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Indian Oil Corporation Limited
(A Government of India Undertaking)

Requirement of Experienced Personnel on Fixed Term Contract Basis for engagement as Fixed Term Employees (FTEs) in Refineries Division

Advt. No. RD/FTE-2023 **Date: 28.02.2023**

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

IOCL has been featuring year after year among India's Best Companies to Work For and has been recognized as Best Employer among Nation-Builders. Registering an all-time high Profit After Tax of Rs. 24,184 Crore in FY 2021-22, the organization is propelled towards a sustainable future by its high-caliber people adopting best practices aided by state-of-the-art technologies.

To fuel its future growth, IOCL invites applications from energetic, dedicated and experienced candidates for selection for engagement as Executive Level L1 and Executive Level L2 for Project related jobs of various Refinery Units purely on Fixed Term Contract basis, as follows:

1. **Executive Level L1 on Fixed Term Engagement basis at annual consolidated amount of Rs. 12 lakhs**
2. **Executive Level L2 on Fixed Term Engagement basis at annual consolidated amount of Rs. 16 lakhs**

Note: Annual consolidated amount payable (as equal monthly amounts) to Fixed Term Employees (FTEs) will remain same throughout the period of engagement.

Number of FTEs required including Reservation, Educational Qualification, Experience Criteria and other eligibility criteria/ parameters/ details are as under:

A. Total Number of FTEs required including Reservation:

FTE position	Total No. Required	UR	Reservation			
			SC	ST	OBC(NCL)	EWS
Executive Level L1	96	41	15	7	24	9
Executive Level L2	10	6	1	0	2	1
Reservation for Ex-Servicemen will be as per Govt guidelines						

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B. Details of Refinery Unit-wise FTEs' requirement, Educational Qualification and Work Experience Requirement

B.1 – Numbers required (Unit-wise and discipline-wise):

1. For Executive Level L1

Name of the Location	Mechanical	Electrical	Civil	Instrumentation	Total
Barauni Refinery, Bihar	6	5	5	3	19
Gujarat Refinery, Vadodara, Gujarat	2	2	7	3	14
Haldia Refinery, West Bengal	2	1	2	1	6
Panipat Refinery & Petrochemical Complex, Haryana	12	7	10	8	37
Digboi Refinery, Assam	2	1	1	1	5
Paradip Refinery, Odisha	5	4	5	1	15
Total	**29**	**20**	**30**	**17**	**96**

2. For Executive Level L2

Name of the Location	Mechanical
Barauni Refinery, Bihar	1
Panipat Refinery & Petrochemical Complex, Haryana	8
Digboi Refinery, Assam	1
Total	**10**

B.2 - Educational Qualification Requirement:

FTE Position	Qualification Category	Prescribed Qualification Requirement (Full time Regular)
Executive Level L1	Graduate(B.E./ B.Tech) in relevant discipline	**Mechanical Engineering** (excluding Automation/ Automobile/ Industrial/ Manufacturing/ Power/ Production Engineering/ Mining Engineering & Technology, Mining & Machinery/Marine Engineering/ Robotics/ Welding etc.)
		Electrical Engineering (including Electrical & Electronics Engineering but excluding Electrical & Communication/ Electronics & Communication/ Power Engineering/ Telecommunication Engineering etc.)

