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RECRUITMENT OF JUNIOR ENGINEERS/OFFICERS (GRADE E0) IN INDIAN OIL CORPORATION LIMITED THROUGH COMPUTER BASED TEST (CBT) - 2025

Advt. No.: IOCL/CO-HR/RECTT/2025/02 **Dated: 12th September, 2025**

Detailed Advertisement

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

Post	Diploma Disciplines	Pay Scale (in Rs)
Junior Engineer/Officer	Chemical Mechanical Electrical Instrumentation	30,000 – 1,20,000/-

1.0 Qualifications

Three *(3)* years diploma with not less than 65 % marks for General/EWS/OBC-NCL and 55% marks for SC/ST/PwBD candidates, as per respective Institute/University norms obtained as Full-time Regular course from Institutions/ Colleges/ Universities/ Deemed Universities duly recognized by AICTE/UGC/State Boards in following Disciplines:

S N	Domain Specific paper for CBT	Eligible Discipline as mentioned on Diploma Certificate
1	**Chemical**	a) Chemical Engineering b) Chemical Technology c) Chemical Technology (Fertiliser) d) Petrochemical Engineering e) Petrochemical Technology f) Refinery and Petrochemical Engineering

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S N	Domain Specific paper for CBT	Eligible Discipline as mentioned on Diploma Certificate
2	**Mechanical**	a) Mechanical
3	**Electrical**	a) Electrical b) Electrical and Electronics c) Electrical Power System d) Electrical Engineering (Industrial Control)
4	**Instrumentation**	a) Instrumentation b) Instrumentation & Electronics c) Instrumentation & Control d) Applied Electronics and Instrumentation

Note:

- Candidates having qualifying diploma from a discipline other than those above, are not eligible to apply. However, the Corporation reserves the right to take a final decision in considering an Engineering discipline eligible in case different from those mentioned above.
- Candidates having their diploma in combined/ integrated disciplines/ inter-disciplinary subjects will not be eligible.
- Applicants should be in a position to produce final diploma /marksheet by 31 st October 2025 and obtain minimum percentage of marks as mentioned above from aggregate of marks obtained in semesters declared so far. If shortlisted/selected, they would be allowed to join only if, besides meeting other eligibility criteria, their aggregate percentage of marks in the qualifying examination is equal/more than the minimum percentage of marks as prescribed above.
- Wherever final marks in the qualifying degree have been awarded as letter/number grade (CGPA/GPI/SGPA/DGPA/OGPA/CPI etc.), equivalent percentage of marks for establishing eligibility criteria shall be arrived at by referring to applicable percentage conversion formula adopted by respective Institute/University. Such candidates must submit the conversion certificate issued by the concerned Institute/University during Document Verification at the time of GD, GT & Personal Interview, if shortlisted.

  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%.

  However, in case the Institute does not follow any conversion formula for converting CGPA to Percentage, Candidates from such Colleges/Institutes will have to submit a certificate mentioning that their College/Institute does not follow CGPA to Percentage conversion formula during Document Verification at the time of GD, GT & Personal Interview, if shortlisted. IOCL shall be at liberty to arrive at equivalent percentage of marks by adopting a multiplication factor..
- A Sandwich Diploma course (with Industrial training as part of the course with no break) shall be considered eligible.
- Diploma under recognized lateral entry scheme (Class–XII (Sc.)/ITI admitted in 2nd year of Diploma course) shall also be considered eligible subject to meeting prescribed percentage of marks on the basis of aggregate of 4 semesters in the diploma course.
- Candidates possessing professional qualifications such as Bachelor of Engineering (BE), Bachelor of Technology (B.Tech), Masters in Business Administration(MBA), Chartered Accountant(CA), Company Secretary (CS), Cost Management Accountant (CMA), Masters of Computer Applications (MCA), Doctor of Philosophy (Ph.D) etc. shall NOT be eligible.

