



## Now Shine With IndianOil 'Energy of India'

### IndianOil requires 18 Experienced Law Officers

#### Frequently Asked Questions

S No.	Query	Reply
<b>About eligibility</b>		
1	How will IndianOil use CLAT-2016 score?	<p>IndianOil will use CLAT-2016 (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-2016 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-2016 scores from the CLAT-2016 authorities. Rajiv Gandhi National University of Law (RGNUL), Patiala is the coordinating institute for CLAT-2016.</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-2016 form.</p> <p>Details about CLAT-2016 fees are mentioned in CLAT-2016 brochure and also the website of CLAT-2016 (<a href="https://www.clat.ac.in">https://www.clat.ac.in</a>).</p>
3	How will a candidate prepare for CLAT-2016	<p>The structure of the examination and also the subjects covered are given in CLAT-2016 brochure and also on its website</p>
4	I am a fresh Law graduate with no/ few months of experience. Can I appear in CLAT-2016 for recruitment in IndianOil?	<p><b>No.</b></p> <p><b>One needs to have minimum 2 years of full time work experience in the field of Law as on 30.06.2016. The experience period will be counted from the date of registration with the bar council and/or date of joining in the employment. <u>In both the above mentioned cases, experience will be considered from the Date of Announcement of Result of Qualifying Degree Examination. Internships during continuation of LLB program or before announcement of result of qualifying degree examination will not be considered as experience.</u></b></p>

5	I have completed my LLB examination in March, 2014. However, My final result was announced in August, 2014. I have been in active full-time employment in the field of Law since April, 2014. Hence, I have completed the requisite 2 years of professional experience as on 30 <sup>th</sup> June,2016. Am I eligible to apply in IndianOil	<p><b>No.</b></p> <p><b>Experience will be considered from the Date of Announcement of Result of Qualifying Degree Examination.</b></p> <p><b>Internships during continuation of LLB program or before announcement of result of qualifying degree examination will not be considered as experience.</b></p> <p>Since, result for LLB examination was announced in August,2014, the experience will be counted from August,2014 only. Considering this, you have not completed the requisite 2 years of professional experience in the field of Law as on 30<sup>th</sup> June, 2014.</p>
6	I appeared in CLAT in 2015. Do I need to write CLAT this year (2016) again for being considered for the position of Law Officer in IndianOil ?	<p><b>Yes.</b></p> <p>CLAT-2015 or previous CLAT score is not valid for this recruitment exercise in IndianOil</p>
7	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 CLAT-2016 once again for getting considered in IndianOil.	<p><b>Yes.</b></p> <p>IndianOil will consider only CLAT-2016 score for short-listing candidates for further selection process for selection as Law Officers. We shall not consider any previous CLAT score.</p>
8	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'2016 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>
9	Is there any minimum % of marks requirement for appearing in CLAT-2016 and applying in IndianOil?	<p><b>Yes.</b></p> <p><b><u>For writing CLAT</u></b></p> <p>As per CLAT-2016 brochure, candidates belonging to General/OBC/SAP(Specially Abled Person) categories needs to have minimum 55% in LLB or equivalent law examination. It is relaxed to 50% marks in case of candidates belonging to SC/ST categories at graduation level (LLB or equivalent examination) in order to appear in CLAT-2016..</p> <p><b><u>Applying in IndianOil</u></b></p> <p>The requirement in respect to minimum marks in qualifying degree examination (LLB or equivalent) for recruitment of Law Officers differs from requirement of CLAT-2016.</p> <p>For recruitment of Law Office in IndianOil, candidates are required to score minimum <b>60% or more marks at graduation (for General and OBC candidates). It is relaxed to 55% marks in qualifying degree</b></p>

		<b>examination (ie LLB or equivalent) for candidates belonging to SC/ST and PwD categories.</b>
10	I belong to General category and have obtained 59.99% in LLB degree examination. I also fulfil the experience criterion in the field of Law. Shall I be eligible for the position of Law Officer in IndianOil considering that 59.99% may be rounded off to 60%.	<b>No.</b> <b>Marks in qualifying degree examination will not be rounded off for deciding eligibility of any candidate.</b> Candidates belonging to General/ OBC (NCL) Category must have 60% marks (before rounding off) in qualifying degree examination. Similarly, a candidate belonging to SC/ST or PwD category must obtain 55% (before rounding off) in the qualifying degree examination.
11	Is there any physical fitness criteria for appearing in CLAT and for applying in IndianOil	<b><u>For writing CLAT</u></b> CLAT does not have any physical fitness criteria; but IndianOil has. <b><u>For Applying in IndianOil</u></b> <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-2016 application process. The said standard may be seen from:</b> <a href="http://www.iocl.com/PeopleCareers/Pre-employment Guiding Principles11th mar 2011.pdf">http://www.iocl.com/PeopleCareers/Pre-employment Guiding Principles11th mar 2011.pdf</a>
12	I am writing CLAT-2016 only for recruitment in IndianOil. If I want to change my CLAT-2016 examination venue or want to correct a mistake in CLAT-2016 form or if I do not receive my CLAT-2016 Hall Ticket and Roll Number, whom should I get in touch with?	You have to get in touch with CLAT-2016 authorities. IndianOil does not have any control on conducting CLAT-2016 examination. Anything pertaining to CLAT-2016 examination needs to be dealt with CLAT-2016 authorities only.
13	Can I apply to IndianOil before I get the CLAT-2016 Hall Ticket	<b>No.</b> CLAT-2016 Hall Ticket will have your CLAT-2016 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-2016 score. <b>In case of any mistake in mentioning 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-2016 data base.</b>
14	Can I apply to IndianOil after appearing the CLAT-2016 examination (after May 08, 2016)?	<b>Yes.</b> On-line application module of IndianOil will be closed on May 16, 2016 ie. However, On-line application module of IndianOil will be closed on 16 <sup>th</sup> May, 2016 and no candidate will be able to apply after closure of on-line application module. <b>No application outside the on-line module will be accepted.</b>

## About on-line application process

1	I do not have a printer attached to my PC which I am using for filling-in online application. Can I view my application and/or take print out of my application later after I submit the same on-line?	<p><b>Yes.</b></p> <p>You can retrieve your application later for viewing and for taking print-out as per convenience.</p> <p>However, one has to store his/ her unique application ID number and CLAT roll number safely for retrieving the same.</p>
2	Can any information submitted at the time of on-line application be changed?	<p>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-2016 details/ date of birth/ category etc., the candidate must register a fresh application using a different e-mail id.</p>
3	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	<p>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 be at liberty to convert the letter grade/ CGPA into % by applying our own procedure as deemed fit.</p>
4	I am not sure whether I fulfil the criteria for getting benefit under OBC category. What do I do?	<p>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:</p> <ol style="list-style-type: none"><li>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 the <b>central list</b>.</li><li>Be sure that <b>you do not belong to creamy layer</b>. Your OBC certificate must also have a clear mention that you belong to non-creamy layer.</li><li>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.</li></ol> <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; the candidature will be cancelled and he/she will be terminated from the service of the Corporation immediately.</p>

5	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 concessions admissible to PH candidates</p>
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