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FTE Position	Qualification Category	Prescribed Qualification Requirement (Full time Regular)
Executive Level L1	Graduate(B.E./ B.Tech) in relevant discipline	**Civil Engineering** (excluding Construction /Environmental/Transportation Engineering etc.)
		Instrumentation Engineering (including Electronics & Instrumentation Engineering/ Instrumentation & Control Engineering but excluding Electronics & Communication Engineering/Telecommunication Engineering etc.)
	Diploma in relevant discipline	**Mechanical :** 3 years Diploma in Mechanical Engineering
		Electrical: 3 years Diploma in Electrical Engg. / Diploma in Electrical and Electronics Engineering
		Civil: 3 years Diploma in Civil Engineering
		Instrumentation: 3 years Diploma in Instrumentation Engg/Instrumentation & Electronics/ Instrumentation & Control Engg, / Applied Electronics and Instrumentation Engineering
Executive Level L2	Graduate (B.E/ B.Tech) in Mechanical Engineering	**Mechanical Engineering** (excluding Automation/ Automobile/ Industrial/ Manufacturing/ Power/ Production Engineering/ Mining Engineering & Technology, Mining & Machinery/Marine Engineering/ Robotics/ Welding etc.)
	Diploma in Mechanical Engineering	**Mechanical:** 3 years Diploma in Mechanical Engineering

Note: -

a. Degree/ Diploma in Branch / Subjects as specified against respective FTE positions above will ONLY be considered as eligible qualification.

b. Candidates who have completed their graduation (BE/B.Tech) in combined/ integrated disciplines/ inter-disciplinary subjects like Mechatronics/ Robotics etc will not be eligible.

c. No Claim of possession of a qualification equivalent to above prescribed Qualification shall be entertained {except the provision allowed at Clause F.XI }.

d. The prescribed qualification should be from a recognized Indian University/Institute as a regular full time Degree course / Diploma course (including a sandwich diploma course with industrial training as part of the course; with no break) with minimum 60% marks (relaxed to 55% for SC/ST category candidates against reserved positions) in aggregate.

e. Candidates possessing 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.

f. Wherever CGPA/OGPA/DGPA or Letter Grade in a degree / diploma is awarded, its equivalent percentage of marks as per norms adopted by the University / Institute must be

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indicated in the application form. Conversion certificate from CGPA/OGPA/Letter Grade to percentage of marks from concerned University/Institute shall be required to be submitted by the candidate.

B.3 - Work Experience Requirement:

FTE Position	Qualification Category	Prescribed Work Experience Requirement	
		Minimum Period (in Years)	Nature of Work Experience (Post - Qualification)
Executive Level L1	Graduate (B.E./B.Tech) in relevant discipline	5	Work experience related to Supervision /Quality control/Inspection/Safety works in any construction/facility in Hydrocarbon sector/Chemical sector/Fertilizer sector/ Ferrous sector/Power sector/Infrastructure projects/ Construction projects/ Process Industry.
	Diploma in relevant discipline	10	
Executive Level L2	Graduate (B.E./B.Tech) in relevant discipline	10	Work experience related to Supervision/ Quality control/Inspection/Safety works in any construction/facility in Hydrocarbon sector/Chemical sector/ Fertilizer sector/Ferrous sector/ Power sector/ Infrastructure projects/ Construction projects/ Process Industry.
	Diploma in relevant discipline	15	

Note:

a. Experience gained after date of declaration of result of qualifying degree/diploma will only be considered towards counting experience. Any experience gathered as a short-term trainee (summer/winter project etc. during pursuing Degree/Diploma) will not be considered experience.

b. Teaching and research experience in an academic institute will not be considered under the prescribed work experience.

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C. Roles & Responsibilities of FTEs engaged on Contract: (Indicative):

FTE Position	Broad Roles & Responsibilities (Indicative)
Executive Level L1	Broadly a supervisory role. Responsibilities inter alia includes Site work supervision and control to meet the requirements as per drawing(s), design(s), specification(s), including quality control, safety, inspection and testing of materials and works pertaining to different disciplines (viz. Civil, Mechanical, Electrical, Instrumentation).
Executive Level L2	Broadly a supervisory role and in addition, office jobs. Responsibilities are same as mentioned for L-1 position as above with the following additional responsibilities: Providing field data for preparation of daily, weekly, monthly and other reports, and rendering assistance to the regular officers of IOCL involved in the implementation of the Project.

D. Terms of Engagement, Remuneration & Benefits to Fixed Term Employees (FTEs) engaged on Contract:

I. The engagement shall be on fixed term contractual basis. The duration of engagement shall be for a maximum period of 3 years or co-terminus with the completion of the Project, whichever is earlier.

