



**INDIAN OIL CORPORATION LIMITED
(REFINERIES DIVISION)
(MATHURA REFINERY)**



07-01-2019

MR/HR/RECT/JEA(ALL INDIA)/2019

- On-line registration of application commences on **07-01-2019 (10:00 hrs)** and closes on **28-01-2019 (17:00 hrs)**
- The link to the online registration of the application has been hosted on the website www.iocl.com
- The written test is likely to be held in the month of **February 2019**

Requirement of Experienced Non-Executive Personnel

Indian Oil Corporation Limited, the largest commercial undertaking in India and a Fortune “Global 500” Company requires result oriented experienced personnel with initiative and enterprise for its Refinery unit at Mathura, Uttar Pradesh.

Online Applications are invited from bright, young and energetic persons of Indian Nationality for the following posts in the pay scale of Rs.11,900-32,000/- (pre revised).

S No	Name of Post	Post Code	Discipline	Vacancies				
				Total	UR	SC	ST	OBC (NCL)
1	Jr. Engineering Assistant-IV (Production)	A1 (101)	Chemical	14	09	03	0	02
2	Jr. Engineering Assistant-IV (Power & Utility)	A2 (102)	Power & Utility	02	01	0	0	01
3	Jr. Engineering Assistant-IV (Electrical)	A3 (103)	Electrical	08	05	02	0	01
4	Jr. Engineering Assistant-IV (Mechanical)	A4 (104)	Mechanical	10	07	0	01	02
5	Jr. Engineering Assistant-IV (Instrumentation)	A5 (105)	Instrumentation	08	02	02*	0	04*
Total				42	24	07	01	10

*Includes backlog of 01 SC reservation & 03 OBC reservation

Note:

- Some posts in all post codes are identified for Ex Servicemen (ExSM) and some posts in post codes A3 (103), A4 (104) & A5 (105) are identified for Persons with Benchmark Disability (PwBD) and reservation shall be applied on Horizontal basis, as per applicable Govt. guidelines.
- Positions are operated with work arrangements in one, two or three shifts. Incumbents may be required to perform duties in any of the work arrangements depending upon work requirements/exigencies.
- Number of vacancies including reservation indicated above is tentative and may increase or decrease in the relevant categories at the absolute discretion of the Management and in compliance with the Presidential Directives on reservation at the time of appointment.
- Petroleum Refining is a complex and hazardous process and candidates belonging to Persons with Benchmark Disabilities category (40% or higher) are not deployed. Such candidates may be considered only against identified positions.

The Rights of Persons with Disabilities Act 2016 - Section 2(r) defines “person with benchmark disability” as a person duly certified by the certifying authority with:

- not less than 40% of a specified disability where specified disability has not been defined in measurable terms and
- a disability where specified disability has been defined in measurable terms.

The candidates are required to submit a Disability Certificate issued by competent authority as per the Rights of Persons with Disabilities Rules, 2017, failing which their candidature as PwBD candidates will not be considered. PwBD candidates must be capable of performing the task assigned to them / take instructions using suitable aids and appliances. Appointment of candidates belonging to PwBD categories will be from categories below against identified posts under categories notified above:

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|--------------------------------------------------------------------------------------------------|------------------------------------------------|
| 1. PV-Low vision | P=Physical; V=Vision; H=Hearing; L=Locomotors; |
| 2. PH-Hard of hearing | O=Orthopaedic; |
| 3. PL-Musculoskeletal (OH-OA/OL), Dwarfism,
Acid attack victim, Cerebral Palsy, Leprosy Cured | OA=One Arm;
OL=One Leg |
| 4. Multiple (a combination of 1,2 or 3 above) | |
| 5. Deaf | |

Being a hazardous industry, deployment of PwBDs with other Disabilities may put such PwBDs at risk, hence not included.

