Indian Oil Corporation Ltd.

Marketing Division - Southern Region

Advertisement No. IOCL/MKTG/SR/REC/2018/1- Phase-II

All India Open Recruitment of Experienced Non-Executive Personnel in Workmen category

- On-line registration of application commences from 26th May 2018 and closes on 16th June 2018
- The link to the on-line registration of the application has been hosted on the website https:// www.iocl.com/PeopleCareers/job.aspx
- Tentative Date of Written Test is 15th July 2018.
- Tentative Date of uploading the result of shortlisted candidates of the written test for SPPT is 30th July 2018
- Tentative date of SPPT for the shortlisted candidates is 16th to 18th August 2018
- Tentative Date of upload of selected candidates is 30th September 2018

Indian Oil Corporation Limited the largest commercial undertaking in India and a Fortune "Global 500" company requires result oriented experienced personnel with initiative and enterprise for its various locations in the Southern States of Andhra Pradesh, Telangana, Karnataka, Kerala, Tamil Nadu & Puducherry, as per the details given below:

On-line Applications are invited from bright, young and energetic persons of Indian Nationality for the following posts:-

Sl.No	Name of the Post / Pay Scale (Pre-revised)	Post Code	Region / State	Total	Vacancies								
					UR	SC	ST	OBC (Non Creamy Layer)	PwBD*				**ExSM SC/ST/ OBC/ UR
									PV	PH	PL	MD	
1.	Junior Operator Gr. I Rs. 10,500 – 24,500/-	01	Andhra Pradesh	4	3	1	0	0	-	-	-	---	
2.	Junior Operator Gr. I Rs. 10,500 – 24,500/-	02	Telangana	3	2	0	0	1	-	-	-	—	
3.	Junior Operator Gr. I Rs. 10,500 – 24,500/-	03	Karnataka	10	6	1(For ExSM)	0	3(1 for ExSM)	-	-	-	—	
4.	Junior Operator Gr. I Rs. 10,500 – 24,500/-	04	Kerala	1	0	0	0	1	-	-	-	—	
5.	Junior Operator Gr. I Rs. 10,500 – 24,500/-	05	Tamil Nadu & Puducherry	7	4(1for ExSM)	1	0	2 (1 for ExSM)	-	-	-	—	7**
6.	Junior Operator (Aviation)Gr.I Rs. 10,500 – 24,500/-	06	Andhra Pradesh	1	1	0	0	0	-	-	-	—	
7.	Junior Operator (Aviation) Gr. I Rs. 10,500 – 24,500/-	07	Telangana	2	2	0	0	0	-	-	-	—	
8.	Junior Operator (Aviation) Gr. I Rs. 10,500 – 24,500/-	08	Karnataka	6	3	1	0	2	-	-	-	—	
9.	Junior Operator (Aviation) Gr. I Rs. 10,500 – 24,500/-	09	Kerala	1	1	0	0	0	-	-	-	—	
10.	Junior Operator (Aviation) Gr. I Rs. 10,500 – 24,500/-	10	Tamil Nadu & Puducherry	23	14	4(2 ExSM)	0	5 (1 for ExSM)	-	-	-	—	

The above Advertised posts are not identified for PwBD disabilities

* **PV – Physical – Visual, PH – Physical – Hearing, PL – Physical – Locomotor, MD – Multiple Disabilities**

** **The reservation for Ex-servicemen as indicated will be applied on horizontal basis, as indicated in the Table including disabled servicemen, as per Government Guidelines, under respective categories.**

Note:

