



Indian Oil Corporation Limited

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

Frequently Asked Questions

Sr No.	Query	Reply
General Queries		
1	How will IndianOil use UGC-NET Score?	<p>IndianOil will get the score from UGC-NET examination of December 2014 directly from UGC-NET authorities for those candidates, who have registered their candidature for recruitment in IndianOil using valid UGC-NET Roll no.</p> <p>The UGC-NET score will have due weightage in the selection process along with GD/GT and PI.</p>
2	Does one have to pay separate application fees to IndianOil?	<p>No. There is no separate application fee for IndianOil.</p> <p>However, the details of UGC-NET fees and other details are available in the UGC-NET website mentioned above.</p>
About eligibility		
1	UGC-NET conducts its examination in a number of subjects. Will scores from all the subjects be considered by IndianOil?	<p>No. IndianOil will consider UGC-NET score from two subjects – Marketing (Subject code-17) and Labour Welfare/Personnel Management/Industrial Relations/Labour & Social Welfare/Human Resource Management (Subject Code 55). Please see the detailed advertisement on IndianOil website www.iocl.com.</p>
2	How will a candidate prepare for UGC-NET examination.	<p>Subject-wise syllabus of UGC-NET examination is available in the brochure notifying UGC-NET (December-2014) examination. The same is available on www.cbsenet.nic.in</p>
3	I have completed MBA with specialisation in Finance. Can I appear in UGC-NET examination in 'Management' for recruitment in IndianOil?	<p>No. The current positions are only in Marketing and HR disciplines.</p>
4	I appeared in UGC-NET examination in June, 2014 this year and qualified in Management/HR subject. Do I need to write UGC-NET examination once again in December, 2014?	<p>Yes. UGC-NET score of December, 2014 examination will only be considered valid for recruitment in IndianOil in Marketing/HR.</p> <p>Score of UGC-NET examination of June 2014 or any previous UGC-NET examination will</p>

		not be valid for the current recruitment exercise under this advertisement.
5	Is there any upper age limit for appearing in UGC-NET?	<p>UGC-NET examination is conducted for deciding eligibility for ‘Asstt Professor’ and also for Junior Research Fellowship (JRF) at UGC approved Universities/ Institutes.</p> <p>For JRF, the age limit notified by UGC-NET is 28 years as on 1st January, 2014. There is no age limit for Asstt Professorship.</p> <p>The upper age limit of IndianOil has been clearly specified in our detailed advertisement hosted on our website www.iocl.com.</p>
6	I belong to OBC (NCL) category. As per the details notified by UGC-NET, I am entitled for maximum 5 years relaxation in age for being considered for Junior Research Fellowship. Am I entitled for the same 5 years relaxation for recruitment in IndianOil.	As per the Government guidelines, the maximum relaxation extended to the OBC category candidates is three (3) years . Accordingly you will be entitled for a maximum 3 years relaxation in age for recruitment in IndiaOil.
7	What are the different cut-off ages for recruitment in IndianOil through UGC-NET?	<p>The cut-off age depends on the graduate level qualification. If you belong to General Category and</p> <ul style="list-style-type: none"> • have completed your Engineering Degree during your graduation, the upper age limit is 30 years as on 30/06/2015. You will be eligible to apply in IndianOil, if your date of birth is 1st July, 1985 or later. • If you have completed your graduation in a subject other than Engineering, then the upper age limit is 26 years as on 30/06/2015. You will be eligible to apply in IndianOil, if your date of birth is 1st July, 1989 or later. <p>Relaxation of maximum 3 years for candidates belonging to OBC category/5 years for SC/ST candidates and 10 years for PwD candidates is admissible as detailed in our advertisement.</p>
8	I shall write UGC-NET for recruitment in IndianOil. Which option (JRF, Asst Professorship or both) should I chose while registering my application online.	<p>This will again depend on your graduate level qualification. If you belong to General Category and</p> <ul style="list-style-type: none"> • have completed your Engineering Degree prior to joining your Post Graduate Degree/ Diploma, you will be eligible to apply for either JRF or Asstt Professor or both, if your date of birth is 1st July, 1987 or later. • If you have completed your Engineering Degree prior to joining your Post Graduate Degree/ Diploma, you will be eligible to apply only for Asstt Professorship through UGC-NET, if your date of birth is between 1st July, 1985 and 30th June, 1987. • If you have completed your graduation in any subject (other than engineering), you

