



# Indian Oil Corporation Limited

(A Government of India Undertaking)

## Requires Boiler Operation Engineers, Quality Control Officers, Fire & Safety Officers, Medical Officers, Human Resource Officers, Assistant Hindi Officers and Mid-level Engineers for its various Divisions

Indian Oil Corporation Limited is India's largest commercial enterprise and the leading Indian company in Fortune's 'Global 500' listing. The flagship oil & gas major is looking for dynamic result oriented experienced personnel, to join the Corporation's journey to fuel the growth of our Nation.

Post code	Name of post	No. of vacancies	No. of vacancies reserved for			
			SC	ST	OBC	PwBD
01	Boiler Operations Engineer (Grade A)	33	4	4	7	x
02	Quality Control Officer (Grade A)	44	6	3	11	✓
03	Fire & Safety Officer (Grade A)	50	8	3	9	x
04	Medical Officer (Grade A)					
	(i) General Surgeons	4				
	(ii) Anaesthetists	3				
	(iii) Gynaecologist	2				
	(iv) General Physicians/ OH Specialist	8	3	1	4	✓
	(v) Cardiologist	1				
	(vi) Orthopaedic Surgeon	1				
05	Human Resource Officer (Grade A)	50	7	3	13	✓
06	Assistant Hindi Officer (Grade Ao)	19	2	1	5	✓
07	Manager (Advanced Process Control & Optimization) (Grade C)	06	-	-	1	x

Post codes 01, 02, 04 and 07 - Posts are operated in Refineries Division alone and postings will be in any of the locations of Refineries Division - Guwahati, Barauni, Gujarat, Haldia, Mathura, Panipat, Digboi, Bongaigaon & Paradip Refineries. The incumbents may be posted/transferred to any of these locations and Headquarters at New Delhi only, during their service period. Transfer to any other Division /location is not permissible.

Post codes 03, 05 and 06 - postings will be in any of the Divisions of IndianOil i.e. Refineries, Marketing and Pipelines Divisions & they can be transferred /posted anywhere in India.

Subject to conditions prescribed, PwBD can apply against post codes 02, 04, 05 & 06 - A total of 5 seats shall be considered to be filled. If not filled due to non-availability of suitable candidates belonging to PwBD category, number of positions shall be increased suitably by the number falling short & carried forward.

### Eligibility Criteria :

Post Code	Maximum Age	Qualification	Post Qualification Experience required (as on 31 <sup>st</sup> Oct, 2017)
01	32 years	4 year B.E. / B.Tech / B.Sc. Engineering in Mechanical/Electrical discipline (Regular full time Engineering course from recognized Indian University / Institute) with minimum 60% marks (55% for SC/ST candidates). The candidate <b>must possess Boiler Engineer's Certificate (1st Class Proficiency)</b> issued by the State Boiler Authorities of India.	Minimum 1 (one) year post-BOE experience in operation of large size Thermal Power Plant having Coal/Oil/Gas Fuelled Boiler.
02	32 years	Ph.D in Chemistry from a recognized Indian University/ Institute. Candidates must have completed their post	• Minimum 2 (two) years of post qualification research/ laboratory experience in Petroleum/ Petro-