1. Number of vacancies indicated above is tentative and may increase or decrease in the relevant categories at the absolute discretion of the management and in compliance with the Presidential Directives on reservation at the time of appointment.
2. Positions are operated with work arrangements in one, two or three shifts. Incumbents may be required to perform duties in any of the work arrangements depending upon work exigencies.
3. Reservation for Persons with Benchmark Disability (PwBD) and Ex Servicemen (ExSM) shall be applied on Horizontal basis.
4. Section 2(r) of The Rights of Persons with Disabilities Act 2016, defines "person with benchmark disability" as a person, duly certified by the certifying authority, with not less than 40% of a specified disability. The candidates are required to submit a Disability Certificate issued by competent authority as per the Persons with Disabilities (Equal Opportunities, Protection of Rights & Full Participation) Amended Rules, 2009, failing which their candidature as PwBD candidates will not be considered. Petroleum Refining & Processing is a hazardous process and Deployment of PwBD other than those shown as "Identified Disabilities" in Clause D, is likely to put them at serious risk, hence not included. Persons with Benchmark Disabilities (PV, PH and PL) must be capable of performing the task assigned to them.
5. Candidates who shall be recruited against vacancies reserved for PwBD category can be posted anywhere in the respective Region whereas candidates recruited under vacancies reserved for SC/ST/OBC (NON CREAMY LAYER) category will be posted in the respective State for which vacancies have been specified. However, the employees of the corporation are liable to be posted anywhere in India in line with Business requirement of the corporation and as per policy prevailing from time to time.

A. Qualification & Experience Criteria:

Sl. No.	Name of Post	Post Code	Qualification (Government Recognised Full Time Regular Courses only from Indian Universities/ Institutes)	Experience
1.	Junior Operator Gr. I	01 to 05	Matric (Class X) with 2 (Two) years ITI in any of the following Trades: (1) Electronics Mechanic (2) Instrument Mechanic (3) Electrician (4) Machinist (5) Fitter	Minimum one year post qualification work experience in the relevant filed (excluding training) in a factory/manufacturing organization. Apprentice training under Apprentice Act after two years regular course of ITI will be considered as experience subject to production of National Apprentice Certificate issued by National Council of Vocational Training.
2.	Junior Operator (Aviation) Gr. I	06 to 10	Higher Secondary (Class XII) with minimum of 45% marks in aggregate for General & OBC candidates and 40% in case of SC/ST candidates against reserved positions with valid Heavy Vehicle Driving License issued by the Regional Transport Office (RTO).	Minimum one year work experience in Heavy Vehicle driving (excluding training).

To be continued next page...

B. Important Instructions:

1. A candidate is allowed to apply for only **one** discipline. In case of receipt of more than one application for more than one discipline, all the applications will be rejected.
2. Qualification for the purpose of this clause would mean the qualification based on which candidature is offered or considered as claimed by a candidate. Prescribed qualification shall be strictly adhered to.
3. Candidates should have passed the qualifying examinations as indicated above in **regular full time course**. The prescribed qualification should be from a recognized University/Institute as a **regular full time course** (including Industrial training as part of the course with no break). **The required qualification acquired through Part-time/Correspondence/Distance Learning / Open University mode shall render the candidate ineligible.**
4. A Sandwich Diploma Course (with Industrial Training as part of the course with no break) shall be considered eligible.
5. Regular full time ITI course should be recognized by NCVT/SCVT.
6. 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, Government of India and have secured the prescribed minimum percentage of marks.
7. No claim of possession of a qualification equivalent to a prescribed qualification shall be entertained, except for Ex-Servicemen.
8. Ex-Servicemen claiming equivalence in qualification shall be required to produce a copy of equivalence certificate by the concerned Ministry or issued by the authorized person of defence.
9. **Candidates possessing higher professional qualifications such as BE, MBA, CA/ICWA, LLB, MCA or any such equivalent qualification shall not be eligible.**
10. The candidature of the applicant would be **provisional** and subject to subsequent verification of certificates/ testimonials, etc.
11. **Suppression of information regarding possession or pursuing higher qualification shall render a candidate ineligible for consideration at any stage of selection and termination at any time during employment, if recruited.**
12. Candidates are hereby informed that any Corrigendum/ Addendum etc. with regard to this advertisement will be made available on **(https://www.iocl.com/PeopleCareers/job.aspx) 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 (https://www.iocl.com/PeopleCareers/job.aspx) ONLY**.

