



# Indian Oil Corporation Limited

(A Government of India Undertaking)

## Requires Officers in Human Resource, Corporate Communications & Fire & Safety Disciplines

Indian Oil Corporation Ltd. (IndianOil) , the largest commercial enterprise in India and the leading Indian Company in Fortune's prestigious 'Global 500' listing, is looking for bright result-oriented professionals to join its journey of growth.

Applications are invited from Qualified Professionals for positions in following disciplines:

1. Human Resource : 15 Posts
2. Corporate Communications : 10 Posts
3. Fire & Safety : 25 Posts

Interested Candidates are advised to read the full advertisement carefully before applying through the "On-line Application System" on [www.iocl.com](http://www.iocl.com)

**Post Code**      **QUALIFICATION**

**01      Human Resource**

2-year full time Post-Graduate Diploma / Masters Degree in Human Resource / Personnel Management / Social Work or equivalent qualification from a Government recognized Institute / University with minimum 60% marks or equivalent grade. ( Pass Class for SC/ST/PH Candidates)

**02      Corporate Communications**

2-years full time Post-Graduate Diploma / Masters degree in Journalism / Mass Communication / Public Relations or equivalent qualification from a Government recognized institute / University with minimum 60% marks or equivalent grade. ( Pass Class for SC/ST/PH Candidates)

**03      Fire & Safety**

Full-time Bachelor's Degree in Fire Engineering with minimum 65% marks or equivalent grade. ( Pass Class for SC/ST Candidates)

Post qualification relevant work experience will be desirable.

**AGE LIMIT : 26 years As on 31<sup>st</sup> December 2010. Persons applying for Fire & Safety Discipline will get age relaxation to the extent of post qualification work experience subject to maximum age limit of 30 years.**

### **Concessions / Relaxations**

Reservation of posts for SC/ST/OBC (Non-Creamy Layer)/PH (degree of disability 40% or above) as per Govt. Directives.

Age relaxation by 5 years for SC/ST, 3 years for OBC and 10 years for PH candidates.

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 Govt. of India.

Exemption from payment of application fee for SC/ST and PH candidates.

Minimum percentage of marks in the Qualifying Degree Examination is relaxed to pass class for SC/ST/PH category candidates as mentioned above against respective post.

Reimbursement of 2nd Class Rail fare by the shortest route, to outstation SC/ST & PH candidates on appearing for written test provided the distance traveled is not less than 30 km. (Candidates opting for examination centre other than the centre nearest from mailing address will not be paid TA.)

### **Selection Process**

The selection process will comprise of Written Test (objective type consisting of two parts - General Aptitude and Discipline Knowledge), Group Discussion / Group Task and Personal Interview for assessment of different facets of Knowledge, Skill, Attitude and Aptitude.

**Candidates applying for Fire Engineering will not be required to appear in the written test. They will be directly called for Group Discussion / Group Task and Personal Interviews.**

Candidates will have to pass through each stage of selection process successfully.

### **Pay & Perks**

Selected Candidates will get a monthly remuneration of Rs.34810/-p.m. (Basic Pay Rs.24900- plus DA Rs.9910/- on IDA pattern) in the scale of pay of Rs.24900-50,500/-.

Besides they will also be entitled for Performance Related Pay, Contributory Provident Fund, Gratuity, Employees Pension Scheme, Group Personal Accident Insurance Scheme, Superannuation Benefit Fund Scheme & HRA / subsidized housing accommodation (depending upon place of posting), Home Desk Top PC/Laptop, etc.

The other allowances / benefits under Cafeteria Approach include, Medical Facilities, Leave Travel Concession/ LFA, Contributory House Building Advance, Conveyance Advance / Maintenance Reimbursement, Professional Updation Allowance, Children's Education Allowance etc. as per rules.

The Cost-to-Company will be around Rs. 8.1 lakhs p.a.

### **Service Liability**

Selected candidates shall have all-India transfer liability and may be posted to any Division / Unit / Subsidiary Company / Office of the Corporation. They will have to execute a bond of Rs. One Lakh (Rs.25000/- for SC/ST/OBC & PH candidates) to serve the Corporation for a minimum period of three years from the date of joining.