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- However, Qualifications other than Professional qualifications will not be a disqualification. In such cases, percentage acquired in prescribed qualification of Diploma Engineering in the respective discipline will only be reckoned for deciding eligibility.
- The aforesaid list of higher qualifications/higher professional qualifications mentioned above is only indicative and 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.
- Suppression of information regarding possession of or pursuing higher qualification/higher professional qualification shall render a candidate ineligible for consideration at any stage of selection and termination at any time during employment, if recruited.
- Any qualification acquired through Part-time/ Correspondence/ Distance/ Online Learning mode will not be eligible.

2.0 Upper Age Limit: Candidates applying from General/EWS category should not be more than 26 years as on 01st July, 2025. Relaxation to candidates applying from other categories shall apply as per Govt. guidelines as under:

Category	Born on/after dates	
	Non PwBD	PwBD
General, EWS	01st July 1999	01st July 1989
OBC (Non-Creamy Layer)	01st July 1996	01st July 1986
SC, ST	01st July 1994	01st July 1984
Ex-Servicemen and Commissioned Officers including ECOs/SSCOs	As per extant guidelines of Government of India	

Certificate issued by Board of Secondary Education for passing Matriculation/Higher Secondary declaring the date of birth is the only accepted document in support of proof of age.

3.0 Important Dates:

S. No.	Activity	Date
1	Start date of Online Application	12.09.2025
2	End Date of Online Application	28.09.2025 till 1700 hrs
3	Issuance of Admit card	16.10.2025
4	Conduct of CBT	31.10.2025

All dates are tentative and subject to change. Please check IOCL website www.iocl.com regularly for updates.

4.0 Reservation

- Reservation of vacancies for candidates from OBC(NCL)/SC/ST/EWS/PwBD categories will be available as per directives of Government of India (GOI).
- Candidates belonging to OBC(NCL)/SC/ST/EWS/PwBD categories should have valid certificate in support of their claim of belonging to such category, to be eligible for claiming reservation under the respective category.
- Prescribed reservation for PwBD will be applied on horizontal basis as per Govt. Guidelines.
- In case it is found at any stage of recruitment process or any time after recruitment, that the candidate has obtained reservation benefits by submitting false/ incorrect certificate/ information; the candidature of such candidates will be cancelled, and services terminated immediately.

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- **For getting the benefits of reservation under Scheduled Caste (SC) / Scheduled Tribe (ST) category:**
  - Name of Caste / Tribe to which candidate belongs must appear in the Central List of SC and ST of respective State as notified respectively by Ministry of Social Justice and Empowerment, Govt. of India (https://socialjustice.gov.in/) and Ministry of Tribal Affairs, Govt. of India. (https://tribal.nic.in).
  - The Caste / Tribe certificate must contain date of issue along with certificate number and the name of the Caste / Tribe. The name of the Caste/Tribe mentioned in the certificate should be spelled exactly in the same manner as appearing in the central list of SC/ST for the respective State.
  - Candidates should be able to produce SC/ST certificate issued by the Competent Authority in the latest prescribed format applicable for purpose of reservation in appointment to posts under Government of India/Central Government Public Sector Undertaking.
  - SC/ST candidates belonging to the State of Maharashtra must have valid Caste Validity certificate issued in his/her name issued by Government of Maharashtra.
- **For getting the benefits of reservation under Other Backward Classes (Non-Creamy Layer) OBC(NCL) category:**
  - Candidates should be able to produce OBC(NCL) certificate issued by the Competent Authority in the latest prescribed format applicable for purpose of reservation in appointment to posts under Government of India/Central Government Public Sector Undertaking as mentioned in Department of Personnel & Training, Govt. 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.
  - Name of Caste to which candidate belongs must appear in the Central List of Other Backward Classes of respective State as notified by Ministry of Social Justice and Empowerment, Govt. of India (https://www.ncbc.nic.in) for appointment to posts under Government of India/Central Government Public Sector Undertaking.
  - The certificate must contain date of issue along with certificate number and the name of the caste. The name of the caste mentioned in the certificate should be spelled exactly in the same manner as appearing in the central list of OBCs for the respective State.
  - The OBC category candidates who belong to "CREAMY LAYER" are not entitled for OBC(NCL) concession/reservation and such candidates shall have to apply as "General" category candidate.
  - The OBC(NCL) certificate should be issued on or after 01.04.2025 by the Competent Authority.
  - OBC(NCL) candidates belonging to the State of Maharashtra must have valid Caste Validity certificate issued in his/her name issued by Government of Maharashtra.
  - Further the OBC-NCL candidates will have to give a self-undertaking, at the time of Personal Interviews (if shortlisted), in terms of DOPT memo No. 36012/22/93-Extt. (SCT) dated 08.09.1993, indicating that they belong to OBC (Non-Creamy Layer).
- **For getting the benefits of reservation under Economically Weaker Section (EWSs) category:**
  - The Income and Asset Certificate shall be valid for the financial year 2025 – 26 and shall be prepared on the basis of income and asset verification for the financial year 2024–25.
  - Name of the caste should be clearly mentioned in the aforesaid certificate. Caste name like "General / Samanya" etc. will not suffice.
  - Candidates should be able to produce EWS certificate issued by the Competent Authority in the latest prescribed format applicable for the purpose of reservation in appointment to posts under Government of India/Central Government Public Sector Undertaking. The prescribed format and the Competent Authority have been detailed in Department of Personnel & Training, Govt. of India, OM No. 36039/1/2019 – Estt (Res) dated 31/01/2019.
  - The EWS certificate should have been issued on or after 01.04.2025 by the Competent Authority.
  - Candidates photo on the certificate should be duly pasted, signed and stamped by issuing authority.

