



IndianOil

Indian Oil Corporation Limited
Research & Development Centre, Faridabad

As India's flagship Oil & Gas major, Indian Oil has been fulfilling the Energy needs of the nation for over six decades. With revenue from operations of Rs 5,66,950 crore for the year 2019-20, Indian Oil is ranked 151st in the Fortune Global 500 listing. Indian Oil operates Asia's one of the 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'. With over 33,500 strong team, extensive refining, distribution & marketing infrastructure and advanced R&D facilities, IndianOil plays a significant role in fuelling the socio-economic development of the country. With a mandate to ensure India's energy security and self-sufficiency in refining & marketing of petroleum products, IndianOil has in the past six decades provided energy access to millions of people across the length and breadth of the country through its ever-expanding network of over 50,000 customer touch-points. The Corporation has a portfolio of leading energy brands that includes Indane LPG cooking gas, SERVO lubricants, XTRAPREMIUM petrol, XTRAMILE diesel, PROPEL petrochemicals, etc. Both SERVO and Indane have earned the coveted Superbrand status.

IndianOil's sprawling R&D Centre at Faridabad (within National Capital Region) is one of Asia's finest Centres and plays a key role in supporting the Corporation's business interests by developing economical, environment friendly technology solutions. It has won recognition for four decades of pioneering work in lubricants formulations, refinery processes, pipeline transportation and alternative fuels, and holds a rich portfolio of over 1190 patents. The Centre is expanding its research prowess beyond lubricants and refining technologies to new and emerging areas like bio-fuels, nano-technology, battery storage and other horizon technologies. To fuel its future growth, Indian Oil R&D Centre is looking for energetic and dedicated **PhDs** for induction level positions and **experienced researchers** for mid level recruitment as Senior Research Manager/ Chief Research Manager in R&D Centre in various research areas as given in the table below. Applications are invited from bright, energetic and result oriented candidates of Indian Nationality desirous of a career in Research & Development for the following positions at IndianOil R&D Centre:

A) Mid-Level Recruitment

Post/Area	No. of Vacancies	Qualifications * #:
Post Code: TIC-1 Chief Research Manager (Gr. E) Research Area: <i>Technology Implementation Cell</i>	1 (1 UR)	Masters degree in Chemical Engineering and Bachelor degree in Chemical Engineering from a recognized University / Institute with minimum 15 years of relevant experience. or Bachelor degree in Chemical Engineering from a recognized University / Institute with minimum 18 years of relevant experience. With minimum 65% marks in graduation as well as in Post- graduation Mandatory Experience: <ul style="list-style-type: none"> ▪ Minimum 15 years after Masters degree in Chemical Engineering / 18 years of working experience after Bachelor degree in Chemical Engineering related to Process Design of grass-root & revamp of units/ Basic Design & Engineering Package (BDEP) Preparation/ Front End Engineering Design (FEED) Engineering/Detail Engineering/Residual Engineering. ▪ Minimum 06 years of working experience in process licensing companies as Process Lead for preparation of BDEP/FEED/Detail Engineering/Residual Engineering for Petroleum Refining & Petrochemicals industry. ▪ Knowledge of Petroleum refining & Petrochemical Processing/ Refining Technologies. ▪ Knowledge on preparation of Technical Proposals as Process Licensors / Technology provider / Catalyst Suppliers / Proprietary Equipment supplier. Desirable Experience: <ul style="list-style-type: none"> ▪ Prior experience of handling of licensing of technology/BDEP development for process/project and anchoring activities for successful implementation. ▪ Expertise in reactor internals design for fixed bed and fluidized bed. ▪ Expertise in fixed bed and fluidized bed reactor and regenerator design. Roles & Responsibilities: <ul style="list-style-type: none"> ▪ Lead role in preparation of BDEP involving coordination among multi functional groups. ▪ Single point responsibility for the project and primary contact with clients. ▪ Providing supervisory guidelines to each functional sub-groups for timely completion of BDEP of project. ▪ Design and review of Safety system eg. Pressure Relief Design (PRD), Flare network and Fire hydrant network design during basic engineering.

