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INDIAN OIL CORPORATION LIMITED
(Marketing Division)

Advertisement No. IOCL/MKTG/HO/REC/2025 **Date: 01.02.2025**

All India Open Recruitment of Experienced Personnel in Non-Executive category
&
Special Recruitment Drive [SRD] for Persons with Benchmark Disability [PwBD] in Non-Executive category

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 renders overriding prominence to the energy needs of the country and aspires to be 'The Energy of India' and 'A Globally Admired Company'. Contributing to the growth of nation year after year, Indian Oil has risen to position of leadership with its ubiquitous presence and its diligence to make a mark in the lives of the citizens of India. To fuel its future growth, IndianOil invites applications from bright young and energetic persons of Indian Nationality for selection [through Computer Based Test (CBT) and prescribed process] to various posts in Marketing Division for its installations located in different States of India.

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

A) (1) Name, Number of Posts and Reservation:

Post Code	Name of Post/ Grade & Pay Scale	State	Number of Positions						Remarks
			Total	UR	EWS	SC	ST	OBC (NCL)	
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)
101	Junior Operator / Grade I (Rs. 23,000-78,000/-)	Haryana	**02**	1	0	1	0	0	-
102	Junior Operator / Grade I (Rs. 23,000-78,000/-)	Himachal Pradesh	**04**	2	0	1	0	1	-
103	Junior Operator / Grade I (Rs. 23,000-78,000/-)	Jammu & Kashmir	**01**	0	0	0	0	1*	*Backlog
104	Junior Operator / Grade I (Rs. 23,000-78,000/-)	Ladakh	**06**	4 (ExSM-1)	0	0	2	0	-
105	Junior Operator / Grade I (Rs. 23,000-78,000/-)	Punjab	**12**	7 (ExSM-2)	1	2	0	2	-
106	Junior Operator / Grade I (Rs. 23,000-78,000/-)	Rajasthan	**06**	4 (ExSM-1)	1	0	1	0	-
107	Junior Operator / Grade I (Rs. 23,000-78,000/-)	Uttar Pradesh	**45**	17 (ExSM-4)	6 (ExSM-1)	8 (ExSM-2)	0	14 (ExSM-3)	-
108	Junior Operator / Grade I (Rs. 23,000-78,000/-)	Uttarakhand	**08**	7 (ExSM-2)	1	0	0	0	-
109	Junior Operator / Grade I (Rs. 23,000-78,000/-)	Arunachal Pradesh	**03**	2	0	0	1	0	-
110	Junior Operator / Grade I (Rs. 23,000-78,000/-)	Assam	**10**	6 (ExSM-1)	1	1*	1*	1*	*Backlog
111	Junior Operator / Grade I (Rs. 23,000-78,000/-)	Bihar	**09**	3 (ExSM-1)	1	2	0	2 + 1* (ExSM-1)	*Backlog
112	Junior Operator / Grade I (Rs. 23,000-78,000/-)	Nagaland	**07**	4 (ExSM-1)	0	0	3 (ExSM-1)	0	-
113	Junior Operator / Grade I (Rs. 23,000-78,000/-)	West Bengal	**02**	0	0	2*	0	0	*Backlog
114	Junior Operator / Grade I (Rs. 23,000-78,000/-)	Chhattisgarh	**08**	5 (ExSM-1)	0	0	3 (ExSM-1)	0	-

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Post Code	Name of Post/ Grade & Pay Scale	State	Number of Positions						Remarks
			Total	UR	EWS	SC	ST	OBC (NCL)	
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)
115	Junior Operator / Grade I (Rs. 23,000-78,000/-)	Madhya Pradesh	**21**	10 (ExSM-2)	2	3 (ExSM-1)	3 (ExSM-1)	3 (ExSM-1)	-
116	Junior Operator / Grade I (Rs. 23,000-78,000/-)	Maharashtra	**21**	11 (ExSM-3)	2	1	1	6 (ExSM-1)	-
117	Junior Operator / Grade I (Rs. 23,000-78,000/-)	Dadra & Nagar Haveli and Daman & Diu	**02**	1	0	0	1*	0	*Backlog
118	Junior Operator / Grade I (Rs. 23,000-78,000/-)	Andhra Pradesh	**18**	10 (ExSM-2)	1	3 (ExSM-1)	1	3 (ExSM-1)	-
119	Junior Operator / Grade I (Rs. 23,000-78,000/-)	Karnataka	**12**	7 (ExSM-2)	1	3 (ExSM-1)	0	1	-
120	Junior Operator / Grade I (Rs. 23,000-78,000/-)	Kerala	**03**	2	0	1	0	0	-
121	Junior Operator / Grade I (Rs. 23,000-78,000/-)	Puducherry	**01**	1	0	0	0	0	-
122	Junior Operator / Grade I (Rs. 23,000-78,000/-)	Tamil Nadu	**13**	6 (ExSM-1)	2	2	0	3 (ExSM-1)	-
123	Junior Operator / Grade I (Rs. 23,000-78,000/-)	Telengana	**01**	1	0	0	0	0	-

Note [for A(1)]:

- All above posts are Group-D category positions, applicable for General / UR, SC, ST, EWS, OBC (NCL), Ex-SM.
- Responsibilities of the above positions would involve performing day-to-day operational activities / technical jobs, as assigned from time to time, at a Factory location/installation of Marketing Division (IOCL), and may involve working in shifts i.e. Morning, Evening & Night shift.
- Being an industry involving complex and hazardous processes / dangerous operations like handling petroleum products, the above posts are not suitable and not identified for deployment of PwBDs.

Acronym: UR-Unreserved, EWS-Economically Weaker Section, SC- Scheduled Caste, ST-Scheduled Tribe, OBC(NCL)-Other Backward Class (Non Creamy Layer), Ex-SM – Ex-Serviceman.

A) (2) Name, Number of Posts Reserved for PwBD Category [SRD positions only for PwBD personnel for filling-up of Backlog vacancies]

Post Code	Name of Post/ Grade & Pay Scale	Region	PwBD positions with sub-category wise break up					Remarks
			Total	VH(PV)	HH (PH)	OH (PL)	MD	
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)
201	Junior Attendant / Grade I (Rs. 23,000-78,000/-)	Northern Region	**11**	03 (ExSM-1)	04 (ExSM-1)	03 (ExSM-1)	01	Backlog
202	Junior Attendant / Grade I (Rs. 23,000-78,000/-)	Eastern Region	**04**	01	01	01	01	Backlog
203	Junior Attendant / Grade I (Rs. 23,000-78,000/-)	Western Region	**01**	01	00	00	00	Backlog
204	Junior Attendant / Grade I (Rs. 23,000-78,000/-)	Southern Region	**07**	03 (ExSM-1)	02	01	01	Backlog
205	Junior Business Assistant / Grade III / (Rs. 25,000-1,05,000/-)	Northern Region	**01**	01	00	00	00	Backlog
206	Junior Business Assistant / Grade III / (Rs. 25,000-1,05,000/-)	Eastern Region	**01**	01	00	00	00	Backlog
207	Junior Business Assistant / Grade III / (Rs. 25,000-1,05,000/-)	Western Region	**03**	01	01	01	00	Backlog
208	Junior Business Assistant / Grade III / (Rs. 25,000-1,05,000/-)	Southern Region	**03**	01	02	00	00	Backlog

Acronym: PwBD – Persons with Benchmark Disability, VH – Visually Handicapped, HH – Hearing handicapped, OH – Orthopedically handicapped.

