATHURA REFINERY)**



MR/HR/RECT/JEA(ALL INDIA)/2017

- On-line registration of application commences from **09-10-2017** and closes on **31-10-2017**
- The link to the online registration of the application has been hosted on the website www.iocl.com
- The written test is likely to be held in the month of **November'2017**

Requirement of Experienced Non-Executive Personnel

Indian Oil Corporation Limited, the largest commercial undertaking in India and a Fortune "Global 500" company requires result oriented experienced personnel with initiative and enterprise for its Mathura Refinery, Uttar Pradesh.

Online Applications are invited from bright, young and energetic persons of Indian Nationality for the following posts in the pay scale of Rs.11,900-32,000/- (pre revised).

S No:	Name of Post (A)	Post Code (B)	Discipline	Vacancies (C)						
				Total	UR	SC	ST	OBC (NCL)	PwBD	ExSM
1	Jr. Engineering Assistant-IV (Production)	A1	Chemical	15	06	03	01*	05	Nil	01
2	Jr. Engineering Assistant-IV (Electrical)	A2	Electrical	07	04	01	Nil	02	02	02
3	Jr. Engineering Assistant-IV (Mechanical)	A3	Mechanical	13	07	03	Nil	03	02	02
4	Jr. Engineering Assistant-IV (Instrumentation)	A4	Instrumentation	09	04	02**	Nil	03**	02	01
5	Jr. Engineering Assistant-IV (Fire & Safety)	A5	Fire & Safety	01	01	Nil	Nil	Nil	Nil	Nil
Total				45	22	09	01	13		

* 01 ST post is against Backlog reservation / ** Inclusive of 01 SC and 01 OBC against Backlog reservation

Note:

1. Reservation for Persons with Benchmark Disability (PwBD) and Ex Servicemen (ExSM) shall be applied on Horizontal basis and numbers specified above are not distinct and shall be adjusted against the numbers specified in the relevant categories of each discipline i.e. UR/SC/ST/OBC. In case of non availability of sufficient PwBD or ExSM candidates in any discipline, the numbers shall be adjusted in another discipline based on availability.
2. 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.
3. 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.
4. Section 2(r) of The Rights of Persons with Disabilities Act 2016, 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 Persons with Disabilities (Equal Opportunities, Protection of Rights & Full Participation) Amended Rules, 2009, failing which their candidature as PwBD candidates will not be considered. Mathura Refinery, Indian Oil Corporation Limited is engaged in hazardous operation. Deployment of PwBD other than those shown as "Identified Disabilities" in Clause E, is likely to put them at serious risk, hence not included.

Persons with Benchmark Disabilities (PV, PH and PL) must be capable of performing the task assigned to them.

A. Qualification and Experience Criteria

S No:	Name of Post	Post Code	Qualification (only Regular Full Time Recognized Courses - From Indian Universities / Institutes)	Area of Experience
1	Jr. Engineering Assistant-IV (Production)	A1	3 years Diploma in Chemical/Refinery & Petrochemical Engg. Or BSc (Maths, Physics, Chemistry or Industrial Chemistry) from a recognized Institute/University with minimum of 50% marks in aggregate for General & OBC candidates and 45% in case of SC/ST candidates against reserved positions	Minimum one year of post qualification experience in operation (rotating shift) of Pump House , Fired Heater, Compressor, Distillation Column, Reactor, Heat exchanger etc. in a Petroleum Refinery/ Petrochemicals / Fertilizer/Heavy Chemical/Gas Processing Industry.
2	Jr. Engineering Assistant-IV (Electrical)	A2	3 years Diploma in Electrical Engineering from a recognized Institute/University with minimum of 50% marks in aggregate for General & OBC candidates and 45% in case of SC/ST/PwBD candidates against reserved/identified for PwBD positions.	Minimum one year of post qualification experience in operation/maintenance of Power Generators/Distribution Sub stations (LT & HT at 0.4 KV & 6.6. KV level or above respectively)/Maintenance of HT/LT Switch gears (PCC/MCC) /Transformers/Motors/ ACBs /VCBs /UPS /Battery chargers /Variable speed drives/protective relays including electromagnetic/ Static/Numerical relays in Petroleum Refinery/ Petro-chemicals /Heavy Chemical / Fertilizers/ Power Plants/ large industrial establishments.
3	Jr. Engineering Assistant-IV (Mechanical)	A3	3 years Diploma course in Mechanical Engineering from recognized Institute/University with minimum of 50% marks in aggregate for General & OBC candidates and 45% in case of SC/ST/PwBD candidates against reserved /identified for PwBD positions or Matric with ITI in Fitter Trade with pass class.	Minimum one year of post qualification experience in maintenance / overhauling of rotary equipment such as Compressors, Gas / Steam Turbines, Boilers, Columns, Valves, Pumps, Mechanical Seals/Dry gas seals, Bearings (Journal/Anti-friction), Safety valves, etc. in Petroleum Refinery/ Petro-chemicals /Heavy Chemical /Fertilizers /Power Plants / large industrial establishments.