C. Selection Methodology:

1. The selection methodology will comprise Written Test and Skill Proficiency Physical Test (SPPT) which will be of qualifying nature.
2. The written test will assess the candidates on the following parameters :-

Post	Parameters	No. of Questions
Junior Operator	Technical knowledge in the relevant discipline	40
	Generic aptitude including quantitative aptitude	20
	Reasoning abilities	20
	Basic English Language skills	20
	Total	100
Junior Operator (Aviation)	Generic aptitude including quantitative aptitude	40
	Reasoning abilities	40
	Basic English Language skills	20
	Total	**100**

3. Written Test shall be of Objective Type Multiple Choice Questions (MCQ's) consisting of 4 options with one correct option. Candidate has to choose the correct option.
4. There shall be **100 questions** in the Written Test and total marks shall be **100**. Each correct answer shall carry 1 mark and there shall be no negative marking for wrong answers.
5. Duration of Written Test shall be of **90 minutes**.
6. For qualifying in the written test, overall cut-off marks would be 50% for General / OBC (Non Creamy Layer) Candidates and sectional cut-off marks would be 40%. Candidates should secure both the overall and sectional cut-off marks in written test for further consideration.
7. The minimum qualifying overall cut-off marks and sectional cut-off marks in the written test will be relaxed by 5% for candidates belonging to SC/ST/PwBD categories considered against reserved positions.
8. Obtaining minimum qualifying marks in the written test does not confer any right or claim by the candidate for being shortlisted for further consideration or the final selection, as the same is related to number of positions, ratio applied and relative performance in respective categories.
9. Short listed candidates, in the ratio of 1:2 (two candidates for one post, with due cognizance to number of reserved posts) subject to securing minimum qualifying marks in the written test, will be required to undergo a SPPT. The SPPT for each discipline shall be conducted by a duly constituted committee.
10. In case of tie of marks in the written test for the last position on the Shortlist for SPPT, all such candidates shall be called for the SPPT, even if the total number exceeds the prescribed ratio. If such a situation arises anywhere before the last position while drawing a list, the last name/last few names, in proportion to the prescribed ratio, will get eliminated.
11. In SPPT, the technical skill/proficiency /physical ability to handle/operate the tools / equipment's of the respective discipline of the shortlisted candidates shall be assessed.
12. Category-wise Merit list shall be drawn on the basis of marks obtained in the written test from & out of the said short-list, only for such candidates declared FIT in the SPPT.
13. In case of tie of marks for the last position on the Merit List, the candidate with prior date of birth (senior by age) shall find a place in the Merit list. However, the name of the junior shall also be retained in the said Merit List, as the last name. If such a situation arises anywhere before the last position while drawing a list, the last name/last few names in the list, in proportion to the prescribed ratio, will get eliminated.
14. Ex-Servicemen candidates, if found suitable, will be considered against reserved vacancy irrespective of their position in Merit list (in order of merit within the category) on horizontal reservation policy.
15. The candidature of the applicant would be provisional and subject to subsequent verification of certificates/ testimonials, experience etc. At any stage of the selection process, if it is found that the candidate has furnished false or incorrect information, the candidature/appointment of the candidate will be cancelled.
16. Filling up of vacancies is solely at the discretion of the management based on suitability of candidates and no claim will arise for appointment, if some of these vacancies are not filled due to unsuitability of available candidates or insufficiency in number of candidates.
17. 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.

