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Indian Oil Corporation Limited

(A Government of India Undertaking)

Recruitment of Medical Officers in Refineries Division

Advt. No. RD/MO-2022 **Date: 17-05-2022**

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 following posts for various Refinery Units and Refineries Head Quarters of its Refineries Division.:

1. **Senior Medical Officer (SMO) in Grade A1 in the pay scale of Rs. 60,000-1,80,000/-**
2. **Additional Chief Medical Officer (ACMO) in Grade D in the pay scale of Rs. 90,000-2,40,000/-**

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

A. Number of Posts and Reservations:

Name & Grade	Total No. of Posts	UR	Reservation				
			SC	ST	OBC(NCL)	PwBD	EWS
SMO (Gr A1)	35	13	5	2	12@	1 {1- PH}*	3
ACMO (Gr D)	8	5	1	0	2	0	0
	@- includes Backlog for 03 OBC ; * Backlog						

B. Refinery Unit wise posts, Educational Qualification and Work Experience Requirement

B.1 Senior Medical Officer (Grade A1) in the scale of pay of Rs. 60000-180000/-

B.1.1 Educational Qualification Requirement			
Specialization	**Qualification**	**No. of Posts**	**Refinery Unit /location wise posts**
Gynecology & Obstetrics	MD/MS (Gynae & Obs.)	4	Barauni Refinery-2, Digboi Refinery-1, Bongaigaon Refinery-1
General Physician	MD (General Medicine)	5	Barauni Refinery-1, Gujarat Refinery-1, Haldia Refinery-1, Digboi Refinery-1, Bongaigaon Refinery-1

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Specialization	Qualification	No. of Posts	Refinery Unit /location wise posts
General Surgeon	MS (General Surgery)	**1**	Mathura Refinery-1
Pathology	MD (Pathology)	**1**	Barauni Refinery-1
Pediatric	MD (Pediatrics)	**8**	Guwahati Refinery-1, Barauni Refinery-2, Gujarat Refinery-1, Mathura Refinery-1, Digboi Refinery-2, Bongaigaon Refinery-1
Orthopedic	MS (Orthopedics)	**6**	Guwahati Refinery-1, Barauni Refinery-1, Gujarat Refinery-1, Digboi Refinery-2, Bongaigaon Refinery-1
Cardiology	MD (Cardiology)	**2**	Barauni Refinery-1, Bongaigaon Refinery-1
Anesthesia	MD (Anesthesia)	**4**	Guwahati Refinery-1, Barauni Refinery-1, Gujarat Refinery-1, Bongaigaon Refinery-1
ENT	MS (Ear, Nose and Throat)	**2**	Barauni Refinery-1, Bongaigaon Refinery-1
Ophthalmology	MD (Ophthalmology)	**1**	Digboi Refinery-1
Radiology	MD (Radiology)	**1**	Barauni Refinery-1
B.1.2 No Minimum work experience required			

Candidates with PG diploma in relevant disciplines may also apply and such candidates shall be considered in the event of non-availability of suitable candidates with Post Graduate degree as mentioned above.

B.2 Additional Chief Medical Officer (Grade D) in the scale of pay of Rs. 90000-240000/-

B.2.1 Educational Qualification Requirement			
Specialization	**Qualification**	**No. of Posts**	**Refinery Unit /location wise posts**
General Physician	MD (General Medicine)	**4**	Mathura Refinery-1, Panipat Refinery & Petrochemical Complex (PRPC), Panipat-1, Paradip Refinery-1, Refineries Hqrs., New Delhi-1
General Surgeon	MS (General Surgery)	**3**	Guwahati Refinery-1,Barauni Refinery-1, Digboi Refinery-1
Radiology	MD (Radiology)	**1**	Digboi Refinery-1
B.2.2 Minimum Work Experience		Minimum 10 Years of relevant work experience	

Candidates with PG diploma in relevant disciplines may also apply and such candidates shall be considered in the event of non-availability of suitable candidates with Post Graduate degree as mentioned above.