4	Jr. Engineering Assistant-IV (Instrumentation)	A4	3 years Diploma course in Instrumentation/ Instrumentation & Electronics / Instrumentation and Control Engineering from a recognized Institute/University with minimum of 50% marks in aggregate for General & OBC candidates and 45% in case of SC/ST/PwBD candidates against reserved/identified for PwBD positions.	Minimum one year of post qualification experience in Maintenance of Modern Instrumentation control system like DCS ,PLC with electronic field instrumentation , control valve, smart positioners , loop configuration, online analyzers condition monitoring, cabling, earthing etc. in a Petroleum Refinery/Petrochemicals /Heavy Chemical / Fertilizers /Power Plants /Gas processing industry / large industrial establishments.
5	Jr. Engineering Assistant-IV (Fire & Safety)	A5	Matric plus Sub-Officer's Course from NFSC-Nagpur or Equivalent (Regular course) from any other recognized institute with Heavy Vehicle Driving License. Physical Standards (Minimum): Height:165 cm, Weight:50 kg, Chest:Normal:81 cm, Expanded:86.5 cm, and Eyesight normal(6/6 in both the eyes; without glasses), colour vision normal and Free from -Vertigo problem, disease of heart/lungs/ kidney, abnormal blood pressure, Knock Knee, Flat Feet, Squint eye and stammering.	Minimum one year of post qualification experience in Fire & Safety set-up involving handling of fire-fighting equipments, fire water networks, related communication systems, emergency handling, fire fighting , operation of fire tenders/pump-house, etc. in a Petroleum Refinery/Petrochemical/Heavy Chemical/ Gas Processing Industry/Fertilizers/Power Plants/large industrial establishments.

B. Important Instructions

1. A candidate is allowed to apply for only one discipline. In case of receipt of more than one application for more than one discipline, all the applications will be rejected.
2. Qualification for the purpose of this clause would mean the qualification based on which candidature is offered or considered claimed by a candidate. Prescribed qualification shall be strictly adhered to.
3. The prescribed qualification should be from a recognized University/Institute as a regular full time course (Industrial training as part of the course with no break) with minimum 50% marks (45% for SC/ST and PwBD category candidates against reserved positions) in aggregate. A qualification acquired through Part-Time/Correspondence/Distance Learning mode shall render the candidate ineligible.
4. A Sandwich Diploma Course (with Industrial Training as part of the course with no break) shall be considered eligible.
5. Regular full time ITI(Fitter) course recognized by NCVT/SCVT shall also be considered.
6. Qualification of MSc(Chemistry) for the post of Junior Engineering Assistant-IV(Production) shall not be considered a disqualification. However, percentage requirement shall be applied on graduation level exam only.
7. 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.
8. 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, Gol and have secured the prescribed minimum percentage of marks.