		graduation studies in Chemistry with 60% marks or equivalent CGPA (55% for SC/ST/PwBD candidates).	<p>chemical/ Polymer Laboratories as Quality Control Officer/ Research Officer.</p> <ul style="list-style-type: none"> <li>• Candidates conversant with testing of petroleum and petrochemical products/ polymers, lube oil, water and waste water samples, ambient air monitoring, process chemicals/ catalysts, hazardous wastes etc in a chemical/ Petroleum industry/ Research institute and having knowledge of computer operations will be desirable.</li> <li>• Candidates having researched or published papers on Organic or Analytical Chemistry or Petroleum/ Petrochemical related topic/ subject shall be given due weightage.</li> </ul> <p><b>Note :</b> Experience of Internship or research carried out as part of PhD programme will not be considered as relevant research experience.</p>														
03	32 years	<p>Regular full time B.E. (Fire)/ B.Tech. (Safety &amp; Fire Engineering)/ B.Tech. (Fire Technology &amp; Safety Engineering) with minimum 60 % marks (55% for SC / ST candidates) from a recognized Indian University / Institute.</p> <p>Desirable- Possession of a valid HMV Licence.</p>	<p>Minimum (1) one year post qualification experience in Fire Fighting operations &amp; system maintenance &amp; operation of firefighting vehicles, handling safety related jobs like incident/ accident reporting/ investigation analysis, safety inspection, job safety analysis, shutdown safety, construction safety, conducting safety meetings/ audits, conducting mock-drills, fire &amp; safety training in a Petroleum Refinery/ upstream/ downstream industries/ fertilizers/ chemical plants.</p>														
04	32 years	<p>MBBS with PG (Degree/Diploma) qualification as under :</p> <table border="1"> <thead> <tr> <th>Post</th> <th>Minimum Qualification</th> </tr> </thead> <tbody> <tr> <td>General Physician/ General Physician (OHC)</td> <td>MD (General Medicine) Specialization in Occupational/ Industrial Health is desirable.</td> </tr> <tr> <td>General Surgeon</td> <td>MS (General Surgery)</td> </tr> <tr> <td>Anaesthetist</td> <td>MD (Anaesthesia)</td> </tr> <tr> <td>Gynaecology &amp; Obestrics</td> <td>MD/MS (Gynaecology &amp; Obestrics)</td> </tr> <tr> <td>Orthopaedic</td> <td>MS (Ortho)</td> </tr> <tr> <td>Cardiology</td> <td>MD (Cardiology)</td> </tr> </tbody> </table> <p><b>or</b></p> <p>MBBS with 4 years experience in General Medicine with any industrial hospital/ reputed hospital/nursing home. A qualification/ experience in Occupational Health shall be desirable.</p> <p>Deserving candidates with MD/MS qualification may be offered upto 5 increments on the minimum basic pay. Similarly, candidates with</p>	Post	Minimum Qualification	General Physician/ General Physician (OHC)	MD (General Medicine) Specialization in Occupational/ Industrial Health is desirable.	General Surgeon	MS (General Surgery)	Anaesthetist	MD (Anaesthesia)	Gynaecology & Obestrics	MD/MS (Gynaecology & Obestrics)	Orthopaedic	MS (Ortho)	Cardiology	MD (Cardiology)	<p>Candidates with 1(one) year relevant experience in the respective areas of specialization shall be preferred.</p>
Post	Minimum Qualification																
General Physician/ General Physician (OHC)	MD (General Medicine) Specialization in Occupational/ Industrial Health is desirable.																
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		Post Graduate Diploma (post MBBS) qualification may be offered upto 2 increments.	
05	28 years	<p>2 year full time regular MBA / Masters Degree or Post Graduate Diploma equivalent to MBA with HRM/IR/Labour welfare as major subjects <b>or</b> Masters Degree in Human Resource Management &amp; Industrial Relations / Labour Welfare / Social Work with specialization in Personnel Management &amp; Labour Welfare - from a recognized Indian Institute / University with minimum 60% marks or equivalent CGPA (55% for SC/ST/PwBD candidates only).</p> <p>The candidate must have completed the qualification under an "in Campus program" from an University duly approved by UGC. In case the qualifying degree is PGDM (or equivalent) offered by an Institute or a college, affiliated or otherwise, under an "Off-Campus Program"; such degree/diploma offered by the institute/college must have a subsisting approval from AICTE. Further, such degree/diploma must have a recognition Association of Indian Universities (AIU) declaring the program as equivalent to MBA.</p>	<p>Minimum 2 years of post qualification professional experience in any Govt./PSU/ MNC/ Private organization in the field of HR/Employee Relations/ Social Work/CSR etc.</p> <p><b>Note : Experience of teaching and research in an Academic Institute will not be considered as a relevant experience.</b></p>
06	30 years	M.A. in Hindi with English as subject at Graduation Level or MA in English with higher Hindi at Graduation level with minimum 60% marks or equivalent CGPA (55% for SC/ST/PwBD candidates only) from an Indian University recognized by UGC.	Minimum 2 years of Post Qualification experience in Hindi implementation/English-Hindi-English translation etc.
07	36 years	B.E./ B. Tech. or equivalent degree in Chemical Engineering (Full-time programme from a recognized University/Institute.	<p>Minimum 8 years of experience in Chemical /Refining/Petro-chemical Industry, out of which minimum 5 years should be in Advanced Process Control/ Real time optimization experience in the areas like ;</p> <ol style="list-style-type: none"> <li>1. APC implementation experience in process units (involvement in all project activities like PID looptuning, Functional Design, Step-Testing, Model development, Inferential building, APC-DCS interfacing, DCS graphics and logic building experience, system commissioning, site acceptance and benefit audit).</li> <li>2. Experience with leading APC technologies (eg Honeywell/ Yokogawa/ Aspen Tech etc or any other similar organization).</li> <li>3. Experience with leading LP planning software like RPMS/PIMS etc. and yield delta vector updates.</li> <li>4. Experience with leading Process Simulation Software</li> </ol>

			like PRO-II/Aspen Plus or others 5. Experience with Real Time Optimisation
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**Job responsibilities (indicative):**