II. The placement of FTE shall be non-transferrable.

III. Extension beyond the above prescribed period of engagement shall not be done under any circumstances.

IV. During the period of engagement, the fixed term contract can be prematurely terminated by giving written notice period of one (1) month or payment of one (1) month pay (@ pro-rated annual consolidated amount) in lieu thereof to the FTE. Similarly, in case the FTE wants to prematurely terminate the contract, then he/she has to give 1(one) month notice or has to make payment of 1 (one) month pay (@ pro-rated annual consolidated amount) to IOCL in lieu thereof.

V. The engagement of FTE is purely a temporary and adhoc engagement for a fixed tenure to meet the temporary requirements. The FTE has no lien, right or tenure against any post in IOCL, and shall not at any time during or after expiry of the term of engagement or its premature termination make any claim for regularization or employment in IOCL.

VI. On disengagement, all relationship between the FTE and IOCL shall cease to exist and end.

VII. The selected FTE shall be paid annual consolidated amount of Rs. 12 lakhs for Executive Level L1 and Rs. 16 lakhs for Executive Level L2. The annual consolidated amount payable (in equal monthly amounts) to Fixed Term Employees (FTEs) will be same throughout the period of engagement and shall be subject to deduction of Income Tax at source and any other tax liable as per rules prevailing.

VIII. The FTE shall be required to arrange for his / her own accommodation.

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IX. PF shall be deducted as per statutory maximum wage ceiling decided by EPFO from time to time (Ref Circular No. Actuarial/ 18 (2) 2008/ Vol. III/7738 dated 29.08.2014). PF shall be released to the FTE on completion of contract.

X. On successful completion of the tenure of the Fixed Term Engagement or upon its earlier termination, after engagement for more than 1 (one) year, for a cause not attributable to the FTE, the FTE will be entitled to receive gratuity @ 15 days pay for each completed year of engagement period or part thereof in excess of 6 (six) months, for which, the monthly instalment of the annual consolidated pay shall be divided by 26 to calculate one days' pay.

XI. Admissibility of other statutory benefits to FTE shall be as mandated by Government of India from time to time.

XII. Medical Facilities: FTE shall be entitled for Medi-claim insurance policy for self, spouse and 2 dependent children limited to Insurance coverage of Rs. 5 lakhs (all inclusive).

XIII. Telephone Reimbursement will be done on actuals to FTE, limited to a ceiling of Rs. 1000 per month w.r.t. post-paid connections.

XIV. FTE will be eligible for Holidays as applicable to regular employees posted at the Project of the respective Refinery / Location. Also FTE shall be eligible for 24 days of Paid leave for each Calendar year, on pro-rata basis @ 2 leaves per month, subject to the FTE not availing more than 6 days leave in a month. For leaves exceeding 6 days in a month but less than or equal to 14 days in a month, only 1 Paid leave shall be credited. Paid leave outstanding in the account of the FTE, at the end of the calendar year cannot be availed in the next year. However, unutilized Paid leave accumulated during the period of Engagement can be encashed on completion of Fixed Term Contract or its earlier termination for which calculation of encashment amount shall be done taking into account monthly consolidated pay @ 30 days in a month.

XV. The FTE shall follow 48 hours per week work schedule.

XVI. Compensation for extended hours working – Upto 2 hours – Nil, 2 hours upto 4 hours – Rs 250/, Full day on Weekly Off/Holiday - Rs. 2500/-

XVII. In case of death by accident arising out of / in the course of employment in the premises of the Corporation, an ex-gratia payment of Rs. 10 lakhs shall be extended to the family of the deceased person.

