



**IndianOil is passionate for young minds who are
Passionate for COMMUNICATIONS**

Recruitment of 17 CORPORATE COMMUNICATIONS Officers through UGC-NET (July, 2016) Examination

We are a transnational energy major and the highest ranked Indian company in the Fortune's prestigious Global 500 list. Through last five and a half decades of relentless service to the nation, we have emerged as the largest business enterprise in India with a turnover of Rs 4.57 lakh crore (US\$ 73.7 billion). We operate one of the Asia's largest network of Refineries, Pipelines, Marketing touch-points and Petrochemicals Business. Empowered with 'Maharatna' status, we are nurturing our vision to emerge as '*Energy of India*'

We are looking for energetic and dedicated *Corporate Communications Officers (Indian Nationals only)* with prior experience of 2 years of relevant experience.

Shortlisting for further selection process will be through the score obtained by the candidates in Mass Communication and Journalism paper (Subject Code 63) of UGC-NET examination scheduled on 10th July, 2016. Score from any other examination is not valid.

The eligibility criteria regarding prescribed educational qualification, age, experience and application procedure is mentioned below:

1. Educational Qualification

1.1. **Minimum educational qualification** for the post is:

1.1.1. 2 Years full-time Post Graduate Diploma/ Masters Degree in Journalism/ Mass Communication/ Public Relations or equivalent qualification from recognized Universities/ Institutions in the qualifying degree examinations. Indian Universities awarding the degrees must be recognized by the **University Grants Commission (UGC)**. **Degrees awarded by the foreign Institutes/ Universities must have equivalence from the Association of Indian Universities (AIU)**.

1.1.2. Candidates (belonging to General and OBC category) should have **secured 60% or more marks** in qualifying degree examination. It is **relaxed to minimum 55% for Scheduled Caste (SC)/ Scheduled Tribe (ST)/ Persons with Disabilities (PwD) candidates**. In case any University/ Institute follows an evaluation system of awarding Letter Grade ('A'/ 'B'/ 'C' etc.) or Point Scale, a certificate from the University/ Institute establishing relationship between the Letter Grade (or Point Scale) with % of marks, should be submitted.

1.1.3. In case any University/Institute follows an evaluation system of awarding Letter Grade ('A'/ 'B'/ 'C' etc.) or Point Scale, candidates will be required to submit a certificate from the University/Institute establishing relationship between the Letter Grade (or Point Scale) with % of marks.

1.1.4. In absence of any certification from the University/Institute, IndianOil shall have the liberty to convert the 'Letter Grade' or 'Point' into % of marks as deemed fit.

2. Professional Experience

- 2.1. Candidates must have **minimum 2 years of post qualification work experience (as on 30th June, 2016) in Mass Communication/ Journalism and/ or related field of work.**
- 2.2. **Post qualification experience will be counted from the date of announcement of result of qualifying degree examination. Internships during continuation of study in Mass Communication/ Journalism or any other programme or before announcement of result of the qualifying degree examination will not be considered as experience.**

3. Age

- 3.1. Maximum 28 years as on June 30, 2016 for the General Category candidates. Age relaxation for candidates belonging to Other Backward Class (OBC) (Non Creamy Layer) / Scheduled Caste (SC) / Scheduled Tribe (ST) and Person with Disability (PwD) will be applicable as per the Presidential Directives.

4. Concessions/Relaxations

- 4.1. **Reservation** of posts for SC/ST/OBC (Non-Creamy Layer)/ PwD (degree of disability 40% or above) category candidate will be maintained as per the Government of India guidelines.
- 4.2. Age relaxation of maximum **3 years** to candidates belonging to OBC category (Non-Creamy Layer), **5 years** to candidates belonging to SC/ST categories and **10 years** to candidates belonging to PwD categories will be extended as per the Presidential Directives/Government guidelines.
- 4.3. For getting the benefit of reservation under OBC category, the name of caste and community of the candidate must appear in the '**Central list of Other Backward Classes**' available on the website of National Commission for Backward Classes (NCBC), Government of India website **www.ncbc.nic.in**. The candidates must not belong to creamy layer.
- 4.4. The candidates shall require to furnish their valid OBC/SC/ST/PwD certificate as per the format prescribed by Government of India at the time of document verification during GD/GT, Personal Interview and Language Proficiency Test and during final joining on selection.
- 4.5. Age relaxation by **5 years** for candidates domiciled in Jammu & Kashmir (J&K) between 1.1.1980 and 31.12.1989.
- 4.6. **Age relaxation** by 5 years for **Ex-servicemen & Commissioned Officers (including ECOs/SSCOs)** subject to rendering minimum 5 years' military service and fulfillment of other conditions prescribed by the Government of India.

For recruitment of Corporate Communications Officers, eligibility of the candidates will be governed by the criteria prescribed by IndianOil including the concessions and relaxations etc.