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➢ **For getting the benefit of reservation under Persons with Benchmark Disabilities (PwBD) category:** The candidate should meet the following criteria to claim relaxation and reservation under PwBD category:

a. Nature of Disability – Permanent
b. Degree of Disability – Minimum 40%

- Candidates should be able to produce PwBD certificate issued by the Competent Authority in the latest prescribed format as per form V/VI/VII (Rule 18(1) of Rights of Persons with disabilities Rules, 2017) applicable to relevant category of disability for purpose of reservation in appointment to posts under Government of India/Central Government Public Sector Undertaking.
- Candidates must also produce Unique Disability ID (UDID) card issued by the Competent Authority.
- PwBD categories (Refer RPwBD Act 2016) – The following nomenclature has been used in the application form and shall mean as indicated against each of the category below:

Category		Benchmark disabilities
Visual Impairment (VI)	a	Blindness and low vision
Hearing Impairment (HI)	b	Deaf and hard of hearing
Locomotor Disability (LD)	c	Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy
Others	d	Autism, intellectual disability, specific learning disability and mental illness
Multiple Disabilities	e	Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the posts identified for each disabilities.

5.0 Physical Fitness:

- Pre – Employment Medical Examination Guidelines (PEME Guidelines) – Final selection and joining of candidates is subject to meeting the physical fitness criteria as described in the PEME guidelines.
- Candidates are advised to go through the 'Guidelines and Criteria for Physical Fitness for Pre-employment Medical Examination' available on 'Latest Job Opening' under 'IndianOil for Careers' page of website www.iocl.com and should satisfy that they meet the physical fitness parameters as per the PEME guidelines before commencing filling the ONLINE application.
- All medical reports towards physical fitness – as per format mentioned in the guidelines, shall be required to be submitted by the candidate at the time of joining, if empaneled.
- Candidates should meet criteria specified for Technical Functions as per PEME guidelines.

6.0 Selection and Shortlisting Process

6.1 Selection Process

a. The selection process shall comprise of following components:
   i. Computer Based Test (CBT)
   ii. Group Discussion (GD) and Group Task (GT)
   iii. Personal Interview (PI)

6.2 Computer Based Test (CBT)

a. The Computer Based Test (CBT) shall consist of 100 objective Multiple-Choice type questions as under:

Section	Section name	Nos. of Questions
A	**Domain Knowledge**	50
B	**General Aptitude**	
	Quantitative Aptitude	20
	Logical Reasoning	15
	Verbal Ability of English Language	15

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b. Each question shall carry one mark. 0.25 marks will be deducted for every incorrect answer to questions.

c. The test shall comprise of objective Multiple-Choice type questions and shall be for a total duration of 150 minutes. 20 minutes per hour of 'compensatory time' in Computer Based Test shall be given to PwBD candidates who are allowed to use scribe as per Govt. guidelines.

