



Indian Oil Corporation Limited is the largest commercial undertaking in India and a Fortune “Global 500” Company with 119th global ranking in 2015. Indian Oil’s Marketing Division invites application from Scheduled Caste, Scheduled Tribe, Other Backward Classes (Non – Creamy Layers) and Person with Disability (PWD) candidates only to fill up the following vacancies as indicated below

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

Important Note:

1. SC-Scheduled Caste, ST- Scheduled Tribe, OBC (NCL) - Other Backward Classes (Non Creamy Layer), PWD- Persons with Disability.
2. Vacancies and reservation indicated here is tentative and may increase or decrease in the relevant categories at the absolute discretion of management and in compliance with Presidential Directives on reservation. Written test centre may change depending on numbers of candidates/other administrative reasons and will be conveyed to the applicant in due course.



3. Candidates who shall be recruited against vacancies reserved for PWD category can be posted anywhere in the respective Region whereas candidates recruited under vacancies reserved for SC/ST/OBC(NCL) category will be posted in the respective State for which vacancies have been specified. However, the employees of the corporation are liable to be posted anywhere in India in line with Business requirement of the corporation and as per policy prevailing from time to time.
4. In case any candidate wishes to apply for more than one post code, he/she has to submit separate application form for each postcode. However, in case written exam/trade test/interview is held at same time /or date for multiple post, he/she will be allowed to appear for one postcode only.
5. The degree of disability for a person in order to be eligible for any concession/benefit/reservation to PWD candidates would be 40% and above. A certificate from competent authority in prescribed form should be submitted by candidate in support of his/her candidature. The following types of disability under each category are eligible to apply for post reserved for PWD category:

Jr Business Assistant Grade III	<p>VH (Visually Handicapped): Low Vision (LV)/Partially Blind (PB).</p> <p>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).</p> <p>HH(Hearing Handicapped): Partially deaf</p>
Jr Office Attendant Grade I	<p>VH (Visually Handicapped): Low Vision (LV)/Partially Blind (PB).</p> <p>OH (Orthopedically Handicapped/Locomotors Disability/Cerebral Palsy): (OA - One Arm affected / OL - One Leg affected / OAL - One Arm and One Leg affected).</p> <p>HH(Hearing Handicapped): Partially deaf</p>

Qualification & Experience:

The minimum requisite qualification from Govt. recognized University/Board/ Institute as a regular student, the required minimum post qualification experience excluding training and age limit as on 01/09/2015 for each post is given below:-

JR Business Assistant Grade III		
Qualification	Experience	Age limit
<p>Second class Graduate or Graduate with Minimum 50% Marks in aggregate or equivalent (where University awards no class) from a recognized university as regular student.</p> <p>Computer typing speed of 40 w.p.m. for OBC(NCL) & 35 w.p.m for SC/ST. Applicants under PWD category will be exempted from Typing speed test.</p>	<p>Minimum 1-year post qualification work experience in the relevant field (excluding training) for OBC(NCL) and 8 months for ST candidates. The experience has to be from commercial enterprise/ manufacturing organisation /Govt Dept/ PSU.</p> <p>For PWD candidate's experience will not be a pre-requisite.</p>	<p>Minimum Age shall be 18 completed years as on 01.09.2015. Maximum age limit, which is 26 years as on 01/09/2015 for General category, is relaxable by 5 years for ST, 3 years for OBC candidates not belonging to creamy layer and 10 years for PWD candidates. Ex-Servicemen will be allowed to deduct the actual period of service in the armed forces of the Union plus three years subject to their qualifying as "ex-servicemen". Relaxation in upper age limit by 5 years will be given to those who had ordinarily been domiciled in the State Of Jammu & Kashmir during the period from 01.01.1980 to 31.12.1989. Maximum upper age limit shall be restricted to 50 years for SC/ST/OBC (NCL) candidates and 56 Years for PWD candidate's after availing all possible upper age relaxations.</p>