Post Code	Job responsibilities
01	<ul style="list-style-type: none"> <li>• Responsible for operation of Oil &amp; Gas fired Boilers, HRSG (Heat Recovery Steam Generators), D.M. / RO Plant, Air Compressors, Fuel handling system, Cooling Towers, boiler feed water system including De-aerator operation, steam turbines &amp; steam network.</li> <li>• Responsible for operation through DCS/ PLC Operator Work Station as well as field supervision of Boiler and its auxiliaries.</li> <li>• Responsible for the safe shut down &amp; start up of Boilers and Boiler auxiliaries, handing over of equipment for Maintenance &amp; Inspection and taking over after maintenance, issuance of work permits for hot &amp; cold jobs including vessel entry permission, coordination with IBR authority for IBR Inspection of Boilers &amp; HRSGs.</li> <li>• Generation of daily, weekly and monthly MIS reports on operation of Thermal Power Plant through Computer.</li> </ul>
02	<ul style="list-style-type: none"> <li>• Testing of Petroleum Fuels/ lubricants (finished/used) /greases &amp; additives samples as per specification requirements and Lubes packaging material testing etc, Polymers &amp; Petrochemicals; furnishing quality certificates of finished products &amp; raw materials.</li> <li>• Operation &amp; maintenance of digital instruments i.e UV/GC/GLC/HPLC/ Spectrophotometer/AAS/FTIR/ICP/Micro-coulometer/ED-XRF/WD-XRF/DRES/Auto-viscometers/ Titrimeters.</li> <li>• Water testing relating to Refinery i.e COD/BOD/Oil/mineral content, PH, suspended solid etc.</li> <li>• Testing of chemical raw materials.</li> <li>• Interface with Petroleum Refinery/ Petrochemicals/ Polymers/ quality assurance aspects related to fuels/lubes, storage/transportation by pipelines/ tankers/ tank wagons/ road tankers, storage/ dispensing at outlets, water and waste water quality management, Technical services etc for quality assurance;</li> <li>• NABL accreditation, evaluation and optimization of process chemicals and additives.</li> <li>• Exposure to Melt flow Index, Colour Spectrometer, APS, Bulk Density Apparatus, Lab Extruder Operation, UTM Operation.</li> <li>• Calibration of laboratory equipments, trouble shooting/ rendering technical assistance to process/ production/ various functions.</li> </ul>
03	<ul style="list-style-type: none"> <li>• Should have fair knowledge of work permit system, various Fire Safety Codes like IS Codes, OISD standard, EN standards and NFPA codes.</li> <li>• Carrying out checking and inspection of personal protective equipment, safety facilities, gas detectors, safety showers, Fire extinguishers, fire protection &amp; communication system, fire fighting system, HVLR monitors, fire water network, Hydrant system and fire tenders/pumps follow up for keeping them in healthy condition.</li> <li>• Carrying out safety inspection and audits of plant, construction &amp; Project sites and preparing reports.</li> <li>• Conducting fire &amp; safety Mock drills and Emergency Response &amp; Disaster Management Plan drills prepare report and undertake gap-bridging actions.</li> <li>• Maintaining regular/monthly fire &amp; safety statistics, preparing fire and accident report, conducting investigation and analysis including near miss incidents and follow up jobs receiving, processing and follow up.</li> <li>• To conduct comprehensive Fire Prevention and safety inspections of plant and off site areas.</li> <li>• Assists with the development and implementation of Fire Safety training programs for employees and contract personnel.</li> <li>• To work in shift/general shift and manage Fire Station 24x7 duties as per requirement and lead fire &amp; safety operators at fire &amp; emergency sites.</li> <li>• To handle fire and emergency situations in refinery/petrochemical complex with Fire Crew.</li> <li>• To maintain liaison with local district &amp; fire-fighting authorities &amp; to participate in the Mutual Aid Programs with local authorities/entities.</li> <li>• Carrying out Job Safety Analysis. Conducting safety meetings/organising various safety awareness programmes for different stake holders.</li> <li>• Preparation of ISO documents pertaining to F&amp;S Dept.</li> <li>• Preparation of various reports &amp; updation of manuals/ documents.</li> <li>• Extensive safety coverage during shutdown.</li> </ul>