D. Reservation for SC/ST/OBC (Non – Creamy Layer):

1. Reservation of Posts for SC/ST/OBC (Non – Creamy Layer) will be in terms of numbers indicated above.
2. SC/ST/OBC (Non – Creamy Layer) candidates can be considered under General standard of merit against the un-reserved posts provided no relaxation in age, qualification etc. is availed of/extended to them.
3. For claiming the benefit of OBC (Non – Creamy Layer) category, the candidate should submit a latest caste certificate **(not more than six months old on the date of joining)** 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 and modifications issued vide OM No. 36033/1/2013-Estt.(Res.) dated 13-09-2017.
4. Candidates belonging to OBC category but falling in creamy layer 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. Relevant List can be viewed at http://www.ncbc.nic.in.

To be continued next page...

E. Reservation for candidates belonging to Persons with Benchmark Disability (PwBD) categories:

1. Reservations for PwBD category will be extended on horizontal basis, only in identified cadres/disciplines against number of identified posts notified, as prescribed below and as per Govt. guidelines. The identified posts along with categories of disability for engagement of PwBD candidates are as under :

Sl. No.	Posts	Categories of disability (40% or above disability)
1.	Junior Attendant	• PV: Low Vision (LV)/Partially Blind (PB). • PH: Partially deaf • PL: Musculoskeletal (OA - One Arm affected / OL - One Leg affected / OAL - One Arm and One Leg affected), Leprosy cured, Dwarfism, Acid Attack Victim, Cerebral Palsy • MD: A combination of above
2.	Junior Business Assistant	• PV: Low Vision (LV)/Partially Blind (PB). • PH: Partially deaf • PL: Musculoskeletal (OA - One Arm affected / OL - One Leg affected / OAL - One Arm and One Leg affected), Leprosy cured, Dwarfism, Acid Attack Victim, Cerebral Palsy • MD: A combination of above

P= Physical V=Vision H=Hearing L=Locomotors

2. PwBD candidates with less than 40% of permanent disability are not eligible. The candidates are required to submit a Disability Certificate issued by competent authority as per the Persons with Disabilities (Equal Opportunities, Protection of Rights & Full Participation) Amended Rules, 2009, failing which their candidature as PwBD candidates will not be considered.
3. PwBD candidates must be capable of performing the task assigned to them.

   Note: The above Advertised posts are not identified for Persons with Bench Mark Disability in the current recruitment and hence are not eligible to apply.

F. Minimum & Maximum Age Limit and Relaxations to SC/ST/OBC (Non – Creamy Layer)

1. Minimum 18 years and Maximum age shall be 26 years for General category candidates.
2. Mark sheet issued by a Board of Secondary Education for passing Matriculation (Class X) Examination shall be the only acceptable document in support of age. However, where date of birth is not mentioned in the Matriculation (Class X) Mark sheet of a Board, the date of birth may be verified from admit Card/passing Certificate of the Board.
3. Relaxation in upper age limit up to 5 years for SC/ST and 3 years for OBC (Non – Creamy Layer) candidates considered against reserved positions.
4. Relaxation in upper age limit by 5 years, in addition to all other age relaxations given to SC / ST/OBC (Non-creamy Layer) as per Government norms, will be given to those who had ordinarily been domiciled in the State of Jammu & Kashmir during the period from 01.01.1980 to 31.12.1989.

G. Other Concessions/Relaxations to SC/ST/OBC (Non – Creamy Layer)/PwBD:

1. The minimum prescribed qualification marks will be relaxed by 5% for candidates belonging to SC/ST/PwBD categories considered against reserved positions.
2. The minimum qualifying marks in the written test shall also be relaxed by 5%.
3. SC/ST/PwBD candidates appearing for Written Test and Skill/Proficiency/Physical Test will be reimbursed single second class rail fare from the nearest railway station from the mailing address to the place of Written Test and Skill/Proficiency/Physical Test (SPPT) and back by the shortest route on production of ticket, provided the distance is not less than 30kms.
4. SC/ST/PwBD candidates are exempted from payment of application fee.

