



Indian Oil Corporation Limited

(A Government of India Undertaking)

Recruitment of Assistant Quality Control Officers (Grade A0)

Advt. No. RD-2021

Date: 01-10-2021

Indian Oil Corporation Limited (IOCL) is a diversified, integrated energy major with presence in oil, gas, petrochemicals and alternative energy sources. Empowered with the 'Maharatna' status, the organization aspires to be 'The Energy of India' and 'A Globally Admired Company'.

Indian Oil Corporation Ltd. has been featuring year after year among India's Best Companies to Work For and has been recognized as Best Employer among Nation-Builders. Registering an all-time high Profit After Tax of Rs. 21,836 Crore in FY 2020-21, the organization is propelled towards a sustainable future by its high-caliber people adopting best practices aided by state-of-the-art technologies.

To fuel its future growth, IndianOil invites applications from energetic and dedicated candidates for selection to the post of **Assistant Quality Control Officers**.

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

A. Number of Posts and Reservations:

Total Number of Posts	UR	Reservation				
		SC	ST	OBC(NCL)	PwBD	EWS
71	28	10	7 @	19	6 {01 PV, 02-PH, 01-PL & 02 Multiple Disabilities }*	7

@- includes Backlog for 02 ST.
* includes Backlog of 01-PH & 02 Multiple Disabilities - Against these Backlogs, Candidates from the other 3 remaining sub categories under PwBD (Refer Clause F.4) can also apply with stipulation that in case of non-availability of a candidate belonging to the notified sub-category, the posts shall be filled by interchange among the any of the other sub-categories.

Selected candidates may initially be posted in any of the Units/locations of Refineries Division/Marketing Division. They may, however, be transferred/posted anywhere in India or in Subsidiary/Joint Venture companies during the service period.

B. Educational Qualification Requirement

B.1 The candidate should have been awarded Master's Degree in Chemistry/equivalent disciplines from recognized Indian Universities/Institutes.

B.2 Equivalent disciplines in M.Sc. in Chemistry shall include Inorganic/Organic/Analytical/Physical/Applied Chemistry/Industrial Chemistry.

Any other branch of Chemistry e.g. Biochemistry, Pharmacy, Toxicology, Geochemistry, Pharmacology, Food Technology etc. will not be considered towards eligibility.

B.3 Candidates belonging to General/OBC(NCL)/EWS categories should have secured minimum 60% marks in qualifying degree examination.

Marks in Qualifying degree is relaxed to 55% for Scheduled Caste (SC)/Scheduled Tribe (ST)/Persons with Benchmark Disability (PwBD) candidates.

B.4 Qualifying degree obtained through full-time regular course only shall be considered eligible.

C. Experience Requirement

C.1 Minimum 02 Years of Cumulative Experience in following:

Experience in Testing/R&D/Quality Control in Petroleum /Petro-chemical/Polymer/Fertilizer Unit Laboratories

AND/ OR

Experience in an NABL accredited laboratory. The experience shall be considered valid only if the lab is accredited in the Field of “**TESTING**” with Discipline as “**CHEMICAL**”. The lab should have scope under Group: Lubricants/Petroleum and Products.

(Disciplines like Mechanical, Electrical, Electronics, Biological, Radiological, NDT etc. shall not be considered)

C.2 Experience gained after date of declaration of result of qualifying degree will only be considered towards counting experience. Any experience gathered after B.Sc. or as a short-term trainee (summer/winter project etc. during M.Sc.) will not be considered towards relevant experience.

C.3 Teaching & Research experience in an academic institute will not be considered as relevant experience.