	<ul style="list-style-type: none"> <li>• To participate in TPM SHE activities.</li> <li>• To put up application for reputed National and International safety Award.</li> <li>• To develop new Fire &amp; Safety standards in tune with best Industrial practices.</li> </ul>
04	<ul style="list-style-type: none"> <li>• Attend and treat all patients in Refinery Hospitals, First Aid Centres.</li> <li>• Perform emergency duty as &amp; when required/ advised.</li> <li>• Manage and treat accident/injury cases as and when required.</li> <li>• Assist Hospital administration/OHC in carrying out the health check-up</li> <li>• Supervise nursing, para-medical &amp; administrative staff in discharging their duties.</li> <li>• Carry out duties in the area of specialization/areas assigned from time to time.</li> <li>• Monitor, maintain &amp; ensure proper usage of medical equipments, accessories &amp; inventories in Refinery Hospitals / First Aid Centres.</li> <li>• Holding Medical camps</li> <li>• Undertake any assignment as directed by CMO/Management from time to time.</li> </ul>
05	<ul style="list-style-type: none"> <li>• Manpower Planning/Recruitment/Induction/Placement/Learning &amp; Development of employees as per requirement in the organization.</li> <li>• Managing performance appraisal &amp; career growth of employees.</li> <li>• Implementation of HR policies of the organization.</li> <li>• Managing Time Office activities.</li> <li>• Administration of various welfare related services for employees/ex-employees and their families.</li> <li>• Managing Corporate Social Responsibility(CSR) initiatives of the Corporation.</li> <li>• Managing Industrial Relations &amp; liaison with governmental agencies.</li> <li>• Compliance of all statutory provisions relating to Labour Laws governing employment/engagement of manpower &amp; RTI.</li> <li>• Liaison with various enforcement agencies.</li> </ul>
06	<ul style="list-style-type: none"> <li>• Implementation of statutory &amp; administrative requirements regarding the use of Hindi in Official language.</li> <li>• Organisation of Hindi workshop/Hindi function/Hindi fortnight /Hindi competitions periodically to popularize the use of hindi in day to day official work.</li> <li>• Prepare help &amp; reference materials/ literature for facilitating the use of Hindi in noting &amp; drafting.</li> <li>• Prepare roster of non Hindi employees and organize teaching classes for them.</li> <li>• Organising Official language committee meeting/prepare Agenda papers /record maintenance and circulate minutes.</li> <li>• To prepare Hindi speeches, articles for the senior executives.</li> <li>• To prepare general communications for Unit/Divisional/ Corporate level disseminations using various modes of communication.</li> <li>• Translation of Official documents/papers/technical articles/ manuals/Code etc from English to Hindi &amp; vice-versa.</li> <li>• Co-ordination with Official language Dept., MOPNG &amp; Parliamentary committee's secretariat for Hindi Implementation.</li> <li>• Organisation of Kavi Sammelan/Hindi functions/cultural programme etc. for popularizing Hindi language.</li> <li>• Responsibility for publication of in house E-Hindi magazines.</li> </ul>
07	<ul style="list-style-type: none"> <li>• Scoping studies (in-house/through vendors) for benefits estimation for automation technologies in relevant process units.</li> <li>• Implementation /upgrade of APC applications as per cost benefit analysis.</li> <li>• Maintenance of already implemented APC applications in active co-ordination with the APC licensor i.e identify and tune dynamic models, come up with working inferential calculations, add new constraints when needed etc.</li> <li>• Running Refinery planning applications like RPMS</li> <li>• Create check logics to deal with erroneous instruments / abnormal situations, which require abnormal control strategies.</li> <li>• Continuous education of operators at all locations where APC is implemented and help them understand the seemingly complex actions of APC.</li> <li>• Implementation/Upgradation of RTDBMS in co-ordination with IS department across entire Refinery.</li> <li>• Maintenance of already implemented RTDBMS ensuring tag database modifications, extension to new units, troubleshooting as First Person Responsible for data fetching problems.</li> </ul>

### **Concessions / Relaxations**

1. Reservation of posts for SC/ST/OBC(Non-Creamy Layer), EXM and PwBD (Persons with Benchmarked Disabilities) will be as per Govt. Directives.
2. Age relaxation by 5 years for SC/ST, 3 years for OBC and 10 years for PwBD candidates.
3. Age relaxation by 5 years for candidates domiciled in Jammu & Kashmir between 1.1.1980 and 31.12.1989.
4. Candidates belonging to OBC category but falling in creamy layer (in terms of guidelines issued by Govt. of India from time to time) are not entitled to OBC reservation benefits. Accordingly, such candidates may choose to apply for the positions provided they meet the age criteria applicable to UR candidates and indicate their category as "UR". Indian Oil Corporation Ltd. being a Central Public Sector Undertaking, only those communities that are mentioned in the common list of OBC approved by Central Government shall be treated as OBC for the purpose of reservation.
5. In case of ex-servicemen and commissioned officers (including Emergency Commissioned Officers; ECOs/Short Service Commissioned Officers; SSCOs):
  - for Post Codes 01, 03 and 04, the prescribed upper age-limit shall be relaxed by the length of military service increased by three years (i.e. age of 34 years for a military service of 5 years increased by 3 years; total 8 years ; if prescribed upper age limit is 26), 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.
  - For Post Codes 05 and 06, candidates shall be allowed maximum relaxation of 5 years in the upper age limit, provided they have rendered at least 5 years' military service before release -
    - on completion of assignment (including those whose assignment is due to be completed within 6 months) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency; or
    - on account of physical disability attributable to military service; or
    - on invalidment;
6. PwBD/EXM candidates belonging to SC/ST/OBC categories shall be eligible for grant of cumulative age relaxation under the categories.
7. Reservations for Ex-servicemen/ PwBD category will be extended on horizontal basis. PwBD shall be recruited only against identified posts. The identified posts along with categories of disability for recruitment of PwBD candidates are as under:

Category of Disability	Eligible for Post Code			
	02	04	05 & 06	01, 03 & 07
(a) PV-Low Vision (b) PH- Hard of Hearing (c) PL- Musculoskeletal(OH), Dwarfism, Acid Attack Victim (AAV) (d) Cerebral Palsy, Leprosy Cured (e) Multiple – Combination of above <b>P=Physical; V=Vision; H=Hearing; L=Locomotors; O=Orthopedic; H=Handicap</b>	All Except Dwarfism & a Disability of Arms/ Hands	For other than Surgeon / Gynaecologist / Orthopaedic  PH- Hard of Hearing PL- Musculoskeletal (OH-Lower Limbs only), or A combination of two above	All Categories	None

Being a hazardous industry, deployment of PwBD with other disabilities may put such PwBDs at risk, hence not included.