B.3 MBBS with minimum 4 years of relevant work experience (for the post of Senior Medical Officer) / minimum 14 years of relevant work experience (for the post of Additional Chief Medical Officer) in General Medicine with any industrial hospital/ reputed hospital/nursing home may also apply and shall be considered in the event of non-availability of suitable candidates with Post Graduate Degree / Diploma qualification as mentioned in B1 & B2 above.

B.4 A qualification/ experience in Occupational Health shall be desirable.

B.5 Selected candidates with MD/MS qualification (after MBBS) may be offered upto 5 increments on the minimum Basic Pay. Similarly, candidates with Post Graduate Diploma (after MBBS) qualification may be offered upto 2 increments.

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B.6 Work Experience gained after date of declaration of result of qualifying PG Degree/PG Diploma/ MBBS, as applicable, will only be considered towards counting the work experience.

B.7 Selected candidates upon initial posting at a Refinery/location can subsequently be transferred/ posted to any of the Refinery Unit/locations (i.e Guwahati/Barauni/Gujarat/Haldia/Mathura/ Panipat/Digboi/Bongaigaon/Paradip Refineries and Refineries Headquarters at New Delhi) at the sole discretion of the Corporation, during their service period.

C. Job Responsibilities (Indicative):

C.1. For Senior Medical Officer (Grade A1)

- Medical management of all patients visiting Refinery Hospitals & First Aid Centres.
- Perform Medical emergency duty as & when required / advised and in case of exigencies.
- Medical management of accident/injury cases as and when required.
- Facilitate Hospital administration
- Carry out Health Check-ups in OHC
- Supervise nursing, para-medical & administrative staff in discharging their duties.
- Carry out duties in the area of specialization/ areas assigned from time to time.
- Monitor, maintain & ensure proper usage of medical equipment, accessories & inventories in Refinery Hospitals / First Aid Centres.
- Organize Health Awareness camps
- To maintain and promote the physical, mental and social well-being of the employees
- Monitoring of working environment for assessment and control of hazards.
- Undertake any assignment as directed by Head of Medical Deptt or other Senior Medical Officers/Management from time to time.

C.2. For Additional Chief Medical Officer (Grade D)

- Medical management of all patients visiting Refinery Hospitals, First Aid Centres.
- Carry out duties in the area of specialization/ areas assigned from time to time.
- Provide services w.r.t. nomination/rate revision of hospitals
- Scrutiny of bills of nominated hospital of IOCL and of employees, as and when required.
- Conducting Audit of Medical claims of employees
- Liaisoning and Coordination with District Hospital/ Authorities
- Coordination with Hospitals in case of medical exigencies for providing medical care to IOCL employees.
- Handling of Medical issues/ policies.
- Train, motivate and oversee all health care providers and support staff
- Perform Medical emergency duty as & when required / advised and in case of exigencies.
- Supervise overall Hospital administration/OHC in carrying out the health check-up & Pre-Employment Medical Examination.
- Compliance to Quality Assurance certifications.
- Jobs related to COVID-19.
- Managing, Handling and Monitoring of Bio-Medical Water as per the applicable Pollution Control Board Guidelines.
- Initiation and execution of Community Health Programs as per the CSR initiatives of the Corporation.
- Procurement of medicines, equipment and all facilities related to smooth hospital functioning, including framing of technical specifications
- Ensuring management and regulation of outsourced agencies, as applicable, for smooth operation of medical services at Refinery Hospital/ First Aid Centres.
- Undertake any assignment as directed by Incharge of Medical/Management from time to time.

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D. **Age Limit –** As on **31-05-2022**, for General and Economically Weaker Sections (EWSs) category candidates.

Post	Upper Age
Senior Medical Officer (Grade A1)	35 Years
Additional Chief Medical Officer (Grade D)	50 Years

Relaxation against reserved posts for other categories are as indicated under "Concessions/ Relaxations" section.

E. **Concessions / Relaxations**

E.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.