d. PwBD candidates in the category of blindness, locomotor disability (both arms affected – BA) and cerebral palsy who are compelled to avail Scribe due to their disability, shall be allowed to bring the scribe at his/her own cost as per extant applicable government guidelines. The qualification of the scribe should be one step below the qualification of the candidate taking the examination.

e. The provision of scribe can be allowed on production of a certificate from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government Health Care Institution as per proforma prescribed by Govt. of India (*Certificate regarding Physical Limitation of an examinee to respond in CBT*) to the effect that the person concerned has physical limitation to operate computer and help of scribe is essential to appear in the examination. The person with benchmark disability opting for own Scribe/ Reader should submit details of their own Scribe as per the prescribed Proforma (*Letter of Undertaking for using their own scribe*). Both prescribed proforma are available on 'Latest Job Opening' under 'IndianOil for Careers' page of website www.iocl.com.

f. In case the exam is held in more than one session, the scores across various sessions will be equated (normalized) to adjust for slight differences in difficulty level of the sessions. In such case normalized marks shall be used for all purposes.

g. The test centres for CBT will be as follows:

S no	City	S no	City
1	Agra	2	Ahmedabad
3	Bathinda	4	Bengaluru
5	Bhilai Nagar	6	Bhopal
7	Chandigarh / Mohali	8	Chennai
9	Coimbatore	10	Cuttack
11	Dehradun	12	Delhi including NCR
13	Dibrugarh	14	Durgapur
15	Ernakulam	16	Gandhinagar
17	Guwahati	18	Hyderabad
19	Jaipur	20	Jammu
21	Kanpur	22	Kolkata
23	Lucknow	24	Madurai
25	Mangaluru (Mangalore)	26	Mumbai MMR
27	Mysuru (Mysore)	28	Nagpur
29	Patiala	30	Patna
31	Raipur	32	Rajahmundry
33	Ranchi	34	Shimla
35	Silchar	36	Siliguri

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	<table><tr><td>37</td><td>Surat</td><td>38</td><td>Thiruvananthapuram</td></tr><tr><td>39</td><td>Tiruchirappalli</td><td>40</td><td>Tirupati</td></tr><tr><td>41</td><td>Udaipur</td><td>42</td><td>Vijayawada / Guntur</td></tr><tr><td>43</td><td>Visakhapatnam</td><td>44</td><td>Warangal</td></tr></table> Candidates have to give preference (3 choices in priority) for the test center. No change in preference of test centre will be allowed later. However, IOCL management reserves the right to change any of the above-mentioned test centres at its discretion and also add or reduce the number of test cities/ centres. h. The details related to syllabus for Computer Based Test are uploaded on our website along with the detailed advertisement.
6.3 Shortlisting Process	a. Shortlisting of eligible candidates for GD, GT and PI shall be done by arranging their CBT marks (Out of 100 marks) in descending order for respective domain. b. Merely, qualifying in CBT does not guarantee short-listing for GD, GT and PI. c. Candidate belonging to General, EWS and OBC-NCL categories are required to secure 40% in each section A and B and minimum 45% marks overall (Section A +Section B) to qualify in CBT d. Candidate belonging to SC/ST categories are required to secure 35% in each section A and B and minimum 40% marks overall (Section A +Section B) to qualify in CBT. e. Candidate belonging to PwBD categories are required to secure 25% in each section A and B and minimum 30% marks overall (Section A +Section B) to qualify in CBT.
6.4 Document Readiness	a. Eligibility of the shortlisted candidates shall be verified before GD, GT and PI prior to allowing candidates further in the selection process. Only those candidates shall be allowed to appear in the selection process who would meet the eligibility criteria by furnishing relevant and valid documents in latest formats in ORIGINAL during document verification, at the time of GD, GT and PI. b. Candidates must be able to produce valid and relevant documents in the latest formats in ORIGINAL in support of information furnished by them in their ONLINE IOCL application form during document verification, at the time of GD, GT and PI, if shortlisted. If the candidates fail to produce ORIGINAL documents at the time of document verification, they may not be allowed to participate further in the selection process and may be declared ineligible for the position. c. Candidates availing relaxation/reservation of any kind should have relevant supporting documents in Original and in the latest prescribed format applicable for purpose of reservation in appointment to posts under the Government of India/Central Government Public Sector Undertaking and should be able to produce the same at the time of GD, GT and PI. d. The candidature and selection of the candidate would be provisional and subject to subsequent verification of certificates/ testimonials, medical fitness, etc. e. Candidates are, therefore, advised to exercise utmost caution while filling up the application form.