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Note [for A(2)]:

- Above posts are identified posts for PwBD only to fill-up the backlog vacancies.
- "Person with benchmark disability" (PwBD) shall be the person as covered under The Rights of Persons with Disabilities Act 2016. As per Section 2(r), "person with benchmark disability" means a person with not less than 40% of a specified disability where specified disability has not been defined in measurable terms and includes a person with disability where specified disability has been defined in measurable terms, as certified by the certifying authority.
- 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.
- Grade I posts are Group-D category positions; and Grade III posts are Group-C category positions.
- Relaxation in age will be allowed as per Government guidelines and as specified in point (G) below.
- Prescribed reservation for Ex-Servicemen (with PwBD) will be applied on horizontal basis as per Govt. Guidelines.
- Region indicates that posting would be in one of the State falling under the respective regions of the country.
- Appointment of candidates belonging to PwBD categories will be from categories mentioned against identified posts i.e. Post Code 201, 202, 203, 204, 205, 206, 207, 208.
- Candidates from the other than notified sub categories under PwBD can also apply with stipulation that in case of non-availability of a candidate belonging to the notified sub-category, the vacancy may be filled by inter-se exchange among any of the other sub-categories. Only when there is no suitable PwBD available for the post, the PwBD vacant position would be carried forward, subject to Rules.
- Persons with Benchmark Disabilities must be capable of performing the task assigned to them/take instructions using suitable aids and appliances.
- Considering the nature of job / work and hazardous nature of the industry, the notified positions will be filled by PwBD from amongst below mentioned disability category provided under the Act:

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

B. Post-wise Qualification Criteria and Work Experience criteria:

Sl. No	Name of Post/ Grade	Post Code	Prescribed Qualification Parameters (Only Regular Full Time Recognised Courses – From Indian Universities/ Institutes / Board)	Work Experience
I	**Junior Operator /Grade I**	**101 to 123**	Matric (Class X) pass and 2 (Two) years ITI pass in the specified ITI trades mentioned below and Trade Certificate/ National Trade Certificate (NTC) issued by SCVT/NCVT: 1) Electronics Mechanic 2) Instrument Mechanic 3) Instrument Mechanic (Chemical Plant) 4) Electrician 5) Machinist 6) Fitter 7) Mechanic-cum-Operator Electronics Communication System 8) Wireman 9) Mechanic Industrial Electronics 10) Information Technology & ESM	Minimum one year post qualification work experience in the relevant field (excluding training) in a factory/ manufacturing organization. Apprentice training under Apprentice Act after two-year regular course of ITI will be considered as experience subject to production of National Apprentice certificate issued / recognized by NCVT / NCVET.

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Sl. No	Name of Post/ Grade	Post Code	Prescribed Qualification Parameters (Only Regular Full Time Recognised Courses – From Indian Universities/ Institutes / Board)	Work Experience
II	**Junior Attendant/ Grade I** (SRD / Reserved for PwBD)	**201 to 204**	Higher Secondary (Class XII) with minimum of 40% marks in aggregate in case of PwBD candidates [*as per relaxed standard*].	Work experience is not mandatory.
III	**Junior Business Assistant/ Grade III** (SRD / Reserved for PwBD)	**205 to 208**	Graduate in any discipline with minimum 45% marks in aggregate in case of PwBD candidates from a recognized Institute/ University with Basic knowledge of MS Word, Excel & Power Point and relaxed typing speed of 20 words per minute (WPM) [*as per relaxed standard*].	Minimum one year post qualification work experience (excluding training) in a commercial enterprise/ manufacturing organization /Govt Dept/ PSU. Apprentice training, in the optional trade of Accountant, under Apprentice Act after regular Graduation will be considered as experience subject to production of Certificate of Proficiency issued by Ministry of Education / Govt. of India.

Note [for (B)] : Qualification Criteria:

i. ITI in trades as specified against the respective Post above will ONLY be considered as eligible qualification. ITI in other than specified trades shall not be considered.

ii. Qualifications prescribed above shall only be considered. No Claim of possession of a qualification equivalent to above prescribed Qualification shall be entertained.

iii. Candidates possessing professional qualifications such as Bachelor of Engineering (BE), Bachelor of Technology (B. Tech), Master in Business Administration (MBA), Chartered Accountant (CA), Cost and Works Accountant (ICWA), Company Secretary (CS), Cost Management Accountant (CMA), Bachelor of Law (LLB), Master of Computer Applications (MCA) or any post-graduate qualification or Doctor of Philosophy (Ph.D) or any such equivalent qualification, shall not be eligible.

iv. Qualification of M.A / M.Com / M.Sc shall not be considered a disqualification for the post of Junior Business Assistant (205, 206, 207, 208), but minimum percentage requirement shall be that of graduation level exam only.

v. The aforesaid list of higher qualifications/professional qualifications mentioned above is not exhaustive. Management may determine any other qualification as a higher qualification/ higher professional qualification which is/ are not listed above. The decision of the Management in this regard shall be final and binding and no further enquiry shall be entertained in this respect.

vi. Suppression of information regarding higher qualification/professional qualification shall render a candidate ineligible for consideration at any stage of selection and termination at any time during employment, if recruited.

vii. Candidate must specifically indicate the percentage of marks obtained (calculated to the nearest two decimals) in the relevant column of the online application. Where percentage of marks is not awarded by the University but only CGPA/OGPA is awarded, the same shall be converted into percentage in terms of conversion norms of the concerned university in this regard, besides indicating the CGPA/OGPA in the online application.

viii. For determining eligibility w.r.t. prescribed percentage of marks under qualification parameter, the following methodology will be followed:

a) Wherever Cumulative Grade Point Average (CGPA) / Overall Grade Point Average (OGPA) or Letter Grade is awarded in the Class- XII / Degree examinations, its equivalent aggregate percentage of marks must be indicated by the candidates in the On-line Application as per the norms adopted by Board/University/Institute. Candidates will have to furnish certificate from the concerned Board/ University /Institute regarding the equivalent aggregate percentage of marks with reference to their

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CGPA/OGPA or Letter Grade at the time of document verification failing which their candidature will not be considered.

b) In case the Board/Institute/University does not follow any conversion formula for converting CGPA/OGPA to Percentage, candidate will have to produce a certificate to this effect that the Board/Institute/University does not follow any conversion formula and in order to arrive at equivalent percentage of marks, aggregate of Grade score obtained in each semester/year as applicable, divided by the total number of semesters/years will be considered.