XVIII. FTE will not be eligible for any allowance / benefits other than those mentioned above.

E. Age Limit – As on 28.02.2023, for General and Economically Weaker Sections (EWS) category candidates:

FTE Position	**Upper Age Limit**
Executive Level L1	**35 Years**
Executive Level L2	**45 Years**

Age Relaxation for SC/ST/OBC-NCL/ExSM will be as indicated under "Concessions/ Relaxations" section.

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F. Concessions / Relaxations

I. Reservation of posts for SC/ST/OBC (Non-Creamy Layer)/Ex-servicemen (ExSM) / EWS will be as per Govt. Directives.

II. Relaxation in upper age limit shall be available to respective categories, against reserved FTE positions, as below, in line with the Presidential Directives:

Category	Relaxation in Upper Age Limit
OBC (Non Creamy Layer)	3 Years
SC/ ST	5 Years
Ex-servicemen (ExSM) & Commissioned Officers (including Emergency Commissioned Officers (ECOs)/Short Service Commissioned Officers (SSCOs) : The resultant age after discounting the length of military service from the actual age as on cut-off date shall not exceed the prescribed upper age-limit by three years (i.e. If on the cut-off date, the actual age of the candidate is 50 years and his length of military service is 12 years, the Resultant age of the candidate after discounting comes to 38 years. If the prescribed upper age limit is 35 years, then the candidate is eligible as his/her resultant age, as on cut-off date, has not exceeded the prescribed age limit of 35 years by 3 years, subject to the condition that the continuous service rendered in the Armed Forces is not less than 6 months after attestation & separation is otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or by way of voluntary withdrawal.	

III. ExSM candidates belonging to SC/ST/OBC (NCL) categories shall be eligible for grant of cumulative age relaxation. However, relaxation in age to ExSM shall be limited to maximum age of the candidate not exceeding 56 years as on 28.02.2023.

IV. Being a hazardous industry and field job, deployment of Persons with Benchmark Disabilities (PwBDs) may put such PwBDs at risk, hence PwBD candidates are not eligible for applying for the engagement as FTEs.

V. Reservations for Ex-servicemen will be extended on horizontal basis.

VI. For claiming the benefit of OBC (NCL) category, candidates belonging to OBC (NCL) category as per Govt. of India guidelines, should submit a latest caste certificate in the proforma prescribed by Govt. of India, which would, among others specifically mention that the candidate does not belong to the persons/sections (creamy layer) as mentioned in column 3 of the schedule to the Department of Personnel & Training, Government of India OM No. 36012/22/93-Estt.(SCT) dated 08.09.1993 & OM No. 36033/1/2013-Estt.(Res.) dated 13.09.2017.

VII. Candidates belonging to OBC category but falling in creamy layer (in terms of guidelines issued by Govt. of India from time to time) are not entitled to OBC reservation benefits. Accordingly, such candidates may choose to apply for the engagement applicable to UR (Unreserved) candidates provided they meet the age criteria and indicate their category as “General”.

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VIII. Candidates belonging to EWS category are required to submit an Income and Asset certificate issued by Competent Authority prescribed under point no. 5 of Department of Personnel and Training's O.M No. 36039/1/2019-Estt.(Res) dated 31.01.2019. Format of Income and Asset certificate can be downloaded from the website www.iocl.com.
The Income and Asset Certificate shall be valid for the financial year 2022-23 and shall be prepared on the basis of income and asset verification for the financial year 2021-22. Name of the caste should be clearly mentioned in the aforesaid certificate. Applicant's photo on the certificate should be duly pasted, signed and stamped by issuing authority.

IX. A candidate working in Armed Forces would become eligible for applying against civil posts only when he/she completes the prescribed period of Armed Force Service within six months from the last date for receiving applications. Such candidate is required to submit prescribed Proforma {Proforma of Certificate for employed Officials}. The prescribed proforma is available on website www.iocl.com . Candidates shall send self-attested copy of Proforma duly completed and signed along with the application form (refer to Clause K X.8).