A. Qualification and Experience Criteria

S No	Name of Post	Post Code	Qualification (only Regular Full Time Recognized Courses - From Indian Universities / Institutes)	Area of Experience
1	Jr. Engineering Assistant-IV (Production)	A1 (101)	3 years Diploma in Chemical/ Refinery & Petrochemical Engg. or B.Sc (Maths, Physics, Chemistry or Industrial Chemistry) from a recognized Institute/ University with minimum of 50% marks in aggregate for General & OBC candidates and 45% in case of SC/ST candidates against reserved positions	Minimum one year of post qualification experience in operation (rotating shift) of Pump House, Fired Heater, Compressor, Distillation Column, Reactor, Heat exchanger etc. in a Petroleum Refinery/ Petrochemicals/ Fertilizer/ Heavy Chemical/ Gas Processing Industry.
2	Jr. Engineering Assistant-IV (Power & Utility)	A2 (102)	3 years Diploma in Mechanical or Electrical Engg. from recognized Institute/ University & Boiler Competency Certificate (with class as may be prescribed by the Boiler Authority of the state); provided that in case of non-availability of sufficient number of candidates meeting the prescribed Parameters, candidates possessing the following qualification may also be considered: 1. Matric with ITI (Fitter) with Boiler Competency Certificate (with class as may be prescribed by the Boiler Authority of the state). 2. B.Sc. (PCM) with an	For candidates possessing Diploma/Matric with ITI (Fitter) & holding Boiler Competency Certificate or B.Sc. with Boiler Apprenticeship, <u>no further experience shall be required.</u> For candidates possessing only Diploma: minimum one year post qualification experience in operation of Industrial Boiler/HRSG/Thermal Power Station (DM Plant/ RO Plant/ Air Compressors/ Steam Turbines/ Gas Turbines cooling tower/ RO Plant/ Air Compressor in Petroleum Refinery/ Petrochemicals/ Heavy Chemical/ Fertilizers/ Power Plants/ large industrial establishment.

			<p>Apprenticeship Training in Boiler Trade.</p> <p>3. 3 years Diploma in Mechanical or Electrical Engg. from recognized Institute/ University with minimum of 50% marks in aggregate for General & OBC candidates & 45% in case of SC/ST candidates against reserved positions.</p> <p>Subject to the condition below: Candidate selected under Category (2) & (3) above and posted in Boiler Operations shall undertake to acquire Boiler Competency certificate within four years of joining the services of the Corporation.</p>	
3	Jr. Engineering Assistant-IV (Electrical)	A3 (103)	3 years Diploma in Electrical Engineering from a recognized Institute/ University with minimum of 50% marks in aggregate for General & OBC candidates and 45% in case of SC/ ST/ PwBD candidates against reserved/ Identified for PwBD positions.	Minimum one year of post qualification experience in operation/ maintenance of Power Generators/ Distribution Sub stations (LT & HT at 0.4 KV & 6.6. KV level or above respectively)/ Maintenance of HT/LT Switch gears (PCC/MCC)/ Transformers/ Motors/ ACBs / VCBs / UPS / Battery Chargers / Variable speed drives/ protective relays including electromagnetic/ Static/ Numerical relays in Petroleum Refinery/ Petro-chemicals / Heavy Chemical / Fertilizers/ Power Plants/ large industrial establishments.
4	Jr. Engineering Assistant-IV (Mechanical)	A4 (104)	3 years Diploma in Mechanical Engineering from recognized Institute/ University with minimum of 50% marks in aggregate for General & OBC candidates and 45% in case of SC/ST/PwBD candidates against reserved/ identified for PwBD positions or Matric with ITI in Fitter Trade with pass class.	Minimum one year of post qualification experience in maintenance/ overhauling of rotary equipment such as Compressors, Gas/ Steam Turbines, Boilers, Columns, Valves, Pumps, Mechanical Seals/ Dry gas seals, Bearings (Journal/ Anti-friction), Safety valves, etc. in Petroleum Refinery/ Petro-chemical/ Heavy Chemical/ Fertilizers/ Power Plants/ large industrial establishments.