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

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

$$\left[\frac{\text{Total of marks secured in each semesters (where semester wise exam is conducted)/years (where yearly exam. is conducted)}}{\text{Total of maximum marks in each semesters/years)}}\right] X\ 100$$

ix. The fraction of percentage so arrived will not be rounded off to next higher whole number i.e. 59.99% will be treated as less than 60%.

x. A qualification acquired through Part-time/Correspondence/Distance/Online Learning mode shall render the candidate ineligible.

xi. 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, Govt. of India and have secured the prescribed minimum percentage of marks.

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

Note [for (B)]: Work experience Criteria:

i. Experience Certificate or Copy of Offer Letter, Joining Letter, Payslips, Increment Letter, relieving letter, Designation, nature of experience etc. proving the continuance in service for the claimed period as experience would be required. The documents submitted in support of Experience must clearly establish the period of experience as well as the nature of experience being claimed against the post.

ii. Candidates employed directly or by any agency (including a contractor) in a Factory/ Manufacturing Organisation shall also be eligible to apply, provided they furnish copy of the work order issued to the agency/contractor. In case a candidate is unable to furnish copy of the work order issued to the agency/contractor, a certificate under signature and seal of the Agency/ Contractor will be required to be submitted by the candidate which shall include the following:

- *Certificate mentioning Industrial Establishment under whom the Agency/ Contractor is working alongwith the name of the work awarded and stating that the candidate has been engaged for the said work.*
- *Certificate shall state the inability of the Agency/ Contractor to furnish work order copy.*

iii. For Ex Servicemen, a declaration of same area of work experience will be sufficient.

D) Cut-Off date of reckoning Eligibility criteria:

The cut-off date for the purposes of meeting age criteria and for possession of prescribed qualification & work experience, as applicable, shall be **31-01-2025.**

E) Reservation for SC/ST/OBC (Non – Creamy Layer-NCL)/ PwBD/ExSM /EWS:

1. Reservation in posts for SC/ST/OBC (Non–Creamy Layer)/PwBD/ExSM/EWS candidates and relaxations thereof will be in terms of numbers indicated above / as per Govt. guidelines.

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2. Prescribed reservations for Ex-servicemen will be applied on horizontal basis, as per Govt. guidelines, under respective categories.
3. For claiming the benefit of OBC-NCL category, the candidate must produce the latest caste certificate at the time of SPPT/CPT, if called for based on merit, in the format prescribed by Govt. of India, which would, among others, specifically mention that the candidate does not belong to the persons/sections (creamy layer) as mentioned in column 3 of the schedule to the Department of Personnel & Training, Government of India OM No. 36012/22/93-Estt.(SCT) dated 08.09.1993 & OM No. 36033/1/2013- Estt.(Res.) dated 13.09.2017 and other guidelines issued from time to time.
4. Candidates belonging to OBC category but falling in creamy layer are not entitled to OBC reservation benefits. Accordingly, such candidates may apply against the UR positions provided they meet the age criteria applicable to General category candidates and indicate their category as "General". Indian Oil Corporation Ltd. being a Central Public Sector Undertaking, only those communities that are mentioned in the common list of OBC approved by Central Government shall be treated as OBC for the purpose of reservation.
5. The reservation for Economically Weaker Section (EWS) candidates shall be as per Government Guidelines in this regard vide Department of Public Enterprises' O.M. 20(10)/99-DPE-GM-Part-2019-FTS-1517 dated 25.01.2019 and Department of Personnel & Training's O.M. No. 36039/1/2019-Estt(Res) dated 31.01.2019.
6. Candidates belonging to EWS category are required to produce at the time of SPPT/CPT, if called for based on merit, 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. The conditions prescribed for Unreserved category in the matter of age shall apply to EWS candidates.
7. A candidate working in Armed Forces would become eligible for applying against civil posts only when he/she completes the prescribed period of Armed Force Service within a year from the last date for receiving applications. Such candidate is required to provide prescribed Proforma {*Proforma of Certificate for employed Officials}* at the time of SPPT/CPT, if called for based on merit.
8. Such candidate from Armed Forces, who has been released/retired/discharged from Armed Forces and qualified as an Ex-servicemen, is required to provide an undertaking {Form *of Undertaking to be given by Candidates Applying for Civil Posts under Ex Servicemen Category*} at the time of SPPT/CPT, if called for based on merit, duly signed by him/her stating that he/she has not secured any appointment on the civil side, along with his application.
9. Proof of Qualification (equivalence), Self-Declaration of same area of work experience, Service Certificate, Discharge Certificate in case of Ex-Servicemen, as duly issued, shall be required in original at the time of SPPT/CPT, if called for based on merit.
10. PwBD candidates with less than 40% of permanent disability are not eligible against PwBD reserved posts. The PwBD candidates are required to submit a Disability Certificate issued by Competent Authority in terms of Rule 18 & 20 and in the prescribed format (Form V/Form VI/Form VII) 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.
11. In case of Person with Benchmark Disability in the category of blindness, locomotor disability (both arm affected-BA) and cerebral palsy, if so desired by the PwBD candidate, he/she can bring 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*). Candidates shall upload the scanned copy of Proforma duly completed and signed alongwith the online application. 20 minutes per hour of 'compensatory time' in Computer Based Test shall be given to PwBD candidates who are allowed use of scribe as per the Govt. guidelines.

F) Minimum and Maximum Age limit:

1. Minimum 18 years and Maximum age shall be 26 years for Un-reserved candidates as on **31-01-2025**.
2. Mark sheet issued by a Board of Secondary Education for passing Matriculation (Class X) Examination shall be the only acceptable document in support of age. However, where date of birth is not mentioned in the Matriculation (Class X) Mark sheet of a Board, the date of birth may be verified from admit Card/ passing Certificate of the Board.

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G) Relaxation for candidates belonging to SC/ST/OBC(NCL) /PwBD/ExSM categories:

1. The minimum qualifying marks in eligibility qualification, wherever prescribed, will be relaxed by 5% for candidates belonging to SC/ST/PwBD categories considered against reserved positions.
2. The minimum qualifying / cut-off marks in the Computer Based Test to be obtained by SC/ST/ PwBD candidates shall be relaxed by 5% against reserved positions.
3. Relaxation in age upto 5 years for SC/ST and 3 years for OBC (NCL) candidates considered against reserved positions will be allowed.
4. An Ex-serviceman, who has put in not less than 6 months continuous service in Armed Forces, shall be allowed to deduct the period in Armed Forces service from his actual age which shall be his resultant age. The resultant age shall not exceed the prescribed maximum age by:
   - more than 3 years for General & EWS Candidates
   - more than 8 years for disabled Defence services personnel belonging to SC/ST
   - more than 8 years for SC/ST, if considered against reserved positions
   - more than 6 years for OBC (Non-Creamy Layer), if considered against reserved position.

