



**INDIAN OIL CORPORATION LIMITED**  
Refineries Division  
**GUJARAT REFINERY**  
(A Govt. of India Undertaking)



**Advt. No. - JR/05/2019**

- On-line registration of application commences **on 10.10.2019 (10:00 Hrs) and closes on 30.10.2019 (17:00 Hrs).**
- The link to the on-line registration of the application has been hosted on the website [www.iocl.com](http://www.iocl.com)
- The Written Test is likely to be held in the month of **November 2019 at Vadodara.**

**Requirement of Experienced Non-Executive Personnel**

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 refinery unit at Vadodara (Gujarat).

**On-line Applications** are invited from bright, young and energetic persons of Indian Nationality for the following posts in the pay scale of **Rs.11,900-32,000/-**:

Code	Name of Post	Vacancies							
		Total	UR	EWS	SC	ST	OBC (NCL)	PwBD	ExSM
1001	Junior Engineering Assistant-IV (Production)	38	16	03	03	06	10	NA	As per Govt. guidelines

1. 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.
2. 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.

**A. Qualification & Experience Criteria:**

Post Code	Name of Post	Qualification (Full Time Regular Courses only from Indian Universities/ Institutes)	Area of Experience
1001	Junior Engineering Assistant-IV (Production)	3 years Diploma in Chemical/ Refinery & Petrochemical Engg. or B.Sc. (Maths, Physics, Chemistry or Industrial Chemistry) from a recognized Institute/ University with minimum of 50% marks in aggregate for General, OBC and EWS candidates & 45% in case of SC/ST candidates against reserved positions.	Minimum one year of post qualification experience in operation (rotating shift) of Pump House, Fired Heater, Compressor, Distillation Column, Reactor, Heat exchanger etc. in a Petroleum Refinery/ Petrochemicals/ Fertilizer/ Heavy Chemical/ Gas Processing Industry.

**B. Important Instructions:**

1. The prescribed qualification should be from a recognized Indian University/Institute as a regular full time course / Diploma course (including a sandwich diploma course with industrial training as part of the course; with no break) with minimum 50% marks (45% for SC/ST category candidates) in aggregate. Prescribed qualification shall be strictly adhered to.
2. Candidates possessing Diploma under recognized lateral entry scheme (Class-XII (Sc.)/ ITI admitted in 2nd year of Diploma course) shall also be considered eligible subject to meeting prescribed percentage of marks on the basis of aggregate of 4 semesters in the diploma course.
3. Qualification of MSc (Chemistry) shall not be considered a disqualification for the above mentioned Post. However, percentage requirement shall be applied on graduation level exam (BSc-PCM) only.
4. Candidates possessing higher professional qualifications such as Engineering Graduates/MBA/MCA/ CA/CS/ICWA/LLB or those claiming possession of a Qualification equivalent to the Qualification prescribed shall not be considered for the above post.
5. 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.
6. The candidature of the applicant would be provisional and subject to subsequent verification of certificates/ testimonials, etc.
7. Suppression of information regarding possession of 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.
8. Candidates who are registered with Local Employment Exchange(s)/ District Sainik Resettlement Board and meeting the prescribed eligibility criteria, whose names are sponsored to concerned Refinery Unit against this notification, are advised to apply Online, failing which their candidature will not be considered.
9. Ex-servicemen claiming an equivalence in qualification shall be required to produce a copy of equivalence certificate by the concerned Ministry.

**C. Opportunity for Women:**

1. No woman is permitted to work in or allowed to enter any building in which the 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. Accordingly, Women candidates will not be considered for vacancies in Production.

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

1. Reservation of Posts for SC/ST/EWS/OBC (Non – Creamy Layer)/ExSM candidates and relaxations thereof will be in terms of numbers indicated above / as per Govt. guidelines. Prescribed reservations for Ex-servicemen will be applied on horizontal basis as per Govt. guidelines
2. SC/ST/OBC 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 category, the candidate should submit a latest caste certificate 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 & 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>.
5. Candidates belonging to EWS category are required to submit an Income & Asset Certificate issued by Competent Authority prescribed under Point No.5 of the Department of Personnel & Training’s O.M. No.36039/1/2019-Estt(Res) dated 31.01.2019. Format is attached as **Annexure B**. If the candidates are not able to submit the Income & Asset Certificate along with supporting documents (listed in **Annexure A**), undertaking in this regard must be furnished. Format of undertaking is attached as **Annexure C**.