D. Job Responsibilities (Indicative)

Selected candidates will carry out testing of petroleum and /or petrochemical product. They should be conversant with/ carry out the following :

- Testing of Petroleum Fuels/ lubricants (finished/used) /greases & additives samples as per specification requirements and Lubes packaging material testing etc, Polymers & Petrochemicals; furnishing quality certificates of finished products & raw materials; Operation & maintenance of digital instruments i.e UV/GC/GLC/HPLC/ Spectrophotometer/ AAS/FTIR/ICP/Micro-coulometer /ED-XRF/WD-XRF/Auto-viscometers/ Titrimeters etc.; Water testing relating to Refinery i.e COD/BOD/Oil/mineral content, pH, suspended solid etc.; Testing of chemical raw materials/Incoming Process Chemicals; Interface with Petroleum Refinery/ Petrochemicals/ Polymers/ quality assurance aspects related to fuels/lubes, storage/transportation by pipelines/ tankers/ tank wagons/ road tankers, storage/ dispensing at outlets, water and waste water quality management, Technical services etc for quality assurance; NABL accreditation, evaluation and optimization of process chemicals and additives; Exposure to Melt flow Index, Colour Spectrometer, APS, Bulk Density Apparatus, Lab Extruder Operation, UTM Operation; Calibration of laboratory equipment, troubleshooting/ rendering technical assistance to process/ production/ various functions.
- Should be conversant with BIS/IP/ISO/ASTM test methods and specifications for Physico-Chemical Testing of petroleum products & petrochemicals; Testing of Aviation/ Non-Aviation Petroleum Fuels/ Bio-fuels/ LPG/ lubricants (finished/used) /greases & additives samples as per specification requirements and Lubes packaging material testing etc as per

national and international test methods and specifications and release of test reports; Furnishing quality certificates of finished products & raw materials; Ensuring function of manual and automatic laboratory equipment's, maintenance of records of preventive and breakdown maintenance and processing of their AMCs; Working on and maintenance of computer aided instruments like UV/ GC/GLC/HPLC/Spectrophotometer/AAS/FTIR/ICP/ Micro-coulometer/ED XRF/WD XRF/DRES/ auto-viscometers/titrimeters/HTHS etc.; Verification/calibration of Hydrometer/ Thermometers/ Pressure-gauges, Viscometer etc and preparation of certificates; Calibration of laboratory equipment's (internal/external) and maintaining calibration schedule; Preparing laboratory reagents for chemical testing as per test methods; Keeping of inventory stock-cards of laboratory equipment's, chemical and glassware in the lab and their replenishment from time to time based on MIL (minimum inventory level); Operation of mobile laboratories for field sample testing at the industry retail outlets. This involves touring upcountry locations for inspection/testing; Maintenance of high levels of safety, maintenance & housekeeping at all times in static and mobile laboratories; Preparation of MIS data on static/mobile lab activities and furnishing the same to the controlling officers; Interface with Petroleum Refinery/Petrochemicals/Bulk Fuel Terminals/Aviation Fuel terminals/Lube & grease plant operations including synthetic lube plants operations/quality assurance aspects related to fuels/lubes, storage/ transportation by pipe lines/tankers/tank wagons/road tankers, storage/ dispensing at retail outlets, water and waste water quality management, Technical services etc for quality assurance; Conceptualizing and implementing appropriate Quality Management Systems/ Defence self-certification in the lab i.e. NABL/ISO /self-certification etc.; Trouble shooting/ rendering technical assistance to process/ production / various functions; Following the guidelines from DGCA, DGAQA, DG Shipping and MOP & NG issued from time to time; Developing statistical techniques for representation of testing data from laboratories; Coordination with line functions i.e. aviation, operations and Sales etc. at the location; Conducting training to location level officers and visiting customers; Effective use of modern Information Technology and SAP enabled tools for execution of routine work.

E. Age Limit - Maximum 30 Years as on 30-09-2021 for General and Economically Weaker Sections (EWSs) category candidates.