E.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) : The prescribed upper age-limit shall be relaxed by the length of military service increased by three years (i.e. age of 43 years for a military service of 5 years increased by 3 years; total 8 years; if prescribed upper age limit is 35), subject to the condition that the continuous service rendered in the Armed Forces is not less than 6 months after attestation & separation is otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or by way of voluntary withdrawal.	

E.3. PwBD/ExSM candidates belonging to SC/ST/OBC (NCL) categories shall be eligible for grant of cumulative age relaxation under one/ more categories. However, cumulative relaxation in age for one/more than one category taken together shall be limited to maximum age of the candidate not exceeding 56 years as on **31-05-2022**.

E.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 following category only:

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3. PL-Musculoskeletal (OH- Lower Limbs only)	P=Physical; L=Locomotors; OH=Orthopaedic Handicap;

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

E.5. Reservations for Ex-servicemen/PwBD category will be extended on horizontal basis.

E.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.

E.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 (Unreserved) candidates provided they meet the age criteria and indicate their category as "General".

E.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.

E.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.

E.10. A PwBD candidate availing of only age relaxation (no relaxation in Personal Interview qualifying marks) shall be considered against unreserved post in order of merit in the select list before being considered against a reserved post.

E.11. 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 the application form (refer to Clause L.8 Sl. No.7).

E.12. 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 L.8 Sl. No. 8).

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E.13. 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 respective authority.

E.14. Ex-servicemen claiming equivalence in qualification shall be required to produce a copy of equivalence certificate issued by the concerned Ministry.

E.15. SC/ST/PwBD/ExSM candidates are exempted from payment of application fee.

F. Selection Process

F.1. The selection process will comprise Personal Interview only. Candidates will have the option to speak in either English or Hindi language during their Personal Interviews.

F.2. The candidates should secure minimum 50% qualifying marks (40% for SC/ST/PwBD/ExSM candidates) in Personal Interview, for being adjudged suitable for selection.

F.3. Securing the minimum qualifying marks in Personal Interview does not confer any right or claim by the candidates for consideration for final selection, as the same is related to number of positions, reservation position, relative composite merit applicable for each category, candidates meeting the notified eligibility criteria/other parameters, documents found in order upon verification and other conditions specified in the advertisement.

F.4. In case more than one candidate secures the same mark, the candidate holding the preferred desirable qualification/experience followed by date of birth shall be considered for deciding place in the merit list.

G. 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.

H. Liability to declare

H.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.

H.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.

H.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.

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I. Pay & Perks

I.1. Candidates selected for the post of Senior Medical Officer will be placed in the pay scale of Rs. 60,000/- to Rs. 1,80,000/- (Grade A_1). Candidates selected for the post of Additional Chief Medical Officer will be placed in the pay scale of Rs. 90,000-2,40,000/-(Grade D).

I.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/subsidized housing accommodation (depending upon place of posting), medical facilities, Gratuity, contributory 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), Non Practising Allowance (NPA), etc as per rules of the Corporation.

I.3. The gross valuation of remuneration to the company, inclusive of performance related pay (PRP), will be about Rs 19.5 Lakhs per annum in case of Senior Medical Officer and Rs 29.2 Lakhs per annum in case of Additional Chief Medical Officer. The actual remuneration may vary depending on place of posting, financial performance of the Corporation and annual performance appraisal of the individual.

J. Service Liability

Selected candidates will have to execute a bond to serve the Corporation for a minimum period of three years from the date of joining the Corporation as under:

Category	Bond Amount
General	Rs. Three Lakhs only
EWS/OBC(NCL)/SC/ST/ PwBD	Rs. Fifty Thousand only

K. General

K.1. Only Indian Nationals are eligible to apply.

K.2. Qualification, Work Experience and Age requirement will be **as on 31-05-2022**.

K.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.

K.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.

K.5. Reimbursement of 2nd AC Rail fare by the shortest route on production of ticket shall be extended to candidates for appearing in Personal Interview provided the distance travelled is not less than 30 kms.

K.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 Personal Interview failing which they will not be allowed to appear for further selection process.

