



SCALE UPTO GREAT HEIGHTS WITH IndianOil

Recruitment of Marketing Professionals through UGC-NET Examination of November, 2017

As India's Flagship Oil & Gas Major, IndianOil has been fulfilling the energy needs of the nation for nearly six decades. With a sales turnover of Rs 4,38,710 Crore (US\$ 65.4 billion) and profits of Rs 19,106 crore (US\$ 2848 million) for the year 2016-17, IndianOil is India's largest commercial enterprise and the leading Indian Corporate in 'Fortunes' Global 500' listing. Indian Oil Corporation Ltd operates one of Asia's largest networks of Refineries, Pipelines and Marketing Infrastructure and owns some of the most trusted super brands like Indane and Servo. Empowered with 'Maharatna' status IndianOil envisions to be 'The Energy of India' and to become a 'Globally Admire Company'.

To energise India and IndianOil, we are looking for passionate and dedicated professionals in the field of Marketing Management for Recruitment as Officers.

*The shortlisting for further selection process comprising Group Discussion (GD)/Group Task (GT) and Personal Interview (PI) will be based on **University Grant Commission-National Eligibility Test (UGC-NET) examination, being conducted by Central Board of Secondary Education (CBSE) on behalf of University Grant Commission (UGC) scheduled on 5th November, 2017.***

UGC-NET score of January, 2017 or any previous examination is not valid for recruitment in IndianOil for the above mentioned positions.

The eligibility criteria regarding prescribed educational qualification, age and the application procedure etc., for recruitment in IndianOil is mentioned below:

1. Educational Qualification

1.1. Marketing Management

- 1.1.1. **2 year full-time regular course leading to Post Graduate Diploma (PGDM)/Masters Degree in Business Administration (MBA)** or equivalent with specialization in Marketing Management or an equivalent qualification from a recognized Indian University/Institute.
- 1.2. The specialization of the candidate should find mention in the final mark-sheet/degree certificate. Else, the specialization should be certified by the concerned University/Institute attended/ attending by the candidates.
- 1.3. In absence of the above, IndianOil shall be at liberty to decide the specialization based on the courses opted by the candidates during their post graduation study of the qualifying course (MBA/PGDM or equivalent). The candidates must have majority of the elective papers from Marketing Management.
- 1.4. Candidates having post-graduate diploma/certificate awarded by Indian University/ Institute or foreign degree/diploma/certificate awarded by the foreign University/institute should in their own interest, ascertain the equivalence of their diploma/degree/certificate with Master's

degree of recognized Indian universities from Association of Indian Universities (AIU), New Delhi. (www.aiuweb.org)

2. Minimum % of Marks in Qualifying Degree Examination

- 2.1. Candidates belonging to General and OBC (Non-Creamy Layer) category are required to secure minimum **60% or more** marks or Equivalent CGPA in the qualifying degree examination. The minimum % of marks is relaxed to **55%** or Equivalent CGPA for candidates belonging to Scheduled Caste (SC)/Scheduled Tribe (ST) and Persons with Disabilities (PwD) candidates.
- 2.2. 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.
- 2.3. 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.
- 2.4. Candidates currently in **final year** of their PGDM/MBA or equivalent studies may also apply. However, if selected, they must be in a position to submit their final mark-sheet/degree certificate by **30th June, 2018**.

3. Age Limit as on 30th June, 2018

- 3.1. Maximum **30 years** for candidates belonging to General category, who have completed degree in Engineering (BE/BTech or equivalent) prior to pursuing their post graduate studies in Business Management (MBA/PGDM or Equivalent)
- 3.2. For other candidates (other than Engineering at Graduation level) belonging to the General category, the maximum permissible age will be **26 years**.
- 3.3. Degrees/ Diplomas from the following academic fields/ related areas will not be entitled for any relaxation in age:
 - 3.3.1. Fashion Technology
 - 3.3.2. Bio-technology (either 3 or 4 years programme)
 - 3.3.3. Any branch of Medical Sciences – including Dentistry, Bio-medical engineering etc
 - 3.3.4. Courses like Financial Engineering

Note: above mentioned inclusions/exclusions are indicative and not descriptive. The Corporation reserves the right to take a final decision for considering/ not considering any particular programme beyond the core Engineering/Technology disciplines for granting age relaxation as mentioned in 3.1 above.

- 3.4. As per the notification issued for UGC-NET of November, 2017, the maximum permissible age prescribed is 28 years(as on 1.11.2017) for Junior Research Fellowship (JRF), while there is no upper age limit for Assistant Professorship.
- 3.5. In IndianOil, the maximum permissible age for recruitment of Marketing professionals is 30 years (as on 30.6.2018) for General Category (with Engineering Degree ie BE/BTech or equivalent as Graduate level qualification). Keeping the above in view, the candidates with Engineering Degree as Graduate level qualification, exceeding 28 years

of age as on 1.11.2017 must apply for 'Assistant Professor' while filling-in the UGC-NET application.