F. Concessions / Relaxations

- F.1 Reservation of posts for SC/ST/OBC (Non-Creamy Layer)/Ex-servicemen (ExSM)/Persons with Benchmark Disability (PwBD) [degree of disability 40% or more in respective category]/EWS will be as per Govt. Directives.
- F.2 Relaxation in upper age limit shall be available to respective categories, against reserved posts, as below, in line with the Presidential Directives:

Category	Relaxation in Upper Age Limit
OBC (Non Creamy Layer)	3 Years
SC/ ST	5 Years
PwBD	10 Years
Domiciled in Jammu & Kashmir between 1.1.1980 & 31.12.1989	5 Years
Ex-servicemen & Commissioned Officers (including Emergency Commissioned Officers (ECOs)/Short Service Commissioned Officers (SSCOs) subject to rendering minimum 5 years' military service and fulfillment of other conditions prescribed by Government of India.	5 Years

- F.3 PwBD/ExSM candidates belonging to SC/ST/OBC (NCL) categories shall be eligible for grant of cumulative age relaxation under the categories.
- F.4 For PwBD (Persons with Benchmark Disability) category, Govt of India Guidelines shall apply.

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.

The selection of candidates belonging to PwBD category will be from categories below:

1. PV-Low Vision	P=Physical; V=Vision; H=Hearing; L=Locomotors; OH=Orthopaedic Handicap; OA=One Arm; OL=One Leg
2. PH- Hard of Hearing,	
3. PL-Musculoskeletal (OH-OA/OL), Dwarfism (Dw), Acid Attack Victim (AAV), Cerebral Palsy (CP), Leprosy Cured (LC)	
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.

- F.5 Reservations for Ex-servicemen/PwBD category will be extended on horizontal basis.
- F.6 For claiming the benefit of OBC category, candidates belonging to OBC category as per Govt. of India guidelines, should submit a latest caste certificate in the proforma 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.
- F.7 Candidates belonging to OBC category but falling in creamy layer (in terms of guidelines issued by Govt. of India from time to time) are not entitled to OBC reservation benefits. Accordingly, such candidates may choose to apply for the positions applicable to UR candidates provided they meet the age criteria and indicate their category as “UR (Unreserved)”.
- F.8 Candidates belonging to EWS category are required to submit 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. If the candidates are not able to submit the income and asset certificate at the time of making application, Declaration in this regard must be furnished. Format of Income and Asset certificate /Declaration can be downloaded from the website www.iocl.com.
- F.9 PwBD candidates with less than 40% of permanent disability are not eligible. The PwBD candidates are required to submit a Disability Certificate issued by competent authority 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.

F.10 A PwBD candidate availing of only age relaxation (no relaxation in eligibility qualification marks/in Written Test qualifying marks/GD/GT/Personal Interview) shall be considered against unreserved post in order of merit in the select list before being considered against a reserved post.

F.11 In case of Persons with Benchmark Disabilities in the category of Cerebral palsy, the facility of Scribe shall be given, if so desired by the candidate. 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 write and scribe is essential to write examination on his/her 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 write*). In case the PwBD candidate is desirous of bringing his/her own Scribe, the qualification of the Scribe should be one step below the qualification of the candidate taking the examination. 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*). Both the prescribed proforma are available on website www.iocl.com.

Candidates shall send the scanned copy of Proforma (as applicable) duly completed and signed on the email id **ioclrect2021@gmail.com**, latest by **23-10-2021**. Subsequently, candidates shall send self-attested copy of Proforma duly completed and signed along with print-out of the online application (refer to Clause M.8 Sl. No. 7 & 8).

F.12 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 six months from the last date for receiving applications. Such candidate is required to submit prescribed Proforma {Proforma of Certificate for employed Officials}. The prescribed proforma is available on website www.iocl.com. Candidates shall send self-attested copy of Proforma duly completed and signed along with print-out of the online application (refer to Clause M.8 Sl. No.9).

F.13 Such candidate from Armed Forces, who has been released/retired/discharged from Armed Forces and qualified as an Ex-servicemen is required to submit 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/her application. The prescribed proforma is available on website www.iocl.com. Candidates shall send self-attested copy of Proforma duly completed and signed along with print-out of the online application (refer to Clause M.8 Sl. No. 10).

F.14 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 recognised by AICTE/MHRD, Government of India and have secured the prescribed minimum percentage of marks.

