



## Indian Oil Corporation Limited

### Recruitment of CORPORATE COMMUNICATIONS OFFICERS through UGC-NET Examination of 10<sup>th</sup> July, 2016

#### Frequently Asked Questions

Sr No.	Query	Reply
<b>General Queries</b>		
1	How will IndianOil use UGC-NET Score?	IndianOil will get the score from UGC-NET examination of 10 <sup>th</sup> July,2016 in Mass Communication and Journalism paper directly from examination conducting authorities for those candidates, who have registered their candidature for recruitment in IndianOil using the valid <b>UGC-NET Roll/ Registration No.</b>  The UGC-NET score will have due weightage in the selection process along with GD/GT, PI and Language Proficiency Test.
2	Does one have to pay separate application fees to IndianOil?	<b>No.</b> There is no separate <b>application fee</b> for IndianOil.  However, the details of UGC-NET fees etc. are available in the UGC-NET website..
<b>About eligibility</b>		
1	UGC-NET conducts its examination in a number of subjects. Will scores from all the subjects be considered by IndianOil?	<b>No.</b> IndianOil will consider UGC-NET score from <b>Mass Communication and Journalism (Subject Code 63)</b> for recruitment to the post of Corporate Communication Officers. Please see the detailed advertisement on our website <a href="http://www.iocl.com">www.iocl.com</a> .
2	How will a candidate prepare for UGC-NET examination.	Subject-wise syllabus of UGC-NET examination is available in the brochure notifying UGC-NET (July,2016) examination. The same is available on <a href="http://www.cbsetnet.nic.in">www.cbsetnet.nic.in</a>
3	I appeared in UGC-NET examination in June/ December, 2015 this year and qualified in Mass Communication and Journalism subject. Do I need to write UGC-NET examination once again in July,2016?	<b>Yes.</b> UGC-NET score of July,2016 examination will only be considered valid for recruitment of Corporate Communication Officers in IndianOil under this advertisement.
4	Is there any upper age limit for appearing in UGC-NET?	<b>UGC-NET</b> examination is conducted for deciding eligibility for 'Assistant Professor' and also for 'Junior Research Fellowship (JRF)' at UGC approved Universities/ Institutes.  For JRF, the age limit notified by UGC-NET is 28 years as on 1 <sup>st</sup> July, 2016. There is no age limit for Asstt Professorship.

