



Recruitment of Assistant Officers in Finance Function

As India's flagship Oil & Gas major, Indian Oil Corporation Limited has been fulfilling the energy needs of the nation for over six decades. With revenue from operations of Rs. 6,05,924 crore and profit after tax of Rs. 16,894 crore for the year 2018-19, Indian Oil is India's top ranked State-owned commercial enterprise in the Fortune Global 500 listing. Indian Oil operates Asia's one of largest Refineries, Pipelines and Marketing infrastructure and owns some of the most trusted super brands like INDANE and SERVO. The R&D Centre of Indian Oil is India's foremost commercial Centre of research excellence in the areas of lubricants, oil refining, fuel additives, engine testing, materials sciences and environmental sciences. Empowered with the 'Maharatna' status, the Vision of Indian Oil is to be 'The Energy of India' and 'A Globally Admired Company'.

We are looking for energetic and dedicated Graduates (any discipline) with minimum 55% marks (relaxed to 50 % for candidates belonging to SC/ST and PwBD categories) and having passed the CA Intermediate / CMA Intermediate (or equivalent qualification) from Institute of Chartered Accountants of India (CA Institute) / Institute of Cost Accountants of India (CMA Institute) with at least three years of relevant experience in finance function. Experience gained after passing of CA Intermediate /CMA Intermediate results shall only be considered.

The details of eligibility criteria regarding prescribed educational qualification, experience, age and other eligibility criteria and application procedure are mentioned below:

Subject	Details
Educational Qualification and Experience Eligibility	<p>Graduate in any discipline with minimum 55% marks (relaxed to 50% for candidates belonging to SC/ST and PwBD categories) and have passed the CA Intermediate/ CMA Intermediate (or equivalent qualification from CA/CMA institute)</p> <p style="text-align: center;">and</p> <p>At least three years of relevant experience in finance function as on 31st March 2020. Experience gained after passing of CA Intermediate /CMA Intermediate results shall only be considered.</p> <p>Relevant field includes experience in the field(s) of Finance/ Accounts/ Taxation/ Cost Accounting/ Auditing etc. The articulated training /practical training which are integrated to the curriculum of respective institution shall not be considered as valid experience for this purpose.</p>

Subject	Details
	<p><i>Note:</i></p> <p>a) <i>Candidates having passed final examination from CA/CMA Institutes are NOT eligible.</i></p> <p>b) <i>Above mentioned experiences are indicative and not exhaustive. The Corporation reserves the right to take a final decision for considering/ not considering an experience as valid experience for the post.</i></p>
Nature of Job	<p>Candidates selected as Assistant Officers in finance function may be posted in any of the divisions of Indian Oil – Refineries, Marketing, Pipelines, Business Development and R&D Centre or in Corporate functions or in Subsidiary/Joint Venture companies.</p> <p>Finance profile generally includes - Preparation of accounts, Internal Audit, Accounting, Pricing, Banking & Treasury Functions, Project Appraisal/ Project accounting, Direct and Indirect Taxation, Crude oil procurement/payments, trade receivables, trade payables, assets accounting etc.</p>
Remuneration	<p>Candidates selected as Assistant Officers (A0 grade) will receive a starting basic pay of Rs. 40,000/-per month. In addition, the selected candidates will receive Dearness Allowance (DA) and other allowances, according to the rules of the Corporation in force, and as amended from time to time.</p> <p>Other allowances /benefits include HRA/subsidized housing accommodation (depending upon place of posting), medical facilities, gratuity, contributory provident fund, employees’ pension scheme, group personal accident insurance scheme, leave encashment, leave travel concession (LTC)/ LFA, contributory superannuation benefit fund scheme, conveyance advance/ maintenance reimbursement, performance related pay (PRP) etc as per rules of the corporation.</p> <p>The gross valuation of remuneration to the company will be about Rs 12.10 lakhs per annum inclusive of performance related pay (PRP). The actual remuneration may vary depending on place of posting, financial performance of the Corporation and also performance rating of individual.</p>
Age Limit	<p>Maximum 30 years as on 30th June 2020 for General and Economically Weaker Sections (EWS) category candidates.</p> <p>Age relaxation for OBC (Non-Creamy Layer)/SC/ST/PwBD candidates will be applicable as per the Presidential Directives.</p>

Selection	<p>The selection methodology will comprise of the following:</p> <p>On the basis of percentage of marks of CA Intermediate /CMA Intermediate (or equivalent qualification from CA/CMA institute), the candidates will be short listed for further selection process comprising of Personal Interview (PI) and Group Discussion/Group Task (GD/GT) for assessment of different facets of knowledge, skill, attitude and aptitude.</p> <p>However, it may be noted that shortlisting for PI and GD/GT shall be solely based on the percentage marks scored in the chosen qualification – CA (Intermediate) or CMA (Intermediate)</p> <p>Final merit will be prepared based solely on performance in Personal Interview (PI) and Group Discussion/Group Task (GD/GT) taken together.</p>
Service Bond	<p>Selected candidates will have to execute a bond to serve the Corporation for a minimum period of three years from the date of joining the corporation. The bond amount is as under:</p> <p>General Category – Rs. Two Lac only</p> <p>EWS/OBC(NCL)/SC/ST/ PwBD – Rs. Thirty Five Thousand only</p>
Physical Fitness	<p>Candidates need to be medically fit as per Indian Oil’s pre-employment medical standards.</p> <p>Candidates are advised to go through the separately placed ‘Guidelines and Criteria for Physical Fitness for Pre-employment Medical Examination’ before they commence filling the ONLINE application.</p>