F.15 Ex-servicemen claiming equivalence in qualification shall be required to produce a copy of equivalence certificate issued by the concerned Ministry.

F.16 SC/ST/PwBD/ExSM candidates are exempted from payment of application fee.

F.17 SC/ST/PwBD/disabled ExSM candidates called for Written Test will be reimbursed single IInd AC rail fare from the nearest railway station of the mailing address to the place of Written Test and back by the shortest route on production of ticket provided the distance is not less than 30 Kms.

G. Selection Process

- G.1 The selection process will comprise of Written Test (objective type consisting of two parts - General Aptitude and Discipline Knowledge), Group Discussion/Group Task and Personal Interview.
- G.2 Admit Card for Written 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 UR, EWS & OBC(NCL) Category candidates). Scrutiny of documents submitted by the candidates will be carried out post Written Test. Only those candidates will be considered/ called for next stage i.e. GD/GT and Personal Interview who are (a) shortlisted on the basis of Written Test and (b) meet the notified eligibility criteria upon verification of documents sent by the candidates by ordinary post and other parameters.
- G.3 The candidates should secure minimum qualifying marks as mentioned below in each stage i.e. Written Test, GD/GT and Personal Interview, for consideration for next stage of selection process and finally adjudged suitable for selection.

Minimum qualifying marks		
	General, EWS & OBC candidates	SC, ST, PwBD & ExSM candidates
Written Test	40 out of 100	35 out of 100
GD/GT & Personal Interview	40%	40%

- G.4 Candidates will have to qualify through each stage of selection process successfully before being as adjudged as suitable for selection.
- G.5 Obtaining minimum qualifying marks in the Written Test, GD/GT and Personal Interview does not confer any right or claim by the candidate for being shortlisted for next stage of selection process/final selection, as the same is based on candidate's rank in the merit list on the basis of marks obtained in the Written Test, GD/GT and Personal Interview, ratio applied, relative performance in respective categories, number of posts, reservation position, candidates meeting the notified eligibility criteria & other parameters and documents found in order upon verification.

H. Physical Fitness

Selected candidates will be required to undergo "Pre-employment Medical Examination" and should be declared medically fit as per Indian Oil's pre-employment medical standard. Candidates are advised to go through the "Guidelines and criteria for Physical Fitness for Pre-employment medical examination" and be assured about meeting the required physical fitness standards before applying for the notified posts. The guidelines may be downloaded from the website www.iocl.com.

I. Liability to declare

- I.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.
- I.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/her 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.

- I.3 Candidates have to necessarily declare in case he/she 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.

J Pay & Perks

- J.1 Selected candidates will be placed in the pay scale of Rs. 40,000/- to Rs. 1,40,000/- (Grade A0).
- J.2 In addition, the selected candidates will receive Dearness Allowance (DA) and other allowances, according to the rules of the Corporation in force, and as amended from time to time. Other allowances /benefits include HRA/housing accommodation (depending upon place of posting), medical facilities, gratuity, Provident fund, Employees' Pension Scheme, Group personal accident insurance scheme, leave encashment, leave travel concession (LTC)/LFA, contributory superannuation benefit fund scheme, conveyance advance/ maintenance reimbursement, performance related pay (PRP) etc as per rules of the Corporation.
- J.3 The gross valuation of remuneration to the company will be about Rs 14.3 Lakhs per annum inclusive of performance related pay (PRP). The actual remuneration may vary depending on place of posting, financial performance of the Corporation and annual performance appraisal of the individual.

K. Service Liability

Selected candidates will have to execute a bond of Rs. Two Lakhs (Rs.35000/- for SC/ST/OBC/PwBD/EWS candidates) to serve the Corporation for a minimum period of three years from the date of joining the Corporation.