8. **The Rights of Persons with Disabilities Act 2016** - Section 2(r) defines "person with benchmark disability" as a person duly certified by the certifying authority with:
  - not less than 40% of a specified disability where specified disability has not been defined in measurable terms and
  - a disability where specified disability has been defined in measurable terms.

9. The PwBD candidates are required to submit a Disability Certificate (with disability of 40% or above) issued by competent authority as per the Rights of Persons with Disabilities Act, 2016 failing which their candidature as PwBD candidates will not be considered.
10. A person with a specified disability listed in the schedule but not covered under Section 34 (1), if certified by a certifying officer as a person with disability of 40% or above, in terms of provisions of the Rights of Persons with Disabilities Act, 2016 shall be allowed concessions/relaxations available to PwBDs against Post Codes 05 & 06 only and if selected on merit against unreserved vacancies, he shall be declared successful. His candidature will not be considered/adjusted against reservation provided to PwBDs under Section 34 (1) of the Act of 2016.
11. A PwBD candidate availing of only age relaxation (no relaxation in eligibility qualification marks/in written test qualifying marks/ in Interview qualifying marks) shall be considered against unreserved vacancy in order of merit in the select list before being considered against a reserved seat.
12. Persons with Benchmark Disabilities (PwBDs) must be capable of performing the task assigned to them / take instructions using suitable aids and appliances.
13. The criteria for full time regular course shall not be insisted upon in case of Ex-Servicemen, provided they possess a requisite EQUIVALENT qualification that has been acquired during the service period and is recognized by AICTE/MHRD, GoI and have secured the prescribed minimum percentage of marks.
14. Ex-Servicemen claiming an equivalence in qualification shall be required to produce a copy of equivalence certificate by the concerned Ministry.
15. Exemption from payment of application fee for SC/ST/PwBD/Ex-Servicemen.
16. Reimbursement of 2nd AC Rail fare by the shortest route, to outstation SC/ST/PwBD/disabled ex-servicemen for appearing in written test wherever prescribed provided the distance travelled is not less than 30 kms.
17. Reimbursement of 2nd AC Rail fare by the shortest route, to candidates for appearing in Personal Interview provided the distance travelled is not less than 30 kms.

### **Selection Process :**

1. **Post Codes 01, 02, 03 & 04 :**
  - a. The Selection process for the Post Codes 01, 02, 03 and 04 will comprise Personal Interviews only.
  - b. The candidates should secure minimum 50% qualifying marks (40% for SC/ST/PwBD/ EXM candidates) in Personal Interview, for being adjudged suitable for selection.
  - c. In case more than one candidate secures the same mark, the candidate holding the preferred desirable qualification/experience followed by length of experience shall be considered for deciding place in the merit list.
2. **Post Codes 05 & 06 :**
  - a. The selection process for the Posts Codes 05 & 06 will comprise Written Test (objective type consisting of two parts - General Aptitude and Discipline Knowledge), Group Discussion/Group Task and Personal Interview.
  - b. Candidates will have to qualify through each stage of selection process successfully before being adjudged as suitable for selection.
  - c. The candidates should secure minimum qualifying marks as mentioned below in each stage i.e. Written Test, GD/GT and Personal Interview, for consideration of next stage of selection process and finally adjudged suitable for selection.

	Minimum qualifying marks	
	General & OBC candidates	SC, ST, PwBD/ EXM candidates
<b>Written Test</b>	35 out of 100	25 out of 100
<b>GD/GT &amp; Personal Interview</b>	40%	40%

3. Securing the minimum qualifying marks does not confer any right or claim by the candidates for consideration for next stage of selection process/final selection, as the same is related to number of positions & relative composite merit applicable for each category.
4. **Post Code 07 :**  
The prospective candidates will first be shortlisted based on meeting eligibility criteria as per the academic and post academic experience mentioned above. Candidates are advised to provide the desired details truthfully during submission of online application. Final selection will be carried out

based on two rounds of Interview. Candidates on qualification of first round of interviews will be called for the second (final) round.

