



Come... fuel your ambitions with us

Recruitment of Marketing and HR Professionals through UGC-NET Examination of December, 2014

We are a transnational energy major and the highest ranked Indian company in the Fortune's prestigious Global 500 list. Through last five 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\$ 75.67 billion). We operate one of the Asia's largest networks of Refineries, Pipelines, Marketing and Petrochemicals business. Empowered with 'Maharatna' status, we are nurturing our vision to emerge as '*The Energy of India*'

We are looking for energetic and dedicated **Post Graduates in Business Administration (MBA/PGDM or equivalent) in Marketing and Human Resource Management** for recruitment as **Officers. The written test for the selection process will be through - 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).**

Short-listing of candidates for further selection process (comprising Group **Discussion (GD) & Group Task (GT) and Personal Interviews (PI)**) will be based on **UGC-NET examination, scheduled on 28th December, 2014.** **UGC-NET score of 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 from a recognized Indian University/Institute.

1.2. Human Resource Management

- 1.2.1. 2 year full-time regular course leading to Post Graduate Diploma/Masters Degree in Human Resource Management/Personnel Management/Industrial Relations/Labour Welfare/Social Work with specialization in Personnel Management & Labour Welfare or equivalent qualification from a recognized Indian University/Institute
- 1.3. For both the positions, subjects in the specialization required should have been part of the examination cleared and find mention in the final mark-sheet/degree certificate or the specialization should be certified by the concerned University/Institute attended/ attending by the candidates.
- 1.4. 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. The candidates appearing for Marketing must have majority of the elective papers from

Marketing Management. Similarly, candidates for Human Resource Management must have majority of the elective papers from Human Resource Management.

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 **31st July, 2015**.

3. Age Limit as on 30th June, 2015

- 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 Administration/Human Resource Management.
- 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. **As per the notification issued for UGC-NET December 2014, the maximum permissible age prescribed is 28 years(as on 1.12.2014) for Junior Research Fellowship (JRF), while there is no upper age limit for Assistant Professorship. In IndianOil, the maximum permissible age for recruitment in Marketing and HR Discipline is 30 years(as on 30.6.2015) 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 1.12.2014 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. Marketing Management

- 5.1.1. The candidates selected with Marketing specialization will be primarily posted in Marketing/Business Development Group of IndianOil.
- 5.1.2. Selected candidates are transferable to any Division /Unit/Subsidiary Company/Office of the Corporation during their career.
- 5.1.3. The job responsibilities, *inter alia*, shall include the following:
 - 5.1.3.1. 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.
 - 5.1.3.2. Managing contracts/handling contractors/contract labours/transporters supervising contractors & implementing contract conditions, ensuring adherence to safety procedures and Standard Operating Procedures.
 - 5.1.3.3. 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.
 - 5.1.3.4. Expanding the retail/consumer/LPG/Lube business network by scouting new business opportunities
 - 5.1.3.5. Looking after Retail Automation/ Retail Outlet Maintenance /other business process re-engineering initiatives
 - 5.1.3.6. Managing/Marketing Customer Service/Reward Programmes like Fleet Card, Xtra Reward etc.
 - 5.1.3.7. Providing technical services to the customers.

- 5.1.3.8. Marketing of Linear Alkyl Benzene (LAB)/PX/PTA/Polymer and other petrochemical products
- 5.1.3.9. Compliance of all statutory provisions relating to Factories Act/Minimum Wages Act/PF Act/Contract Labour R&A Act/State Factories Fules/Shops & Establishment Act and other statutory regulation/acts governing the business
- 5.1.3.10. Liaison with various Government Officials/ Enforcement agencies

5.2. Human Resource Management

- 5.2.1. The candidates selected in HR discipline may be posted in any of the Divisions of IndianOil (Refineries/Marketing/Pipelines/R&D), Business Development Group or at Corporate Office.
- 5.2.2. Selected candidates shall have all-India transfer liability and may be transferred to any Division /Unit/Subsidiary Company/Office of the Corporation during their career.
- 5.2.3. The job responsibilities(indicative), *inter alia*, shall include the following:
 - 5.2.3.1. Compliance of all statutory provisions relating to Labour Laws governing employment/engagement of manpower & RTI.
 - 5.2.3.2. Liaison with various enforcement agencies.
 - 5.2.3.3. Managing Industrial Relations & liaison with government agencies.
 - 5.2.3.4. Manpower Planning/Recruitment/Induction/Placement/Training & Development of employees as per requirement in the organization
 - 5.2.3.5. Managing Performance Appraisal & Career Growth systems of employees.
 - 5.2.3.6. Implementation of HR policies of the organization
 - 5.2.3.7. Managing Time Office activities
 - 5.2.3.8. Administration of various welfare related services for employees/ex-employees and their families
 - 5.2.3.9. Managing Corporate Social Responsibility (CSR) initiatives of the Corporation

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 11.00 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.

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 from Marketing and HR disciplines, desirous of taking up a career with IndianOil are required to appear in **UGC-NET examination scheduled on 28th December, 2014** in the respective disciplines specified at 8.1.2 below.
- 8.1.2. The disciplines and corresponding UGC-NET subject papers along with UGC-NET subject paper codes are given below:

Discipline	Corresponding UGC-NET (December, 2014) Paper and Subject Code
Marketing	Management (Subject Code 17)
Human Resource Management	Labour Welfare/Personnel Management/Industrial Relations/ Labour and Social Welfare/Human Resource Management (Subject Code 55)

- 8.1.3. Candidates have to **essentially qualify** the UGC-NET examination of 28th December, 2014 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%)

- 8.1.4. Score from **UGC-NET examination** of 28th December, 2014 ONLY is valid for this recruitment exercise under this advertisement. Score from UGC-NET examination of June-2014 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 28th December, 2014

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 (December,2014) 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 <http://cbsenet.nic.in/cbsenet/welcome.aspx>

11.3. 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 **15th November, 2014**

11.4. On completion of on-line application process, the 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.**

12. On-line application in IndianOil

12.1. After downloading the Application Form, Attendance Slip and Admit Card of **UGC-NET examination of December-2014**, the candidates should apply to IndianOil **ON-LINE**. **The relevant link will be made available from 7th November, 2014 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 IndianOil, **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. **28th December, 2014** 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

Last date for applying for UGC-NET (December, 2014) examination ON-LINE and generation of filled Bank Challan for Fee	15 th November, 2014
Last Date of submission of Fee through on-line generated Bank Challan, at any branch of (Syndicate/ Canara/ICICI Bank) for UGC-NET Examination of December, 2014	18 th November, 2014
Last date of taking printout of Application Form, Attendance Slip and Admit Card from CBSE website (www.cbse.net.nic.in) for UGC-NET examination of December, 2014	19 th November, 2014
Last date for receiving the printout of online Application Form (one copy) and Attendance Slip (one copy) at the respective Coordinating Institution opted by the candidate (with fee receipt & category certificate(s)).	25 th November, 2014
UGC-NET examination	28 th December, 2014
Last date of receiving ONLINE application by IndianOil	28 th December, 2014

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. 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 **Competent Authority**.
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 2015 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 31st July 2015**.
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 **recruit2015@indianoil.in**

Values at the core of our Business

Care . Innovation . Passion . Trust