L. General

- L.1 Only Indian Nationals are eligible to apply.
- L.2 Experience and Age requirement will be as on **30-09-2021**.
- L.3 Certificate issued by a Board of Secondary Education for passing Matriculation/Higher Secondary mentioning the date of birth shall be the only acceptable document in support of proof of age.
- L.4 In case of qualifications acquired from foreign Institutes/Universities, the same shall be treated at par with qualifications offered by Indian Institutes/Universities provided candidates are able to produce equivalence certificate for such qualifications from the Competent Authority.
- L.5 Reimbursement of 2nd AC Rail fare by the shortest route on production of ticket shall be extended to candidates for appearing in Group Discussion/Group Task/Personal Interview provided the distance travelled is not less than 30 kms.
- L.6 Candidates employed in Govt. Deptt/PSUs/Autonomous Bodies must submit the application through proper channel. Alternatively, such candidates are required to submit NOC from their current employer at the time of GD/GT/Personal Interview failing which they will not be allowed to appear for further selection process.
- L.7 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. Women candidates are also not considered against the cadres/work areas that require shift operations 365 days in a year or necessitates undertaking work beyond 07.00 pm (& upto 06.00 am), like Production, P&U Operations (Boiler & Electrical),

Quality Control and Fire & Safety or maintenance services normally performed in shifts. However, subject to limitations above, exemptions if any, work & work performance requirements and availability of identified positions, women may be considered.

- L.8 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.
- L.9 The candidature of the applicant would be provisional and subject to subsequent verification of certificates/testimonials, medical fitness etc.
- L.10 Canvassing in any form during any stage of recruitment process will lead to cancellation of candidature.
- L.11 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.
- L.12 The decision of the Management will be final and binding on all candidates on all matters relating to eligibility, acceptance or rejection of the application, mode of selection, cancellation of the selection process either in part or full, etc. No correspondence will be entertained in this regard.
- L.13 Queries, if any, related to this advertisement may be addressed at the following email addresses:

For Non-technical Queries {Queries relating to eligibility criteria and process of submission of Online application}	ioclrect2021@gmail.com
For Technical Queries {Queries specific to the Online portal, any non-functionality or technical difficulties being faced in online application process}	support@i-register.in

- L.14 Candidates may visit the website www.iocl.com and Go to '**What's New**' > Click on "**Recruitment of Assistant Quality Control Officers - 2021**"> Click on "**Detailed advertisement**" (to refer to the Advertisement) > Click on "**Click here to Apply Online**" (to fill online application form).
- L.15 Candidates are required to submit application in online mode only. Application submitted through other than online mode will NOT be accepted.
- L.16 Corrigendum/Addendum/Notice etc. with regard to this advertisement, if any, will be made available on www.iocl.com only. Candidates are advised to refer to the above website periodically for updates. All future correspondences related to this advertisement shall be made only through our website www.iocl.com.
- L.17 Candidates called for Written Test and subsequently shortlisted for GD/GT and Personal Interview will be intimated through e-mail ID/SMS Alerts on Mobile Number supplied by them in their Application Forms.

L.18 Written Test is likely to be held on **07-11-2021** at test center(s) at four locations viz. New Delhi, Mumbai, Kolkata and Chennai. However, depending upon the no. of candidates called for Written Test, availability of test centers and other factors, location(s) may be dropped. Candidates shall be allotted the location, which is nearest from the Correspondence mailing address furnished in the online application form, as far as possible. The location and exact venue of the Written Test shall be conveyed in the Admit Card issued for Written Test. The location / venue for GD/GT and Personal Interview shall be communicated to the shortlisted candidates through call letter.

M. Requirement before filling Online Application Form

M.1 Candidates are advised to carefully read the full advertisement for details of educational qualification and other eligibility criteria before submission of online application.

M.2 Candidate must have the following ready before starting the process of applying online:

- a. an active e-mail ID and mobile number which must remain valid for at least one year. All communications to candidates will take place only through e-mail/SMS alerts. IOCL will not be responsible for bouncing of any e-mail/non delivery of SMS sent to the candidates.
- b. the relevant certificates/testimonials/documents/proofs pertaining to age, caste, educational qualifications, post-qualification experience, Disability Certificate (if applicable), service discharge certificate (if applicable) etc.
- c. Scanned copy of colored passport size photograph and signature of not more than 50 kb and 20 kb size respectively, to be uploaded in online application.