## **Physical Fitness**

1. Selected candidates will be required to undergo 'Pre-employment Medical Examination' and should be declared medically fit as per IndianOil's pre-employment medical standard. Candidates are advised to go through the 'Guidelines and criteria for Physical Fitness for Pre-employment medical examination'. The guidelines are available in the following link :

[http://www.iocl.com/PeopleCareers/Preemployment\\_Guiding\\_Principles11th\\_mar\\_2011.PDF](http://www.iocl.com/PeopleCareers/Preemployment_Guiding_Principles11th_mar_2011.PDF)

2. **Addl Standards (Minimum) for recruitment to the Post Code 03 : Fire & Safety Officer:**

Height: 165 CM, Weight: 50 Kg, Chest: Normal: 81 CM, Expanded: 86.5 CM, **and**

Eyesight normal (6/6 in both the eyes; without glasses), colour vision normal **and**

Free from -- Vertigo problem, disease of heart/lungs/kidney, abnormal blood pressure, Knock Knee, Flat Feet, Squint eye and stammering

3. **Addl Standard (Minimum) for recruitment to the Post Code 04 : Medical Officer:**

Eyesight normal (Corrected vision - 6/6 in both the eyes) & Colour Vision normal.

4. Medical examination of PwBD candidates shall be with due consideration to the provisions of Rights of Persons with Disabilities Act, 2016.

## **Liability to Declare**

1. Candidates with reported ailments, deficiencies or abnormalities and also those with finding of not meeting the physical fitness criteria as above, shall make a declaration to this effect while submitting their application.
2. A candidate found UNFIT during medical examination conducted by any Refinery Unit while seeking regular employment in the past shall also be required to declare the same with reasons for being declared UNFIT.
3. Candidates have to necessarily declare in case he 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.

## **Pay & Perks**

1. Selected candidates against Grade A0 positions will be placed in the pay – scale of Rs.20,600/- to Rs. 46,500/- (**pre-revised**).
2. Selected candidates against Grade A positions will be placed in the pay – scale of Rs.24,900/- to Rs.50,500/- (**pre-revised**).
3. Selected candidates against Grade C positions will be placed in the pay-scale of Rs. 32,900-58,000/- (**pre-revised**).
4. **The pay scales and perks in CPSEs are due for revision w.e.f 01.01.2017.**
5. Other allowances / benefits include HRA / subsidized housing accommodation (depending upon place of posting), medical facilities, performance related pay, Gratuity (due for revision), contributory Provident Fund, Employees' Pension Scheme, Group Personal Accident Insurance Scheme, Leave encashment, Leave Travel Concession, (LTC) / LFA, contributory Superannuation Benefit Fund Scheme, Conveyance Advance / Maintenance reimbursement, Performance related Incentive (PRP), etc. as per rules of the Corporation. In addition to these allowances, the candidates selected for the post of Medical Officers will get Non-practising Allowance (NPA).
6. At present the Cost-to-Company including performance related pay is as under :
  - Assistant Officers selected for Grade A0 positions is about Rs. 10.00 lakhs p.a. (pre-revised)
  - Officers selected for Grade A positions is about Rs. 12.00 lakhs p.a.(pre-revised)
  - Officers selected for Grade C position is about Rs. 16.00 lakhs p.a (pre-revised)

## **Service Liability**

1. Selected candidates for Grade A positions will have to execute a bond of Rs.Three Lakh (Rs.50000/- for SC/ST/OBC & PwBD candidates) to serve the Corporation for a minimum period of three years from the date of joining.
2. Selected candidates for Grade A0 positions will have to execute a bond of Rs.Two Lakh (Rs.35,000/- for SC/ST/OBC & PwBD candidates) to serve the Corporation for a minimum period of three years from the date of joining.



3. Selected candidates for Grade C positions will have to execute a bond of Rs.Three Lakh (Rs.50000/- for SC/ST/OBC candidates) to serve the Corporation for a minimum period of three years from the date of joining.