Important note:

Personal details (date of birth), educational qualification, experience profile etc. of the candidates short-listed for further selection process will be verified at the time of GD/GT, PI and language proficiency test. The candidates not meeting the laid down criteria will not be considered for further selection process.

Any false/ miss-representation of information by any candidate will result in rejection of his/ her candidature at any stage of selection process. The decision of our officials, responsible for verifying the documents will be considered final in this regard.

5. Physical Fitness

- 5.1. Desirous candidates need to be **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 said guidelines are available at the following link:

http://www.iocl.com/PeopleCareers/Pre-employment_Guiding_Principles_IndianOil

6. Selection

- 6.1. The selection methodology will comprise of the following:
- 6.2. The candidates desirous of taking up a career with IndianOil as Corporate Communication Officers are required to appear in **UGC-NET examination scheduled on 10th July,2016 in MASS COMMUNICATION AND JOURNALISM (SUBJECT CODE 63)**.
- 6.3. Candidates have to **essentially qualify** the UGC-NET examination of 10th July,2016 as per the cut-off marks prescribed by UGC-NET as under:

CATEGORY	Minimum Marks(%) to be obtained		
	PAPER - I	PAPER - II	PAPER - III
GENERAL	40(40%)	40(40%)	75(50%)
OBC(NON-CREAMY LAYER)/PwD/SC/ST	35(35%)	35(35%)	60(40%)

- 6.4. Score from **UGC-NET examination** scheduled on 10th July, 2016 is valid for this recruitment exercise under this advertisement. Score from any previous UGC-NET examination is not valid.
- 6.5. Only the candidates declared qualified by UGC-NET as above, will be considered for short-listing for further selection process comprising the following rounds subject to their meeting the eligibility criteria with regard to age, qualification experience etc. as prescribed by IndianOil
- 6.5.1. Group Discussion (GD)/Group Task (GT)**
- 6.5.2. Personal Interview (PI) and**
- 6.5.3. Language Proficiency Test**
- 6.6. Shortlisted candidates also have to **qualify through each stage of selection process ie. GD/GT, PI and Language Proficiency Test** successfully before being considered as suitable for selection.
- 6.7. Final merit will be prepared considering the scores obtained by the candidates in UGC-NET examination, GD/GT, PI and Language Proficiency Test.

7. Placement

- 7.1. Selected candidates shall be posted at any of the following locations:
- 7.1.1. Any of the four Regional Offices of Marketing Division ie. South, West, East, North and Marketing HO in Mumbai as per the requirement

- 7.1.2. Any of the 9 refineries of IndianOil (Digboi, Guwahati, Bongaigaon, Barauni, Haldia, Paradip, Mathura, Panipat and Vadodara) and Refineries Head Quarters in Delhi
- 7.1.3. Any of the Regional Offices in Pipelines Division (East, West, North, South) and Pipelines Division Head Office at Noida.
- 7.1.4. R&D Centre at Faridabad

7.2. Selected candidates must be ready to be placed anywhere in India and shall have all India transfer liability.

8. Service Bond

- 8.1. General Category candidates will have to **execute a bond** of Rs.3,00,000/- (Rs.50,000/- for SC/ST/OBC & PwD candidates) to serve the Corporation for a **minimum period of three years** from the date of joining.

9. Remuneration Package

- 9.1. Candidates will be selected as **Corporate Communications Officers (in grade 'A')** and will receive a **starting Basic Pay of Rs.24900/-per month**. In addition **Dearness Allowance (DA)** and **other allowances shall be admissible**, according to the rules of the Corporation in force, as amended from time to time.
- 9.2. Other allowances / benefits include HRA / subsidized housing accommodation (depending upon place of posting), medical facilities, performance related pay, gratuity, contributory provident fund, employees pension scheme, group personal accident insurance scheme, leave encashment, leave travel concession (LTC)/ LFA, contributory superannuation benefit fund scheme, house building advance(HBA), conveyance advance/ maintenance reimbursement, professional updation allowance, lap-top computer, children's education allowance etc. will be applicable as per rules of the corporation.
- 9.3. The maximum **Cost to Company (CTC)**, as on 1st April, 2016 is around Rs. 12.00 lakhs per annum inclusive of performance related pay (PRP).

10. How to apply

- 10.1. Application for the post of Corporate Communications Officers is a **two stage process**:
- 10.2. On-line registration for **UGC-NET** examination to be held on 10th July,2016
- 10.3. On-line application for the position of Corporate Communications Officer in IndianOil along with **UGC-NET Registration number**

On-line registration for UGC-NET (July,2016) examination

- i. Candidates are required to first submit their application ON-LINE for UGC-NET examination following the steps prescribed in the information brochure for the examination.
- ii. For detailed information on UGC-NET examination, the interested candidates may log on to CBSE website **[www.cbse.net.in](http://cbse.net.in)**
- iii. The on-line application site of UGC-NET examination of December,2014 as per the notification issued by CBSE on behalf of UGC-NET will remain open till **12th May,2016**.
- iv. On completion of the on-line application process, candidates will be required to take print out of Application Form, Attendance Slip and Admit Card. These documents will also have the Registration Number of the candidate. **Candidates interested in applying in IndianOil must preserve these documents carefully.**