M.3 Wherever CGPA/OGPA/DGPA or Letter Grade in a degree is awarded, its equivalent percentage of marks as per norms adopted by University/Institute is required to be indicated in the application form. Candidates will have to furnish certificate from the concerned University/Institute regarding the equivalent aggregate percentage of marks with reference to their CGPA/OGPA/DGPA or Letter Grade at the time of document verification failing which their candidature will not be considered.

M.4 General, OBC and EWS candidates are required to pay a non-refundable application fee of **Rs.300/- (Rupees Three hundred only)** through SBI e-collect (<https://www.onlinesbi.com/sbicollect/icollecthome.htm>). Provision for making ONLINE application fee shall be available till **21-10-2021 (17.00 Hrs.)** so that candidates shall have sufficient time to submit the details of SBI e-Collect transaction in Online Application and finally submit the application form.

M.5 No application fee is required to be paid by candidates belonging to SC/ST/PwBD/ExSM categories.

M.6 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 Online Application Form.

M.7 How to apply

Step 1 Candidates meeting the prescribed eligibility criteria for the post, may visit the website www.iocl.com and Go to 'What's New' > Click on "**Recruitment of Assistant Quality Control Officers - 2021**"> Click on "**Click here to Apply Online**" (to fill online application form) to access the relevant application link which will remain open from **01-10-2021 (10:00 Hrs) to 22-10-2021 (17:00 Hrs)**.

Step 2 Furnish particulars/details pertaining to age, educational qualifications, post qualification experience, caste etc. and such other information as sought in the online application format.

Step 3 Upon submission of particulars (Step 2), the online system will generate an Application ID, which will be sent to the candidate through email/SMS. Click on Continue Part II Application and Login using Application ID and Date of Birth.

Next step to be followed by General, *OBC and EWS candidates* and by *SC/ST/PwBD/ExSM category candidates* shall be as under:

General, OBC and EWS candidates	SC/ST/PwBD/ExSM category candidates
<ul style="list-style-type: none"> ➤ Click on 'Pay Now' (or go to https://www.onlinesbi.com/sbicollect/icollecthome.htm) > Choose State of Corporate as All India, Type of Corporate as PSU- Public Sector Undertaking, PSU Name as Indian Oil Corporation Limited (IOCL), and Select Payment Category as "AQCO-2021" and then complete the payment process submitting the relevant details like Application ID etc. and making online payment of application fees of Rs.300/-. Upon payment, save and take a print of the payment confirmation for further application process and records. ➤ Now Click on "Already Paid" and then submit details viz. SBI e-Collect Transaction No./Reference No., Payment Bank Name and Payment Date. Click on Submit button ➤ Upon successful submission of the Payment details, Login again using Application ID and Date of Birth. Now upload the digital copy of photograph and signature and finally submit the application form. 'Application process is completed' message will be displayed along with the final Application No. 	<ul style="list-style-type: none"> ➤ Upload the digital copy of photograph and signature and finally submit the application form. 'Application process is completed' message will be displayed along with the final Application No.

M.8 Upon completion of such application/fees payment (as applicable) and final submission of application form, candidates are required to take a printout of the Application Form, affix recent passport size photograph, put signature at the space provided and attach self-attested copies of the following:

1. Matriculation/Higher Secondary certificate issued by Board of Secondary Education as proof of date of birth.
2. Marksheet of Class XII by the concerned education Board/Semester-wise or year-wise mark sheets of Graduation/ Post Graduation issued by University/Institute (as applicable).
3. Certificate of Class XII Pass by the concerned education Board/Graduation/Post Graduation Degree Certificate issued by respective University/Institute (as applicable).
4. Conversion certificate from CGPA/OGPA/DGPA/Letter Grade to percentage of marks from concerned University/Institute (if applicable).
5. SC/ST/Disability Certificate/OBC (NCL) Certificate alongwith "Declaration"/EWS-Income & Asset Certificate/"DECLARATION for ECONOMICALLY WEAKER SECTIONS Candidates". Certificate must be in the prescribed format (available on website www.iocl.com) and issued by the Competent Authority.
6. Experience Certificate or Copy of Offer Letter, Joining Letter, Payslips, Increment Letter, relieving letter etc. proving the continuance of experience for the period being claimed. The

documents submitted in support of Experience **must clearly establish the period of experience as well as the nature of relevant prescribed experience** being claimed against the post.