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## **General**

1. Only Indian Nationals are eligible to apply.
2. Experience and Age requirement will be as on **31<sup>st</sup> October, 2017**.
3. Certificate issued by a Board of Secondary Education for passing Matriculation/Higher Secondary shall be the only acceptable document in support of proof of age.
4. In case of qualifications acquired from foreign Institutes/ Universities, the candidates shall be required to produce equivalence certificate for such qualifications/qualifications offered by Indian Universities/Institutes from the Competent Authority.
5. Only such OBC candidates whose caste/community appears in the Central List of OBCs & who do not belong to Creamy Layer will be entitled to reservation benefit meant for OBC.
6. Candidates employed in Govt. Deptt. / PSUs / Autonomous Bodies shall first apply through Online Application Form and forward/submit the printout through proper channel. Alternatively, such candidates are required to submit **NOC** from their current employer at the time of interview failing which they will not be allowed to appear for further selection process.
7. No woman is permitted to work in or allowed to enter any building in which generation of gas from 'Dangerous Petroleum' as defined in the Petroleum Act 1934, is carried on. No woman is allowed to work in LPG storage and handling area. Women candidates are also not considered against the cadres/work areas that require shift operations 365 days in a year or necessitates undertaking work beyond 07.00 pm (& upto 06.00 am), like Production, P&U Operations (Boiler & Electrical), Quality Control and Fire & Safety or maintenance services normally performed in shifts. However, subject to limitations above, exemptions if any, work & work performance requirements and availability of identified positions, women may be engaged.
8. Furnishing of wrong/false information or suppression of factual information will lead to disqualification. Since all the applications will be screened without documentary evidence, the candidates must fully satisfy themselves of the suitability for the position to which they are applying. If at any stage during the selection process, it is found that a candidate has furnished false or wrong information or has suppressed factual information or is found ineligible with respect to any of the eligibility parameters, his/her candidature will be rejected. If any of the above discrepancies w.r.t. to eligibility parameters, furnishing of wrong/false information and or suppressing of any material fact is detected / noticed even after appointment, his/her services will be liable for termination without any further notice. Candidate may also render himself liable to criminal prosecution.
9. The candidature of the applicant would be provisional and subject to subsequent verification of certificates/testimonials, medical fitness, etc.
10. Canvassing in any form during any stage of recruitment process will lead to cancellation of candidature.
11. Management reserves the right to cancel/restrict/enlarge/modify/alter the recruitment/selection process, if need arises, without issuing any further notice or assigning any reason thereof.
12. Candidates can go through "Frequently Asked Questions"(FAQ) through [www.iocl.com](http://www.iocl.com). In case any particular query is not covered in the FAQs, candidates may write to IndianOil at [locirect2017@gmail.com](mailto:locirect2017@gmail.com) for post codes 01 to 06. Candidates may write to [recruit2018@indianoil.in](mailto:recruit2018@indianoil.in) in case of any query with respect to post code 07.
13. Candidates meeting the prescribed eligibility criteria for a post, may visit the website [www.iocl.com](http://www.iocl.com) go to '**What's New**' > **click on "Recruitment of BOE/QCO/F&SO/MO/HRO/AHO-2017" OR "Recruitment of Experienced Chemical Engineers for Refineries Division"** and may apply, for submission of their application, using the **"Online Application Form"**.
14. Candidates are required to submit application in on-line mode only. No other application, other than that submitted through on-line mode will be accepted/considered.
15. Corrigendum/ Addendum etc. with regard to this advertisement, if any, will be made available on [www.iocl.com](http://www.iocl.com) only. Candidates are advised to refer to the above website periodically for updates. All future correspondence with respect to the advertised posts will be made only through [www.iocl.com](http://www.iocl.com)

16. Candidates shall download Call letters from IOC's website [www.iocl.com](http://www.iocl.com) for post codes 01 to 06.
17. Candidates called will be intimated through the e-mail ID supplied by them in the on-line Application Form/ website.
18. **Written test for Post Codes 05 & 06 is likely to be held on 10.12.2017** at New Delhi, Mumbai, Kolkata or Chennai. Depending upon number of candidates, number of venues/locations may be increased/ reduced.
19. **Personal Interview for the Post Codes 01, 02, 03 & 04 is likely to be held in 2<sup>nd</sup> week of January 2018.**
20. **GD/GT & Personal Interview for Post Codes 05 & 06 is likely to be held in 4<sup>th</sup> week of January 2018.**
21. **First level Interview for Post Code 07 is likely to be held in 1<sup>st</sup> week of January 2018.**

### **Requirement before filling On-Line Application Form**

1. For Post Codes **01 to 06**, candidates meeting the prescribed eligibility criteria for a post, may visit the website [www.iocl.com](http://www.iocl.com) and go to 'What's New' > click on "Recruitment of **BOE/QCO/F&SO/MO/HRO/AHO-2017** and for Post Code **07**, candidates may go to 'What's New' > click on "Recruitment of Experienced Chemical Engineers for Refineries Division" and may apply for submission of their application, using the "Online Application Form". Candidates are advised to carefully read the full advertisement for details of educational qualification and other eligibility criteria before submission of on-line application.
2. The "Online Application Form" requires details of caste/sub-caste including date of issue & designation of issuing authority, State of origin, experience etc. and percentage of marks obtained in the qualifying examination.
3. Candidate must have the following ready before starting the process of applying online:
  - a. an active e-mail ID and mobile number which must remain valid for at least one year. All communications to candidates will take place only through e-mail/SMS alerts. IOCL will not be responsible for bouncing of any e-mail sent to the candidates.
  - b. the relevant certificates/testimonials/documents/proofs pertaining to age, caste, educational qualifications, post-qualification experience, large industry establishment balance sheet, Disability Certificate (if applicable), (Service) Discharge Certificate (if applicable) etc.
  - c. Scanned copy of coloured passport size photograph and signature of not more than 50 kb and 20 kb size respectively, to be uploaded in online application.
4. Wherever CGPA/OGPA/DGPA or Letter Grade in a degree / diploma is awarded, its equivalent percentage of marks as per norms adopted by University / Institute is required to be indicated in the application form. A copy such formula is to be attached with the Marksheets.
5. Candidates applying for the post of Medical Officer should also attach copies of Internship completion certificate and registration certificate from State Medical Council / Medical Council of India.
6. For **post codes 01 to 06**, General and OBC candidates are required to pay a non-refundable application fee of **Rs.300/- (Rupees three hundred only)** by SBI e-collect. For **post code 07**, General and OBC candidates are required to pay a non-refundable application fee of **Rs. 1000/- (Rupees One thousand only)** will be paid through online application module. Pls Save and take a print the payment confirmation for record.
7. No application fee is required to be paid by candidates belonging to SC/ST/PwBD/EXM categories.
8. 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 online Application Form.
9. Applications not received within stipulated date or Applications received without photograph/ proper documents will be rejected without any further communication.
10. **How to apply (online) for Post Codes 01 to 06**