9. Ex-Servicemen claiming an equivalence in qualification shall be required to produce a copy of equivalence certificate by the concerned Ministry.
10. No claim of possession of a qualification equivalent to a prescribed qualification shall be entertained, except for Fire & Safety discipline.
11. Candidates possessing higher professional qualifications such as BE,MBA,CA,LLB,MCA or any such equivalent qualification shall not be eligible.
12. The candidature of the applicant would be provisional and subject to subsequent verification of certificates/testimonials, etc.
13. Suppression of information regarding possession of or pursuing higher qualification shall render a candidate ineligible for consideration at any stage of selection and termination at any time during employment, if recruited.
14. Large Industrial Establishment would mean industrial/ manufacturing Units whose investment in plant & machineries exceed Rs.10 crores and which has been in operation.
 - Candidates shall be required to attach a copy of the relevant page of the last published Balance sheet of the establishment with the physical application under self-certification by the candidate.
 - Candidates employed, directly or by or through any agency (including a contractor) by a Large Industrial Establishment shall also be eligible to apply, provided they furnish copy of the work order issued to the agency/contractor alongwith the page of the balance sheet of the Large Industrial Establishment
 - For Ex Servicemen, a declaration of same area of work experience will be sufficient and no document will be required
15. Candidates who are registered with Local Employment Exchange(s)/ District Sainik Resettlement Board and meeting the prescribed eligibility criteria, whose names are sponsored to Mathura Refinery against this notification are advised to apply Online, failing which their candidature will not be considered.
16. Candidates are hereby informed that any Corrigendum/ Addendum etc. with regard to this advertisement will be made available on www.iocl.com only. Candidates are advised to refer to the above website periodically for updates. All future correspondence with respect to the advertised posts will be made only through www.iocl.com.

C. Opportunity for Women

1. No woman is permitted to work in or allowed to enter any building in which generation of gas from dangerous petroleum as defined in the Petroleum Act 1934, is carried on. No woman is allowed to work in LPG storage and handling area.
2. Accordingly, Women candidates will not be considered for vacancies in Production(Post Code A1) and also against the cadres/work areas that require shift operations, 365 days in a year or necessitates undertaking work beyond 07:00pm (& upto 06:00 am), like Fire & Safety(Post Code A5) normally performed in shifts.
3. However, save as provided above, women shall be considered against identified posts/positions in other work areas i.e. Post Code A2,A3 & A4.

D. Reservation for candidates belonging to SC/ST/OBC Category

1. Reservation of Posts for SC/ST/OBC and relaxation thereof categories will be in terms of numbers indicated above.
2. SC/ST/OBC candidates can be considered under General standard of merit against the un-reserved posts provided no relaxation in age, qualification etc. is availed of/extended to them.
3. For claiming the benefit of OBC category, the candidate should submit 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

- Candidates belonging to OBC category but falling in creamy layer are not entitled to OBC reservation benefits. Accordingly such candidates may choose to apply against the UR positions provided they meet the age criteria applicable to General category candidates and indicate their category as "UR". 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. Relevant List can be viewed at <http://www.ncbc.nic.in>

E. Reservation for candidates belonging to Persons with Benchmark Disability (PwBD) categories

- Reservations for PwBD category will be extended on horizontal basis, only in identified cadres/disciplines against number of identified posts notified, as prescribed below and as per Govt. guidelines. The identified posts along with categories of disability for engagement of PwD candidates are as under:

S No:	Name of Post (A)	Post Code (B)	Discipline	Category of Disability
1	Jr. Engineering Assistant-IV (Electrical)	A2	Electrical	a) PV-Low Vision
2	Jr. Engineering Assistant-IV (Mechanical)	A3	Mechanical	b) PH- Hard of Hearing
3	Jr. Engineering Assistant-IV (Instrumentation)	A4	Instrumentation	c) PL-Musculoskeletal(OH-OA/OL), Dwarfism, Acid Attack Victim, Cerebral Palsy, Leprosy Cured
				d) Multiple – Combination of above

P= Physical
L=Locomotors

V=Vision
O=Orthopaedic

H=Hearing
H=Handicap

- The candidates are required to submit a Disability Certificate issued by competent authority as per the Persons with Disabilities (Equal Opportunities, Protection of Rights & Full Participation) Amended Rules, 2009, 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 as mentioned below and if selected on merit against unreserved vacancies, he shall be declared successful. His candidature will not be considered/adjusted against reservation provided to PwBDs under Section 34(1) of the Act of 2016.
- PwBD candidates must be capable of performing the task assigned to them.