X. Such candidate from Armed Forces, who has been released/retired/discharged from Armed Forces and qualified as an Ex-servicemen is required to submit an undertaking {Form of Undertaking to be given by Candidates Applying for Civil Posts under Ex Servicemen Category} duly signed by him/her stating that he/she has not secured any appointment on the civil side, along with his/her application. The prescribed proforma is available on website www.iocl.com. Candidates shall send self-attested copy of Proforma duly completed and signed along with print-out of the application (refer to Clause K X.9).

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 recognised by respective authority.

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

XIII. SC/ST/ExSM candidates are exempted from payment of application fee.

G. Selection Process

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

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

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

IV. In case more than one candidate secures the same mark, the candidate older in age by date of birth shall be considered for deciding place in the merit list.

V. Candidates applying for Executive Level L1 are required to indicate preference order for location available for engagement (i.e. for Barauni, Gujarat, Haldia, Panipat Digboi and Paradip) and for Executive Level L2 candidates are required to indicate preference order

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for location available for engagement (i.e. for Barauni, Panipat and Digboi) as per the requirements notified (refer Clause B.1 above). Candidates have to indicate preference order in the boxes against each of the locations in the online Application Form and no box should be left blank. Instructions/Details are available in the online Application Form. **Please note that the Candidates shall not have any right to claim for engagement at a particular location or as per the submitted preference order.**

H. Physical Fitness

I. Selected candidates will be required to undergo **medical examination prior to engagement** and should be declared medically fit as per Indian Oil's pre-employment medical standard. Candidates are advised to go through the "Guidelines and criteria for Physical Fitness for Pre-employment medical examination" and be assured about meeting the required physical fitness standards before applying for the notified FTE positions. The guidelines may be downloaded from the website www.iocl.com. The positions of FTE, being of "Technical" nature, all candidates will have to meet the medical standards as prescribed for Technical functions prescribed under the above-mentioned Pre-employment Medical guidelines of IOCL.

I. Liability to declare

I. Candidates with reported ailments, deficiencies or abnormalities and also those with finding of not meeting the physical fitness criteria as above shall make a declaration to this effect while submitting their application.

II. A candidate found UNFIT for a position during medical examination by any other location/ Refinery unit of the Corporation or a Government Authority or any other PSU, shall be required to declare his/her medical condition with reasons for being declared "UNFIT". Suppression of such information may render the candidature liable for Rejection.

III. Candidates have to necessarily declare in case he/she has been arrested, prosecuted, kept under detention or fined, convicted by the Court of Law for any offence, debarred/disqualified by any Public Service Commission from appearing in its examination.

J. General

I. Only Indian Nationals are eligible to apply.

II. Applications should be submitted through online mode only.

III. Qualification, Work Experience and Age requirement will be as on **28.02.2023**.

IV. Certificate issued by a Board of Secondary Education for passing Matriculation/Higher Secondary mentioning the date of birth shall be the only acceptable document in support of proof of age.

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

VI. Candidates employed in Govt. Deptt/PSUs/Autonomous Bodies must submit the application through proper channel. Alternatively, such candidates are required to submit NOC from their current employer at the time of Personal Interview failing which they will not be allowed to appear for further selection process.

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VII. Furnishing of wrong/false information or suppression of factual information will lead to disqualification. Candidates must fully satisfy themselves of the eligibility for the engagement position to which they are applying. If at any stage during the selection process, it is found that a candidate has furnished false or wrong information or has suppressed factual information or is found ineligible with respect to any of the eligibility parameters, his/her candidature will be rejected. If any of the above discrepancies w.r.t. eligibility parameters, furnishing of wrong/false information and or suppressing of any material fact is detected/noticed even after engagement as FTE, his/her engagement will be liable for termination without any further notice. Candidate may also render himself/herself liable to criminal prosecution.

VIII. Candidates can apply against one or more specific FTE positions (i.e. Executive Level L1 or Executive Level L2) or both (subject to meeting the eligibility criteria) through separate online application forms however their selection shall be against only one FTE position/location and shall be posted accordingly. **Candidate shall indicate the preference order of FTE position applied for engagement in the online Application Form.**

IX. The candidature of the applicant would be provisional and subject to subsequent verification of certificates/testimonials, medical fitness, character & antecedent verification etc.