5	Jr. Engineering Assistant-IV (Instrumentation)	A5 (105)	3 years Diploma in Instrumentation/Instrumentation & Electronics/ Instrumentation and Control Engineering from a recognized Institute/ University with minimum of 50% marks in aggregate for General & OBC candidates and 45% in case of SC/ ST/ PwBD candidates against reserved/ identified for PwBD positions.	Minimum one year of post qualification experience in Maintenance of Modern instrumentation control system like DCS, PLC with electronic field instrumentation, Control Valve, Smart Positioners, loop configuration, online analyzers condition monitoring, cabling, earthing etc. in a Petroleum Refinery/ Petrochemicals/ Heavy Chemical/ Fertilizers/ Power Plants/ Gas processing industry/ large industrial establishments.
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B. Important Instructions

1. The prescribed qualification should be from a recognized University/Institute as a regular full time course (Industrial training as part of the course with no break) with minimum 50% marks (45% for SC/ST and PwBD category candidates against reserved positions) in aggregate. A qualification acquired through Part-Time/ Correspondence/ Distance Learning mode shall render the candidate ineligible.

A Sandwich Diploma Course (with Industrial Training as part of the course with no break) shall be considered eligible.

2. Candidates possessing Diploma under recognized lateral entry scheme (Class–XII (Sc.)/ ITI admitted in 2nd year of Diploma course) shall also be considered eligible subject to meeting prescribed percentage of marks on the basis of aggregate of 4 semesters in the diploma course.
3. Qualification of MSc (Chemistry) for Post Codes A1 (101) & A2 (102) shall not be considered a disqualification. However, percentage requirement shall be applied on graduation level exam only.
4. Regular full time ITI (Fitter) course recognized by NCVT/SCVT shall also be considered.
5. Ex-Servicemen claiming an equivalence in qualification shall be required to produce a copy of equivalence certificate by the concerned Ministry.
6. The criteria for full time regular course shall not be insisted upon in case of Ex-Servicemen, provided they possess a requisite EQUIVALENT qualification that has been acquired during the service period and is recognized by AICTE/MHRD, GoI and have secured the prescribed minimum percentage of marks.
7. Candidates possess higher professional qualifications such as Engineering Graduates/MBA/MCA/ CA/CS/ICWA/LLB or those claiming possession of a Qualification equivalent to the Qualification prescribed shall not be considered for any of the above posts.
8. A candidate is allowed to apply for only one discipline. In case of receipt of more than one application for more than one discipline, all the applications will be rejected.
9. Qualification for the purpose of this clause would mean the qualification based on which candidature is offered or considered as claimed by a candidate. Prescribed qualification shall be strictly adhered to.
10. The candidature of the applicant would be provisional and subject to subsequent verification of certificates/testimonials, etc.
11. Suppression of information regarding possession of or pursuing higher qualification shall render a candidate ineligible for consideration at any stage of selection and termination at any time during employment, if recruited.

- 12.** Large Industrial Establishment would mean industrial/ manufacturing Units whose investment in plant & machineries exceed Rs.10 crores and which has been in operation.
- Candidates shall be required to attach a copy of the relevant page of the last published Balance Sheet of the establishment where they have worked/ are working with the physical application under self-certification by the candidate.
 - Candidates employed, directly or by or through any agency (including a contractor) by a Large Industrial Establishment shall also be eligible to apply, provided they furnish copy of the work order issued to the agency/contractor alongwith the relevant page of the balance sheet of the Large Industrial Establishment
 - For Ex Servicemen, a declaration of same area of work experience will be sufficient and no document will be required
- 13.** Candidates who are registered with Local Employment Exchange(s)/ District Sainik Resettlement Board and meeting the prescribed eligibility criteria, whose names are sponsored to Mathura Refinery against this notification are advised to apply Online, failing which their candidature will not be considered.
- 14.** A Person with a specified disability listed in the Schedule but not covered under Section 34 (1), if certified by a Certifying Officer as a person with disability of 40% or above, in terms of provisions of the Rights of Persons with Disabilities Act, 2016 shall be allowed concessions / relaxations available to PwBDs against post codes A3 (103), A4 (104) & A5 (105) only and if selected on merit against unreserved vacancies, he shall be declared successful. His candidature will not be considered / adjusted against reservation provided to PwBDs under Section 34 (1) of the Act of 2016.
- 15.** A PwBD candidate availing of any age-relaxation (no relaxation in eligibility qualification marks / in written test qualifying marks) shall be considered against unreserved vacancy in order of merit in the select list before being considered against a reserved post.
- 16.** Candidates are hereby informed that any Corrigendum/ Addendum etc. with regard to this advertisement will be made available on www.iocl.com only. Candidates are advised to refer to the above website periodically for updates. All future correspondence with respect to the advertised posts will be made only through sms or e-mail.