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6.5 Merit List

a. Merit list shall be prepared only of those candidates who not only qualify individually in all components of the selection process but also in *Composite score (consolidated weighted sum of marks)* as below:

Component	Weightages	Minimum Pass Marks (%)
Computer Based Test (CBT)	85%	As per clause 6.3 of detailed advertisement
Group Discussion (GD) and Group Task (GT)	5%	40 %
Personal Interview (PI)	10%	40 %
Composite Score		General, EWS and OBC-NCL - 45% SC/ST - 40% PwBD - 30%

7.0 Application Process:

7.1 Application Registration Process

a. IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION (Before applying online, candidates should)

(i) scan their :

- photograph (4.5cm × 3.5cm) captured in April 2025 or later.
- signature (with black ink)
- left thumb impression (on white paper with black or blue ink)

ensuring that all these scanned documents adhere to the required specifications as given in Annexure III to this Advertisement.

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

(iii) 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.)

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

(v) Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process or minimum one year from the date of application whichever is later. IOCL may send intimation to download call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and obtain mobile no. before applying on-line and must maintain that email account and mobile number. Once registered, the email id and mobile number cannot be changed. IOCL will not be responsible for any loss of email /SMS sent due to invalid or wrong email ID/Mobile phone number or delivery of emails to spam/bulk mail folder.

b. Applications must be applied and submitted through ONLINE portal on IndianOil's website www.iocl.com only. No hardcopy or manual applications shall be entertained.

c. The relevant link to apply ONLINE is available on the IndianOil's website at https://iocl.com/latest-job-opening on www.iocl.com. Candidates should click on

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	the ONLINE application link, read the instructions carefully and fill-in the ONLINE application form giving correct and complete information. d. Candidates are advised to submit only one application, based on his /her qualification. In case of multiple applications from a candidate, the latest one shall be considered as final and the older shall be rejected. e. In case the situation is not conducive for physical Interviews, due to any unforeseen pandemic like situation, the interview may be conducted virtually. If the interview is conducted virtually, the mode of interview will be intimated to all the shortlisted candidates in advance. f. The portal will capture candidate's LIVE photo using candidate's system camera through portal's in-built feature as per Application portal instructions. Candidate should ensure that candidate's appearance in the photo (*both uploaded and captured by the system*) matches with the actual appearance of the candidate on the day of GD, GT & PI, if shortlisted. g. Candidate must read the On-Screen instructions very carefully while applying and filling in the entries in the ONLINE form. Candidate must keep on verifying their entries repeatedly prior to submitting their ONLINE application, as no request for changes in the entries shall be entertained after submission of the ONLINE application form. h. Candidates applying from any of the reserved category (EWS, OBC(NCL), SC, ST, PwBD) must have relevant and valid document in support of their claim of belonging to reserved category from which they are applying, failing which their candidature may be cancelled, and appointment may be summarily terminated, if selected. Such candidates must also furnish correct details of such documents in ONLINE application portal wherever asked for. i. Candidates need not submit/upload their EWS/Caste/PwBD certificate at the time of registration. (However, they must furnish information sought about such documents in the online application – like issue date, certificate number, caste serial number as per central list, name of caste, issuing authority, Disability type etc.). j. Candidate must keep .pdf format of the ONLINE application form (generated post completion of Application process) in their safe custody for future reference. Candidates need not send this printout to any of the office of IndianOil. k. All the details mentioned in the online form once submitted will be treated as final and no request for changes will be entertained later. Therefore, candidates are advised to fill the ONLINE form very carefully making correct entries in the respective fields.
7.2 Document Scan and Upload (Online mode)	a. Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph, signature and the left thumb impression as per the specifications given below. b. **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.