**E. Other Concessions/Relaxations to SC/ST/OBC & Ex-servicemen (ExSM) :**

1. The minimum qualifying marks will be relaxed by 5% in written test for candidates belonging to SC/ST categories against reserved positions.
2. SC/ST candidates called for Written Test and Skill/Proficiency/Physical Test will be reimbursed single 1Ind class rail fare from the nearest railway station of the mailing address to the place of Written Test and Skill/Proficiency/Physical Test and back by the shortest route on production of ticket, provided the distance is not less than 30 Kms.
3. SC/ST/ ExSM candidates are exempted from payment of application fee.

**F. Age limit/ Relaxation for candidates belonging to SC/ST/OBC/ Ex-servicemen (ExSM) :**

1. 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.
2. Minimum 18 years and Maximum age shall be 26 years for General candidates as on **30.09.2019**.
3. Relaxation in age upto 5 years for SC/ST and 3 years for OBC candidates considered against reserved positions will be allowed.
4. Relaxation to Ex-servicemen will be allowed as per Govt. Guidelines i.e in case of ExSM, Period of actual military service will be deducted from his actual age and if the resultant age does not exceed the maximum age limit by more than three years, he shall be considered to be fulfilling the age criteria.
5. ExSM candidates belonging to SC/ST/OBC categories shall be eligible for grant of cumulative age relaxation under the categories.
6. Age relaxation of a period equal to minimum years of experience notified against a post shall be allowed.
7. Period of an Apprenticeship training in an industry covered under the experience criteria notified in this advt. relevant to a post will be considered for relaxation in age.
8. Further, period of an Apprenticeship training in an industry covered under the experience criteria notified in this advt. relevant to a post may be considered as experience. However, in such cases, relaxation towards age shall not be available.

**G. Consideration for Ex-Apprentices**

1. Apprentices of IOCL completing apprenticeship training in any of IOCL Refineries **on or before 30.09.2019** are also eligible to apply.

**H. Date of reckoning Eligibility criteria:**

1. The date for the purposes of possession of qualification & experience and meeting age criteria shall be **30.09.2019**.

**I. Pay & Perks:**

1. 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.

**J. Selection Methodology:**

1. The selection methodology will comprise Written Test and a Skill/Proficiency/Physical Test (SPPT) which will be of qualifying nature.
2. A candidate will have to secure a minimum of 40% marks in the written test to qualify for further consideration.
3. The minimum qualifying marks in the written test will be relaxed by 5% for candidates belonging to SC/ST categories considered against reserved positions.
4. 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.

5. 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 Skill/Proficiency/Physical Test (SPPT). The SPPT shall be conducted by a duly constituted committee.
6. 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.
7. 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 who qualify in the SPPT.
8. 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.
9. 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.
10. 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.
11. 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.
12. 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.

**K. Pre-Employment Medical and Physical Fitness:**

1. 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. The guidelines are available in the following link :

[https://www.iocrefrecruit.in/iocrefrecruit/advert\\_pdf/Preemployment\\_Medical.pdf](https://www.iocrefrecruit.in/iocrefrecruit/advert_pdf/Preemployment_Medical.pdf)

**L. 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 engagement as an apprentice in the past shall also be required to declare the same with reasons for being declared UNFIT.

**M. General Instructions :**

1. 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. A candidate employed in Govt/Govt Departments/PSUs/Autonomous Bodies will be required to submit '*NO OBJECTION CERTIFICATE*' at the time of Written Test, failing which the candidate will not be allowed to appear in the Skill/Proficiency/Physical Test. 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.
3. General, OBC and EWS candidates are required to pay Rs.150/- (Rupees One hundred and fifty only) as application fee (non-refundable) through **SBI e-collect** only.

