



Affix latest
passport size
photograph.

INDIAN OIL CORPORATION LIMITED (Marketing Division)

Application form for employment under Special Recruitment Drive for SC/ST/OBC/PWD
Please use capital letter while filling up the form.

Advertisement No: IOC/MKTG/SRD/2015

01	Name of the post applied for (Refer instruction 1)	
02	Post code (Refer Instruction 1)	
03	State/Region for which applying (Refer instruction 1 and Please cross check with the post code)	
04	Name of Applicant	
05	Father's Name	
06	Address for correspondence (with PINCODE)	
07	Permanent address (with PINCODE)	
08	Sex	Male / Female
09	Category (Please Tick)	SC / ST / OBC(NCL) / GEN
10a	Whether the candidate belongs to PWD	Yes / No

10b	If yes, Please specify type of disability (Ref Instruction 2)	
10c	% of disability	
11a	Whether the candidate is Ex-Serviceman	Yes/No
11b	If Yes, Date of Joining Service	
11c	Date of Discharge from Service	
11d	Total period of service	
12	E mail address for correspondence	
13	Mobile number/Telephone Number	
11	Date of Birth	
12	Age on 01.09.2015	

13. Qualification (Since class 10th onwards)

Qualification	Month and year of passing	Duration of course	Whether regular or not	Division/% Marks obtained	Name of university/Institute

14. Post qualification experience:

Name of the organization	Designation held	Duration of experience		Total completed experience in term of month and year	
		From	To	Year	month

15. Do you want to use the service of Scribe? (applicable only for PWD category)	Yes/No
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16. Application fees particulars (Only for OBC categories)

DD Number	Amount	Date of issue	Name of Issuing Bank	Name of Drawer bank

16. List of document attached with this application

Sr NO	Particulars of self attested documents/Fees	Attached(Yes/no)
01	Date of Birth	
02	Educational qualifications(10 th onwards)	
03	Experience certificate, if applicable	
04	Caste Certificate, if applicable	
05	Disability Certificate , if applicable	
06	Applications fees of Rs 100/- if applicable	
07	Three copies of passport size photograph	

I hereby declare that the particular furnished above are complete and correct to the best of my knowledge and belief. I understand that if at any stage , it is found that the information given in the application is false or incorrect or I do not satisfy the eligibility criteria , my candidature/appointment is liable to cancelled.

Date :- _____

Place :- _____

Signature of the candidate

INSTRUCTIONS

1. Please Refer the following table for post code and Region/states before apply against each post.

POST RESERVED FOR PWD CATEGORY			
Name of the post/ Pay Scale	Post Code	Region	No of vacancies category wise break up in the Region
Jr Business Assistant Grade III Pay Scale Rs 11900 – 32000	1	Northern Region	2 (HH-01,OH-01)
	2	Eastern Region	3 (VH-01, HH-2)
	3	Western Region	1 (HH-1)
	4	Southern Region	3 (VH-01, HH-01, OH-01)
Jr Attendant (office) Grade I Pay Scale Rs 10500 – 24500	5	Eastern Region	5 (VH-02, HH-2, OH-01)
	6	Western Region	5 (VH-01, HH 02, OH 02)
	7	Southern Region	10 (VH-03, HH-03, OH-04)
POST RESERVED FOR SC/ST/OBC(NCL) Category			
Name of the post/ Pay Scale	Post Code	State	No of vacancies category wise in the State
Jr Business Assistant Grade III Pay Scale Rs 11900 – 32000	08	Maharashtra	01 OBC (NCL)
	09	Andhra Pradesh	01 ST
Jr Chargeman Grade III Pay Scale Rs 11900-32000	10	Andhra Pradesh	01 OBC (NCL)
Jr Operator Grade I Pay Scale Rs 10500 – 24500	11	Assam	01 SC
	12	Odisha	01OBC(NCL)
	13	Bihar	01 OBC (NCL)

2. Please see the following table for type and category of PWD Against post reserved for them.

Name of the post	Type of disability
Jr Business Assistant Grade III	VH (Visually Handicapped): Low Vision (LV)/Partially Blind (PB). OH (Orthopedically Handicapped/Locomotors Disability/Cerebral Palsy): (OA – One Arm affected / OL - One Leg affected / BL – Both Legs affected / OAL – One Arm and One Leg affected) HH(Hearing Handicapped): Partially deaf
Jr Office Attendant Grade I	VH (Visually Handicapped): Low Vision (LV)/Partially Blind (PB). OH (Orthopedically Handicapped/Locomotors Disability/Cerebral Palsy): (OA – One Arm affected / OL - One Leg affected / / OAL – One Arm and One Leg affected) HH(Hearing Handicapped): Partially deaf

3. Candidates need to send the application form duly filled in all respect, along with self attested photocopies of testimonial ((proof of age, education qualification, experience, caste certificate, disability certificate) and application fees to the specific address given against each post code through Ordinary post only:

Sr No	Name of the posts	Region/State of the posts	Post Code	Address to which application is to be sent.
01	Jr. Business Assistant Grade III	Northern Region	1	Post Box No 4590, Hauz Khas, New Delhi - 110016
02	Jr. Business Assistant Grade III / Jr. Attendant (Office) Grade I	Western Region / Maharashtra	3,6,8	Post Box No.: 8114, Bandra (East) Post Office, Mumbai – 400051.
03	Jr. Business Assistant Grade III / Jr. Attendant (Office) Grade I / Jr Operator Grade I	Eastern Region / Assam / Odisha / Bihar	2,5,11,12,13	Post Box No - 852, G.P.O. Kolkata – 700 001
04	Jr. Business Assistant Grade III / Jr. Attendant (Office) Grade I Jr. Chargeman Grade III	Southern Region / Andhra Pradesh	4, 7, 9, 10	Post Box No.3312, Nungambakkam MDO, Nungambakkam, Chennai - 600034

4. Candidates should send their typed/neatly handwritten application on plain paper (A4 size), duly filled and signed with date, in the prescribed proforma.
5. Candidate should keep at least 06 copies of the recent photograph which they need to paste on application, call letters and for various stages of selection procedure to avoid complications at later stage.