X. Canvassing in any form during any stage of selection process will lead to cancellation of candidature.

XI. Management reserves the right to cancel / restrict / enlarge / modify / alter the engagement / selection process without assigning any reason thereof.

XII. The decision of the Management will be final and binding on all candidates on all matters relating to eligibility, acceptance or rejection of the application, mode of selection, cancellation of the selection process either in part or full, etc. No correspondence will be entertained in this regard.

XIII. **Corrigendum / Addendum / Notice etc. with regard to this advertisement, if any, will be made available on www.iocl.com only.** Candidates are advised to refer to the above website periodically for updates. All future communication/ updates related to this advertisement shall be made only through our website www.iocl.com.

XIV. Candidates shortlisted and called for Personal Interview will be intimated through e-mail ID provided by them in their online Application Forms.

XV. Personal Interviews are likely to be held from **4th week of May, 2023** onwards tentatively at **Delhi / NCR** locations. However, depending upon the no. of candidates called for Personal Interview and other factors, location(s) may be added/ changed.
The location and exact venue of the Personal Interview shall be conveyed through the communication issued for Personal Interview. Any request for change of Personal Interview location, date and venue shall not be entertained.

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

XVII. The candidature of the candidate at all stages of the selection process shall be provisional in nature.

XVIII. Mere submission of application does not guarantee the adequacy of candidature for being considered for further selection process.

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XIX. Before applying, the candidate should ensure that he/she fulfils the eligibility criteria and other norms mentioned in this advertisement. Candidates not meeting the specified criteria including experience profile, medical etc., wherever required, shall not be considered for selection.

XX. Applications in which the essential qualification/ experience and other eligibility criteria cannot be fully ascertained, will be liable for rejection. It is the responsibility of candidate to satisfy himself/herself that he/she meets the eligibility criteria (as mentioned in this advertisement) fully before applying, to properly fill the online application and provide necessary documents asked for.

XXI. Application Fee is non-refundable even if the candidature is not considered / rejected for any reason. Candidates are therefore requested to verify their eligibility before payment of the application fee.

K. **How to Apply**

I. Candidates may visit the website **www.iocl.com** and Go to '**What's New' >** Click on **"Requirement of Experienced Personnel on Fixed Term Contract Basis for engagement as Fixed Term Employees (FTEs) in Refineries Division - 2023" to get the detailed Advertisement.**

II. **Online Application forms are separate for the FTE positions of Executive Level L1 and for the FTE positions of Executive Level L2.**

III. Candidates are advised to carefully read the full advertisement for details of age/educational qualification and other eligibility criteria before filling the online application form for the appropriate FTE position.

IV. General, OBC (NCL) and EWS candidates are required to pay a non-refundable application fee of Rs.300/- (Rupees Three hundred only) through SBI Collect .

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

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

VII. Candidates must have the following ready before applying:

- An active e-mail ID and mobile number which must remain valid for at least 24 months. All communications to candidates will take place only through e-mail. IOCL will not be responsible for bouncing /non delivery of any e-mail to the candidates.
- The relevant certificates/testimonials/documents/proofs pertaining to age, caste/sub-caste including date of issue & designation of issuing authority, State of Origin, educational qualifications, post-qualification work experience (as applicable), Service Discharge Certificate (if applicable), Income & Assets Certificate (if applicable) etc.