H. Concessions and Relaxations to candidates belonging to Ex Servicemen candidates

1. Reservation for Ex Servicemen will be applied on horizontal basis, across all categories including disabled servicemen, as per Govt. guidelines, under respective categories.
2. An Ex-serviceman, who has put in not less than 6 months continuous service in Armed Forces, shall be allowed to deduct the period in Armed Forces service from his actual age which shall be his resultant age. The resultant age shall not exceed the prescribed maximum age by
   - more than 3 years for General Candidates
   - more than 8 years for disabled Defence services personnel belonging to SC/ST
   - more than 8 years for SC/ST, if considered against reserved positions
   - more than 6 years for OBC (Non-Creamy Layer), if considered against reserved position.
3. Work experience as prescribed of technical or professional nature is essential for being considered eligible
4. For Ex Servicemen, a declaration of same area of work experience will be sufficient and no work experience related document will be required
5. The criteria for full time regular course is not mandatory for 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.
6. Ex Servicemen claiming an equivalence in qualification shall be required to produce a copy of equivalence certificate issued by the concerned Ministry. Ex-Servicemen, who have obtained the Indian Armed Forces / Air Force / Navy certificates or corresponding certificate equivalent to the ITI in Electronics Mechanic / Instrument Mechanic / Electrician / Fitter / Machinist for the Post of Junior Operator Gr I would only be considered eligible.
7. Ex Servicemen candidates are exempted from payment of application fee.
8. Concessions regarding grant of travelling allowance to SC/ST candidates appearing for Written Test and SPPT will also be extended to disabled ex-servicemen.

I. Date of reckoning Eligibility criteria:

The date for the purposes of possession of qualification, experience and meeting age criteria shall be 31st May 2018.

J. Pay & Perks:

Besides Basic Pay and Industrial pattern of DA, the other allowances / benefits include HRA/subsidized housing accommodation (as per availability), Medical Facilities, Productivity/ Performance Related Pay, Gratuity, Contributory Provident Fund, Employees' Pension Scheme, Group Savings Linked Insurance, Group Personal Accident Insurance, Leave Encashment, Leave Travel Concession/LFA, Contributory Superannuation Benefit Fund Scheme, House Building Advance, Conveyance Advance/Maintenance Reimbursement, Children Education Allowance etc., as per Corporation rules.

K. Pre-Employment Medical and Physical Fitness:

Candidates are advised to ensure that they are 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 satisfy themselves of meeting the fitness criteria before starting the application submission process before they commence the application process. The guidelines shall be made available in the link provided in our Corporate Website **https://www.iocl.com/PeopleCareers/job.aspx** for On-line application

L. Application Fee:

1. General and OBC candidates are required to pay Rs.150/- (Rs. One hundred fifty only) as Application Fee plus additional Bank charges as applicable through the SBI Collect Payment Gateway through Online Transfer provided through the Portal ONLY. No other mode of receipt of payment shall be accepted.
2. Application of candidates for whom the application fee is not received by IOCL by the last date of receipt of applications, shall not be considered for selection process.

M. General Instructions:

1. Only Indian Nationals are eligible to apply.
2. The candidates must have an active e-mail id and mobile number, which must remain valid for at least next one year. All future communication with the candidates will take place through registered email id only.
3. Candidates are advised to carefully read the full advertisement for details of educational qualification and other eligibility criteria before submission of on-line application.
4. The candidates should have the relevant documents like percentage of marks obtained in the qualifying examination, caste/sub-caste certificate, date of issue, name of issuing authority, state of origin, etc. readily available with them before they commence the application process.
5. The OBC candidates who belong to “Creamy Layer” are not entitled for concession admissible to OBC (Non Creamy Layer) candidates and such candidates will have to indicate their category as Unreserved (UR).
6. Candidate employed in Government/Government Departments/PSUs/ Autonomous Bodies will be required to submit 'NO OBJECTION CERTIFICATE' at the time of Interview, failing which the candidate will not be

To be continued next page...

allowed to appear in the SPPT. Such candidates, if offered an appointment, shall be required to submit proper 'RELEASE ORDER' from their employer at the time of joining, without which they will not be allowed to join.