F. Concessions for candidates belonging to SC/ST/PwBD/ExSM

- The minimum qualifying marks in eligibility qualification will be relaxed by 5% for candidates belonging to SC/ST/PwBD categories considered against reserved positions.
- The minimum qualifying marks in the written test to be taken by such candidates shall also be relaxed by 5%.
- SC/ST/PwBD candidates appearing for Written Test and Skill/Proficiency/Physical Test will be reimbursed single second class rail fare from the nearest railway station from the mailing address to the place of Written Test and Skill/Proficiency/Physical Test and back by the shortest route on production of ticket, provided the distance is not less than 30kms.
- SC/ST/PwD/ExSM candidates are exempted from payment of application fee.

G. Minimum & Maximum Age Limit and Relaxations to SC/ST/OBC(NCL)/PwBD candidates

- Certificate issued by a Board of Secondary Education for passing Matriculation/Higher Secondary shall be the only acceptable document in support of proof of age, for candidates of all categories.
- Minimum 18 years and Maximum age shall be 26 years for General category candidates.

3. Relaxation in age upto 5 years for SC/ST and 3 years for OBC(NCL) candidates considered 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.
5. However, a PwBD candidate availing of only age relaxation will be entitled to be first considered against a unreserved post , in order of merit in the select list, before being considered against a reserved post
6. Age relaxation of a period equal to minimum years of experience notified against a post shall be allowed.
7. The period of apprenticeship training in respect of candidates who have successfully completed Apprenticeship training under Apprentices Act, 1961 / Apprentices (Amendment) Act, 1973 in the relevant trade /discipline (except Fire & Safety) in any of IOCL Refineries or Industries as specified above in the Essential Qualification & Experience criteria for the relevant post shall be considered as experience. Age relaxation equivalent to the period of Apprenticeship training shall be given to Apprentices, to the extent of period of experience (as notified in the advt.). However, no additional age relaxation will be allowed on account of experience.

H. Minimum Concessions and Relaxations to candidates belonging to Ex Servicemen candidates

1. Reservation for Ex Servicemen will be applied on horizontal basis, across all categories including disabled servicemen, as per Govt. guidelines, under respective categories.
2. An Ex Servicemen who has put in not less than 6 months continuous service in Armed Forces, shall be allowed to deduct the period of 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 yrs(8 yrs for disabled Defence services personnel belonging to SC/ST)
3. Work experience as prescribed of technical or professional nature is essential for being considered eligible
4. For Ex Servicemen, a declaration of same area of work experience will be sufficient and no work experience related document will be required
5. The criteria for full time regular course is not mandatory for Ex Servicemen, provided they possess a requisite EQUIVALENT qualification that has been acquired during the service period and is recognized by AICTE/MHRD, Gol and have secured the prescribed minimum percentage of marks.
6. Ex Servicemen claiming an equivalence in qualification shall be required to produce a copy of equivalence certificate issued by the concerned Ministry
7. Ex Servicemen candidates are exempted from payment of application fee
8. Concessions regarding grant of travelling allowance to SC/ST candidates appearing for Written Test and Skill/Proficiency/Physical Test will also be extended to disabled ex servicemen.

G. Date of reckoning Eligibility criteria:

The date for the purposes of possession of qualification, experience and meeting age criteria shall be **31-10-2017**

H. Pay & Perks

Besides Basic Pay and Industrial pattern of DA, the other allowances / benefits include HRA/ subsidized housing accommodation (as per availability), Medical Facilities, Productivity/ Performance Incentive Scheme, Gratuity, Contributory Provident Fund, Employees' Pension Scheme, 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.