		<p>may apply for JRF or Asstt Professor or both if your date of birth is 1st July,1989 or later.</p> <p>Relaxation to reserved category candidates is admissible as detailed in our advertisement.</p>
9	Is there any minimum % of marks requirement for appearing in UGC-NET examination?	<p>Yes. For applying in UGC-NET, the candidates belonging to the General Category are required to obtain minimum 55% marks (without rounding off) in Master's Degree OR equivalent examination from Universities/ Institutions recognised by UGC. This is relaxed to 50% for OBC/SC/ST and PwD candidates.</p> <p>However, for applying in IndianOil, the candidates belonging to General/OBC (NCL) categories are required score minimum 60% (without rounding off) or equivalent marks in their respective post graduate Diploma/Degree Examination. The minimum % of marks is relaxed to 55% for SC/ST/PwD Candidates.</p>
10	Are there any physical fitness criteria for appearing in UGC-NET?	<p>No. UGC-NET authorities have not notified any physical fitness criteria.</p> <p>However, candidates are required to be medically fit for joining IndianOil. The candidates appearing UGC-NET examination with the sole purpose of recruitment in IndianOil must see the Pre-Employment Medical fitness standard of IndianOil before proceeding with the UGC-NET application process.</p>
11	I am writing UGC-NET examination only for recruitment in IndianOil. If I want to change my UGC-NET examination venue or want to correct a mistake in UGC-NET form or if I face difficulty in downloading my UGC-NET papers carrying the Roll No, whom should I get in touch with?	You have to get in touch with UGC-NET authorities since IndianOil does not have any control on the same.
12	Can I apply to IndianOil before I UGC-NET Roll No.?	No. You have to apply to IndianOil with UGC-NET Roll number. Hence, you have to apply for UGC-NET first.
13	Can I apply to IndianOil after appearing the UGC-NET examination scheduled on 28 th December, 2014	No. On-line application module of IndianOil will close on 28 th December, 2014. We do not have any provision to receive application off-line.

About on-line application process of IndianOil

1	I do not have a printer attached to my PC which I am using for filling-in online application. Can I take print out of my application later after I submit the same on-line?	Yes. You can retrieve your application later and take printout. However, you have to store your unique application ID number and UGC-NET Roll number safely for retrieving your application to IndianOil.
2	After submitting the application on-line, can it be viewed again?	Yes, it can be viewed. However once submitted, no change in application can be

		carried out.
3	Can any information submitted at the time of on-line application be changed?	The online application should be filled-in very carefully taking into account all the instructions. You should also review it carefully before submission. Once the application is finally submitted, no change in any field will be permitted
4	Where the university does not give percentage and only gives letter grades/CGPA/OGPA, how to fill-in the % of marks in the on-line application	The grade/CGPA should be converted into % as per conversion formula applied by the Institute/ University for awarding class/division. In case of non availability of any such formula, IndianOil will have the liberty to convert that into % by applying its own procedure as it will consider right.
5	I am not sure whether I fulfil the criteria for getting benefit under OBC category. What do I do?	<p>The onus of proving that you belong to OBC (non-creamy layer) rests on you. Couple of suggestions:</p> <ul style="list-style-type: none"> a. Checkout the latest central list of OBCs published by the National Commission for Backward Classes (NCBC). The relevant link is - http://ncbc.nic.in/backward-classes/index.html. For getting the benefit of reservation, the caste/sub-caste/community essentially has to be there in the central list. If the caste you belong to appears in a state list but not in the centralist, you are not eligible for getting the reservation benefits b. Be very sure that you do not belong to creamy layer. Your OBC certificate must have a clear mention that you belong to “Non-Creamy Layer”. c. OBC certificate has to be as per the format prescribed by Govt.of India. In case your certificate is too old and not as per format, please gets a new one issued by a competent authority. <p><i>At the time of verification of the caste certificate at our end, during Personal Interview stage or at any stage after that, if it is found out that the candidate has obtained reservation benefits by submitting, false/incorrect certificate/information; he/she would not be considered for further selection process/ be terminated from the service of IndianOil immediately.</i></p>
6	Who is entitled for relaxation/concessions admissible to People with Disabilities (PWD) candidates	Persons with disability of 40% or more will get the benefits admissible to PwD candidates. It is necessary to have a valid disability certificate issued by the medical board constituted for the purpose and duly countersigned by the medical superintendent/ CMO/ Head of hospital.

		Candidates, whose degree of disability is less than 40% are not entitled for any concessions admissible to PwD candidates
7	My name on UGC-NET Application is mentioned as Gupta S K while in my Class X pass certificate the same has been mentioned as Sunil Kumar Gupta. Please advise how should I fill in my name while applying for IndianOil?	One has to essentially mention the same name in your UGC-NET application and application to IndianOil. In case, there is a mismatch in names (including the way it is written), in UGC-NET/IndianOil application with that of a document like Class X/XII/ graduation mark-sheet the onus will be on the candidate to establish that both the names are associated with the same person. If IndianOil is not satisfied with the explanation/ proof provided, the candidature will be rejected.
8	Where should I mail my complete application form with photograph affixed?	There is no need to mail the completed application after affixing photograph. This application is to be brought at the time of GD/GT & Personal Interview.
9	Is there anyway to apply off-line	No! IndianOil shall not entertain any off-line application
10	How can I communicate with IndianOil, if I have any specific query?	We have a two tier process for this. First, please call on the telephone numbers, given on your on-line application module. Most of the queries will be addressed at this level. In case you have queries, which cannot be replied by help-line or if their reply is not satisfactory, you may write to: recruit2015@indianoil.in .