   For Example: -Current Age = 34, reduced by Armed Forces service of 5 years = 29 years; Not to exceed prescribed max. age Limit of 26 years by 3 Years = 29 years; hence eligible. However, the Ex-servicemen (if selected) should not have attained the retirement / superannuation age of 60 (sixty) years at the time of joining the Corporation.

5. PwBD candidates will be allowed age-relaxation upto 10 years (upto 15 years for SC/ST and upto 13 years for OBC (NCL) candidates) against the notified reserved positions.

H) Concession for candidates belonging to SC/ST/PwBD/ExSM categories:

1. SC/ST/PwBD/ExSM candidates are exempted from payment of application fee.
2. SC / ST / PwBD / Disabled Ex-servicemen candidates called for Computer Based Test and Skill/Proficiency/Physical Test (SPPT)/ Computer Proficiency Test (CPT) will be reimbursed single second class rail fare from the nearest railway station from the present residence address to the place of Computer Based Test (CBT) and SPPT/ CPT (if shortlisted) and back by the shortest route on production of ticket provided the distance is not less than 30 Kms. The candidates should download the TA Claim and Bank mandate Form (from website www.iocl.com) and submit the duly filled form on the date of CBT and SPPT/CPT for claiming the reimbursement.

I) Selection Methodology:

1. **For Junior Operator (post code 101 to 123) & Junior Attendant (post code 201 to 204) -** The selection methodology will comprise Computer Based Test (CBT) and Skill/Proficiency/Physical Test (SPPT). The SPPT will be of qualifying nature.

2. **For Junior Business Assistant (post code 205 to 208) -** The selection methodology will comprise Computer Based Test (CBT) and Computer Proficiency Test (CPT). The CPT will be of qualifying nature.

3. **Computer Based Test (CBT)**:
   CBT would be conducted in an objective / multiple choice questions format requiring mouse/click based response. In CBT, there would be no requirement of writing / typing any content while responding to multiple choice questions. The Computer based test will consist of one objective type paper containing 100 questions carrying 1 marks each and the time allotted for completing the CBT is 120 minutes, with the subsequent details as below:

   a) **For Junior Operator (post code 101 to 123)**:
      - Question Paper shall have following parameters / sections:
        Section-A: Professional knowledge/ General Science – 50 marks
        Section-B: Numerical Abilities – 20 marks; Reasoning abilities – 20 marks; General Awareness – 10 marks.

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- For being shortlisted for qualifying for SPPT:
  - Every candidate will have to secure a minimum of 35% sectional cut-off marks in both Section-A {Professional knowledge/ General Science} and Section-B {Numerical Abilities, Reasoning abilities, and General Awareness).
  - Overall cut-off marks in the Computer Based Test (CBT) is 40%.
  - Relaxation in above mentioned minimum qualifying marks for SC/ST candidates would be 5% against the specified reserved positions.

b) **For Junior Attendant (post code 201 to 204)**: [SRD for PwBD]
- Question Paper to have following parameters :
  a) Numerical Abilities – 40 marks; b) Reasoning abilities – 40 marks; c) General Awareness – 20 marks
- For being shortlisted for qualifying for SPPT:
  - Every candidate will have to secure a minimum overall cut-off of 35% marks in the Computer Based Test (CBT) (as per relaxed standard).

c) **For Junior Business Assistant (post code 205 to 208):** [SRD for PwBD]
- Question Paper to have following parameters :
  a) Numerical Abilities – 40 marks; b) Reasoning abilities – 30 marks; c) General Awareness – 20 marks; d) Basic English Language skills – 10 marks.
- For being shortlisted for qualifying for Computer Proficiency Test (CPT):
  - Every candidate will have to secure a minimum overall cut-off of 35% marks in the Computer Based Test (CBT) (as per relaxed standard).

Note:-

a) There will be no negative marking for wrong answer.
b) The computer-based examination will be conducted in English and Hindi only.
c) Exact details of CBT examination like Date & Time of examination, Centre allotted, etc. shall be made available through Admit card which shall be issued around 10 days prior to the scheduled date of CBT.
d) Provision for Online Mock Test shall be made to familiarize the candidates about processes of Computer Based Test (CBT) for which a link shall be shared through website. The link shall be made active for such eligible applicants from the date of issuance of Admit card to the date of conduct of CBT.
e) Obtaining minimum qualifying marks in the Computer Based Test does not confer any right or claim by the candidate for being shortlisted for the SPPT/CPT or the final selection, as the same is related to number of positions, reservations for different categories, ratio applied and relative performance in respective categories and subject to meeting the eligibility criteria and other parameters.

4. **Skill/Proficiency/Physical Test (SPPT)/ Computer Proficiency Test (CPT)**

a) The Skill/Proficiency/Physical Test (SPPT) for the post of Junior Operator (Grade I), as well as for the post of Junior Attendant (Grade I) [only for PwBD candidates], will comprise of performing task / module, as required, under observation of a Committee on a specified date and venue as intimated. The Committee shall declare a candidate 'Fit' or 'Unfit' for the post.
b) For the post of Junior Business Assistant (Grade III) [only for PwBD candidates], the candidates would have to undertake Computer Proficiency Test (CPT) on basic knowledge of MS Word, Excel & Power Point and carry out the prescribed 10 basic commands in relaxed time of 25 minutes each i.e. total 3 tests with 30 commands in 75 minutes of test time, under relaxed parameters for PwBD. Candidates completing 20 commands shall qualify CPT. This will be undertaken under observation of a Committee on a specified date and venue as intimated. The Committee shall declare a candidate 'Fit' or 'Unfit' for the post.
c) Short listed candidates (on the basis of merit as per marks secured in the Computer Based Test), in the ratio of 1:3 (with due cognizance to number of reserved posts) subject to securing minimum qualifying marks in the Computer Based Test, and upon document verification being found in order, will be required to undergo a Skill/Proficiency/Physical Test (SPPT)/ Computer Proficiency Test (CPT).