On-line application in IndianOil

- i. After downloading the Application Form, Attendance Slip and Admit Card of **UGC-NET examination scheduled on 10th July, 2016** the candidates should apply to IndianOil **ON-LINE**. The relevant link will be made available once CBSE starts issuing admit card/ hall ticket to candidates for the UGC-NET examination of 10th July,2016. The online application module will be available at www.iocl.com.
- ii. Candidates should **click on the ON-LINE application link, read the instructions** carefully and **fill-in the ONLINE application form** giving accurate information including the **UGC-NET Registration No.**
- iii. Candidates must enter the **same name in the same manner** as they have entered while applying for UGC-NET. For example, if the candidate has entered his name as Praveen Kumar Singh in the ON-LINE UGC-NET application, he must enter Praveen Kumar Singh (exactly same spelling) while applying to IndianOil ON-LINE. He must not enter P K Singh or Praveen K Singh while applying to IndianOil). The candidates must fill-in the **other information boxes correctly and 'tick' the appropriate box, wherever applicable.**
- iv. Candidate will be required to upload his/her photograph and signature. He/she should take a **print out** of the completed application submitted ON LINE to IndianOil and keep the same **safely** for future reference. On Completion of the application process, the system will generate a **unique application ID** along with the completed application form.
Repeat - Print out of the application submitted ONLINE to IndianOil should be kept in safe custody by the candidate. Candidates must not send this printout to any office of IndianOil.
- v. If the candidate is called for GD/GT,PI and Language Proficiency Test, his/her identity shall be verified with **UGC-NET Admit Card** and **UGC-NET official score card**. Therefore, it is essential that the passport size photograph affixed by the candidate on the application submitted to IndianOil is **same** that was submitted along with UGC-NET Application Form and Admit Card.
- vi. **10th July,2016** is the last date for receiving the ONLINE application by IndianOil

Candidates need not to pay any fee for applying to IndianOil

Important Dates to Remember

Online application for UGC-NET (July,2016 Examination) commenced on	12th April 2016
Last date of submission of examination fee for UGC-NET (July,2016) examination through online generated Bank Challan, at any branch of (SYNDICATE/CANARA/ICICI/HDFC BANK)	13th May 2016
Correction in Particulars of application form on the website	17th to 23rd May, 2016
Opening of the On-Line Module of IndianOil for receiving application for the post of Corporate Communications Officers	In synchronization with issuing hall ticket/ admit card by CBSE for UGC-NET (July,2016) Examination

UGC-NET (July,2016) Examination	10 th July,2016
Last date of receiving on-line application by IndianOil	10 th July,2016

General Instructions

1. Only Indian nationals are eligible to apply
2. **Candidates are advised to go through the detailed instructions for UGC-NET examination and the detailed advertisement of IndianOil very carefully. On few of the parameters like percentage of marks in qualifying degree examination, cut-off date for maximum age, relaxation in age extended to OBC category candidates etc., the criteria of UGC-NET and IndianOil differ. The eligibility of candidates, writing UGC-NET examination for career in IndianOil will be governed by the eligibility criteria of IndianOil.**
3. In case of qualification acquired from foreign Institutes/ Universities, the same may be treated at par with qualifications offered by Indian Institutes/ Universities provided the candidates are able to produce equivalency certificate for such qualifications from the **Association of Indian Universities (AIU)**.
4. The candidates must have an **active e-mail id**, which must remain valid for at least next one year. **All future correspondence with the candidates will take place through e-mail only.**
5. The candidates should have the **scanned copies of their photograph and signature along with relevant documents** like percentage of marks obtained in the qualifying degree examination etc, **readily available** with them before they commence the ON-LINE application process of IndianOil. Candidates belonging to the reserved category should also have their caste certificate, date of issue, name of issuing authority, state of origin, etc. **readily available at the time of applying on-line.**
6. Wherever CGPA/OGPA/DGPA or Letter Grade in a degree/diploma is awarded, its **equivalent percentage of marks** must be indicated in the application form as per norms adopted by University/Institute.
7. Candidates **presently employed in Government Departments/PSUs/Autonomous Bodies** will be required to submit NOC from competent authority of their current employer at the time of interview.
8. If more than one application is received from a candidate, **most recent** (current) application will be considered as final.
9. Candidates not found to be meeting the prescribed eligibility criteria shall be **rejected** at any stage of selection process. Similarly, any candidate submitting **false/incorrect** information shall be **rejected** during any stage of selection process.
10. Candidates may go through the **“Frequently Asked Questions (FAQs)”** at www.iocl.com. In case any particular query is not covered in the FAQs, the candidates may write to IndianOil at recruit2016@indianoil.in.



IndianOil

Values at the core of our Business

Care . Innovation . Passion . Trust