



Frequently Asked Questions (FAQs)



1. How do I apply?

Ans. The candidate has to first carefully read the full advertisement for details of educational qualification and other eligibility criteria, available on our website www.iocl.com and ascertain his/her eligibility. In case the candidate is meeting the eligibility criteria on all parameters, he/she should download the Application Form and submit his application **latest by 9th May 2016**.

2. What does it mean by **aggregate percentage**?

Ans. Aggregate percentage is the total percentage of a three year course (Diploma/ B.Sc.) i.e. Total Marks Obtained in 1st+2nd+3rd (in all subjects)/ Total Marks of 1st+2nd+3rd Year (all Subjects)*100

Year/Semester	Sub 1 (Marks obtd./Total Marks)	Sub 2 (Marks obtd./Total Marks)	Sub 3 (Marks obtd./Total Marks)	Total Marks Obtained in 1 st +2 nd +3 rd (in all subjects)	Total Marks of 1 st +2 nd +3 rd Year (all subjects)
1 st Year/ Semester	40/50	35/50	35/50	110	150
2 nd Year /Semester	30/50	30/50	30/50	90	150
3 rd Year/ Semester	42/50	37/50	40/50	119	150
				319	450
Aggregate Percentage = $(319/450) * 100 = 70.88\%$					

Note: the above example is only for the purpose of understanding. Candidates are advised to calculate the Aggregate Percentage on the basis of Marks Obtained in each year/ semester.

3. I do not meet the aggregate percentage criteria specified against the post I wish to apply for. Am I eligible to apply?

Ans. Only those candidates who meet the prescribed eligibility criteria including aggregate percentage criteria specified for GEN/OBC/SC/ST/PWD candidates against each post are eligible to apply. In case it is observed that the candidate has submitted wrong/false information regarding the aggregate percentage in his Application Form, his/her candidature will be immediately cancelled and he/she will not be allowed for further selection process.

4. I belong to reserved category; however I do not have requisite Caste Certificate. Will my candidature be accepted?

Ans. No. Candidates belonging to a reserved category must possess a valid Caste Certificate in the proforma prescribed by the Govt. and issued by Competent Authority only in order to claim benefit. The proforma of Caste Certificates for SC/ST/OBC are available on our website www.iocl.com. Candidates may also refer the same.

For claiming the benefit of OBC category, the candidate should submit latest caste certificate as per 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 and Training in the Government of India OM No. 36012/22/93-Estt. (SCT) dated 8.9.1993 and revised guidelines issued from time to time. Candidates belonging to OBC Category but falling in creamy layer are not entitled to OBC reservation benefits.

At the time of verification of the caste certificate at our end, if it is found out that the candidate has obtained reservation benefits by submitting false/ incorrect certificate/ information; he will be terminated from the service of IndianOil immediately.

5. I belong to OBC category. The name of my caste appears in the State list; however, the name of my caste is not appearing in the Common List/ Central List. Can I claim the benefit of OBC Category/ will my candidature be accepted as OBC Category candidate?

Ans. No. For getting the benefit of reservation, the caste/ sub-caste/ community essentially has to be in central list. If the caste you belong to appears in a state list but not in the central list, you are not eligible for getting the reservation benefits. Candidate can check the latest central list of OBCs published by the National Commission for Backward Classes (NCBC).

6. I belong to reserved category, but I wish to apply under 'Unreserved' Category. Can I apply against an un-reserved post?

Ans. Yes. A candidate belonging to reserved category may choose to apply under "Unreserved" category for the positions, provided they meet the age and qualification criteria applicable to unreserved candidates and indicate their category as "UR".

7. Who is entitled for relaxation/concessions admissible to Persons With Disabilities (PWD) candidates?

Ans. Persons with disability of 40% or more will get the benefits admissible to PWD candidates. It is necessary to have a valid Disability Certificate/ Medical Certificate issued by a Medical Board duly constituted by Central or State Government, attached to the Special Employment Exchange /Vocational Rehabilitation Centre for PWD or Head of concerned Department of a Government Civil Hospital satisfying the prescribed disability criteria. Candidates, whose degree of disability is less than 40%, are not entitled for any concessions admissible to PWD candidates.

8. I am an Ex-serviceman. Am I eligible to apply for the notified posts?

Ans. Ex-servicemen fulfilling eligibility criteria can apply against the above posts along with relevant service certificates, Discharge Certificate and qualification documents prescribed in the detailed advertisement. Ex-servicemen applying for the above vacancies must submit a certificate indicating the equivalence of their qualification to that advertised along with the Application Form.