IndianOil

JR OPERATOR GR I		
Qualification	Experience	Age limit
SSC with ITI certificate (Govt recognized two year regular course or equivalent). Trades: <ul style="list-style-type: none"> • Electronics Mechanic • Instrument Mechanic • Instrument Mechanic (Chemical plant) • Electrical/Electrician • Maintenance Mechanic (Chemical Plant) • Attendant Operator (Chemical Plant) • Mechanic (Motor Vehicle) • Machinist • Fitter • Marine fitter • IT & Electronic System Maintenance. • Electronics • Instrumentation • Equipment Mechanical • Mechanical Equipment (Chemical) 	Minimum 1-year post qualification work experience in the relevant field (excluding training) for OBC (NCL) and 8 months for SC candidates. The experience has to be from commercial enterprise/ manufacturing organisation /Govt Dept/ PSU. Apprentice training under Apprentice act 1961 after ITI will be considered as experience subject to production of National Apprentice certificate.	Minimum Age shall be 18 completed years as on 01.09.2015. Maximum age limit, which is 26 years as on 01/09/2015 for General category, is relaxable by 5 years for SC and 3 years for OBC candidates not belonging to creamy layer. Ex-Servicemen will be allowed to deduct the actual period of service in the armed forces of the Union plus three years subject to their qualifying as "ex-servicemen". Relaxation in upper age limit by 5 years will be given to those who had ordinarily been domiciled in the State Of Jammu & Kashmir during the period from 01.01.1980 to 31.12.1989. Maximum upper age limit, after availing all possible upper age relaxations, shall be restricted to 50 years for SC/OBC (NCL) candidates.
JR CHARGEMAN GR III		
Qualification	Experience	Age limit
Diploma in Engineering (Govt recognized three year regular course or equivalent) in: <ul style="list-style-type: none"> • Electronics • Electrical • Instrumentation • Mechanical • Civil • Electronics & Communication 	Minimum 1-year post qualification work experience in the relevant field (excluding training) for OBC (NCL). The experience has to be from factory/ organization. Apprentice training under Apprentice act 1961 after Diploma will be considered as experience subject to production of National Apprentice certificate.	Minimum Age shall be 18 completed years as on 01.09.2015. Maximum age limit, which is 26 years as on 01/09/2015 for General category, is relaxable by 3 years for OBC candidates not belonging to creamy layer. Ex-Servicemen will be allowed to deduct the actual period of service in the armed forces of the Union plus three years subject to their qualifying as "ex-servicemen". Relaxation in upper age limit by 5 years will be given to those who had ordinarily been domiciled in the State Of Jammu & Kashmir during the period from 01.01.1980 to 31.12.1989. Maximum upper age limit after availing all possible upper age relaxation shall be restricted to 50 years for OBC candidates.
Jr Attendant (office) Gr I		
Qualification	Experience	Age limit
Intermediate (10+2)/Higher Secondary in any stream as a Regular student.	These positions are reserved for PWD candidate's only and experience will not be a pre-requisite for these positions.	Minimum Age shall be 18 completed years as on 01.09.2015. Maximum age limit, which is 26 years as on 01/09/2015 for General category, is relaxable by 5 years for SC / ST, 3 years for OBC candidates not belonging to creamy layer and 10 years for PWD candidates. Ex-Servicemen will be allowed to deduct the actual period of service in the armed forces of the Union plus three years subject to their qualifying as "ex-servicemen". Relaxation in upper age limit by 5 years will be given to those who had ordinarily been domiciled in the State Of Jammu & Kashmir during the period from 01.01.1980 to 31.12.1989. Maximum upper age limit shall be restricted to 56 Years for PWD candidate's after availing all possible upper age relaxations.

**Note:**

The minimum educational qualification has to be acquired through regular mode of studies only & Qualification acquired through distance mode or part-time shall not be considered. Candidates having professional degrees such as graduate in Engineering/ Post graduate degree in Management/ MBA or equivalent/ MCA or equivalent etc need not apply. They will not be considered. IOCL reserves the right to decide the professional nature of qualification for cases not stated here which shall be final and binding. Candidates from PWD category need not apply for the position of Jr Chargeman Grade III and Jr Operator Grade I considering nature of the job involved and if they apply against these positions, the same will not be considered. In case of Ex-serviceman, qualification equivalency certificate as per govt of India Instruction is required to be submitted.

Pay Scale & Emoluments:

Post under Grade I is in pay scale of Rs 10500 - 24500/- and Post under Grade III is in pay scale of Rs 11900 - 32000 /-. In addition to the Basic Pay, and D.A., HRA and other benefits like Provident Fund, Gratuity, Children Education Allowance, LTC / LFA, medical benefits, productivity / performance linked incentive, leave encashment, conveyance allowance, superannuation benefits, Post Retirement Medical Attendance benefits etc. shall also be admissible as per the rules of the Corporation

Selection Methodology:

The selection process would consist of three stages i.e. Written Test, Trade Test and Personal Interview for selection to the post of Jr Business Assistant Grade III and Written Test and Personal Interview only for selection to the post of Jr Chargeman Grade III, Jr Operator Grade I & Jr. Attendant (office) Grade I. Written Test will comprise of objective type questions on General Aptitude, General Knowledge, Simple Mathematics/Reasoning and question papers will be Bilingual i.e Hindi & English. Shortlisted candidates after written test will be called for Personal Interview/Trade test depending upon the post applied for. Trade test shall comprise of computer typing speed and/or computer literacy in MS Office. In the trade test, SC/ST candidates have to achieve the typing speed of 35 w.p.m. while OBC (NCL) candidates have to achieve the minimum typing speed of 40 w.p.m. for being eligible for personal interview. However, Candidates from PWD category shall be exempted from typing speed test and will be subjected to test in PC on computer literacy in MS Office only. Final selection from eligible candidates will be based on performance in written test/ trade test (where applicable) and personal interview.