7. **Candidates need to apply for only one post as the written test for all the positions will be conducted on the same date and at the same time in all the test centers**.
8. Candidates not found to be meeting the prescribed eligibility criteria shall be rejected at any stage of the selection process.
9. Mere issuance of written test/SPPT call letter or reference for medical examination will not imply final selection of candidate, which may please be noted.
10. Candidates will be required to carry a Photo ID Proof for the Written Test and SPPT. The original Photo ID shall be checked and verified during the Tests. A self-attested photocopy of the same shall also be collected along with the admit card after the Written Test and SPPT. Candidates are advised to retain a copy of the Admit card / call letter for future reference. Valid Photo ID proof like Aadhar Card, PAN Card, Driving license, Voter ID card, Passport etc. shall be accepted. Candidates without valid Photo ID shall not be allowed to appear for the Written Test or SPPT.
11. Short-listed candidates have to bring all original certificates/testimonials/ mark sheets along with a latest passport size photograph and self-attested copies of certificates/mark sheets for checking on the date of Skill Proficiency Physical Test (SPPT). **Only candidates who are meeting all the eligibility criteria upon document verification shall be permitted for the SPPT.**
12. **Candidates can apply for one Post Code ONLY. Further, only one mobile number and one email ID can be used for applying for the post. The same mobile number and email ID cannot be used by any other candidate for filling online application for this notification**.

    All queries pertaining to recruitment including selection process may be addressed to Recruitment Team only through **mktsrorecruit@indianoil.in**
13. IOCL will not be responsible for any loss/ non-delivery of email/ any other communication sent, due to invalid/wrong email id/ contact details furnished by the candidate.
14. Management reserves the right to restrict the number of candidates to be called for written test/ SPPT, reject the application without assigning any reasons or change the number of posts.
15. Selected candidates shall have all-India transfer liability. All positions involve working in three shift duties on round the clock basis in plant area. Selected candidates may also be posted in any of the subsidiaries/Joint Ventures or any department of Government of India.
16. Reimbursement of 2nd class rail fare by the shortest route to examination centre for outstation SC/ST/PwBD candidates appearing for written test/ SPPT shall be made, provided the distance travelled is not less than 30 kms each way. Candidates travelling from the place other than the mailing address will not be paid Travelling Allowance.
17. Any request for change in Category (UR/SC/ST/OBC (Non Creamy Layer)/PwBD) once filled in the online application form will not be considered and accordingly concession / relaxation applicable will not be extended.
18. The reserved category candidates are required to submit the latest caste certificate/s in prescribed format applicable for appointment to posts under Government of India & issued by the competent authority at the time of SPPT if called for, in support of their claim.
19. In addition, the OBC (Non Creamy Layer) candidates will be required to submit a latest valid caste certificate (not more than six months old on the date of joining) in the prescribed format applicable for purpose of reservation in appointment to posts under Government of India / Central Government Public Sector Undertaking as contained in DoPT Memo no. 36012/22/93-Estt(SCT) dt. 15.11.93 from a competent authority.
20. Further, the OBC (Non Creamy layer) candidates will have to give a self-undertaking, at the time of SPPT/CPT in terms of DOPT memo No. 36012/22/93-Extt (SCT) dt. 8.9.93, if called for, indicating that they belong to OBC (Non Creamy Layer).
21. **All the candidates are requested to remain updated for the Written Test and SPPT Test date and Venue etc., by visiting IOCL website https://www.iocl.com/PeopleCareers/job.aspx regularly**.
22. In the event of non-receipt of application & processing fee from candidates for reasons whatsoever, his candidature will stand cancelled and no further communication on the same will be entertained.
23. Furnishing of wrong/false information will lead to disqualification and IOCL will not be responsible for any of the consequences of furnishing such wrong/false information. Since all the applications will be screened without documentary evidence, the candidates must satisfy themselves of the suitability for the position to which they are applying. If at any stage during the recruitment and selection process, it is found that a candidate has furnished false or wrong information or is found ineligible with respect to any of the eligibility parameters, his candidature will be rejected.
24. Admit card for written test downloaded from the website has to be duly signed by the candidate and photograph affixed and is required to be produced at the time of written test.
25. IOCL reserves the right to raise minimum eligibility standards and to increase/decrease the number of vacancies. IOCL also reserves the right to cancel / restrict / curtail / enlarge the recruitment process and / or the selection process there under without any further notice and without assigning any reason.
26. Wherever CGPA / OGPA or letter grade in a qualifying degree/diploma is awarded, equivalent percentage of marks should be indicated in the application form as per norms adopted by University / Institute. Please also obtain a certificate to this effect from University / Institute which shall be required at the time of SPPT.
27. Any canvassing directly or indirectly by the applicant will disqualify his candidature.
28. In case any dispute arises on account of interpretation in versions other than English, English version will prevail.
29. The question paper for the written test will be in English, Hindi, Tamil, Telugu, Kannada and Malayalam. If there is any variation between the English and Hindi, Tamil, Telugu, Kannada and Malayalam version of a question, English version is to be treated as authentic.
30. Request for change of center for written examination shall not be entertained.
31. Any further corrigendum/addendum would be uploaded only on our website **https://www.iocl.com/PeopleCareers/job.aspx.** The court of jurisdiction for any dispute will be High Court of Madras, Chennai.