9. I belong to SC/ST/PWD/Ex-servicemen category. Do I need to submit the Application Fee?

Ans. No. SC/ST/Ex-Servicemen/PWD candidates are exempted from payment of Application Fee, however they have to submit certificate pertaining to their category i.e. Latest Caste Certificate/ Disability Certificate (PWD)/ Discharge Certificate (XSM) (wherever applicable) along with the Application Form.

10. I do not belong to any Persons with disabilities (PWD) category. Can I apply for Post Code 03 – Jr. Engineering Assistant-IV (Mechanical-Pumps & Compressors) or for Post Code 04 - Jr. Materials Assistant-IV?

Ans. No. The post of Jr. Engineering Assistant-IV(Mechanical-Pumps & Compressors) is identified for Persons With Disabilities – Orthopedically Handicapped (**OH**) [OA-One Arm; OL-One Leg] **ONLY** while the post of Jr. Materials Assistant-IV is identified for Persons With Disabilities – Hearing Handicapped (**HH**) **ONLY**.

11. I belong to other than OH Category i.e. VH/HH. Can I apply for Post Code 06-Jr. Engineering Assistant-IV (Mech.-P&C)?

Ans. No. The post of Jr. Engineering Assistant-IV (Mech.-P&C) is identified for Persons With Disabilities belonging to Orthopedically Handicapped (OH) (OA-One Arm; OL-One Leg).

12. Is there any physical fitness criteria for any of the posts notified in your advertisement?

Ans. Yes. Candidates applying for the post of Jr. Engineering Assistant-IV (Fire & Safety) **must necessarily meet** the Minimum Physical Standards - Height - 165 CM, Weight - 50 Kg., Chest: Normal – 81 CM, Expanded – 86.5 CM, Eye sight normal without glasses, colour vision Normal, Free from any vertigo problem, disease of Heart, Lungs, Kidney and abnormal blood pressure, free from knock knee, flat feet, Squint eye and stammering in order to qualify for further selection process.

In addition, for all the posts, Candidates are advised to ensure that they are Medically Fit as per IndianOil's Pre-Employment Medical Standard. Candidates are advised to go through the "Guidelines and Criteria for Physical Fitness for Pre-employment Medical examination" before they commence the application process. The guidelines are available in the following link: http://www.iocl.com/PeopleCareers/Preemployment_Guiding_Principles11th_mar_2011.pdf

13. Do I need to fill all the fields in the Application Form?

Ans. Yes. All sections of the Application Form are mandatory and must be duly filled by the candidate to the best of his. Do not forget to provide complete details of your career to date along with brief and accurate details of your nature/ type of work. This will help us in understanding if your skills and experience match our job specification and requirement.

14. I have passed my qualification of Diploma/ ITI in March 2010 and I have work experience from November 2009 onwards. Will my experience of November 2009 be considered for the post I am applying for?

Ans. No. Experience obtained prior/before acquiring qualification will not be considered. For ex. If a candidate has passed Diploma/ ITI in March 2010, his/her experience will be counted from April 2010 onwards **only**. In this case, experience from November 2009 to March 2010 will not be considered.

15. I have two (02) years Company Training experience/ experience as a 'trainee'. Will my experience be counted?

Ans. No. Company Training period or experience as a 'trainee' shall not be counted towards experience. However, Apprenticeship Training in relevant Trade will be considered as experience, subject to submission of Certificate from Organization/ Industry where the Apprenticeship Training has been completed.

16. I am a Fresher/ I am in my Final Year of Diploma. Am I eligible to apply?

Ans. No. All the posts notified in our advertisement require post qualification experience as stipulated against each post.

17. I have been awarded CGPA/OGPA or Letter Grade in my Diploma examination.

Ans. Wherever CGPA/OGPA or Letter Grade is awarded in the Diploma/Degree examination, its equivalent percentage of marks and class/division must be indicated in the application form as per the norms adopted by University/Institute.

18. Can I submit a resume or hand written/ typed application instead of prescribed Application Form?

Ans. No. Only duly filled in applications in the prescribed Application Form hosted on our website www.iocl.com will be accepted. Application received in any other format apart will be rejected. The Application Form should be complete in all respect and is required to be submitted with all the necessary enclosures. Candidates are advised to go through the Check-list of documents to be submitted for the same.

19. Can I submit Application for two or more different posts?

Ans. No. Candidates have to apply for **ANY ONE POST** only. Candidates applying for more than one discipline will not be considered and such applications will be rejected.

20. I have registered my name with Local Employment Exchange i.e. Vadodara or ChhotaUdepur. Do I need to send my Application Form by 9th May 2016?