General Instruction: How to apply

1. Candidates should send their typed/neatly handwritten application on plain paper (A4 size), duly filled and signed with date, in the prescribed proforma given in our website www.iocl.com (career -> latest job opening -> Special Recruitment Drive for SC/ST/OBC/PWD in Marketing Division).
2. Before applying, candidate should ensure that he/she is eligible as per the norms stipulated in the advertisement. If the candidate is found ineligible at any stage of recruitment process, he/she will be disqualified and their candidature will be cancelled without any further reference. Hiding of information or submitting false information may lead to cancellation of candidature at any stage of recruitment.
3. Candidates employed in Govt. Dept./ Public sector organizations can apply directly ,however they must submit NOC at the time of interview, if called for personal interview.
4. 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. Chageman Grade III	Southern Region / Andhra Pradesh	4, 7, 9, 10	Post Box No.3312, Nungambakkam MDO, Nungambakkam, Chennai - 600034

5. The envelope should be superscribed with the advertisement No and name of the post applied for with post code.
6. Only Matriculation/ SSC passing certificate/marksheets issued by the concerned education board will be considered as proof of date of birth. No other document will be accepted for verification of date of birth.
7. OBC (NCL) candidates will be required to deposit the non refundable application fees of Rs 100/- with their application form by way of crossed demand draft in favor of "Indian Oil Corporation Limited (MD)" payable at the place where the application is being sent. Application fees has to be submitted through Crossed demand draft only and no other mode of payment like money order/ Pay order/Cash etc will be accepted. If any candidate pays in other mode or means, IOCL will not be liable to refund or adjust the same and their candidatures are liable to be rejected.
8. Candidates from the SC/ ST/PWD/ Ex-Servicemen category shall be exempted from payment of application fee.
9. Candidates belonging to SC/ST/OBC (NCL) category should submit proper caste certificate duly signed by Competent Authority as per the proforma of Govt. of India along with the application. Further, OBC (NCL) certificate should not be more than 6 months old from the last date of submission of application and should, among others specifically mention that he/ she does not belong to creamy layer.
10. Those applications which are incomplete/not signed or not accompanied with application fees (wherever applicable)/requisite documents will be liable for rejection. Please note that applications sent by any other mode i.e courier or in person etc will not be accepted.
11. SC/ST/PWD candidates shall be reimbursed Travelling allowance as per extant rules.
12. Visually handicapped candidates/those candidates whose writing speed is affected by Cerebral Palsy can avail the assistance of SCRIBE for writing answer on their behalf. The scribe will be allowed to be used as per the guidelines issued vide Office Memorandum F No 16-110/2003-DD III dated February 26, 2013 of Govt of India , Ministry of Social Justice and Empowerment, Department of Disability Affairs, New Delhi.



Important points

1. Canvassing in any form will be considered a disqualification.
2. If the application is not submitted in line with Terms & Conditions, then the application is liable for rejection.
3. No change of category {like SC/ST/OBC (NCL)} or any other information will be allowed at any stage after making application. If any information found incorrect/ erroneous at any stage of recruitment procedure the candidature of the candidate shall be rejected.
4. Candidates of all categories, who will be offered appointment against this advertisement, need to join within 30 days of offer. IOCL shall have the full discretion to reject the candidature of any candidate who does not join within the prescribed period.
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.
6. If any candidate acquires professional qualification after making application but before the recruitment process is over, his/her candidature will not be considered further. IOCL reserve the right to reject such candidate at any stage of recruitment at its discretion.
7. Last date of receiving application is 02.11.2015. Candidates are requested to apply sufficiently in advance so as the application reach before the closing date. Corporation will not be responsible for delay or lost in transit of any application.

Application format available in this website i.e. www.iocl.com (career -> latest job opening -> Special Recruitment Drive for SC/ST/OBC/PWD in Marketing Division) and last date for receipt of filled in application by ordinary post only at the designated address is 02.11.2015