**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, scanned copy of colour 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 of IOCL [www.iocl.com](http://www.iocl.com) and apply on-line via '**What's New**' > **click on Requirement of Experienced Non-Executive personnel at Gujarat Refinery**. The website will remain open from **10.10.2019 (10:00 Hrs) and closes on 30.10.2019 (17:00 Hrs)**. Only online mode of applications will be accepted. All future communication with candidate will take place only through website / email / mobile phone.
4. After successfully applying / registering on-line applications, the candidates are advised to send the print out of on-line application form, duly signed by him along with all supporting documents (as Mentioned in the Checklist attached as **Annexure A**) & a photograph under self attestation, **by ordinary post** to **Dy. General Manager (A&W), Indian Oil Corporation Limited, P.O. Jawahar Nagar, Dist. Vadodara -391 320(Gujarat)** so as to reach us by **09.11.2019**.
5. If printout of the online application of a candidate is not received by the refinery unit applied for, by **09.11.2019**, his candidature shall be summarily rejected. Candidates should super scribe the Name of Post Applied for, name of the Refinery Unit and Post Code on the top of the envelope.

6. The Candidates shall ensure that the printout of the online applications are sent to the concerned authority at the Refinery Unit applied for. Application of candidate submitting online application for one Unit and sending the printout of the online application to other Unit shall be summarily rejected.
7. Candidates are advised to carry a copy of the online application form with originals & self-authenticated copies of all testimonials and produce the same at the time of SPPT for verification.
8. Incomplete applications, applications not supported by copies of relevant documents, applications not fulfilling the eligibility criteria or applications received after the last date of receipt of applications (in physical form) shall be treated as "Rejected".
9. Candidates shall note that the documents sent to any other address or sent as a registered letter, shall stand automatically rejected.
10. 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.
11. Canvassing in any form is liable to render the candidate ineligible. Queries, if any, may be addressed to the following e-mail ids & Contact Nos. given below.

**For Queries / Clarification(s)**

Contact No.: 0265-2238154; Email ID: jr-recruitment@indianoil.in

**Important Dates for Candidates:**

DATE OF OPENING OF ONLINE APPLICATION	: 10.10.2019
LAST DATE OF SUBMISSION OF ONLINE APPLICATION	: 30.10.2019
LAST DATE OF RECEIPT OF PRINTOUT OF ONLINE APPLICATION FORM ALONGWITH SUPPORTING DOCUMENTS	: 09.11.2019
TENTATIVE DATE OF WRITTEN TEST AT VADODARA	: 10.11.2019
LIKELY DATE OF PUBLICATION OF WRITTEN TEST RESULT	: 15.11.2019

**Canvassing in any form is liable to render a Candidate Ineligible**

**Be Aware of Frauds  
Recruitment in Indian Oil are undertaken only through Employment Exchange / Press Notifications**

Name: \_\_\_\_\_

Online Application No.: \_\_\_\_\_

Signature: \_\_\_\_\_

Sl. No.	Details of the relevant documents to be attached	Put tick (✓) mark
1	<b>Print Out of duly filled Online Application Form</b>	
2	<b>Proof of Date of Birth</b> (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.)	
3	<b>Photo Identity Proof</b> (Driving License/Voter Id/ PAN Card/ Adhaar Card/ Passport)	
4	Attested copy of 10 <sup>th</sup> /12 <sup>th</sup> (if applicable) Standard Mark Sheet and Board Certificate	
5	Attested copies of all Year-wise/ Semester-wise Diploma/Degree Mark Sheets and Final Diploma/Degree Certificate of relevant engineering discipline issued by the respective Board/ University.	
6	Wherever CGPA/OGPA or Letter Grade is awarded in the Diploma/Degree examination, its equivalent aggregate percentage of marks as per the norms adopted by University/Institute must be submitted.	
7	<b>Latest Caste/ Income &amp; Asset/ Discharge Certificates in Prescribed Proforma (wherever applicable)</b>	
(i)	Caste Certificate (OBC (NCL)/SC/ST) in the prescribed Proforma (mentioning applying for appointment to post under the Government of India).	
(ii)	Income & Asset Certificate in the prescribed proforma issued by competent authority	
(iii)	Discharge Certificate (applicable for ExSM candidates) in the prescribed proforma	
8	<b>Proof of requisite POST QUALIFICATION EXPERIENCE:</b>	
(i)	Experience Certificate <b>OR</b> Appointment Letter and Last Salary Slip/ Latest Salary Slip <b>OR</b> Release Order etc. issued by the employer.	
(ii)	Certificate from Organization/ Industry where the Apprenticeship Training has been completed successfully	
(iii)	No objection Certificate from employer in case employed with Govt./Semi Govt./PSU.	