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VIII. Steps for Filling Online Application

Step 1 Candidates meeting the prescribed eligibility criteria for a notified FTE position, may visit the website www.iocl.com and go to "What's New" > click on **"Requirement of Experienced Personnel on Fixed Term Contract Basis for engagement as Fixed Term Employees (FTEs) in Refineries Division - 2023"** and access the relevant application link which will remain open from **28.02.2023 (10.00 Hrs) to 22.03.2023 (17.00 Hrs).**

Step 2 Select the particular FTE position for which you wish to apply (i.e. Executive Level L1 or Executive Level L2). Accordingly, furnish all the particulars /details pertaining to your age, educational qualifications, post qualification work experience, category etc. and such other information as sought in the online application form. Thereafter, upload the digital copy of your photograph and signature (as per specifications mentioned in the online application form), review the entered particulars, validate before submitting the online application form. Please note that once the application is submitted successfully, you cannot edit the online application. Candidates are required to note their Application No. for submission of fee details (if applicable) in order to complete the submission of online application form & for future reference purposes.

Step 3 Upon validation of particulars (Step 2), next step to be followed by General*, OBC (NCL) and EWS candidates and by SC/ST/ExSM category candidates* shall be as under by:

General, OBC (NCL) and EWS candidates	***SC/ ST/ ExSM category candidates***
➢ Upon validation, 'Submit' the online application form. An Application No. shall be generated and displayed on the online portal with a prompt for payment of application fees. Note the Application No. before proceeding for online payment of Application Fees {Please note that the application process is still incomplete without submission of the Fees in the Online Application Form and such applications without fess payment details shall not be considered}. ➢ SBI Collect Web Link for fee payment is : https://www.onlinesbi.sbi/sbicollect/icollecthome.htm > Select Category 'PSU- Public Sector Undertaking' > Select 'All India' > Select PSU Name as '**Indian Oil Corporation Ltd**' > Select Payment Category as "**Fixed Term Employment-RD/FTE-2023**" and then complete the payment process submitting the relevant details like Application No./Post Applied for/ Name/DoB/ Father's Name/Mother's name etc. and making online payment of application fees of Rs.300/-(Rupees Three Hundred Only). Upon payment, save and **take a print-out of the payment confirmation slip for further application process and record.** ➢ Now visit the website www.iocl.com and go to "What's New" > and enter your Application No. corresponding to the fees already paid for, date of birth, OTP & Captcha. Then click on '**Enter Fee Transaction Details'>** Under the fee payment tab, enter details of SBI Collect fee	➢ For the candidates exempted from payment of application fees, upon validation, Submit the online application form ➢ With this, the online application form is finally submitted. The system will generate an Application No. & a copy of the submitted online application form (pdf file) shall be sent to the primary email id of the candidate.

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payment like Transaction/Reference number & Transaction date in the relevant space in the online Application form and click on 'Validate' and then click on 'Submit' to finally submit the application form. ➢ With this, the online application form is finally submitted. The system will mention the Application No. & a copy of the submitted online application form (pdf file) shall be sent to the primary email id of the candidate.	

IX. The provision for online payment of application fees shall be available from **28.02.2023 (10.00 Hrs) to 21.03.2023 (17.00 Hrs.)** so that candidates shall have sufficient time to submit the details of SBI Collect transaction in online application form and to send payment receipt confirmation slip along with print-out of their online application form as mentioned at Clause no. K.X. IOCL will not be responsible for any glitch in SBI collect payment gateway or any failure of payment/non- generation of transaction number through the gateway.