K.7. Furnishing of wrong/false information or suppression of factual information will lead to disqualification. Candidates must fully satisfy themselves of the eligibility for the position to which

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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.

K.8. Candidates shall apply for one post only i.e. either Senior Medical Officer (Grade A1) or Additional Chief Medical Officer (Grade D) and choose the appropriate Application format for the purpose. Further, a candidate must apply under either of the qualification categories i.e. under MD/MS/PG Diploma Qualification holder or under MBBS qualification holder.

Applications of candidates applying for both the posts or both qualification categories shall not be considered and will be summarily rejected without any further communication.

K.9. Candidates with MD/MS and PG qualification are required to indicate preference order of Refinery Unit/location for the initial posting as mentioned against specialization having positions at multiple locations (refer Clause B.1 & B.2 above). Similarly, candidates with MBBS qualification shall indicate preference order amongst available Refinery Unit/location for the initial posting. Instructions/details are available in the Application Formats. **Please note that the candidates shall not have any right to claim for initial posting at a particular Refinery Unit/location or as per the submitted preference order.** The initial posting shall be solely decided by the Management at its absolute discretion.

K.10. The candidature of the applicant would be provisional and subject to subsequent verification of certificates/testimonials, medical fitness etc.

K.11. Canvassing in any form during any stage of recruitment process will lead to cancellation of candidature.

K.12. 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.

K.13. 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.

K.14. **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 communication/ updates related to this advertisement shall be made only through our website www.iocl.com.

K.15. Candidates shortlisted and called for Personal Interview will be intimated through e-mail ID supplied by them in their Application Forms.

K.16. **Candidates awaiting results** as on date of submission of application **will not be considered** eligible.

K.17. Personal Interviews are likely to be held in the 4th week of July, 2022 onwards tentatively at **Delhi/NCR** & **Guwahati** locations. However, depending upon the no. of candidates called for Personal Interview and other factors, location(s) may be dropped/changed.

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The location and exact venue of the Personal Interview shall be conveyed through the communication issued for Personal Interview. Any request for change of Personal Interview location and venue shall not be entertained.

K.18. Disputes, if any, shall be subject to jurisdiction of Courts at New Delhi.

L. <u>How to Apply</u>

L.1. Candidates may visit the website www.iocl.com and Go to '**What's New' >** Click on "**Recruitment of Medical Officers in Refineries Division - 2022" to get the detailed Advertisement.**

L.2. **Application formats are separate for the post of Senior Medical Officer (SMO) in Grade A1 (Format A-SMO) and for the post of Additional Chief Medical Officer (ACMO) in Grade D (Format B-ACMO).**

Candidates meeting the prescribed eligibility criteria for the notified post **may download the relevant Application format, which is available under the advertisement on the website.**

L.3. Candidates are advised to carefully read the full advertisement for details of age/educational qualification and other eligibility criteria before filling the application form for the appropriate post.

L.4. Candidates must have the following ready before applying:

- 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. IOCL will not be responsible for bouncing /non delivery of any e-mail to the candidates.
- The relevant certificates/testimonials/documents/proofs pertaining to age, caste/sub-caste including date of issue & designation of issuing authority, State of Origin, educational qualifications, post-qualification work experience (as applicable), Disability Certificate (if applicable), Service Discharge Certificate (if applicable), Income & Assets Certificate (if applicable) etc.

L.5. **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). **The procedure for online payment of application fees is as under:**

- Click on 'Click for Application Fees payment" (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 Ltd**, and Select Payment Category as "**Medical Officers in Refineries Division**" and then complete the payment process submitting the relevant details like Name/DoB/ Father's Name/Post Applied For etc. and making online payment of application fees of Rs.300/-. **Upon payment, save and take a printout of the payment confirmation slip for further application process and record.**

- The provision for online payment of application fees shall be available from **17-05-2022 (10.00 Hrs) to 07-06-2022 (17.00 Hrs.)** so that candidates shall have sufficient time to submit the details of SBI e-Collect transaction in application form and to send payment receipt confirmation slip along with their application form as mentioned at Clause no. L.8. IOCL will not be responsible for any glitch in SBI e-collect payment gateway or any failure of payment/non- generation of transaction number through the gateway.