C. Opportunity for Women

1. No woman is permitted to work in or allowed to enter any building in which generation of gas from dangerous petroleum as defined in the Petroleum Act 1934, is carried on. No woman is allowed to work in LPG storage and handling area.
2. Also, Women candidates will not be considered against the cadres/work areas that require shift operations, 365 days in a year or necessitates undertaking work beyond 07:00pm (& upto 06:00 am).
3. Accordingly, Women candidates will not be considered for vacancies in Post Codes A1 (101) & A2 (102).
4. However, save as provided above, women shall be considered against identified posts/positions in other work areas i.e. Post Code A3 (103), A4 (104) & A5 (105).

D. Reservation for candidates belonging to SC/ST/OBC (Non Creamy Layer)/PwBD/ExSM Category

1. Reservation of Posts for SC/ST/OBC (Non Creamy Layer)/ PwBD/ ExSM candidates and relaxations thereof will be in terms of numbers indicated above/ as per Govt. guidelines.
2. SC/ST/OBC candidates can be considered under General standard of merit against the un-reserved posts provided no relaxation in age, qualification, written test marks etc. is availed of/ extended to them.
3. For claiming the benefit of OBC category, the candidate should submit a latest caste certificate in the format 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 & Training, Government of India OM No. 36012/22/93-Estt.(SCT) dated 08-09-1993 and modifications issued vide OM No. 36033/1/2013-Estt.(Res.) dated 13-09-2017.
4. Candidates belonging to OBC category but falling in creamy layer are not entitled to OBC reservation benefits. Accordingly such candidates may choose to apply against the UR positions provided they meet the age criteria applicable to UR category candidates and indicate their category as "UR". Indian Oil Corporation

Ltd. being a Central Public Sector Undertaking, only those communities that are mentioned in the common list of OBC approved by Central Government shall be treated as OBC for the purpose of reservation. Relevant List can be viewed at <http://www.ncbc.nic.in>

5. Reservations for PwBD category & ExSM candidates will be extended on horizontal basis, only in identified cadres/disciplines against number of identified posts notified, as prescribed below and as per Govt. guidelines. The identified posts along with categories of disability for engagement of PwBD candidates are as under:

S No:	Name of Post (A)	Post Code (B)	Discipline	Category of Disability
1	Jr. Engineering Assistant-IV (Electrical)	A3 (103)	Electrical	a) PV-Low Vision b) PH- Hard of Hearing` c) PL-Musculoskeletal(OH-OA/OL), Dwarfism, Acid Attack Victim, Cerebral Palsy, Leprosy Cured d) Multiple – Combination of above
2	Jr. Engineering Assistant-IV (Mechanical)	A4 (104)	Mechanical	
3	Jr. Engineering Assistant-IV (Instrumentation)	A5 (105)	Instrumentation	

P= Physical
L=Locomotors

V=Vision
O=Orthopaedic

H=Hearing
H=Handicap

6. PwBD candidates with less than 40% of permanent disability are not eligible. The PwBD candidates are required to submit a Disability Certificate issued by competent authority as per the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Amended Rules, 2017, failing which their candidature as PwBD candidates will not be considered. Persons with Disabilities must be capable of performing the task assigned to them.

E. Concessions for candidates belonging to SC/ST/PwBD/ExSM categories

1. The minimum qualifying marks in eligibility qualification will be relaxed by 5% for candidates belonging to SC/ST/PwBD categories considered against reserved positions.
2. The minimum qualifying marks in the written test to be taken by SC/ST/PwBD candidates shall also be relaxed by 5% against reserved positions.
3. SC/ST/PwBD candidates appearing for Written Test and Skill/ Proficiency/ Physical Test will be reimbursed single second class rail fare from the nearest railway station of the correspondence address to the place of Written Test & Skill/ Proficiency/ Physical Test and back by the shortest route on production of ticket, provided the distance is not less than 30 kms.
4. SC/ST/PwD/ExSM candidates are exempted from payment of application fee.