Concessions/ Relaxations

- a. Reservation of posts for EWS/OBC(NCL)/SC/ST/ PwBD (degree of disability 40% or above) will be made as per Government of India directives.
- b. Relaxation in Upper Age Limit will be extended as per Presidential Directives as under:

Category	Relaxation in Upper Age Limit
OBC (Non Creamy Layer)	3 years
SC/ST	5 years
PwBD	10 years
Candidates domiciled in Jammu & Kashmir between 1.1.1980 & 31.12.1989	5 years
Ex-servicemen & Commissioned Officers (including ECOs/SSCOs) subject to rendering minimum 5 years’ military service and fulfillment of other conditions prescribed by Government of India.	5 years

c. For getting the benefits of reservation under OBC category:

- i) The name of caste and community of the candidate must appear in the 'Central list of Other Backward Classes'
- ii) The candidates must not belong to creamy layer.
- iii) The candidates need to furnish their OBC certificate as per the format prescribed by Government of India and it must not be more than 6 months old.

d. For getting the benefits of reservation under EWS category:

- i) The candidate should not be covered under the scheme of reservation for SCs, STs and OBCs and whose family has gross annual income below Rs 8.00 lakhs (Rupees Eight lakhs only). Income shall also include income from all sources i.e. salary, agriculture, business, profession, etc. for the financial year prior to the year of application.
- ii) Also, persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of the family income: -
 - 5 acres of agricultural land and above;
 - Residential flat of 1000 sq ft. and above;
 - Residential plot of 100 sq. yards and above in notified municipalities;
 - Residential plot of 200 sq. yards and above in areas other than the notified municipalities.
- iii) The property held by a "Family" in different locations or different places/cities would be clubbed while applying the land or property holding test to determine EWS status.
- iv) The term "Family" for this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.
- v) The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority. The Income and Asset Certificate issued by any one of the following authorities in the prescribed format shall only be accepted as proof of candidate's claim as belonging to EWS :
 - District Magistrate/ Additional District Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/1st Class Stipendary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner
 - Chief Presidency Magistrate/ Additional Chief Presidency Magistrate / Presidency Magistrate
 - Revenue Officer not below the rank of Tehsildar and
 - Sub-Divisional Officer of the area where the candidate and/or his family normally resides.
- vi) The crucial date for submitting income and asset certificate by the candidate may be treated as the closing date for receipt of application for the post, except in cases where crucial date is fixed otherwise.

How to apply

- a) Interested candidates meeting the prescribed eligibility criteria shall have to apply ONLINE at www.iocl.com (*Indian Oil for You > IndianOil for Careers > Latest Job Openings*) The relevant link will be made available on IOCL web site www.iocl.com from 7th April, 2020.
- b) Candidates should click on the ONLINE application link, read the instructions carefully and fill-in the ONLINE application form giving correct and accurate information.
- c) In case, candidate's Final marks are in CGPA, then the CGPA needs to be converted into Percentage as per formula set by institute. For such cases, Candidate shall manually enter the Percentage of Marks up to two places of decimal in the relevant field in the application form. The candidate will be required to carry the conversion formula certificate on the day of Personal Interview, if shortlisted.
- d) After filling up the ONLINE application form in all respect, the candidate should submit the online application by clicking the submit button. If the online application is submitted successfully, the system will generate a unique application ID along with the completed application form.
- e) Candidate should take a print out of ONLINE application and keep it with him/ her safely for future reference. Candidates need not send this printout to any office of IndianOil.
- f) Last date for filling the ONLINE application shall be 6th May, 2020.

Candidates need not pay any application fee to Indian Oil.

General Instructions

- a) Only Indian Nationals are eligible to apply.
- b) Candidates are advised to fill-in their Personal Details [name, father's name, date of birth, category (Gen/EWS/OBC(NCL)/SC/ST/PwBD) etc.] and other details in the Online application form very carefully, as no request for change in this regard will be entertained.
- c) The candidates must have an active e-mail id and a mobile number, which must remain valid for at least next one year. All future communications with the candidates will take place through e-mail/mobile. Candidates have to ensure accuracy of their e-mail ID and mobile number while registering their on-line application of IOCL
- d) The candidates should have the relevant documents like qualification certificate, marks/scores obtained in the qualifying examination, caste/sub-caste certificate, date of issue, name of issuing authority, state of origin, etc. readily available with them before they commence the ONLINE application process. This information will be required at the time of filling-in the ONLINE application.

- e) Cutoff date for calculating the upper age limit shall be 30th June 2020.
- f) Cutoff date for considering eligibility of the candidates in terms of experience shall be 31st March 2020.
- g) Experience certificate shall include the following details:
 - i) Organization name
 - ii) Designation/Position Held
 - iii) Nature of Work
 - iv) Period of service
- h) Candidates belonging to OBC category, but falling in creamy layer, will not be entitled to the benefit of reservation and should apply as General Category candidate.
- i) Candidates presently employed in Government Departments / PSUs / Autonomous Bodies will need to submit NOC from competent authority of their current employer at the time of GD/GT Personal Interview and GD/GT.
- j) Candidature of the candidates not found meeting the prescribed eligibility criteria shall be rejected at any stage of selection process.
- k) Candidature of the candidate submitting false/ incorrect information shall be rejected at any stage of selection process.

In case of query, the candidates can write to Indian Oil at

recruit2020@indianoil.in