4. Concessions/Relaxations

- 4.1. 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.
- 4.2. 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 National Commission for Backward Classes (NCBC), Government of India website **www.ncbc.nic.in**. The candidates must not belong to creamy layer.
- 4.3. 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 Personal Interview and/or during any other stage of selection.
- 4.4. Age relaxation by **5 years** for candidates domiciled in Jammu & Kashmir (J&K) between 1.1.1980 and 31.12.1989.
- 4.5. **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.

Important note:

Personal details (date of birth), educational qualification, experience profile, caste certificate etc. of the short-listed candidates will be verified at the time of GD/GT and PI. The candidates not meeting the above mentioned criteria relating to age, educational qualification etc. will not be considered for further selection process.

Any false/misrepresentation of information on the above mentioned parameters by any candidate will result in rejection of his/her candidature at any stage of selection process. The decision of IndianOil will be considered final in this regard.

5. Place of Posting and Nature of Job

- 5.1. The selected candidates with specialization in Marketing Management will be primarily posted in Marketing/Business Development Group of IndianOil.
 - 5.1.1. Selected candidates **are transferable to any Division /Unit/Subsidiary Company/Office of the Corporation during their career.**
 - 5.1.2. The job responsibilities, *inter alia*, shall include the following:
 - 5.1.2.1. Managing Marketing Operations/Supply & Distribution/Storage and Safe handling/Transportation/Accounting of Petroleum products in Terminals, Depots, LPG Bottling Plants, Aviation Fuelling Stations, Lube Blending Plants etc.
 - 5.1.2.2. Managing contracts/handling contractors/contract labours/transporters supervising contractors & implementing contract conditions, ensuring adherence to safety procedures and Standard Operating Procedures.
 - 5.1.2.3. Marketing and selling of petroleum products and lubricants to Retail/LPG/Industrial Customers/Bazar Trade and ensuring customer service. Credit investigation/ Collection of payments & orders from customers/

Scheduling of supplies/Ensuring timely supplies against payment. Supervising Retail Outlet/LPG Distributor/Lubes CFA/Stockist network and ensuring discipline as per guidelines.

- 5.1.2.4. Expanding the retail/consumer/LPG/Lube business network by scouting new business opportunities
- 5.1.2.5. Looking after Retail Automation/ Retail Outlet Maintenance /other business process re-engineering initiatives
- 5.1.2.6. Managing/Marketing Customer Service/Reward Programmes like Fleet Card, Xtra Reward etc.
- 5.1.2.7. Providing technical services to the customers.
- 5.1.2.8. Marketing of Linear Alkyl Benzene (LAB)/PX/PTA/Polymer and other petrochemical products
- 5.1.2.9. Compliance of all statutory provisions relating to Factories Act/Minimum Wages Act/PF Act/Contract Labour R&A Act/State Factories Rules/Shops & Establishment Act and other statutory regulation/acts governing the business
- 5.1.2.10. Liaison with various Government Officials/ Enforcement agencies

The above job description is representative and not descriptive. Candidates joining the corporation on selection should be in readiness to take up any assignment allocated to them.

6. Remuneration

Selected candidates will be placed in the pay-scale of Rs.24,900-50,000/- and **receive a starting basic pay of Rs. 24,900/-per month**. In addition, the officers will receive Dearness Allowance (DA) and other allowances, according to the rules and regulation of the Corporation, currently in vogue and as amended from time to time.

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, conveyance advance/maintenance reimbursement, performance related incentives (PRP) etc., as per rules of the corporation.

The gross average **Cost-to-Company (CTC)**, will be about Rs 12.00 lakh per annum inclusive of **Performance Related Pay (PRP)**. The actual CTC will vary depending on place of posting, financial performance of the Corporation and also performance rating of individual.

The above remuneration is due for Revision shortly and the 3rd Pay Revision Committee (PRC) constituted by Government of India has already submitted its recommendations. The recommendations of the committee will be implemented soon. As per the proposed pay-scale, the entry-level basic pay to an Officer is expected to be Rs 60,000/- per month.

7. Physical Fitness

- 7.1. Candidates desirous of seeking employment with IndianOil need to be medically fit as per IndianOil's pre-employment medical standards. 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 guidelines are available in the following link:

http://www.iocl.com/PeopleCareers/Pre-employment_Guiding_Principles11th_mar_2011.pdf

8. Selection

8.1. The selection methodology will comprise of the following:

8.1.1. The candidates, desirous of taking up a career with IndianOil are required to appear in **UGC-NET examination scheduled on 5th November,2017** in the following paper:

Discipline	Corresponding UGC-NET (November,2017) Paper and Subject Code
Management	Subject Code 17

8.1.2. The Test will consist of three (3) papers. Candidates are advised to go through the UGC-NET (5th November, 2017) examination brochure to familiarize themselves with the system and structure of the examination. The brochure may be downloaded from the website of **CBSE (cbse.nic.in)**.