		The upper age limit of IndianOil has been clearly specified in our detailed advertisement hosted on our website <a href="http://www.iocl.com">www.iocl.com</a> .						
5	I belong to OBC (NCL) category. As per the details notified by UGC-NET, I am entitled for maximum 5 years relaxation in age for being considered for Junior Research Fellowship. Am I entitled for the same 5 years relaxation for recruitment in IndianOil.	As per the Government guidelines, the maximum relaxation extended to the OBC category candidates in recruitment is for <b>three (3) years</b> . Accordingly you will be entitled for a maximum 3 years relaxation in age for recruitment in IndiaOil.						
6	What are the different cut-off ages for recruitment in IndianOil through UGC-NET?	The cut-off age for recruitment of Corporate Communications Officer in IndianOil is <b><u>28 years as on 30<sup>th</sup> June,2016.</u></b>  Relaxation of maximum 3 years for candidates belonging to OBC category/5 years for SC/ST candidates and 10 years for PwD candidates is admissible as detailed in our advertisement.						
7	I shall write UGC-NET examination of 10 <sup>th</sup> July, 2016 for recruitment in IndianOil. Which option (JRF, Asst Professorship or both) should I choose while registering my application online.	<ul style="list-style-type: none"> <li>• If you are a candidate belonging to General category, then it does not make any difference if you apply for JRF or Asst Professorship. Cut-off age for JRF in UGC-NET is 28 years as on 1<sup>st</sup> July, 2016. There is no cut-off age for Asst Professorship.</li> <li>• However, if you belong to OBC (NCL), you are eligible for 5 years relaxation in UGC-NET where as it is only 3 years relaxation for recruitment in IndianOil. This aspect must be kept in mind while applying in IndianOil.</li> </ul>						
8	Is there any minimum % of marks in the qualifying degree examination required for appearing in UGC-NET examination and for recruitment in IndianOil?	<p><b>Yes.</b> For your ready reference, we give below the following comparison:</p> <table border="1"> <thead> <tr> <th><i>Eligibility Criteria</i></th> <th><i>Indian Oil Corporation Ltd</i></th> <th><i>UGC-NET</i></th> </tr> </thead> <tbody> <tr> <td>% of marks in qualifying degree examination</td> <td><b>Minimum 60% marks for General and OBC category candidates and 55% for SC/ST and PwD candidates</b></td> <td>Minimum 55% marks for General and OBC category candidates and 50% for SC/ST and PwD candidates</td> </tr> </tbody> </table>	<i>Eligibility Criteria</i>	<i>Indian Oil Corporation Ltd</i>	<i>UGC-NET</i>	% of marks in qualifying degree examination	<b>Minimum 60% marks for General and OBC category candidates and 55% for SC/ST and PwD candidates</b>	Minimum 55% marks for General and OBC category candidates and 50% for SC/ST and PwD candidates
<i>Eligibility Criteria</i>	<i>Indian Oil Corporation Ltd</i>	<i>UGC-NET</i>						
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9	I belong to General category and have obtained 59.99% in my qualifying degree examination in Mass Communication/ Journalism. I also fulfil the experience criterion in the field of Mass Communication/ Journalism. Am I be eligible for	<p><b>No.</b></p> <p><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 (without rounding off) in qualifying degree examination. Similarly, a candidate belonging to SC/ST or PwD category must obtain 55% (without rounding off) in</p>						

	the position of Corporate Communication Officer in IndianOil.	the qualifying degree examination.
10	I am a fresh Post Graduate in Mass Communication/ Journalism with no/ few months of experience. Can I appear in UGC-NET (July,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 Mass Communication/ Journalism or in related field as on 30.06.2016. <u>The experience period will be counted from the date of Announcement of Result of Qualifying Degree Examination. Internships during continuation of post graduation in Mass Communication/ Journalism program or before announcement of result of qualifying degree examination will not be considered as experience.</u></b></p>
11	I completed my Post Graduation in Mass Communication/ Journalism in March, 2014. However, my final result was announced in August, 2014. I have been in active full-time employment in the field of Mass Communication/ Journalism 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 Mass Communication/ Journalism program or before announcement of result of qualifying degree examination will not be considered as experience.</b></p> <p>Since, result for the qualifying degree 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 Mass Communication/ Journalism as on 30<sup>th</sup> June, 2016.</p>
12	Are there any medical fitness criteria for appearing in UGC-NET?	<b>No.</b> UGC-NET authorities have not notified any physical fitness criteria.
13	I have completed 1 year Post Graduate diploma in Mass Communication and Journalism. However, I have more than 5 years of relevant experience? Shall I be considered eligible on the basis of by strength of experience, which exceeds the minimum eligibility requirement of IndianOil?	<b>No.</b> Eligibility condition cannot be relaxed or traded against other eligibility condition. A candidate, for being eligible for recruitment as Corporate Communications Officer in IndiaOil requires to be eligible against all the eligibility criteria.
14	Are there any medical fitness criteria for recruitment in IndianOil?	<b>Yes.</b> Candidates are required to be medically fit for joining IndianOil. Therefore, candidates appearing UGC-NET examination with the sole purpose of recruitment in IndianOil must see the <b>Pre-Employment Medical</b> fitness standard of IndianOil before proceeding with the UGC-NET application process. The same is available at our website <a href="http://www.iocl.com">www.iocl.com</a> .