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d) The call letters for attending SPPT/CPT at a venue (as decided and conveyed by Marketing Division, Indian Oil Corporation Ltd.), including for document verification, will have to be downloaded from www.iocl.com

e) If at the time of SPPT/CPT, if the shortlisted candidates are found to be ineligible during document verification/any other valid reason or did not appear for SPPT/CPT or found 'UNFIT' after SPPT/CPT, thereby resulting in non-filling up of post(s), then the next 3 candidates (per position) who have qualified in the Computer Based Test (CBT) as per the order of merit shall be called for the SPPT/CPT to fill up the post, as available. If less than 3 candidates are available, then as many available shall be called for SPPT/CPT.

f) In case of tie of marks in the Computer Based Test for the last position in the list of candidates shortlisted for SPPT, all such candidates shall be called for the SPPT, even if the total number exceeds the prescribed ratio.

g) Skill/Proficiency/Physical Test (SPPT)/ Computer Proficiency Test (CPT) is an assessment by a Committee to declare a candidate 'Fit' or 'Unfit' for the post. SPPT / CPT is a qualifier for further consideration towards selection. There are no marks assigned in the process of declaring a candidate as 'Fit' or 'Unfit'.

h) Candidate will appear for the SPPT / CPT at his/her own risks and expenses and Marketing Division, Indian Oil Corporation Limited will not be responsible for any injury or losses etc. of any nature. As regards travel expense of SC/ST/PwBD/ Disabled Ex-servicemen candidates called for SPPT / CPT will be reimbursed single second class rail fare from the nearest railway station from the place of residence to the place of SPPT/ CPT (if shortlisted) and back by the shortest route on production of ticket provided the distance is not less than 30 Kms.

5. **Composite merit list**

a) State-wise / Post-wise/Category-wise composite merit list shall be drawn on the basis of descending order of marks obtained in the Computer Based Test (CBT) from & out of the said shortlist, only for such candidates who qualify as 'Fit' in the SPPT / CPT.

b) 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.

c) For Junior Operator (post codes 101 to 123): Candidates belonging to reserved categories, who have availed of relaxation like in age, or in Computer Based Test qualifying marks, as is available to a category, will be considered against reserved vacancies, irrespective of their position in select list (in order of merit within the category).

J) Pre-Employment Medical Fitness:

1. Candidates are advised to ensure that they are medically fit as per IndianOil's Pre-Employment Medical Standard. Candidates are advised to go through the "Guidelines and Criteria for Physical Fitness for Pre-employment medical examination" and satisfy themselves of meeting the fitness criteria before starting the application submission process.
2. Candidates, if selected, shall undergo a pre-employment medical examination by a Doctor in a Government Hospital not below the rank of Civil Surgeon or by an Authorised Medical Officer of a Hospital nominated by the Corporation as per the Corporations' Guidelines before being declared medically fit for the selected position. The guidelines are available on website www.iocl.com.

K) Compensation Benefits & Basic Pay, Perks, Superannuation:

The Basic Pay of the selected & eligible candidates shall start at the minimum of the prescribed pay-scale as advertised against the notified position. Besides the Basic Pay as per the pay-scale, which would increase at the prescribed rate of increment as per defined period subject to eligibility, the other compensation & benefits like Dearness Allowance, House Rent Allowance / Housing accommodation (as per availability), Medical Reimbursement, Leave Travel Concession, Superannuation Benefits, etc. are provided as per the Company's rules from time to time. Further, there is no provision of protection of the pay in any manner for candidates (belonging to any category including ex-servicemen) who may have been employed to any post prior to applying for the positions notified above. The normal age of retirement / superannuation of the employees from the services is currently 60 (sixty) years and is governed as per Service Rules applicable from time to time.

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L) How to Apply:

A. Application Registration Process:

1. Candidates can apply online only from 03.02.2025 to 23.02.2025 and no other mode of application will be accepted.
2. IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION (Before applying online, candidates should)-

(i) scan their :
- photograph (4.5cm × 3.5cm)
- signature (with black ink)
- left thumb impression (on white paper with black or blue ink)
- a hand written declaration (on a white paper with black ink) (text given below)

"I, _____ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required."

(ii) The above mentioned hand written declaration has to be in the candidate's hand writing and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid. (In the case of Visually Impaired candidates who cannot write may get the text of declaration typed and put their left hand thumb impression below the typed declaration and upload the document as per specifications.)

(iii) Signature in CAPITAL LETTERS will NOT be accepted.

(iv) The left thumb impression should be properly scanned and not smudged. (If a candidate is not having left thumb, he/she may use his/ her right thumb for applying.)

(v) Keep the necessary details/documents ready to make Online Payment of the requisite application fee/ intimation charges.

(vi) Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. Intimation to download call letters for the Examination etc. will be sent to the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID or mobile no., he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.

3. **Application Registration**:

i) Candidates to go to the website www.iocl.com, then go to 'IndianOil For You' > click on 'IndianOil For Careers' > 'Latest Job Opening' > 'Job Opening' > 'Recruitment of Non-Executive Personnel in Marketing Division-2025'; and then click on the option "**Click here to Apply Online**" which will open a new screen.

ii) To register application, choose the tab "**Click here for New Registration**" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.

iii) In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.

iv) Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the FINAL SUBMIT BUTTON.

v) The Name of the candidate should be spelt correctly in the application as it appears in the Matriculate (Class-X) Certificate issued by the regulatory Board. Any change/alteration found may disqualify the candidature. In case of candidates who have changed their name, the necessary document like Gazette notification / marriage certificate (for married female candidates) have to be produced at the exam venue.

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vi) The Name of the Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.
vii) Validate details and save your application by clicking 'Validate your details' and 'Save & Next' button.
viii) Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C" below.
ix) Candidates can proceed to fill other details of the Application Form.
x) Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.
xi) Modify details, if required, and click on 'FINAL SUBMIT' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
xii) Click on 'Payment' Tab and proceed for payment.
xiii) Click on 'Submit' button.

B. Payment of Fees (Online mode):

1. All applicants are required to pay a Non-Refundable application fee of Rs.300/-. The GST / Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the candidate. It may kindly be noted that IOCL does not seek payment of any kind other than the mentioned application fee.
2. SC / ST / PWBD / Ex-Servicemen candidates are exempted from payment of application fee.
3. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
4. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
5. After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE.
6. On successful completion of the transaction, an e-Receipt will be generated.
7. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
8. Candidates are required to take **a printout of the e-Receipt** and online Application Form containing fee details. **Please note that if the same cannot be generated, online transaction may not have been successful**.
9. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
10. To ensure the security of your data, please close the browser window once your transaction is completed.
11. There is facility to print application form containing fee details after payment of fees.

C. Document Scan and Upload:

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

2. **Photograph Image**: (4.5cm × 3.5cm):
   - Photograph must be a recent passport style colour picture.
   - Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
   - Look straight at the camera with a relaxed face
   - If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
   - If you have to use flash, ensure there's no "red-eye"
   - If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
   - Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
   - Dimensions 200 x 230 pixels (preferred)

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- Size of file should be between 20kb–50 kb
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

3. **Signature, left thumb impression and hand-written declaration Image**:
   - The applicant has to sign on white paper with Black Ink pen.
     - Dimensions 140 x 60 pixels (preferred)
     - Size of file should be between 10kb – 20kb for signature and 20kb - 50kb for left thumb impression.
     - Ensure that the size of the scanned image is not more than 20kb
   - The applicant has to put his left thumb impression on a white paper with black or blue ink.
     - File type: jpg / jpeg
     - Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm * 3 cm (Width * Height)
     - File Size: 20 KB – 50 KB
   - The applicant has to write the declaration in English clearly on a white paper with black ink.
     - File type: jpg / jpeg
     - Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm * 5 cm (Width * Height)
     - File Size: 50 KB – 100 KB
   - The signature, left thumb impression and the hand written declaration should be of the applicant and not by any other person.
   - If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
   - Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.