8.1.3. Candidates have to **essentially obtain the minimum qualification marks** in the UGC-NET examination of **5th November, 2017**, the minimum prescribed qualification marks by UGC-NET is as under:

CATEGORY	Minimum Marks(%) to be obtained		
	PAPER - I	PAPER - II	PAPER - III
GENERAL	40% Aggregate Marks in all the three papers taken together		
OBC(NON-CREAMY LAYER)/PwD/SC/ST	35(35%) Aggregate Marks in all the three papers taken together		

8.1.4. Score from **UGC-NET examination of 5th November,2017 is ONLY valid** for this recruitment exercise under this advertisement. Score from UGC-NET examination of January,2017 or from any previous UGC-NET examination is not valid.

8.1.5. Only candidates declared qualified by UGC-NET as above, will be considered for short-listing for further selection process comprising Group Discussion (GD)/Group Task (GT) and Personal Interview (PI) and subject to their meeting the eligibility criteria with regard to age, qualification etc., prescribed by IndianOil.

8.1.6. Shortlisted candidates also have to **qualify through each stage of selection process ie. GD/GT and PI** successfully before being considered as suitable for selection.

8.1.7. Final merit will be prepared considering the scores obtained by the candidates in UGC-NET examination, GD/GT and PI.

9. Service Bond

9.1. General category candidates will have to **execute a bond of Rs.3,00,000 (Rupees Three Lakh only) and Rs.50000 (Rupees Fifty Thousand only) for OBC/SC/ST & PwD candidates** to serve the Corporation for a **minimum period of 3 (three years)** from the date of joining

10. How to apply

10.1. Application for both the positions is a **two stage process**:

10.1.1. On-line registration for **UGC-NET** examination to be held on 5th November,2017

10.1.2. On-line application for the position applied in IndianOil along with **UGC-NET Registration number**

11. On-line Registration for UGC-NET (5th November, 2017) Examination

11.1. 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.

11.2. For detailed information on UGC-NET examination, the interested candidates may log on to CBSE website [www.cbse.net.in](http://cbse.net.in)(<http://cbse.net.in>)

11.3. Submission of on-line application form for UGC-NET examination of 5th November, 2017 will commence from 11th August,2017 as per the notification issued by CBSE on behalf of UGC-NET. The last date of applying on-line for the said examination is 11th September, 2017.

11.4. On completion of on-line application process, the candidates will be required to take print out of Application Form and preserve the same for future reference. **CBSE will upload the Admission Card of the candidates in 3rd week of October,2017. Candidates interested in applying in IndianOil must preserve these documents carefully.**

12. On-line application in IndianOil

12.1. After downloading the Admission Card of **UGC-NET examination of November,2017** the candidates should apply to IndianOil **ON-LINE**. **The relevant link will be made available from 3rd week of October,2017 on the website of IndianOil (www.iocl.com).**

12.2. 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.**

12.3. Candidates must enter the **same name in the same configuration** 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.**

12.4. Upon completion, the candidate should submit the online application by clicking the **Submit** button at the bottom of the page. If the same is accepted, the system will generate a **unique application ID** along with the completed application form.

12.5. Candidate should take a **print out** of the completed application submitted ON LINE to, **affix** his/her recent passport size photograph, put his/her **signature** at the space provided and keep the same **safely** for future reference.

Repeat - This print out of application submitted ONLINE to IndianOil should be kept in safe custody of the candidate. Candidates must not send this printout to any office of IndianOil.

12.6. The passport size photograph affixed by the candidate on the application submitted to IndianOil should be the **same** submitted along with UGC-NET Application Form and Admit

Card. If the candidate is called for GD/GT and PI, his/her identity shall be verified with UGC-NET Admission Card and UGC-NET official score card.

12.7. **19th November,2017** 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

Submission of on-line Application Form	11th August,2017
Last Date for Applying on-line for UGC-NET Examination	11th September, 2017
Last Date of submission of fee through on-line generated bank challan at any branch of (Syndicate/ Canara/ICICI/HDFC Bank) or through Credit/ Debit card	12th September,2017
Corrections in particulars of Application Form on the website	19th to 25th September,2017
Issue of Admission Card by CBSE Authorities	As per notification by CBSE
UGC-NET examination	5th November,2017
Last date of receiving ONLINE application by IndianOil	19th November,2017

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 the 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. **Candidates having post-graduate diploma/certificate awarded by Indian University/ Institute or foreign degree/diploma/certificate awarded by the foreign University/institute should in their own interest, ascertain the equivalence of their diploma/degree/certificate with Master's degree of recognized Indian universities from Association of Indian Universities (AIU), New Delhi. (www.aiuweb.org)**
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 **relevant documents** like percentage of marks obtained in the qualifying degree examination, caste/sub-caste certificate, date of issue, name of issuing authority, state of origin, etc., **readily available** with them before they commence the ON-LINE application process of IndianOil.
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 appearing **in final qualifying degree examination in 2018** may also apply. Such candidates will be short listed provisionally for GD/GT & PI. If finally selected, such candidates will have to submit documentary evidence of having passed the qualifying degree examination with minimum prescribed percentage of marks **by 30th June 2018.**

8. 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.
9. If more than one application is received from a candidate, **most recent** (current) application will be considered as final.
10. One candidate is permitted to apply for selection in one discipline only.
11. 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.
12. 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 **recruit2017@indianoil.in**

Values at the core of our Business

Care . Innovation . Passion . Trust