### **How to Apply ?**

1. The "Online Application Form" requires details of Demand Draft, caste/sub-caste including date of issue & name of issuing authority, State of origin, experience etc. and percentage of marks obtained in the qualifying examination,

**You must have** the relevant documents / details readily available at the time of filling the online application form.

2. "LOG-ON" to IOC's Corporate Website [www.iocl.com](http://www.iocl.com)
3. Click on the link provided for On-line applications.
4. Read the instructions carefully and fill up the online application form giving accurate information.
5. While there is no application fee for SC/ST/PH candidates, General & OBC candidates are required to pay a non-refundable application fee of **Rs.300/-(Rupees three hundred only)** by Demand Draft drawn on State Bank of India, Service Branch (**Code No. 7687**) in favour of **INDIAN OIL CORPORATION LIMITED (REFINERIES DIVISION)** payable at New Delhi (enter the details of Demand Draft/Bankers Cheque/Pay Order details in the online application form) Candidates applying from Delhi may submit Pay Order/ Banker's Cheque instead of Demand Draft.
6. Upon submitting the application, "on-line", if the same is accepted, the system will generate a unique Registration number along with the completed application form.
7. **Upon completion of such registration process, candidates are required to take a printout of the Application, affix his/her passport size photograph, put his/her signature at the space provided and send the same along with Original Demand Draft, attested copies of certificates in support of qualification, experience, age,**

caste, disability etc. by ordinary post to the Advertiser, Post Box No. 3098, Lodhi Road Head Post Office, New Delhi – 110-003.

While sending the print out of the Application Form along with DD & other certificates and testimonials, please write the Test Centre opted for, Discipline applied and Category at the top left-hand corner of the envelope.

The envelope with documents must reach the above Post Box latest by 17<sup>th</sup> December 2010.

Applications not received or Applications received without photograph/ Demand Draft/ attachments/proper documents are liable to be rejected without any further communication.

7. The online registration of application commences on **25<sup>th</sup> Nov, 2010** and closes on **12<sup>th</sup> Dec, 2010**.

### **General Instructions**

1. The candidates must have an active e-mail id, which must be valid for atleast next 6 months.
2. On successfully submitting the “On-line” application an e-mail will be sent to the candidates on the mail id supplied by them to enable verification of the correctness of the e-mail ID furnished in the application form. In case the mail is not received, the candidate may re-check their mail ID furnished by them. In case of a correction the same may be intimated on our e-mail ID mentioned at point no. 4 below.
3. Call letters can be downloaded from IOC’s website [www.iocl.com](http://www.iocl.com) during last week of Dec 2010. Candidates called may also be intimated about this on the e-mail ID supplied by them in the on-line Application Form.
4. Candidates should carefully go through the details/ requirements mentioned herein. In case of any clarification, the candidates can write a query on [recref@iocl.co.in](mailto:recref@iocl.co.in)
5. Wherever CGPA/OGPA/DGPA or Letter Grade in a degree / diploma is awarded, its equivalent percentage of marks must be indicated in the application form as per norms adopted by University / Institute.
6. Candidates awaiting results as on date of submission of application will not be considered eligible.
7. PH candidates may be considered for selection against the Post Codes (01) & (02) only.
8. 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.
9. **Candidates presently employed in Govt. Deptt. / PSUs / Autonomous Bodies should first apply through Online Application Form and forward/submit the printout through proper channel. Such candidates will also be required to**

**submit NOC at the time of interview.**

- 10 Candidates have the option to obtain question papers for Written Test in English or Hindi. The candidates must specify this option in the column provided in the application form.
- 11 Candidates not found to be meeting the prescribed eligibility criteria shall be rejected at any stage of the selection process.
- 12 Requests for change of Examination Centre / Discipline will not be entertained.
- 14 **Written test is likely to be held on 09<sup>th</sup> January, 2011.**

*Values at the core of our Business*

*Care . Innovation . Passion . Trust*

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