Ans. Yes. Candidates who are registered with Local Employment Exchange(s)/ District Sainik Resettlement Board/ Vocational Rehabilitation Centre for Persons With Disabilities (PWD) and meeting the prescribed eligibility criteria are advised to submit their duly filled in Application Form in the prescribed format, alongwith recent passport sized photograph affixed at the space provided, attested copies of all the following documents and Original Demand Draft/ Banker's Cheque (if applicable) to **Chief Human Resource Manager, Gujarat Refinery, Indian Oil Corporation Ltd., PO: Jawaharnagar, Dist: Vadodara – 391 320, latest by 09th May 2016**, failing which their candidature will not be considered.

21. Can I apply for any other post apart from those notified in the advertisement?

Ans. No. Candidates can apply **only for those posts** which have been notified in our advertisement.

22. What if I provide false/ incorrect details in my Application Form?

Ans. The candidature of the applicant would be provisional and subject to consequent verification of certificates/ testimonials. At any stage of the selection process, if it is found that the candidate has furnished false or incorrect information or suppressed any factual information at any stage of recruitment process, then the candidature of the candidate is liable to be cancelled.

23. I have not attached my recent passport size photograph along with my Application Form. Will my application be accepted?

Ans. No. Candidates must ensure that the applications are complete in all respect. Applications received without the recent passport size photograph affixed at the place provided in the Application Form will be rejected.

24. I have not signed at the space provided in the Application Form. Will my application be accepted?

Ans. No. Candidates must ensure that the applications are complete in all respect. Applications received without the signature of the candidate at the space specified in the Application Form will be rejected.

25. I have not attached the Original Demand Draft/ Banker's Cheque along with my Application Form. Will my Application be accepted?

Ans. No. Candidates must ensure that the applications are complete in all respect. Applications received without **original Demand Draft/ banker's Cheque** which is a proof of submission of Application Fee by the candidate will be rejected. This is applicable to **only General and OBC category candidates**.

26. Is any other mode of payment acceptable?

Ans. No. No other mode of payment shall be accepted apart from **ORIGINAL Demand Draft/ Banker's Cheque of Rs.150/- (Non-refundable) in favor of 'ACCOUNTS OFFICER, GUJARAT REFINERY', payable at State Bank of India, Bajwa Branch, (Branch Code – 0568), (IFSC Code – SBIN0000568) Vadodara**, towards the payment of Application Fee.

27. I have forgotten to attach one of the documents as mentioned in Point No. G(2) of the detailed advertisement along with the Application Form. Will my application be considered?

Ans. No. Incomplete application in any respect, applications without supporting documents or applications received after the due date will be rejected without any notice.

28. How should I submit my application? Do I need to submit the attested copies of documents?

Ans. The duly completed Application Form in the prescribed Proforma alongwith recent passport sized photograph affixed at the space provided, attested copies of all the following documents and Original Demand Draft (if applicable) are required to be submitted to **Chief Human Resource Manager, Gujarat Refinery, Indian Oil Corporation Ltd., PO: Jawaharnagar, Dist: Vadodara – 391 320, latest by 09th May 2016:**

- i. Proof of Date of Birth (Birth Certificate/ High School Certificate issued by State/Central Board)
- ii. Photo Identity Proof (Driving License/Voter Id/ PAN Card/ Adhaar Card/ Passport)
- iii. Mark-sheets of **all years/ semesters** starting from 10th Standard (Boards)
- iv. Final Degree/ Diploma Certificate.
- v. Latest Caste Certificate (applicable for SC/ST/OBC candidates) / Latest Disability Certificate (applicable for PWD candidates)/ Discharge Certificate (applicable for XSM candidates) in the prescribed proforma
- vi. Proof of requisite **post qualification experience** as stipulated above. Experience may be supported with Experience Certificate or Appointment Letter and Last Salary Slip/ Latest Salary Slip or Release Order etc. issued by the employer.
- vii. Copy of the relevant page of the last published Balance Sheet of the establishment **must be attached** with the physical application under self certification by the candidate wherever post qualification experience (mentioned in the advt.) is required to be in Large Industrial Establishments.
- viii. Certificate from Organization/ Industry where the Apprenticeship Training has been completed **and**
- ix. **ORIGINAL Demand Draft/Banker's Cheque** towards Application Fee (applicable for GEN & OBC candidates)

29. In case of any other query, how can I contact Gujarat Refinery?

Ans. For any other query, candidates may send the same to our e-mail id jr-recruitment@indianoil.in

Please appreciate that only such queries would be replied to, which are relevant and pertaining to this advertisement and have not been addressed above or detailed advertisement available on our site.