I. Selection Methodology:

1. The selection process will comprise of Written Test and a Skill/Proficiency/Physical Test(SPPT) which will be of qualifying nature. Category-wise and Post-wise Merit list shall be drawn on the basis of marks obtained in the Written Test, only for such candidates who qualify in the SPPT.
2. Every candidate will have to secure a minimum of 40% marks in the written test for qualifying in the SPPT
3. The minimum qualifying marks in the written test will be relaxed by 5% for candidates belonging to SC/ST/PwBD categories against reserved positions.
4. Obtaining minimum qualifying marks in the written 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, ratio applied and relative performance in respective categories.
5. Short listed candidates, in the ratio of 1:2 (with due cognizance to no. of reserved posts) subject to securing minimum qualifying marks in the written test, will be required to undergo the SPPT. The SPPT for each discipline shall be conducted by a duly constituted committee.
6. In case of tie of marks in the written test for the last position on the Shortlist for SPPT, all such candidates shall be called for SPPT even if the total number exceeds the prescribed ratio. If such a situation arises anywhere before the last position while drawing the list, the last name/last few names, in proportion to the prescribed ratio will get eliminated.
7. Category-wise Merit list shall be drawn on the basis of marks obtained in the written test from & out of the said short-list; only for such candidates who qualify in the SPPT.
8. 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. If such a situation arises anywhere before the last position while drawing a list, the last name/last few names in the list, in the proportion to the prescribed ratio, will get eliminated.
9. Candidates, who have availed of concession in Age, Eligibility qualification marks or in Written Test qualifying marks, as is available to a category, will be considered against reserved positions, irrespective of their position in select list(in order of merit within the category)
- 10.PwD and Ex-Servicemen candidates, if found suitable, will be considered against reserved vacancy irrespective of their position in the Merit List (in order of merit within the category) on horizontal reservation policy.
- 11.However, a PwBD candidate availing of only age relaxation will be entitled to be first considered against an unreserved post, in order of merit in select list, before being considered against a reserved post.
- 12.The candidature of the applicant would be provisional and subject to subsequent verification of certificates/testimonials, experiences etc. At any stage of the selection process, if it is found that the candidate has furnished false or incorrect information, the candidature/ appointment of the candidate will be cancelled.
- 13.Filling up of vacancies is solely at the discretion of the Management based on suitability of candidates and no claim will arise for appointment, if some of the vacancies are not filled due to unsuitability/insufficient number of candidates.

14. 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.

J. Pre-Employment Medical and Physical Fitness

Candidates are advised to ensure that they are medically fit as per Indian Oil's pre-employment medical standard. Candidates are advised to go through "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 or before they commence the application process. The guidelines are available in the following link:

https://iocl.com/PeopleCareers/Pre-employment_Guiding_Principles11th_mar_2011.pdf

For Fire & Safety Discipline, candidates should ensure that they fulfill both the minimum physical standard mentioned in the eligibility criteria in the table (clause A) as well as the pre-employment medical fitness standard available in the link above. Candidates who have been shortlisted for SPPT for the post Jr. Engineering Assistant – IV (Fire & Safety) - Post Code A5, will also have to successfully meet the Minimum Physical Standards to be eligible to attend the SPPT.

K. 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 application.
2. A candidate found UNFIT during medical examination conducted by any Refinery Unit while seeking engagement as an apprentice in the past shall also be required to declare the same with reasons for being declared UNFIT.
3. Candidates have to necessarily declare in case he has been arrested, prosecuted, kept under detention or fined, convicted by the Court of law for any offence debarred / disqualified by any Public Service Commission from appearing in its examination.

L. General Instructions:

1. Candidates are advised to carefully read the full advertisement for details of educational qualification and other eligibility criteria before submission of on-line application.
2. A candidate employed in Govt./Govt. Departments/PSUs/Autonomous Bodies will be required to submit '**No Objection Certificate**' at the time of Written Test, failing which the candidates will not be allowed to appear in the SPPT. Such candidates, if offered an appointment, shall be required to submit proper '**Release Order**' from the employer at the time of joining, without which they will not be allowed to join.
3. General and OBC candidates are required to pay **Rs.150/- (Rupees One hundred and fifty only)** as application fee (non-refundable) though Online mode using either Debit/Credit Card or through Net-Banking only. The Bank Charges as applicable have to be borne by the candidates.

M. Requirement before filling On-Line Application form

1. All candidates must have an active e-mail ID and mobile number and the same must remain valid for at least one year as all communications to them will take place only through e-mail and SMS alerts.
2. All candidates should have the relevant certificates / testimonials / documents / proofs pertaining to age, caste, educational qualifications, post qualification experience, large industry establishment balance sheet, Disability Certificate(where applicable), Discharge Certificate(where applicable) etc. ready before applying online.