7. Duly completed proforma of *Certificate regarding Physical Limitation of an examinee to write* to be submitted by PwBD candidates requiring scribe for Written Test under other categories, as applicable (Refer Clause F.11 above).
8. Duly completed proforma of *Letter of Undertaking for using own scribe* to be submitted by PwBD candidates requiring own scribe for Written Test, as applicable (Refer Clause F.11 above).
9. Duly completed Proforma of *Certificate for employed Officials* - to be submitted by candidates belonging to Ex-Servicemen, as applicable (Refer Clause F.12 above).
10. Duly completed Form of *Undertaking to be given by Candidates Applying for Civil Posts under Ex Servicemen Category*- to be submitted by candidates belonging to Ex-Servicemen, as applicable (Refer Clause F.13 above).
11. Further, Proof of Qualification (Equivalence){refer Clause F.15}, Service Certificate/ Discharge Certificate, as applicable shall be required in case of Ex-Servicemen.
12. Payment Confirmation Slip received from SBI-e-Collect after successful payment of Application Fees (not applicable to exempted candidates i.e. SC/ST/PwBD/ExSM candidates).
13. Photo Identity Proof (Aadhar Card/Driving License/Voter Id/PAN Card/Passport).

The above documents are to be sent (with name of post super-scribed on the envelope) by ordinary post so as to reach by **06-11-2021** to **The Advertiser, Post Box No.3096, Head Post Office, Lodhi Road, New Delhi 110003**. Print out of online application form & documents not received within stipulated date, Application form received without photograph or signature/ Application received without the prescribed certificates and testimonials shall be summarily 'Rejected'.

- M.9 Print out of online application form & documents sent by Registered Post/Speed Post/email/ Courier etc. (i.e. other than Ordinary post) shall stand automatically Rejected.
- M.10 Further, original documents along with a self-attested copy of the above listed documents/ testimonials should be furnished during Document Verification at the time of GD/GT & Personal Interview

IMPORTANT DATES TO REMEMBER

ACTIVITIES	TENTATIVE DATES
DATE OF OPENING OF ONLINE APPLICATION	01-10-2021(10.00 Hrs.)
LAST DATE FOR ONLINE PAYMENT THROUGH SBI e-COLLECT	21-10-2021 (17.00 Hrs.)
LAST DATE OF SUBMISSION OF ONLINE APPLICATION	22-10-2021 (17.00 Hrs.)
LAST DATE FOR PwBD CANDIDATES TO SUBMIT PRESCRIBED PROFORMAS FOR SCRIBE THRU' EMAIL {REFER CLAUSE F.11}:	BY 23-10-2021
PRINTOUT OF ONLINE APPLICATION FORM ALONG WITH SUPPORTING DOCUMENTS TO REACH (BY ORDINARY POST) TO: The Advertiser, Post Box No.3096, Head Post Office, Lodhi Road, New Delhi 110003	BY 06-11-2021
TENTATIVE DATE OF WRITTEN TEST	07-11-2021
TENTATIVE DATE FOR PUBLICATION OF LIST OF CANDIDATES SHORTLISTED FOR GD/GT & PERSONAL INTERVIEW ON WWW.IOCL.COM	22-11-2021
TENTATIVE DATE OF GD/ GT AND PERSONAL INTERVIEW	Dec'2021- First Week onwards

Advt. No. RD-2021

Canvassing in any form is liable to render a Candidate Ineligible