**NOTE:**

The above documents **should mandatorily support the correctness** of all information submitted in the 'Online Application Form'. The candidate shall be wholly/exclusively responsible for the information provided & documents submitted.

All attested copies of the above relevant documents should be submitted by the candidate himself in **sealed envelope**. Candidate should write the Post Code & Name of Post Applied For and his name on top of the envelope.

**The candidature of those candidates who fail to submit the above documents/submit incomplete documents is liable to be rejected without any further correspondence in this regard.**

ANNEXURE B

Government of .....  
(Name & Address of the authority issuing the certificate)

**INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS**

Certificate No. \_\_\_\_\_

Date: \_\_\_\_\_

VALID FOR THE YEAR \_\_\_\_\_

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_ permanent resident of \_\_\_\_\_, Village/Street \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ in the State/Union Territory \_\_\_\_\_ Pin Code \_\_\_\_\_ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income\* of his/her family\*\*\* is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year \_\_\_\_\_. His/her family does not own or possess any of the following assets\*\*\* :

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari \_\_\_\_\_ belongs to the \_\_\_\_\_ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of Office \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_

Recent Passport size  
attested photograph of  
the applicant

\*Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

\*\*Note 2: The term 'Family' for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

\*\*\*Note 3: The property held by a "Family" in different locations or different places/sites have been clubbed while applying the land or property holding list to determine EWS status.



IndianOil

ANNEXURE C

## INDIAN OIL CORPORATION LTD.

Refineries Division

### DECLARATION for ECONOMICALLY WEAKER SECTIONS candidates

Name of the applicant \_\_\_\_\_

Post Code \_\_\_\_\_

Name of Post \_\_\_\_\_

Name of Refinery location  
for which application is made \_\_\_\_\_

As per the recent government guidelines for reservation for Economically Weaker Sections (EWSs)

- Persons who are not covered under the existing scheme of reservations for the Scheduled Castes, the Scheduled Tribes and the Socially and Educationally Backward Classes and whose family has gross annual income below Rs. 8.00 lakh are to be identified as EWSs for the benefit of reservation. Family for this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years. The income shall include income from all sources i.e. salary, agriculture, business, profession etc. and it will be income for the financial year prior to the year of application. Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWSs irrespective of the family income :
  - 5 acres of Agricultural Land and above;
  - Residential flat of 1000 sq. ft. and above;
  - Residential plot of 100 sq. yards and above in notified municipalities;
  - Residential plot of 200 sq. yards and above in areas other than the notified municipalities.
- The income and assets of the families as mentioned in para 1 would be required to be certified by an officer not below the rank of Tehsildar in the States/UTs.

**I hereby certify that**

- I have read the above and declare that I fulfill all the conditions mentioned in para 1 and I belong to EWS (Economically Weaker Section) as defined above.**
- If selected, at the time of joining, I would produce the required certificate/(s) from the Competent Authority.**
- I fully understand that if at the time of joining, I am not able to produce the requisite certificate/(s) proving my EWS status, then my candidature is liable to be cancelled.**
- The particulars given in this form are true to the best of my knowledge and belief.**

Date \_\_\_\_\_

Signature of the candidate \_\_\_\_\_

**PAYMENT PROCEDURE FOR GUJARAT REFINERY ADVT. NO. JR/05/2019**

**Recruitment of Non – Executive personnel at Gujarat Refinery**

1. Go to link <https://www.onlinesbi.com/sbicollect/icollecthome.htm>
2. Click on **I have read and accepted the terms and conditions stated above** checkbox and click on **Proceed**
3. Under **State of Corporate / Institution** – Select **“All India”**
4. Under **Type of Corporate / Institution** – Select - **PSU – Public Sector Undertaking**
5. Then Click on **Go**
6. In PSU/ Public Sector Undertaking Name select **Indian Oil Corporation Limited** and click **Submit**
7. Under Select Payment Category select **Gujarat Refinery**
8. Fill all fields in form and proceed for payment