



## India's Premier Maharatna Company Seeks Legal Maharatnas

### IndianOil requires 19 Experienced Law Officers

#### Frequently Asked Questions

S No.	Query	Reply
<b>About eligibility</b>		
1	How will IndianOil use CLAT-2014 score?	<p>IndianOil will use CLAT-2014 (for 2 year Post Graduate (LLM) programme) score for short listing candidates, desirous to take up career with IndianOil for further selection process consisting of Group Discussion / Group Task and Personal Interview (PI).</p> <p>We are using CLAT-2014 score in lieu of our own written test. Short listing will be done based on merit and also keeping in view the Government of India directive on reservations.</p> <p>We shall get the CLAT-2014 scores from the CLAT-2014 authorities. Gujarat National Law University (GNLU), Gandhinagar is the coordinating institute for CLAT-2014.</p>
2	Does one has to pay separate application fee to IndianOil?	<p><b>No.</b></p> <p>There is no separate <b>application fee</b> for applying in IndianOil. Candidates need to pay requisite fee at the time of filling-in and submitting CLAT-2014 form.</p> <p>Details about CLAT-2014 fees are mentioned in CLAT-2014 brochure and also the website of CLAT-2014 (<a href="http://www.clat.ac.in">www.clat.ac.in</a>).</p>
3	How will a candidate prepare for CLAT-2014	The structure of the examination and also the subjects covered are given in CLAT-2014 brochure and also on its website
4	I am a fresh Law graduate with no/few months of experience. Can I appear in CLAT-2014 for recruitment in IndianOil?	<p><b>No.</b></p> <p>One needs to have minimum 2 years of work experience in Law as on 30.06.2014 at the time of application.</p>
5	I appeared in CLAT last year. Do I need to write CLAT this year again for being considered for the position of Law Officer in IndianOil ?	<p><b>Yes.</b></p> <p>CLAT-2013 or previous CLAT score is not valid for this recruitment exercise in IndianOil</p>
6	I am a student of LLM and have two years of requisite experience. I took admission in LLM through CLAT only. Do I need to write	<p><b>Yes.</b></p> <p>IndianOil will consider only CLAT-2014 score for short-listing candidates for further selection process for Law Officers. It will not consider</p>

	CLAT-2014 once again for getting considered in IndianOil.	any previous CLAT score.
7	Is there any upper age limit for appearing in CLAT?	<p><b>No.</b></p> <p>CLAT does not have any upper age limit; but IndianOil has. General category candidates more than 30 years of age as on 30<sup>th</sup> June'2014 will not be considered for recruitment in IndianOil. Relaxations in age as prescribed by the Presidential Directive of Government of India will be extended to other category candidates.</p>
8	Is there any minimum % of marks requirement for appearing in CLAT-2014 and applying in IndianOil?	<p><b>Yes.</b></p> <p><b><u>For writing CLAT</u></b></p> <p>One needs to have minimum 55% (General/OBC/ PwD category) at graduation level (LLB or equivalent) to appear in CLAT-2014 (refer CLAT-2014 website).</p> <p><b><u>Applying in IndianOil</u></b></p> <p>IndianOil has a <b>stricter requirement. 60% or more marks at graduation for General and OBC category candidates is the minimum requirement. For other reserved category candidates, it is relaxed to 55% marks in qualifying degree examination ( ie LLB or equivalent).</b></p>
9	Is there any physical fitness criteria for appearing in CLAT and for applying in IndianOil	<p><b><u>For writing CLAT</u></b></p> <p>CLAT does not have any physical fitness criteria; but IndianOil has.</p> <p><b><u>For Applying in IndianOil</u></b></p> <p><b>The candidates wanting to appear in CLAT for recruitment in IndianOil must see the pre-employment medical fitness standard of IndianOil before proceeding with the CLAT-2014 application process.</b></p>
10	I am writing CLAT-2014 only for recruitment in IndianOil. If I want to change my CLAT-2014 examination venue or want to correct a mistake in CLAT-2014 form or if I do not receive my CLAT-2014 Hall Ticket and Roll Number, whom should I get in touch with?	<p>You have to get in touch with CLAT-2014 authorities. IndianOil does not have any control on conducting CLAT-2014 examination. Anything pertaining to CLAT-2014 examination needs to be dealt with CLAT-2014 authorities only.</p> <p>The procedure is enumerated in CLAT-2014 brochure. IndianOil's interaction with CLAT is limited to getting the scores of the candidates who have simultaneously applied in IndianOil.</p>
11	Can I apply to IndianOil before I get the CLAT-2014 Hall Ticket	<p><b>No.</b></p> <p>CLAT-2014 Hall Ticket will have your CLAT-2014 application number, roll number and control number etc.. You have to apply to IndianOil with all these numbers. Otherwise we shall not be able to retrieve your CLAT-2014 score. <b>In case of any mistake in mentioning</b></p>

