



[Frequently Asked Questions](#)

RAISE THE BAR OF EXCELLENCE

IndianOil requires 12 experienced Legal Professionals

Indian Oil Corporation Ltd. (IndianOil) is the largest commercial enterprise in India and the leading Indian Company in Fortune's prestigious 'Global 500' listing. Pursuing its Vision, IndianOil is transforming itself to emerge as **The Energy of India** and to become a **globally admired company**. It was adjudged as one of the **'Best Employers' in India** by Hewitt Associates and also a **'Great Place to Work'** by the Great Place to Work Institute, India.

IndianOil is looking for bright **legal professionals with minimum 2 years of experience** to support its journey of growth. **Eligibility criteria** regarding **educational qualifications, age and professional experience** is mentioned below:

Educational Qualifications

Minimum educational qualification for employment in above mentioned positions are:

- Candidates should have **passed qualifying degree examination and awarded bachelor's degree in Law (LLB or equivalent – full time programme)** from **recognized Indian Universities / Institutes**. The degree should also enjoy **recognition by the Bar Council of India**.
- Candidates (belonging to General and OBC category) should have **secured 60% or more marks** in qualifying degree examinations. It is **relaxed to 'pass class'** for SC/ST/PH candidates. In case any University/ Institute follows an evaluation system of awarding Letter Grade ('A' / 'B' / 'C' etc.) or Point Scale, a certificate from the University/ Institute establishing relationship between the Letter Grade (or Point Scale) with % of marks, should be submitted.

Professional Experience

- Candidates must have **minimum 2 years of work experience (as on 31st March, 2011) in the field of Law**. They need to produce following documents, in original or photocopy*, thereof duly attested by a Gazetted Officer, as proof of their work experience in the field of law:

A. Candidates practicing at the Bar

The following documents are required to be submitted:

- a) **Certificate evidencing award of degree** as mentioned above

* Where photocopy of any document is submitted, IndianOil reserves the right to require production of the original for due inspection

- b) **Copy of registration certificate with Bar Council of India**, and
- c) **Experience certificate** from solicitor/ advocate under whom the candidate is currently practicing

B. Candidates working with Law Firms/ Private/ Public Organisations or with Central / State Government

The following documents are required to be submitted:

- a) **Certificate evidencing award of degree** as mentioned above
- b) **Experience certificate from the current employer**

Age Limit

Maximum **30 years as on 30th June, 2011** for the General Category candidates. Age relaxation for OBC (Non Creamy Layer)/SC/ST/PH candidates will be applicable as per the Presidential Directive.

Important note:

Personal details (date of birth), educational qualification, experience profile of the shortlisted candidates etc. will be verified at the time of GD/GT and Personal Interview. The candidates not meeting the above mentioned criteria reading age, educational qualification, professional experience etc. will not be considered for further selection process. Any false/ miss-representation of information on the above mentioned parameters by any candidate will result in immediate rejection of his/ her candidature. The decision of the official in-charge of verifying the documents will be considered final in this regard.

Concessions/ Relaxations

- **Reservation** of posts for SC/ST/OBC (Non-Creamy Layer)/ PH (degree of disability 40% or above) will be maintained as per Government of India directives.
- Age relaxation to **OBC (non-creamy layer), SC/ST and PH** candidates will be extended as per the Presidential Directive. For getting the reservation benefits under OBC category:
 - The **name of caste and community** of the candidate must appear in the '**Central list of other Backward Classes**'
 - The candidates **must not belong to creamy layer**.
 - The candidates need to furnish their **OBC certificate as per the format prescribed** by Government of India and it must not be more that 6 months old.
- Age relaxation by 5 years for candidates **domiciled in Jammu & Kashmir** between 1.1.1980 and 31.12.1989.
- Age relaxation by 5 years for **Ex-servicemen & Commissioned Officers (including ECOs / SSCOs)** subject to rendering minimum 5 years' military service and fulfillment of other conditions prescribed by Government of India.

- Minimum percentage of marks in the qualifying degree examination is relaxed to **'pass class'** for **SC/ST/PH category candidates**.

Physical Fitness

Desirous candidates need to be **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'** before they commence the application process. The guidelines are available in the following link:

<http://iocl.com/PeopleCareers/Recruitment.aspx>

Selection and Placement

The selection methodology will comprise of the following:

- Candidates desirous of a career in IndianOil need to appear in **Common Law Admission Test (CLAT) – 2011 conducted by National Law Universities (NLUs) for the purpose of admission in post graduate programme (2 year LLM) in the National Law Universities**.
- Candidates meeting the other eligibility criteria will be shortlisted on the basis of CLAT-2011 score for **further selection process** comprising of:
 - **Group Discussion (GD) / Group Task (GT)**
 - **Personal Interview (PI)** for assessment of different facets of knowledge, skill, attitude and aptitude.
 - **Only CLAT-2011 score is valid** for this recruitment exercise. CLAT score of 2010 or prior to that, is not valid.