F. Minimum & Maximum Age Limit and Relaxations to SC/ST/OBC(NCL)/PwBD candidates

1. Certificate issued by a Board of Secondary Education for passing Matriculation/Higher Secondary shall be the only acceptable document in support of proof of age, for candidates of all categories.
2. Minimum 18 years and Maximum age shall be 26 years for General category candidates.
3. Relaxation in age upto 5 years for SC/ST and 3 years for OBC(NCL) candidates considered against reserved positions.
4. PwBD candidates will be allowed age-relaxation upto 10 years (upto 15 years for SC/ST and upto 13 years for OBC(NCL) candidates), if considered against reserved positions. However, a PwBD candidate availing of only age relaxation will be entitled to be first considered against a unreserved post, in order of merit in the select list, before being considered against a reserved post.
5. Additional age relaxation of a period equal to minimum years of experience notified against a post shall be allowed to all category candidates.

6. Relaxation in age to Ex-servicemen will be allowed as per Govt. Guidelines i.e. in case of ExSM, Period of actual military service will be deducted from his actual age and if the resultant age does not exceed the maximum age limit by more than three years, he shall be considered to be fulfilling the age criteria.
7. PwBD / ExSM candidates belonging to SC/ST/OBC categories shall be eligible for grant of cumulative age relaxation under the categories.
8. The period of apprenticeship training in respect of candidates who have successfully completed Apprenticeship training under Apprentices Act, 1961 / Apprentices (Amendment) Act, 1973 in the relevant trade /discipline in any of IOCL Refineries or Industries as specified above in the Essential Qualification & Experience criteria for the relevant post shall be considered as experience. Age relaxation equivalent to the period of Apprenticeship training shall be given to Apprentices, to the extent of period of experience (as notified in the advt.). However, no additional age relaxation will be allowed on account of experience.
9. Work experience as prescribed of technical or professional nature is essential for being considered eligible.
10. Maximum relaxation of one year in age will be given to candidates possessing Boiler Competency Certificate & being considered for the post of JEA IV (P&U).

G. Date of reckoning Eligibility criteria:

The date for the purposes of possession of qualification, experience and meeting age criteria shall be **31-12-2018.**

H. Pay & Perks

Besides Basic Pay and Industrial pattern of DA, the other allowances / benefits include HRA/subsidized housing accommodation (as per availability), Medical Facilities, Productivity/ Performance Related Pay, Gratuity, Contributory Provident Fund, Employees' Pension Scheme, Group Savings Linked Insurance, Group Personal Accident Insurance, Leave Encashment, Leave Travel Concession/LFA, Contributory Superannuation Benefit Fund Scheme, House Building Advance, Conveyance Advance/Maintenance Reimbursement, Children Education Allowance etc., as per Corporation rules.

I. Selection Methodology:

1. The selection process will comprise of Written Test and a Skill/Proficiency/Physical Test (SPPT) both of which will be of qualifying nature.
2. A candidate will have to secure a minimum of 40% marks in the written test to qualify for further consideration.
3. The minimum qualifying marks in the written test will be relaxed by 5% for candidates belonging to SC/ST/PwBD categories against reserved positions.
4. Obtaining minimum qualifying marks in the written test does not confer any right or claim by the candidate for being shortlisted for the SPPT or the final selection, as the same is related to number of positions, ratio applied and relative performance in respective categories. Subsequent to Written Test, the documents/ testimonials of the candidates who qualify the Written Test shall be scrutinized to check the eligibility w.r.t. age, qualification, post qualification experience etc.
5. Thereon, only candidates who meet all eligibility criteria w.r.t age, qualification, post qualification experience criteria etc , will be shortlisted to undergo the SPPT in the ratio of 1:2 (with due cognizance to no. of reserved posts) subject to securing minimum qualifying marks in the written test. The SPPT for each discipline shall be conducted by a duly constituted committee.
6. In case of tie of marks in the written test for the last position on the Shortlist for SPPT, all such candidates shall be called for SPPT even if the total number exceeds the prescribed ratio. If such a

situation arises anywhere before the last position while drawing the list, the last name/last few names, in proportion to the prescribed ratio will get eliminated.