15	I am writing UGC-NET examination only for recruitment in IndianOil. If I want to change my UGC-NET examination venue or want to correct a mistake in UGC-NET form or if I face difficulty in downloading my UGC-NET papers carrying the Roll No, whom should I get in touch with?	You have to get in touch with UGC-NET authorities since IndianOil does not have any control on the same.
16	Can I apply to IndianOil before I UGC-NET Roll No.?	<b>No.</b> You have to apply to IndianOil with UGC-NET Roll number. Hence, you have to apply for UGC-NET first.
17	Can I apply to IndianOil after appearing the UGC-NET examination scheduled on 10 <sup>th</sup> July,2016	<b>No.</b> Please note that the on-line application module of IndianOil will close at 2400 hours on 10 <sup>th</sup> July,2016. Further, we do not have any provision to receive application off-line. Therefore, it is in your interest to apply well in advance.

### **About on-line application process of IndianOil**

1	I do not have a printer attached to my PC which I am using for filling-in online application. Can I take print out of completed application after submission later?	<b>Yes.</b> You can retrieve your application later and take printout. However, you have to preserve your unique application ID number and UGC-NET Roll number safely for retrieving your application to IndianOil.
2	After submitting the application on-line, can it be viewed again?	<b>Yes,</b> it can be viewed. However once submitted, no change in application can be carried out.
3	Can any information submitted at the time of on-line application be changed?	The online application should be filled-in very carefully taking into account all the instructions. You should also review it carefully before final submission. Once the application is finally submitted, no change in any field will be permitted
4	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	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 one may fill-in % of marks as per ones understanding. However, IndianOil will have the liberty to convert such CGPA/ Letter Grade to % of marks by applying its own procedure as consider right by it.
5	I am not sure whether I fulfil the criteria for getting benefit under OBC category. What do I do?	The onus of proving that you belong to OBC (non-creamy layer) rests on you. Couple of suggestions: a. 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 there in the central list. If the caste you belong to appears in a state list but not in the centralist, you are not eligible for getting the benefit of reservation. b. Be absolutely sure that you do not belong to creamy layer. Your OBC certificate must have

		<p>a clear mention that you belong to “<b>Non-Creamy Layer</b>”.</p> <p>c. OBC certificate has to be as per the format prescribed by Govt.of India. In case your certificate is too old and not as per format, please gets a new one issued by a competent authority.</p> <p><i>At the time of verification of the caste certificate at our end, during Personal Interview stage or at any stage thereafter, if it is found that the candidate has obtained reservation benefits by submitting, false/ incorrect certificate/information; he/she would not be considered for further selection process/ be terminated from the service of IndianOil immediately.</i></p>
6	Who are entitled for relaxation/concessions admissible to People with Disabilities (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 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 any concessions admissible to PwD candidates</p>
7	My name on UGC-NET Application is mentioned as Gupta S K while in my Class X pass certificate, the same has been mentioned as Sunil Kumar Gupta. Please advise how should I fill in my name while applying for IndianOil?	<p>One has to essentially mention the same name in your UGC-NET application and in the application to IndianOil. In case, there is a mismatch in names (including the way it is written), in UGC-NET/IndianOil application with that of a document like Class X/XII/ graduation mark-sheet the onus will be on the candidate to establish that both the names are of the same person. If IndianOil is not satisfied with the explanation/ proof provided, the candidature will be rejected.</p>
8	Where should I mail my complete application form?	<p>There is no need to mail the completed application anywhere. This application is to be brought at the time of GD/GT, Personal Interview and Language Proficiency Test .</p>
9	Is there anyway to apply off-line	<p>No! IndianOil will not entertain any off-line application</p>
10	How can I communicate with IndianOil, if I have any specific query?	<p>We have a two tier process for this. First, please call on the telephone numbers, given on your on-line application module. Most of the queries will be addressed at this level. In case you have queries, which cannot be replied by help-line or if their reply is not satisfactory, you may write to: <a href="mailto:recruit2016@indianoil.in">recruit2016@indianoil.in</a>.</p>