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

c. **Photograph Capture**

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

d. **Do's and Don'ts of Photo Capture**

Dos:

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

Don'ts

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

e. **Signature and left thumb impression 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
- 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

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- The signature left thumb impression 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 in CAPITAL LETTERS shall NOT be accepted.

f. **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, 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.

g. **Procedure for Uploading the documents**

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

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

Note:

1) In case the face in the photograph or signature or left thumb impression is unclear / smudged the candidate's application may be rejected.
2) After uploading the Photograph / signature / left thumb impression 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 is not prominently visible, the candidate may edit his/

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	her application and re-upload his/ her photograph or signature or left thumb impression, 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. i. After registering online candidates are advised to take a printout of their system generated online application form.
7.3 Payment of Fees (Online mode)	a. SC/ST/PwBD candidates are exempted from payment of application fee. Candidates applying in other than SC/ST/PwBD categories are required to pay a Non-Refundable application fee of Rs 400/- (Rupees Four Hundred) + GST(as applicable). Credit card/Debit card/Bank Transaction charges *(as applicable)* for Online Payment of application fees/ intimation charges *(if any)* will also have to be borne by the candidate. b. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions. c. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets, UPI. d. 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 e. On successful completion of the transaction, an e-Receipt will be generated. f. 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. g. 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. h. 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. i. To ensure the security of your data, please close the browser window once your transaction is completed. j. There is facility to print application form containing fee details after payment of fees. k. Application fee once paid will not be refunded under any circumstances. Also, chargeback cannot be claimed for any reason.

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7.4 Download of Call Letter/Admit Card	a. 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. b. Candidates will have to visit the IOCL website (www.iocl.com) for downloading call letters for online test. Intimation for downloading call letter will also be sent through email/SMS. Once the candidate clicks the relevant link, he/she can access the window for call letter download. The candidate is required to use (i) Registration Number/Roll Number, (ii) Password/Date of Birth for downloading the call letter. Candidate needs to affix recent recognizable photograph on the call letter preferably the same as provided during registration and appear at the examination centre with (i) Call Letter (ii) Photo Identity Proof as stipulated in clause 7.6 below and also specified in the call letter and photocopy of the same Photo Identity Proof as brought in original.
7.5 Candidates Reporting Late	a. CANDIDATES REPORTING LATE i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination. The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the examination is 150 minutes, candidates may be required to be at the venue for about 4 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, receiving of instructions.
7.6 Identity Verification	a. In the examination hall as well as at the time of interview, the call letter along with original and a photocopy of the candidate's currently valid photo identity (bearing exactly the same name as it appears on the call letter) such as PAN Card/ Passport/ Permanent Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazzetted Officer on official letterhead along with photograph / Photo identity proof issued by a People's Representative on official letterhead along with photograph / valid recent Identity Card issued by a recognized College/ University/ Aadhar card/ E-Aadhar Card with a photograph/ Employee ID/ Bar Council Identity Card with photograph should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination. b. 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 call letter as well as the Interview Call Letter while attending the examination/ interview respectively, without which they will not be allowed to take up the examination/ interview. 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

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	who have changed their name, will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original.
7.7 Examination Centre Clauses	a. The examination will be conducted online in venues given in the respective call letters. b. No request for change of centre/venue/date/session for Examination shall be entertained. c. IOCL 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. d. IOCL also reserves the right to allot the candidate to any centre other than the one he/she has opted for. e. Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and IOCL will not be responsible for any injury or losses etc. of any nature. f. Choice of centre once exercised by the candidate will be final. g. If sufficient number of candidates does not opt for a particular centre for "Online" examination, IOCL reserves the right to allot any other adjunct centre to those candidates OR if the number of candidates is more than the capacity available for online exam for a centre, IOCL reserves the right to allot any other centre to the candidate.
7.8 Guidelines for using a Scribe	i) Person with Benchmark Disabilities in the category of blindness, locomotor disability (both arm affected - BA) and cerebral palsy, if 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 and clause 6.2 (d) & (e) above. 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, 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. • 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.