7. Category-wise Merit list shall be drawn on the basis of marks obtained in the written test from & out of the said short-list; only for such candidates who qualify in the SPPT.
8. In case of tie of marks for the last position on the Merit List, the candidate with prior date of birth (senior by age) shall find a place in the Merit List. If such a situation arises anywhere before the last position while drawing a list, the last name/last few names in the list, in the proportion to the prescribed ratio, will get eliminated.
9. Candidates, who have availed of concession in Age, Eligibility qualification marks or in Written Test qualifying marks, as is available to a category, will be considered against reserved positions, irrespective of their position in select list(in order of merit within the category)
10. PwBD and Ex-Servicemen candidates, if found suitable, will be considered against reserved vacancy irrespective of their position in the Merit List (in order of merit within the category) on horizontal reservation policy.
11. The candidature of the applicant would be provisional and subject to further verification of certificates/testimonials, experiences etc. At any stage of the selection process, if it is found that the candidate has furnished false or incorrect information, the candidature/ appointment of the candidate will be cancelled.
12. Filling up of vacancies is solely at the discretion of the Management based on suitability of candidates and no claim will arise for appointment, if some of the vacancies are not filled due to unsuitability/ insufficient number of candidates.
13. Vacancies advertised are based on future attrition analysis and hence candidates selected after medical examination, shall be issued Offer of Appointment , in the order of merit, on the basis of actual generation of vacancies.
14. The decision of the management will be final and binding on all candidates on all matters relating to eligibility, acceptance or rejection of the applications, mode of selection and cancellation of the selection process, etc. No correspondence will be entertained in this regard.

J. Pre-Employment Medical and Physical Fitness

Candidates are advised to ensure that they are medically fit as per IndianOil's pre-employment medical standard. Candidates are advised to go through "Guidelines and Criteria for Physical Fitness for Pre-Employment Medical Examination" and satisfy themselves of meeting the fitness criteria before starting the application submission process or before they commence the application process. The guidelines are available in the following link:

https://iocl.com/PeopleCareers/Pre-employment_Guiding_Principles11th_mar_2011.pdf

K. Liability to Declare

1. Candidates with reported ailments, deficiencies or abnormalities and also those with finding of not meeting the physical fitness criteria as above, shall make a declaration to this effect while submitting their application.
2. A candidate found UNFIT during medical examination conducted by any Refinery Unit while seeking engagement as an apprentice in the past shall also be required to declare the same with reasons for being declared UNFIT.

3. Candidates have to necessarily declare in case he has been arrested, prosecuted, kept under detention or fined, convicted by the Court of law for any offence debarred / disqualified by any Public Service Commission from appearing in its examination.

L. General Instructions:

1. Candidates are advised to carefully read the full advertisement for details of educational qualification, post qualification experience and all other eligibility criteria before submission of on-line application.
2. A candidate employed in Govt./Govt. Departments/PSUs/Autonomous Bodies will be required to submit '**No Objection Certificate**' at the time of Written Test, failing which the candidates will not be allowed to appear in the SPPT. Such candidates, if offered an appointment, shall be required to submit proper '**Release Order**' from the employer at the time of joining, without which they will not be allowed to join.
3. General and OBC candidates are required to pay **Rs.150/- (Rupees One Hundred and Fifty only)** as application fee (non-refundable) through **SBI e-collect** only.
4. **The written test shall be held in 4 Metros, i.e., Delhi, Mumbai, Chennai and Kolkata. The city of examination centre shall be allocated to candidates as per the Correspondence Address filled by them at the time of online application based on proximity. Request for change of examination centre shall not be entertained at a later stage.**