Candidates will have to **qualify through each stage** of selection process successfully, before being adjudged as suitable for selection.

Selected candidates shall have **all-India transfer** liability and may be posted to any Division / Unit / Subsidiary Company / Office of the Corporation.

General Category candidates will have to **execute a bond** of Rs.1,00,000 (Rs.25000/- for SC/ST/OBC & PH candidates) to serve the Corporation for a **minimum period of three years** from the date of joining.

Remuneration Package

Candidates will be selected as **Law Officers in grade 'A'** and will receive a **starting Basic Pay of Rs.24900/-per month**. In addition, the selected candidates will receive **Dearness Allowance (DA)** and **other allowances**, according to the rules of the Corporation in force, as amended from time to time.

Other allowances / benefits include HRA / subsidized housing accommodation (depending upon place of posting), medical facilities, performance related pay, gratuity, contributory provident fund, employees pension scheme, group personal accident insurance scheme, leave encashment, leave travel concession (LTC)/ LFA, contributory superannuation benefit fund scheme, house building advance(HBA), conveyance advance/ maintenance reimbursement, professional updation allowance, lap-top computer, children's education allowance etc. will be applicable as per rules of the corporation.

The maximum **Cost to Company (CTC)**, as on 31st December, 2010 is around Rs. 8.80 lakhs per annum inclusive of performance related pay (PRP).

How to apply

1. CLAT-2011 is scheduled on **15th May 2011**. For detailed information on CLAT-2011, interested candidates may log on to <http://www.clat.ac.in> or websites of other National Law Universities. Candidates need to **fill-in and submit** the CLAT-2011 application form as instructed by the CLAT-2011 authorities and wait for the **Hall Ticket to get the CLAT-2011 roll number. CLAT-2011 application form is also available on this website. The candidates may download the same, fill-in and send to CLAT office as per the direction motioned on CLAT website and application form.**
2. On receipt of CLAT-2011 roll number, the candidates need to apply to IndianOil **on-line. The relevant link will be made available from 12th April, 2011 at the 'Career' link of IndianOil website www.iocl.com.**
3. Candidates should **click on** the on-line application link, **read the instructions** carefully and **fill-in the on-line application form** giving accurate information including the **CLAT-2011 roll number**.
4. Upon completion, the candidate should submit the online application by clicking the **Submit** button at the bottom of the page. If the same is accepted, the system will generate a **unique application ID** along with the completed application form.
5. Candidate must take a **print out** of completed application, **affix** his/her recent passport size photograph, put his/ her **signature** at the space provided and keep with him/ her **safely** for future reference.
6. The passport size photograph affixed by the candidate should be the **same** submitted along with CLAT-2011 application form. In case the candidate is called for GD/GT and interview, he/she should come with this **printed application form**, along with **CLAT-2011 hall ticket** and **CLAT-2011 official score card**.
7. **14th May 2011** is the last date for receiving **on-line applications** by IndianOil.

CLAT-2011 application form is available on its website. There is no separate fee for applying to IndianOil

General Instructions

1. The candidates must have an **active e-mail id**, which must remain valid for at least next one year. All **future communication** with the candidates will take place through e-mail only. IndianOil will not be liable for any errors or omissions in the content of e-mail communication, which may arise as a result of e-mail transmission. The candidate shall be entitled to communicate through registered post at General Manager (HRD), Indian Oil Corporation Limited, 3079/3 Sadiq Nagar, J B Tito Marg, New Delhi – 110049, in case of arising any difficulty in email communication on account of reasons beyond the control of the candidate.
2. 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 application process. These details will be required at the time of filling-in the on-line application.

3. Wherever CGPA/OGPA/DGPA or Letter Grade in a degree is awarded, its **equivalent percentage of marks** must be indicated in the application form as per norms adopted by University / Institute.
4. PH candidates will be considered for selection against the **identified posts**.
5. Candidates belonging to OBC category, but coming in **creamy layer** will not be entitled to the benefit of reservation and should apply as General Category candidate.
6. Candidates **presently employed** in Government Departments / PSUs / Autonomous Bodies need to submit NOC from competent authority of their current employer at the time of interview.
7. Candidates not meeting the prescribed eligibility criteria, shall be **rejected** at any stage of the selection process
8. Candidates can go through the “**Frequently Asked Questions (FAQs)**” on the website of IndianOil. In case any particular query is not covered in the FAQs, the candidates can write to IndianOil at recruit2011@iocl.co.in

[Frequently Asked Questions](#)



IndianOil

Values at the core of our Business

Care . Innovation . Passion . Trust

IndianOil's application module will go-live on 12th April, 2011