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

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

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

Note:

(1) In case the face in the photograph or signature or left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.

(2) After uploading the Photograph / signature / left thumb impression / hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature or left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature or left thumb impression or the hand written declaration, prior to submitting the form.

(3) Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.

(4) Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.

(5) If the photo is not uploaded at the place of Photo Admission for Examination will be rejected/denied. Candidate him/herself will be responsible for the same.

(6) Candidates should ensure that the signature uploaded is clearly visible

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

M) DOWNLOAD OF CALL LETTER / ADMIT CARD

Exact details of CBT examination like Date & Time of examination, Centre allotted, etc. shall be made available through Call letter / Admit card which shall be issued around 10 days prior to the scheduled date of CBT.

Intimation for downloading call letter/admit card will be sent through email/SMS. Candidates will have to visit the website www.iocl.com, then go to 'IndianOil For You' > click on 'IndianOil For Careers' > 'Latest Job Opening' > 'Job Opening' > 'Recruitment of Non-Executive Personnel in Marketing Division-2025' for downloading Admit Card/ Call letters for CBT & SPPT/CPT (if shortlisted). Once the candidate clicks the relevant link, he/she can access the window for call letter download. The candidate is required to use (i) Registration Number/Roll Number, (ii) Password/Date of Birth for downloading the call letter. Candidate needs to affix recent recognizable photograph on the Admit Card/ Call letter, preferably the same as provided during registration, and appear at the examination centre with (i) Call Letter (ii) Photo Identity proof, as stipulated in point 'O' below and also specified in the Admit Card/ Call letter alongwith photocopy of the same Photo Identity Proof as brought in original.

N) CANDIDATES REPORTING LATE

Candidates reporting to the venue after the reporting time specified on the Admit Card/ Call letter for CBT examination will not be permitted to take the examination. The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the examination is 02 (two) hours, candidates may be required to be at the venue for about 4 hours including the time required for completion of various formalities prior to start of CBT examination such as verification and collection of various requisite documents, logging in, giving of instructions.

O) IDENTITY VERIFICATION

In the examination hall at the time of CBT as well as at the time of SPPT/CPT, the admit card/call letter along with original and a photocopy of the candidate's currently valid photo identity (bearing exactly the same name as it appears on the call letter) such as PAN Card/ Passport/ Permanent Driving License/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead along with photograph / Photo identity proof issued by a People's Representative on official letterhead along with

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photograph / valid recent Identity Card issued by a recognized College/ University/ Aadhar card/ E-Aadhar Card with a photograph/ Employee ID with photograph should be provided to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination.

Ration Card and Learner's Driving License are **not** valid id proof.

Note:
Candidates have to produce (in original) the photo identity proof and submit photocopy of the photo identity proof along with Examination CBT call letter as well as the SPPT/CPT Call Letter while attending the examination/ SPPT/CPT respectively, without which they will not be allowed to take up the examination/ SPPT/CPT. Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the examination. In case of candidates who have changed their name, will be allowed only if they produce original Gazette notification / their original marriage certificate (for married female candidates) in original.

P) CENTRE CLAUSES :

1. The Computer Based Test (CBT) / examination will be conducted in venues given in the respective call letter / admit card.

2. **LIST OF TENTATIVE CITIES FOR CONDUCT OF CBT IS AS UNDER**:

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

3. Marketing Division, Indian Oil Corporation Limited, however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc.
4. Candidates need to indicate their choice of the examination cities in the order of preference of the specified/ indicated city for CBT examination. Candidates may opt for three Test Cities in order of preference from the list and the same cannot be changed after the online form is submitted.
5. Corporation will endeavor to accommodate the candidates in the city opted by them for appearing for CBT in the order of preference. However, the right to cancel any city/ Centre and re-allocation of the City/Centre (on the basis of number of applicants for each city/center) is reserved with the Corporation.
6. If sufficient number of candidates does not opt for a particular centre for the CBT examination, Marketing Division, Indian Oil Corporation Limited reserves the right to allot any other centre to those candidates OR if the number of candidates is more than the capacity available for online exam for a centre, Marketing Division, Indian Oil Corporation Limited reserves the right to allot any other centre to the candidate other than the one he/she may have opted for.

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7. Exact venue details will be communicated through the Admit Card/ call letter. Admit Card shall not be sent by Post. Candidates are advised to regularly visit website www.iocl.com > 'Latest Job Opening' > 'Job Opening' > 'Recruitment of Non-Executive Personnel in Marketing Division-2025', from time to time for the updates on examination process and for download of Admit Cards for each stage of examination.
8. The candidates have to download their admit cards using their registration number and the password from website www.iocl.com > 'Latest Job Opening' > 'Job Opening' > 'Recruitment of Non-Executive Personnel in Marketing Division-2025'. The candidates are required to take a print-out of their admit cards. Candidates will not be allowed to enter the examination hall without valid admit card.
9. No request for change of centre/venue/date/session for Examination shall be entertained.
10. Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and Marketing Division, Indian Oil Corporation Limited will not be responsible for any injury or losses etc. of any nature.

Q) GUIDELINES FOR PERSONS WITH BENCHMARK DISABILITIES USING A SCRIBE

1. (i) Persons with Benchmark Disabilities in the category of blindness, locomotor disability (both arm affected-BA) and cerebral palsy, if so desired by the candidate, can use their own scribe at their cost during the online examination, subject to limits as in (ii) and (iii) below. In all such cases where a scribe is used, the following rules will apply:

   - The candidate will have to arrange his/her own scribe at his/her own cost.
   - The scribe arranged by the candidate should not be a candidate for the same examination. If violation of the above is detected at any stage of the process, the candidature of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favourably entertained.
   - A person acting as a scribe for one candidate cannot be a scribe for another candidate.
   - The qualification of the scribe shall be one step below the qualification of candidate taking the examination.
   - Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the online examination.
   - Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination or as otherwise advised.
   - Scribe should not answer on his/her own. Any such behaviour observed will result in cancellation of candidature.
   - Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.
   - The candidates with benchmark disabilities (PwBD) opting for own scribe shall be required to submit details of the scribe at the time of examination as per prescribed proforma. In addition, the scribe has to produce the same original ID proof(s) at the time of examination.
   - The PwBD candidates who have availed themselves of the facility of scribes/ passage reader and/ or compensatory time must produce relevant documents for the eligibility of scribe/ compensatory time at the time of document verification. Failure to produce such supporting documents will lead to cancellation of their candidature for the examination.