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	• 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. • During the exam, at any stage, if it is found that scribe is independently answering the questions, the exam session will be terminated and candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions. ii) Guidelines for Candidates with locomotor disability and cerebral palsy • A compensatory time of 20 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). 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 be available to Visually Impaired candidates. These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.
7.9 General Instructions	a. Candidates must carefully go through this detailed advertisement, check their eligibility as per the essential requirements and other conditions stipulated in the advertisement, and satisfy themselves before proceeding to apply ONLINE. Queries seeking advice on eligibility shall not be entertained. b. Since all the applications will be screened without documentary evidence/ proof, the candidates must satisfy themselves of meeting the eligibility criteria as mentioned in the detailed advertisement for the position to which they are applying. c. The candidates should ensure that they fulfill all eligibility criteria and other conditions as specified in this advertisement and that the particulars furnished by them in the online application are complete and correct in all respects.

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	d. All information regarding the selection process, CBT, GD, GT & PI, any revision, clarification, addendum, corrigendum, time extension in submission of ONLINE application, etc. to the above advertisement will be hosted on 'Latest Job Opening' under 'IndianOil for Careers' page of website www.iocl.com. Candidates are advised to visit the website regularly for updated information. e. Admit Card for Computer Based Test, GD, GT and/or Interview Call Letters etc. will not be sent to candidates in hard copy. Candidates will be required to download the same from IOCL website. f. Candidates are advised in their own interest to apply online before the closing date and not to wait till the last date for depositing the fee to avoid the possibility of disconnection/ inability / failure to log on to the website on account of heavy load on internet or website jam.
7.10 Other Clauses	a. Candidates presently employed in Government Departments / PSUs / Autonomous Bodies need to submit No Objection Certificate (NOC) from Competent Authority of their current employer at the time of Document verification prior to GD, GT and PI. b. Selected candidates working in Private organization will have to submit proof of acceptance of resignation from their current employment prior to being allowed to join as Junior Engg/Officer. c. Any canvassing, during or after the selection process, directly or indirectly by the candidate will lead to disqualification of his/ her candidature/selection. d. If the SC/ ST/ EWS/ OBC-NCL/ PwBD certificate has been issued in a language other than English/ Hindi, the candidates will be required to submit a self-certified translated copy of the same either in English or Hindi. e. Any request for change in Category (Gen/ EWS/ SC/ ST/ OBC-NCL/ PwBD) once filled in the online application form, will not be considered and accordingly concession/ relaxation applicable will not be extended. Hence, candidates are advised to fill the application with utmost care while mentioning category. f. Candidates have to necessarily declare (in case they are shortlisted for subsequent stages) if 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. Mere shortlisting in CBT does not entail the right for Interview and Corporation reserves its right to call suitable candidates depending upon their credentials/ declarations. g. IOCL reserves the right to cancel / restrict / enlarge / modify / alter the recruitment process and/or the selection process here under, without issuing any further notice or assigning any reasons. h. The decision of IndianOil Management at its discretion 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 selection process either in part or full, etc. No correspondence in this regard will be entertained.

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i. Those selected candidates who are already employed elsewhere may resign from their respective organizations only after getting themselves medically examined as per the PEME guidelines and fully satisfy that they meet the physical fitness parameters as per the PEME guidelines. IndianOil shall not be liable/responsible in any manner, whatsoever, on this account

j. 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.

k. Decision of IOCL in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the IOCL in this behalf.

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

m. The responses (answers) would be analyzed for individual candidates with those of other candidates to detect patterns of similarity of right and wrong answers and it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, IOCL reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.

n. 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 IOCL recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect.

