



Corporate HRD

IndianOil

Inter Office Memo

Ref: DP/7/6

Date: 6.9.2017

From: CGM (HRD) CO
For: ED (HR) Refineries Division
ED (HR) Marketing Division
ED (HR) Pipelines Division
CGM (CP&ES&HR) CO
GM I/c (HR) R&D Centre

Sub: Applying to posts advertised by Public Enterprise Selection Board (PESB)

Vide CO communication of even reference dated 26.5.2017; comprehensive guidelines was framed for processing of applications to posts advertised by PESB.

It has been observed that candidates are applying for the said posts very close to the cut-off date stipulated by PESB which precipitates hurried action both at Division level as well as Corporate Office. Further, the operation of the said guidelines also needed review to differentiate between posts internal to the Corporation (*i.e. Board-level positions in IOCL and CPCL*) and vacancies in other PSUs.

In view of the above, the following additional guidelines have been finalized for uniform implementation.

1. **Internal Cut-off Date:** Officers who wish to apply for posts advertised by PESB would be required to apply online at least 7 days before the last date (*with a minimum of 4 clear Corporate Office working days*). In case of application for posts internal to the Corporation, such application should be done at least 10 days in advance (*with a minimum of 7 clear Corporate Office working days*). Offline/ manual applications will not be considered for verification.
2. In case officers face technical difficulties while applying in the PESB portal, they would have to directly contact the PESB Help Desk (*at the contact telephone number/ email give in the website*). In order to create an enabling environment, necessary support by way of

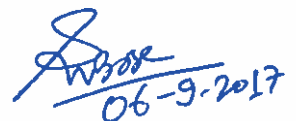
coordinating with PESB may be done by Divisional HR/ CO (HRD), *to the extent possible*. However, it would be the responsibility of the officer concerned to submit his application online within the timeline laid down above.

3. For internal posts (*i.e. Board-level posts in IOCL/ CPCL*), for wider publicity, a standard Broadcast email message (*as given below*) would be sent by respective Divisions, informing officers about the vacancy advertised by PESB. The Parent Division would also inform officers on deputation to Outside Organisations/ JVs/ Foreign Assignments separately.

Eligible officers desiring to apply for the position of _____, Indian Oil Corporation Limited/Chennai Petroleum Corporation Limited are requested to submit their online application at www.pesh.gov.in latest by the internal cut-off date of _____ so that duly verified applications can be forwarded to PESB within the due date, i.e. 1500 hours on _____. Applications received after the cut-off date would not be considered for forwarding to PESB.

In case of the position of Chairman, IndianOil, the said email shall be sent to all officers in Grade 1. For other positions, the email shall be sent to all officers in Grade G and above.

The above-mentioned guidelines are in addition to those already issued by Corporate Office on 26.5.2017. All officers may be suitably intimated on the guidelines mentioned in Para 1 and 2 above.


06-9-2017

(S K Bose)

Chief General Manager (HRD)

cc:

1. Dir (F)/ Dir (HR)/ Dir (PL)/ Dir (M)/ Dir (P&BD)/ Dir (R&D)
2. CGM & E.O to Chairman
3. Dir (R) Secretariat