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L.6. No application fee is required to be paid by candidates belonging to SC/ST/PwBD/ExSM categories.

L.7. The candidate must ascertain the correctness of each information/details before filling in the "Application Form" and its final submission. The candidate shall be wholly/exclusively responsible for the information/details so filled /provided in his/her Application Form.

L.8. Upon filling up of such application form and fees payment (as applicable), candidates are required to affix latest passport size photograph, put signatures 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 Xth /XIIth by the concerned education Board/Semester-wise or year-wise mark sheets of Graduation/Post Graduation/PG Diploma issued by University/ Institute (as applicable).
3. Certificate of Class XII Pass by the concerned education Board/Graduation/Post Graduation Degree Certificate/PG Diploma Certificate issued by respective University/Institute (as applicable).
4. Copies of Internship Completion Certificate and Valid Registration certificate from State Medical Council/ Medical Council of India.
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 nature and period of experience being claimed against the post.
7. Duly completed Proforma *of Certificate for employed Officials* - to be submitted by candidates belonging to Ex-Servicemen, as applicable (Refer Clause E.11 above).
8. 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 E.12 above).
9. Further, Proof of Qualification (Equivalence){refer Clause E.14}, Service Certificate/ Discharge Certificate, as applicable shall be required in case of Ex-Servicemen.
10. Equivalence Certificate from the Competent Authority for qualifications acquired from foreign Institutes/Universities regarding their treatment at par with qualifications offered by Indian Institutes/Universities, as applicable {refer Clause K.4}.
11. 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).
12. Latest passport size colour Photograph of Candidate to be affixed on the Application Form in the space provided and an additional photograph (with name mentioned on the backside) to be attached separately.
13. Photo Identity Proof (Aadhar Card/Driving License/Voter Id/PAN Card/Passport).

The above documents are to be sent (with name of post applied for super-scribed on the envelope) by **ordinary post** so as to reach by **16-06-2022** at the following address:

The Advertiser, Post Box No.3096, Head Post Office, Lodhi Road, New Delhi 110003.

L.9. Application form along with documents not received within stipulated date, Incomplete Applications i.e. Application form received without photograph/signature/ prescribed certificates

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and testimonials / fees payment confirmation receipt (wherever applicable) etc. shall be summarily 'Rejected' without any further communication.

L.10. Application, complete in all respect, alongwith prescribed documents MUST be sent by ORDINARY POST ONLY to the above mentioned address. Applications and/ or documents sent by Registered Post/Speed Post/email/ Courier etc. (i.e. other than Ordinary post) or to address other than that mentioned at Clause No. L.8. shall be summarily Rejected without any further communication.

L.11. Original documents along with a self-attested copy of the above listed documents/ testimonials should be furnished during Document Verification at the time of Personal Interview.

L.12. Queries, if any, related to this advertisement (i.e. relating to eligibility criteria and process of submission of application) may be addressed to email address : **ioclrect2022@gmail.com**

IMPORTANT DATES TO REMEMBER

ACTIVITIES	TENTATIVE DATES
DATE OF PUBLICATION OF ADVERTISEMENT (ALONG WITH APPLICATION FORMATS) ON IOCL WEBSITE	17-05-2022(10.00 Hrs.)
DATE FOR ONLINE PAYMENT THROUGH SBI e-COLLECT	17-05-2022 (10.00 Hrs.) to 07-06-2022 (17.00 Hrs.)
DULY FILLED 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 16-06-2022
TENTATIVE DATE FOR PUBLICATION OF LIST OF CANDIDATES SHORTLISTED FOR PERSONAL INTERVIEW ON WWW.IOCL.COM	2nd Week of July 2022
TENTATIVE DATE OF PERSONAL INTERVIEW	4th Week of July 2022 onwards

Advt. No. RD/MO-2022

Canvassing in any form is liable to render a Candidate Ineligible