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7.11 **Unfair Means**	a. Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application. At the time of examination, interview 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/ interview 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/ interview hall, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable: (a) to be disqualified from the examination for which he/ she is a candidate (b) to be debarred either permanently or for a specified period from any examination conducted by IOCL (c) for termination of service, if he/ she has already joined the IOCL. b. Mere registration on portal shall not mean that candidate is meeting the eligibility criteria. The same has to be established by producing relevant and valid documents in original during document verification at the time of GD, GT & PI. In case it is detected at any stage of the selection process that a candidate does not fulfill the prescribed eligibility criteria, and/ or that candidate has furnished any false / incorrect information or has suppressed any material fact(s), his/her candidature may be cancelled, without any further notice and appointment may be summarily terminated, if selected. Candidate may also render himself/herself liable to criminal prosecution. c. Suppression of any fact may lead to termination of candidature at any stage of selection process or during employment, if selected. Furnishing false information or concealment/suppression of factual information may render the candidate unfit for employment.

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8.0 Other Relevant Information

8.1 Placement & Nature of Job *(Indicative)*	**Placement –** Depending upon the requirement of the Corporation, selected candidates can be placed anywhere in India including any Section/Plant/Unit /Department/Division of the Corporation or Establishment or any other Associate Subsidiary/ Group Company / Joint Venture companies of the Corporation, including overseas offices at the discretion of the Management without detrimental to the emoluments. Indicative job assignments are as below: a) **Refineries Division**: Production, Power Plant, Maintenance, or in any other discipline/role as per organization requirement. b) **Marketing Division:** Aviation Services, Engineering, Operations, LPG, Lubes, Maintenance & Inspection or in any other discipline/role as per organization requirement. c) **Pipelines Division**: Operations and Maintenance, Construction, Projects or in any other discipline/role as per organization requirement. d) **Business Development**: Petrochemicals & Polymer Projects, Operations, Gas, Renewable Energy & Sustainable Development, Exploration & Production or in any other discipline/role as per organization requirement.
8.2 Joining Time	Selected candidates will have to join the organization on the date mentioned in their Offer of Appointment failing which the organization reserves the right to cancel/withdraw the Offer of Appointment without any further correspondence/ reference to the candidates.
8.3 Remuneration	**Candidates selected as Junior Engineers/Officers** shall be placed in the pay scale of Rs.30,000 - 1,20,000/- with an initial basic pay of ₹30,000 per month. In addition to the basic pay, they 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, Group Personal Accident Insurance Scheme, Leave Encashment, Leave Travel Concession (LTC)/ Leave Fare Assistance (LFA), Contributory Superannuation Benefit Fund Scheme, Conveyance Advance/ Maintenance Reimbursement, Performance Related Pay (PRP) etc. shall be as per rules of the Corporation. The gross valuation of remuneration to the company will be **approx. Rs.10.6 Lacs per annum** inclusive of Performance Related Pay (PRP). The actual remuneration may vary depending on place of posting, financial performance of the Corporation and annual performance appraisal of the individual.
8.4 Service Bond	Candidates selected as Junior Engineer/Officer will have to execute a bond as under to serve the Corporation for a minimum period of three (03) years from the date of joining the Corporation:

Category	**Bond Amount**
General	Rs. Two Lakhs only
EWS, OBC(NCL), SC, ST and PwBD	Rs. Thirty Five Thousand only

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8.5 Travel Reimbursement	a. All SC/ST/PwBD candidates who attend CBT will be reimbursed 3rd AC rail fare or actual fare [*whichever is lower*]. 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 for claiming the reimbursement. b. All eligible candidates who appear for Group Discussion/Group Task/Personal Interview shall be reimbursed 2nd AC Rail fare or actual fare [*whichever is lower*]. Fare shall be reimbursed only for journey from the nearest railway station to the candidate's correspondence address (as per application form) to the place of CBT/ GD, GT and PI and back, by the shortest route, upon production of tickets, provided the distance is not less than 30 Kms. Since the **reimbursement shall be made online**, candidate must have a bank account in his/her own name [*sole/joint*] with passbook/cheque book/ Online copy of the bank account statement duly certified by bank for reimbursement of fare.
8.6 Contact Us	In case of any query, candidates can register the same at https://cgrs.ibps.in

BE AWARE OF FRAUDS

Recruitment in Indian Oil Corporation Ltd. is notified ONLY in leading Newspapers, Employment News/Rozgar Samachar and the same is also hosted on IndianOil's official website (www.iocl.com).

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