   (ii) Guidelines for Candidates with locomotor disability (both arm affected – BA) and cerebral palsy:
   - A compensatory time of twenty minutes per hour or otherwise advised shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment).

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(iii) Guidelines for Visually Impaired candidates:

- Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advised of examination.
- The facility of viewing the contents of the test in magnifying font will not be available to Visually Impaired candidates who use the services of a Scribe for the examination.

These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

R) OTHER CLAUSES

- The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of test conducting body. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.

- Decision of Marketing Division, Indian Oil Corporation Limited in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the Marketing Division, Indian Oil Corporation Limited in this behalf.

- If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the centre capacity is less or some technical disruption takes place at any centre or for any candidate.

- The responses (answers) of individual candidates with those of other candidates would be analyzed to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, Marketing Division, Indian Oil Corporation Limited reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.

S) ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/ USE OF UNFAIR MEANS

(1) Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application.

(2) At the time of examination, SPPT/CPT or in a subsequent selection procedure, if a candidate is (or has been) found guilty of –

i) using unfair means; or
ii) impersonating or procuring impersonation by any person; or
iii) misbehaving in the examination/ SPPT/CPT hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose; or
iv) resorting to any irregular or improper means in connection with his/ her candidature; or
v) obtaining support for his/ her candidature by unfair means; or
vi) carrying mobile phones or similar electronic devices of communication in the examination/ SPPT/CPT hall.

(3) Such a candidate indulging in any such activity, in addition to rendering himself/ herself liable to criminal prosecution, may be liable:

(a) to be disqualified from the examination for which he/ she is a candidate.
(b) to be debarred either permanently or for a specified period from any examination conducted by Indian Oil Corporation Ltd.
(c) for termination of service, if he/ she has already joined the Indian Oil Corporation Ltd.

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(4) Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead of disqualification of the candidate from the selection process and he/she will not be allowed to appear in any Indian Oil Corporation Limited recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect.

T) Important Instructions:

1. Candidates recruited against post code (101 to 123) i.e. state-specific post(s) of Junior Operator (Grade-I), will be posted in the respective state for which positions have been specified.
2. Candidates who shall be recruited against post code (201 to 208) reserved for PwBD category can be posted anywhere in one of the states of the respective Region.
3. However, the employees of the Corporation are liable to be posted anywhere in India in line with the business requirement of the Corporation and as per the policy prevailing from time to time.
4. A candidate is allowed to apply for only one post code. In case of more than one application received from the same candidate, the last successfully submitted application shall only be considered for that post and prior application(s) shall be considered invalid.
5. Candidates who are registered with Employment Exchange & Directorate General of Resettlement (Central & State)/ Zilla/Rajya Sainik Welfare Board/ Special Employment Exchange (as applicable) and meeting the prescribed eligibility criteria are required to apply Online, failing which their candidature will not be considered.

U) General Instructions:

1. 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.
2. Rules/guidelines, as may be prescribed by the Government of India/framed by the Corporation from time to time, shall apply.
3. The candidature of the applicant would be provisional and subject to subsequent verification of certificates/ testimonials, etc.
4. Filling up of the vacancies will be solely at the discretion of the management based on suitability of candidates and no claim will arise for employment, if some of the vacancies are not filled due to unsuitability/insufficient number of candidates.
5. Candidates are advised to carefully read the full advertisement for details of educational qualification and other eligibility criteria before submission of on-line application.
6. Candidates are hereby informed that any Corrigendum/ Addendum/ Notice etc. with regard to this advertisement will be made available on the website www.iocl.com ONLY. Candidates are advised to refer to the above website periodically for updates.
7. Candidates employed in Govt/Govt Departments/PSUs/Autonomous Bodies will be required to submit 'NO OBJECTION CERTIFICATE' at the time of Skill/Proficiency/Physical Test or Computer Proficiency Test (if shortlisted for SPPT or CPT), failing which they will not be allowed to appear in the Skill/Proficiency/Physical Test or Computer Proficiency Test. Such candidates, if offered an appointment, shall be required to submit proper 'RELEASE ORDER' from their employer at the time of joining, without which they will not be allowed to join.
8. The departmental / internal candidates i.e. employees who are already on the muster rolls of the Corporation, are not eligible to apply for the notified posts.
9. 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.
10. The candidates are advised to ensure while applying that they fulfill the eligibility criteria and other requirements mentioned and that the particulars furnished by them are correct in all respects. If at any stage of recruitment process, or after the appointment, it is found that the candidate does not fulfill the eligibility criteria and /or does not comply with other requirements of this advertisement and/or has submitted false information and/or has concealed the true information and/or has adopted improper

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course and/or has suppressed any material fact, then his/her candidature is liable to be rejected / removed from the recruitment process and the appointment shall be terminated if he has been appointed, without giving any prior notice, with the approval of appointing / competent authority.

11. Disputes, if any, shall be subject to jurisdiction of the Hon'ble court of the capital city of respective State where IOCL office is located, for which the candidate has applied.
12. Candidates are not permitted to use mobile phones, calculators and other electronic gadgets. They should not, therefore, bring the same inside the Examination/ SPPT/CPT Hall. Candidates will be allowed to enter the Examination Hall only with print out of Admit card and proof of identity. No other material will be permitted inside the Examination Hall.
13. Admit cards for Computer Based Test will be issued to all **prima-facie eligible** candidates on the basis of the details furnished in Online-Application form and submission of application fees (applicable for General, EWS & OBC (NCL) Category candidates). Only those candidates will be considered/ called for next stage i.e. Skill/Proficiency/Physical Test (SPPT)/ Computer Proficiency Test (CPT) who are (a) shortlisted on the basis of Computer Based Test and (b) meet the notified eligibility criteria upon verification of documents uploaded by the candidates and other parameters.
14. After entry of all the details in online application form and upload of Photograph, signature, left thumb impression and hand written declaration, as specified, the following documents are to be uploaded to complete the application process. **Please note that the below mentioned documents, as applicable, are to be scanned as one separate scanned file for upload under respective upload tabs**:

A. **Education & Date of Birth documents:**

- Matriculation/Matric (Class-X) pass certificate / marksheet issued by Board of Secondary Education – for all Post Codes 101 to 123 / 201 to 208 (for PwBD): {for education and Date of Birth validation}.
- Certificate of ITI Pass out in prescribed Trade issued by NCVT / SCVT – for Post Codes 101 to 123: {for education validation}.
- Higher Secondary (Class-XII) certificate issued by Board of Secondary Education - for Post Codes 201 to 204 (for PwBD): {for education validation}.
- Certificate of Graduation Pass Certificate issued by respective University/Institute – for Post Codes 205 to 208 (for PwBD): {for education validation}.