		<b>any of these numbers at the time of on-line application, we shall not be able to consider the candidature of the applicant as his/ her score will not be retrieved from CLAT-2014 data base.</b>
12	Can I apply to IndianOil after appearing the CLAT-2014 examination (after May 11, 2014)?	<b>No.</b> On-line application module of IndianOil will be closed on May 11, 2014 ie. on the day of CLAT-2014 examination.
<b>About on-line application process</b>		
1	I do not have a printer attached to my PC which I am using for filling-in online application. Can I take print out of my application later after I submit the same on-line?	<b>Yes.</b> You can retrieve your application later and take print-out till <b>May 11, 2014</b> . It is the last date of receiving on-line application by IndianOil and on-line application module will be closed after this date. Print-outs must be taken before the site is closed.  One has to store his/ her unique application ID number and CLAT roll number safely for retrieving the same.
2	After submitting the application on-line, can it be viewed again?	<b>Yes.</b> It can be viewed till May 11, 2014, but no changes in application once submitted can be carried out.
3	Can any information submitted at the time of on-line application be changed?	The online application should be filled-in very carefully taking into account all the instructions. It is to be reviewed carefully before submission. However, in case of a serious mistake like wrong spelling in candidates name/ CLAT-2014 details/ date of birth/ category etc., the candidate must register a fresh application using a different e-mail id.
4	Where the university does not give percentage and only gives letter grades/CGPA/OGPA, how to fill-in the % of marks in the on-line application	The grade/CGPA should be converted into % as per conversion formula applied by the Institute/ University for awarding class/ division. In case of non availability of any such formula, IndianOil will have liberty to convert the letter grade/ CGPA into % by applying our own procedure as deemed fit.
5	I am not sure whether I fulfil the criteria for getting benefit under OBC category. What do I do?	The onus of proving that you are eligible to get the concession for belonging to OBC (non-creamy layer) rests on you. Couple of suggestions:  a. Checkout the latest central list of OBCs published by the National Commission for Backward Classes (NCBC). The relevant link is <a href="http://ncbc.nic.in/backward-classes/index.html">http://ncbc.nic.in/backward-classes/index.html</a> . For getting the benefit of reservation, the caste/ sub-caste/ community essentially has to be in <b>central list</b> .

		<p>b. Be very sure that <b>you do not belong to creamy layer</b>. Your OBC certificate must have a clear mention that you belong to non-creamy layer.</p> <p>c. OBC certificate has to be as per <b>proper format prescribed by Govt.of India</b>. In case your certificate is too old and not as per format, please get a new certificate issued by a competent authority.</p> <p>At the time of verification of the caste certificate at our end/ any time after recruitment, if it is found out that the candidate had obtained reservation benefits by submitting, false/ incorrect certificate/ information; his candidature will be cancelled/ he will be terminated from the service of the Corporation immediately.</p>
6	Who is entitled for relaxation/concessions admissible to Persons with Disability (PwD) candidates	<p>Persons with disability of 40% or more will get the benefits admissible to PwD candidates. It is necessary to have a valid disability certificate issued by the medical board constituted for the purpose and duly countersigned by the medical superintendent/ CMO/ Head of hospital.</p> <p>Candidates whose degree of disability is less than 40% are not entitled for any concessions admissible to PH candidates</p>