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

1. Matriculation/Higher Secondary certificate issued by Board of Secondary Education as proof of date of birth.
2. Marksheet of Class Xth and XIIth by the concerned education Board.
3. Semester-wise or year-wise mark sheets of Diploma/ Graduation (Engineering) issued by University/Institute (as applicable).
4. Certificate of Class XII Pass by the concerned education Board/Diploma Certificate/ Graduation (Engineering) Certificate issued by respective University/Institute (as applicable).
5. Conversion certificate from CGPA/OGPA/Letter Grade to percentage of marks from concerned University/Institute (if applicable)
6. SC/ST/OBC (NCL) Certificate along with "Declaration"/EWS-Income & Asset Certificate. Certificate must be in the prescribed format (available on website www.iocl.com) and issued by the Competent Authority.
7. Experience Certificate for Present as well as Previous employment indicating start date, end date, designation, pay scale/ emoluments & area of experience issued by authorized/ appropriate signatory of the organization or Copy of Offer Letter, Joining Letter, Payslips, Increment Letter, relieving letter etc. proving the continuance of experience for the period being claimed. The documents submitted in support of Experience must clearly establish the nature and period of experience being claimed against the FTE position.
8. Duly completed Proforma *of Certificate for employed Officials* - to be submitted by candidates belonging to Ex-Servicemen, as applicable (Refer Clause F.IX above).
9. Duly completed Form of Undertaking to be given by Candidates Applying for Civil Posts under Ex Servicemen Category- to be submitted by candidates belonging to Ex-Servicemen, as applicable (Refer Clause F.X above).
10. Further, Proof of Qualification (Equivalence){refer Clause F.XI}, Service Certificate/ Discharge Certificate, as applicable shall be required in case of Ex-Servicemen.

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11. Payment Confirmation Slip received from SBI Collect after successful payment of Application Fees (not applicable to exempted candidates i.e. SC/ST/ExSM candidates).
12. Latest passport size colour Photograph of Candidate (with name mentioned on the backside), same as digitally uploaded in the online application form, to be attached separately on the application form.
13. Photo Identity Proof (Aadhar Card/Driving License/Voter Id/PAN Card/Passport).

The above documents are to be sent (with name of FTE position applied for super-scribed on the envelope) **by ordinary post** so as to reach **by 06.04.2023** at the following address:

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

XI. Application form along with documents not received within stipulated date, Incomplete Applications i.e. Application form received without photograph/signature/ prescribed certificates and testimonials / fees payment confirmation receipt (wherever applicable) etc. shall be summarily 'Rejected' without any further communication.

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

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

XIV. In case it is found at any stage that the candidate is either not meeting the requirements as laid down in the advertisement or has given incorrect information while filling up the on-line application form, his/her candidature shall be cancelled and if above is found during Interview stage no travelling expenses shall be reimbursed.

XV. IOCL shall not be responsible for any loss of email/communication letter sent, due to invalid/wrong email id/wrong postal address/postal delays/loss in transit etc. No request in this regard will be entertained.

XVI. The contractual engagement will be regulated by Company's rules and administrative orders that may be enforced from time to time during the period of engagement.

XVII. Queries, if any, related to this advertisement (i.e. relating to eligibility criteria and process of submission of application) may be addressed to email address : **RDFTE2023@GMAIL.COM**

IMPORTANT DATES TO REMEMBER

ACTIVITIES	TENTATIVE DATES
DATE OF PUBLICATION OF ADVERTISEMENT ON IOCL WEBSITE	**28.02.2023 (10.00 Hrs.)**
DATE OF OPENING OF ONLINE APPLICATION	**28.02.2023(10.00 Hrs.)**
LAST DATE FOR ONLINE PAYMENT THROUGH SBI e-COLLECT	**21.03.2023 (17.00 Hrs.)**

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ACTIVITIES	TENTATIVE DATES
LAST DATE OF SUBMISSION OF ONLINE APPLICATION	22.03.2023 (17.00 Hrs.)
DULY FILLED PRINT OUT OF ONLINE APPLICATION FORM ALONG WITH SUPPORTING DOCUMENTS TO REACH (BY ORDINARY POST) TO: The Advertiser, Post Box No.3096, Head Post Office, Lodhi Road, New Delhi 110003	By 06.04.2023
TENTATIVE DATE FOR PUBLICATION OF LIST OF CANDIDATES SHORTLISTED FOR PERSONAL INTERVIEW ON WWW.IOCL.COM	1st Week of May, 2023
TENTATIVE DATE OF PERSONAL INTERVIEW	4th Week of May, 2023

Advt. No. RD/FTE-2023

Canvassing in any form is liable to render a Candidate Ineligible