M. How to Apply: On-Line Application form

1. A candidate can apply for recruitment at Mathura Refinery by opting "Mathura Refinery".
2. Before applying on-line, a candidate must have an active email ID and a mobile phone number which must remain valid for atleast twelve months period for future communication (including issue of call letters).
3. The candidate should have the relevant documents/certificates pertaining to age, qualification, caste, experience, Disability Certificate (where applicable), scanned copy of colour photograph and signature in jpg format (size not exceeding 50 KB) ready before applying on-line. The photo and signature in digital form will be required to be uploaded.
4. **General and OBC** (other than PwBD and ExSM) candidates must have a Debit/Credit card or Net Banking access for payment of application.
5. Candidates meeting the prescribed eligibility criteria for a post, may visit the website of IOCL www.iocl.com and apply on-line. The website will remain open from 07-01-2019 (10:00 Hrs) to 28-01-2019 (17:00 Hrs). Only online mode of applications will be accepted.

Candidates meeting the prescribed eligibility criteria for a post, may visit the website www.iocl.com go to '**What's New**' > **click on Requirement of Experienced Non-Executive Personnel 2019 in IOCL, Refineries Division**. All future correspondence with respect to the advertised posts will be made only through www.iocl.com/sms/e-mail. Applications submitted through on-line mode will only be accepted.

6. An application number will be generated after submitting the online application. Candidates are required to make a note of the application number. This application number will be required by General and OBC candidates for making payment of application fee. After successful payment, the candidate will receive an email confirming the payment status.
7. General and OBC candidates should ensure that the payment of Rs 150/- is made through SBI e-collect only after filling the application form. Applications of candidates in General and OBC category who do not pay the application fee will be rejected.

8. After successfully applying / registering on-line applications, the candidates are advised to send the print out of on-line application form, duly signed by him/her along with all supporting documents (as Mentioned in the Checklist attached as **Annexure A**) under self attestation, generally by ordinary post to **GM(HR), HR Dept, Administration Building, Mathura Refinery, Mathura, Uttar Pradesh-281 005** so as to reach us by **04-02-2019**. **Candidates should super scribe the Post Code & Name of Post Applied for, name of the Refinery Unit and Application Number on the top of the envelope.**
9. If printout of the online application of a candidate is not received by Mathura Refinery by **04-02-2019**, his/her candidature shall be summarily rejected.
10. Candidates are advised to carry a copy of the online application form with originals & self-authenticated copies of all testimonials and produce the same at the time of SPPT for verification.
11. The candidate must ascertain the correctness of each information/details before filling in the 'Online Application Form' and its final submission. The candidate shall be wholly/exclusively responsible for the information/details so filled/provided in his online Application Form.

Note:

- *Only online mode of application / registration will be accepted. Applications / registration received in any other form / mode shall be liable for rejection.*
- *Incomplete applications, applications not supported by copies of relevant documents, applications not fulfilling the eligibility criteria or applications received after the last date of receipt of applications(in physical form) shall be treated as 'Rejected'.*
- *Candidates shall note that the documents sent to any other address or sent through email shall stand automatically rejected.*
- *Further information regarding written examination, call letters, results, etc shall be made available through the website www.iocl.com and communicated over email/SMS. Candidates are therefore advised to keep visiting the website regularly.*
- *General & OBC candidates are advised to complete the preliminary registration atleast two days prior to the closing date of online application, to enable sufficient time for payment of application fee.*
- *Canvassing in any form is liable to render a Candidate Ineligible. Queries, if any, may be addressed to the contact nos. given below.*

IMPORTANT DATES FOR CANDIDATES

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|----------------------------------------------------------------------------------------------|---|---------------------------------|
| • Date of Opening of Online Application | : | 07-01-2019 |
| • Last Date of Submission of Online Application | : | 28-01-2019 |
| • Last Date of Receipt of Printout of Online Application
(alongwith supporting documents) | : | 04-02-2019 |
| • Tentative Date of Written Test | : | 10-02-2019 |
| • Tentative Date of Uploading Result of Written Test | : | 22-02-2019 |
| • Tentative Date of SPPT | : | 04-03-2019 to 07-03-2019 |
| • Tentative Date of Uploading result of Final Selection Result | : | 11-03-2019 |

For Clarifications(s)

Contact on Phone No: 0565-2417160/8153/7163 (during working hours)

Be Aware of Frauds
Recruitment in IndianOil is undertaken only through Employment Exchange / Press Notification