#### **10 (a) Application Procedure for SC/ST/Ex Servicemen candidates**

Step 1	Candidates meeting the prescribed eligibility criteria for a post, may visit the website <a href="http://www.iocl.com">www.iocl.com</a> and go to 'What's New' > click on "Recruitment of <b>BOE/QCO/F&amp;SO/MO/HRO/AHO-2017</b> and access the relevant application link which
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	will remain open from <b>30.10.2017</b> to <b>18.11.2017</b> .
Step 2	Furnish particulars/details pertaining to age, educational qualifications, post qualification experience, caste, etc. and such other information as sought in the online application format. After submission of particulars by the candidate, the system will generate a Registration Number for each candidate, which will be sent to the candidates through email and SMS.
Step 3	After successfully registering Online application, the candidate must log into the portal with the generated Registration No. and Date of Birth and upload photograph and signature and submit the application form.
Step 4	Upon completion of such registration process, <b>candidates are required to take a printout of the Application Form, affix recent passport size photograph, put signature at the space provided, attested copies of certificates in support of qualification, experience, age, caste, disability etc.</b> and send the documents with Post Code super scribed on the envelope by <b>ordinary post</b> on or before <b>25-11-2017</b> to <b>"THE ADVERTISER, PO BOX NO.3098, LODHI ROAD, HEAD POST OFFICE, NEW DELHI- 110003"</b> Print out online application received after last date shall be treated as 'Rejected'.

#### **10 (b) Application Procedure for General & OBC candidates**

Step 1	Candidates meeting the prescribed eligibility criteria for a post, may visit the website <a href="http://www.iocl.com">www.iocl.com</a> and access the relevant application link which will remain open from <b>30.10.2017</b> to <b>18.11.2017 (Inclusive of step 3 &amp; 4 below)</b> .
Step 2	Furnish particulars/details pertaining to age, educational qualifications, post qualification experience, caste, etc. and such other information as sought in the online application format. After submission of particulars by the candidate, the system will generate a Registration Number for each candidate, which will be sent to the candidates through email and SMS.
Step 3	Log into the portal with the generated Registration No. and Date of Birth and deposit application fee through SBI e-collect.
Step 4	After the payment is successfully realized, an email and SMS, confirming the payment status is sent to the candidates within 48 hours. The candidates should log into the online portal again and complete the remaining application process i.e. uploading photograph and signature on receipt of the confirmation through email and SMS to complete the Registration.
Step 5	Upon completion of such registration process, <b>candidates are required to take a printout of the Application Form, affix recent passport size photograph, put signature at the space provided, attested copies of certificates in support of qualification, experience, age, caste, disability etc.</b> and send the documents with Post Code super scribed on the envelope by <b>ordinary post</b> on or before <b>25-11-2017</b> to <b>"THE ADVERTISER, PO BOX NO.3098, LODHI ROAD, HEAD POST OFFICE, NEW DELHI- 110003"</b> Print out online application received after last date shall be treated as 'Rejected'.

11. Please do not send the printouts by courier/registered post. It will not be accepted/rejected by the Advertiser.

#### **IMPORTANT DATES**

<b>Commencement of online application form</b>	<b>Tentative dates</b>
Submission of Application through on-line module "on <a href="http://www.iocl.com">www.iocl.com</a> " (inclusive of payment of fee confirmation)	<b>30.10.2017 – 18.11.2017</b>
Last date of receipt of Applications (Print out Hard copy) along with testimonials by <b>"The Advertiser, Post Box No. 3098, Lodhi Road, Head Post Office, New Delhi 110 003"</b> .	<b>25.11.2017</b>

Tentative date of <b>written test</b> for HR and Hindi	<b>10.12.2017</b>
Tentative date for uploading of written test results	<b>2<sup>nd</sup> week of January, 2018</b>
Tentative date of Personal Interview for recruitment to the posts of <b>Boiler Operation Engineer, Quality Control Officer Fire &amp; Safety Officer &amp; Medical Officer</b>	<b>2<sup>nd</sup> week of January, 2018</b>
Tentative date of GD/GT & Personal Interview for recruitment to the posts of <b>Human Resource Officer &amp; Assistant Hindi Officer</b>	<b>4<sup>th</sup> week of January, 2018</b>
Tentative date of First level Personal Interview for recruitment to the post of <b>Manager (Advanced Process Control &amp; Optimization)</b>	<b>1<sup>st</sup> week of January 2018</b>

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