N. How to Apply: On-Line Application Form

1. Before applying on-line, a candidate must have an active email ID and a mobile phone number which must remain valid for at-least twelve month period for future communication (including issue of call letters).
2. The candidate should have the relevant documents/certificates pertaining to age, qualification, caste, experience, Disability Certificate (where applicable) and scanned copy of Latest passport photograph and signature in jpg format (size not exceeding 50 KB) ready before applying on-line. The photo and signature in digital form will be required to be uploaded.
3. Candidates meeting the prescribed eligibility criteria for a post, may visit the website and apply on-line on IOCL website, which will remain open from 26th May 2018 to 16th June 2018.
4. Candidates are advised to carry a copy of the application with originals & self-authenticated copies of all testimonials and produce the same at the time of SPPT for verification.
5. Candidates shall note that the documents sent to any other address or sent as a registered letter/speed post, shall stand automatically rejected.
6. Further information regarding written examination, call letters, results, etc. shall be made available through this website/ over email. Candidates are, therefore, advised to keep visiting the Website regularly.
7. Canvassing in any form is liable to render the candidate ineligible. Queries, if any, may be addressed to the following e-mail id: **mktsrorecruit@indianoil.in** contact No. 044 - 28339013

Important Dates for Candidates:

Date of opening of Portal for receipt of On-Line applications	26th May 2018
Last date for submission of On-line applications	16th June 2018
Tentative date for Written Test	15th July 2018
Tentative date of uploading the result of shortlisted candidates of the Written test	30th July 2018
Tentative date for SPPT	16th to 18th Aug 2018
Tentative date of upload of Final Result	30th Sep 2018

Checklist of Documents to be uploaded. **Note:** For upload each document should be of Jpg / Pdf format not exceeding 100Kb size

1.	Proof of Date of Birth – Xth std /SSLC /Matriculation certificate / mark sheet mentioning the Date of Birth, School leaving certificate – duly self-attested
2.	Certificate of the prescribed educational qualification including semester-wise marks sheets - duly self-attested
3.	Attested copy of the Caste certificate in the prescribed format issued by the Competent Authority if applicable - duly self-attested
4.	Copy of service book, discharge certificate for Ex-servicemen
5.	Recent colour passport size photograph.
6.	Signature in black ink