3. All candidates must have scanned copy of coloured passport size photograph and signature of not more than 50 kb and 20 kb size respectively.
4. General and OBC(other than PwBD and ExSM) candidates must have a Debit/Credit card or Net Banking access for payment of application fee.
5. The candidate must ascertain the correctness of each information/details 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 online Application Form.

N. How to Apply: On-Line Application form

Application Procedure for SC/ST/PwBD/ExSM candidates

a. 1st Step

Candidates meeting the prescribed eligibility criteria for a post, may visit the website www.iocl.com and access the relevant application link which will remain open from **09-10-2017** to **31-10-2017**.

b. 2nd Step

Furnish particulars/details pertaining to age, educational qualifications, post qualification experience, caste, etc. and such other information as sought in the online application format. After submission of particulars by the candidate, the system will generate a Registration Number for each candidate.

c. 3rd Step

Log into the portal with the generated Registration No. and Date of Birth and upload photograph and signature to complete the Registration

d. 4th Step

After successfully registering Online application, the candidate must take a print out of the filled in online application form. The print out and checklist alongwith self attested copies of all supporting documents as mentioned in the check list with Name, Address, Post Code and Registration No: super scribed on the envelope, is required to be sent by ordinary post only addressed to **DGM(HR), HR Dept, Administration Building, Mathura Refinery, Mathura, Uttar Pradesh-281005** on or before **07-11-2017**. Print out online application received after last date shall be treated as 'Rejected'

Application Procedure for General & OBC candidates

a. 1st Step

Candidates meeting the prescribed eligibility criteria for a post, may visit the website www.iocl.com and access the relevant application link which will remain open from **09-10-2017** to **31-10-2017**.

b. 2nd Step

Furnish particulars/details pertaining to age, educational qualifications, post qualification experience, caste, etc. and such other information as sought in the online application format. After submission of particulars by the candidate, the system will generate a Registration Number for each candidate.

c. 3rd Step

Log into the portal with the generated Registration No. and Date of Birth and deposit application fee through Debit Card or Credit Card or Net Banking. Bank charges, as applicable, will be borne by the candidates.

d. 4th Step

After the payment is successfully realized, an email/sms, confirming the payment status will be sent to the candidates within 48 hours. The candidates should log into the portal again and complete the remaining application process i.e. uploading photograph and signature on receipt of the confirmation mail/sms to complete the Registration.

e. 5th Step

After successfully registering Online application, the candidate must take a print out of the filled in online application form. The print out and checklist alongwith self attested copies of all supporting documents as mentioned in the check list with Name, Address, Post Code and Registration No: super scribed on the envelope, is required to be sent by ordinary post only addressed to **DGM(HR), HR Dept, Administration Building, Mathura Refinery, Mathura, Uttar Pradesh-281005** on or before **07-11-2017**. Print out online application received after last date shall be treated as 'Rejected'

Note:

- *Only online mode of application / registration will be accepted. Applications / registration received in any other form / mode shall be liable for rejection.*
- *Incomplete applications, applications not supported by copies of relevant documents, applications not fulfilling the eligibility criteria or applications received after the last date of receipt of applications(in physical form) shall be treated as 'Rejected'.*
- *Candidates shall note that the documents sent to any other address or sent through any other medium other than Ordinary post shall stand automatically rejected.*
- *Further information regarding written examination, call letters, results, etc shall be made available through the website www.iocl.com and over email/sms. Candidates are therefore advised to keep visiting the website regularly*
- *General & OBC candidates are advised to complete the preliminary registration atleast two days prior to the closing date of online application, to enable sufficient time for payment of application fee and photo & signature upload.*
- *Canvassing in any form is liable to render a Candidate Ineligible*

IMPORTANT DATES FOR CANDIDATES

- Date of Opening of Online Application : **09-10-2017**
- Last Date of Submission of Online Application : **31-10-2017**
- Last Date of Receipt of Printout of Online Application : **07-11-2017**
(alongwith supporting documents)
- Tentative Date of uploading of Written Test Result : **15-12-2017**
- Tentative Date of uploading of Final Selection Result : **15-01-2018**

For Clarifications(s)

Contact on Phone No: 0565-2417160/8153/7137

Be Aware of Frauds
Recruitment in Indian Oil are undertaken only through Employment Exchange / Press Notification