B. **Caste/Disability/Income Certificate:**

- Caste Certificate for SC/ST, Disability Certificate, OBC (NCL) Certificate alongwith *"Declaration"* & EWS-Income & Asset Certificate. Certificate must be in the prescribed format and issued by the Competent Authority.

- For PwBD candidates, certificate to the effect that the candidate concerned has physical limitation to respond in CBT and scribe is essential to respond in CBT examination on his behalf, from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Govt. Healthcare Institution as per prescribed Proforma "Certificate regarding Physical Limitation of an examinee to respond in CBT".

C. **For ex-servicemen**:

In addition to above documents, as applicable, the following needs to be uploaded:-

- Proof of Qualification (equivalence), Service Certificate, Discharge Certificate in case of Ex-Servicemen, as duly issued.
- Duly completed Proforma of Certificate for employed Officials if applicable.
- Duly completed Form of Undertaking to be given by Candidates Applying for Civil Posts under Ex Servicemen Category.

Failure to comply with aforementioned provision of uploading documents shall render the candidate ineligible for selection process without any liability on the Corporation in this regard

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15. The various formats for certificate / declaration, for reference purpose, is made available at website www.iocl.com , then under 'IndianOil For You' > click on 'IndianOil For Careers' > 'Latest Job Opening' > 'Job Opening' > 'Recruitment of Non-Executive Personnel in Marketing Division-2025'.:

    i. SC/ST Caste Certificate Format
    ii. OBC-NCL_Caste Certificate Format & Declaration
    iii. EWS_Income and Asset certificate Format
    iv. ExSM_Certificate for employed Officials Format
    v. ExSM_Undertaking by Candidates Applying for Civil Posts under Ex Servicemen Category
    vi. PwBD_Format for Disability Certificate
    vii. PwBD_Certificate regarding physical limitation in an examinee to respond in CBT
    viii. PwBD_Letter of Undertaking for Using Own Scribe
    ix. Guidelines and Criteria for Physical Fitness for Pre-Employment Medical Examination
    x. TA Claim and Bank Mandate Form

16. Candidates are advised in their own interest to register on-line much before the closing date as per schedule mentioned in this Advertisement and not to wait till the last date for depositing the fees to avoid the possibility of disconnection/ inability/failure to log on the IOCL's website on account of heavy load on internet/website jam/disconnection.
17. IOCL does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the Corporation.
18. Please note that the above procedure is the only valid procedure for making application. Application shall not be accepted through any other mode.
19. The Admit cards issued to the candidates are Provisional. However, in case any ineligible candidate had been issued admit card and had appeared in the Computer Based Test (CBT) or allowed to join the IOCL, his/her candidature will automatically be treated as cancelled at any stage of this recruitment/ service in IOCL on grounds of his ineligibility. Therefore, before submitting the application, the candidate must ensure that he/she fulfills all the eligibility criteria as laid down in this advertisement. His/her candidature will be purely provisional subject to eligibility and other verifications before or after his/her appointment in IOCL.
20. The decision of the Corporation about the mode of selection to the post and eligibility conditions shall be final and binding. No correspondence will be entertained in this regard
21. Only one application through ONLINE mode is allowed to be submitted by a candidate for the Examination. Therefore, the candidates must exercise due diligence at the time of filling their online Application Forms.
22. Before submission of the final online application, candidates must check that they have filled correct details in each field of the form. After submission of the final online application form, no change/ correction/ modification will be allowed under any circumstances. Requests received in this regard in any form like Post, Fax, Email, by hand, etc. shall not be entertained by IndianOil and will be summarily rejected. No documents/certificates and application forms are required to be sent by post.
23. Incomplete applications will not be considered.
24. In the event of non-receipt of application fee (applicable for General, EWS & OBC(NCL) Category candidates) for ANY reason whatsoever, his / her candidature will stand cancelled and no further communication shall be entertained. IOCL will not be responsible for any glitch in payment gateway or any failure of payment/non- generation of transaction number through the gateway.
25. Candidates shall be required to carry a copy of the online application submitted by him/her along with the originals & self-attested copies of all testimonials and produce the same at the time of SPPT for verification (if shortlisted for SPPT).
26. Further information regarding Computer Based Test and SPPT/ CPT (if shortlisted), call letters/ admit cards, results, etc. shall be made available in the website www.iocl.com . Candidates are, therefore, advised to keep visiting the website regularly.
27. IOCL will not be responsible for any loss / non-delivery of email/ any other communication, due to invalid / wrong email id/ mailbox being full/ incorrect contact details furnished by the candidate etc.
28. IOCL will not be responsible for non-submission of any application by the candidates through online mode, for any reason whatsoever.

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29. The Corporation reserves the right to cancel or postpone the advertisement, if any, due to any administrative reasons.
30. In case of candidate not meeting eligibility criteria /prescribed parameters, application form will be cancelled, and no query will be entertained.
31. Canvassing in any form is liable to render the candidate ineligible.
32. Queries, if any, related to Online Application software can be raised through Helpdesk tab / Helpline number **1800 222 366 & 1800 103 4566** between 10 AM to 6 PM on working days.
33. Any other issues/points, if any, may be conveyed at the e-mail id mktgrecruitment@indianoil.in

CANDIDATES ARE REQUESTED TO APPLY ONLY ONLINE AGAINST THIS ADVERTISEMENT THROUGH THE LINK via website www.iocl.com, then go to 'IndianOil For You' > click on 'IndianOil For Careers' > 'Latest Job Opening' > 'Job Opening' > 'Recruitment of Non-Executive Personnel in Marketing Division-2025'; and then click on the option "**CLICK HERE TO APPLY ONLINE**" which will open a new screen. All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess all the eligibility criteria/parameters laid down for various posts. Candidate should take printout of the application form for their own records and to be submitted to IOCL at any stage, if required.

- **DATE OF OPENING OF ONLINE APPLICATION : 03.02.2025 (10:00 hrs.)**
- **LAST DATE OF SUBMISSION OF ONLINE APPLICATION AND PAYMENT OF APPLICATION FEES (ALONG WITH UPLOAD OF ALL RELEVANT DOCUMENTS) : 23.02.2025 (23:55 hrs.)**
- **TENTATIVE MONTH FOR ISSUANCE OF E-ADMIT CARDS : MARCH / APRIL 2025**
- **TENTATIVE MONTH OF COMPUTER BASED TEST (CBT) : APRIL 2025**
- **LIKELY SCHEDULE FOR PUBLICATION OF COMPUTER BASED TEST RESULT (SHORTLIST FOR SPPT/ CPT) : APRIL / MAY 2025**

Canvassing in any form is liable to render a Candidate Ineligible

Be Aware of Frauds

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