Post/Area	No. of Vacancies	Qualifications * #:
		<ul style="list-style-type: none"> ▪ Leading the team for identification and mitigation of hazards using the various procedures like Hazard Identification (HAZID), Hazard & Operability (HAZOP) and Safety Integrity Level (SIL) Analysis during basic engineering. ▪ Review of Process Flow Diagram (PFD), Piping & Instrumentation Diagram (P&ID), process datasheets, other BDEP documents & approval. ▪ Setting up procedures, guidelines and standards for use by the group. ▪ Preparation and finalization of technical proposals for licensing of technologies. ▪ Finalization of activities during detail engineering - review of documents, resolving queries etc. ▪ Leading the team for participation in detail engineering activities – P&ID review, HAZID study, HAZOP Study, SIL Study, 3D model reviews, pre-commissioning activity, commissioning activity, etc. <p>Upper Age Limit: 45 Years</p>
<p>Post Code: TIC-2</p> <p>Senior Research Manager (Gr. D)</p> <p>Research Area: <i>Technology Implementation Cell</i></p>	<p>1 (1 UR)</p>	<p>Masters degree in Chemical Engineering and Bachelor degree in Chemical Engineering from a recognized University / Institute with minimum 11 years of relevant experience.</p> <p style="text-align: center;">or</p> <p>Bachelor degree in Chemical Engineering from a recognized University / Institute with minimum 14 years of relevant experience.</p> <p>With minimum 65% marks in graduation as well as in Post- graduation</p> <p>Mandatory Experience:</p> <ul style="list-style-type: none"> ▪ Minimum 11 years after Masters degree in Chemical Engineering / 14 years of working experience after Bachelor degree in Chemical Engineering related to Process Design of grass-root & revamp of units/ Basic Design & Engineering Package (BDEP) Preparation/ Front End Engineering Design (FEED) Engineering/Detail Engineering/ Residual Engineering. ▪ Minimum 07 years of working experience in process licensing companies as principle process engineer for preparation of BDEP/FEED/Detail Engineering/Residual Engineering for Petroleum refining & Petrochemicals industry. ▪ Heat and Material balance calculations, preparation of Process Flow Diagrams (PFDs), Piping and Instrumentation Diagrams (P&IDs), process design basis, cause & effect diagrams, etc. ▪ Design of process equipments like heat exchangers, process vessels, storage tanks, separators, etc. ▪ Carrying out process calculations for overall plant hydraulics including pump hydraulics, line sizing and control valves, etc. ▪ Preparation of process datasheet for equipment and instruments. ▪ Design for overpressure protection of plant equipment and piping including assessment of overpressure scenarios, calculation of relief loads, selection and sizing of safety valves. ▪ Proficient in Process software like Aspen HYSYS/HTRI/Pipenet/AFT/Pipeline Studio/FlareNet. <p>Desirable Experience:</p> <ul style="list-style-type: none"> ▪ Working experience in reactor internals design for fixed bed and fluidized bed. ▪ Working experience in fixed bed and fluidized bed reactor design. <p>Roles & Responsibilities:</p> <ul style="list-style-type: none"> ▪ Process simulation using ASPEN HYSYS and other software's for generating Heat & Material Balance (H&MB), Process Flow Diagram (PFD), Piping & Instrumentation Diagram (P&ID), Material Flow Diagram (MFD), stream summary, datasheet of key equipment's, hydraulic calculation & verification for line sizing, pumps, control valves and compressor loops. ▪ Participation in inspection, pre-commissioning, commissioning & Performance Guarantee Test Run (PGTR). ▪ Participation in detail engineering activities – P&ID review, Hazard Identification (HAZID) study, Hazard & Operability (HAZOP) Study and Safety Integrity Level (SIL) Study, 3D model reviews etc. ▪ Identification of control required, process control diagram, preparation of Cause & Effect diagram, carrying out hazard identification, safety system design, Pressure Safety Valve (PSV) load calculation & sizing, HAZOP and SIL analysis ▪ Design of heat exchangers, heaters, furnaces etc. ▪ Utility balance, catalyst and chemicals requirement <p>Upper Age Limit: 40 Years</p>

Post/Area	No. of Vacancies	Qualifications * #:
<p>Post Code: TIC-3</p> <p>Senior Research Manager</p> <p>(Gr. D)</p> <p>Research Area: <i>Technology Implementation Cell</i></p>	<p>1 (1 UR)</p>	<p>Masters degree in Mechanical Engineering (Fluid & thermal, Design and excluding Manufacturing engineering) and Bachelor degree in Mechanical Engineering (excluding Automation/ Bio-Medical/ Automobile/ Industrial/ Manufacturing/ Power/ Production Engineering/ Mining Engineering Technology/ Mining & Machinery/ Marine Engineering/ Textile/ Robotics/ Welding etc.) from a recognized University / Institute with minimum 11 years of relevant experience.</p> <p>or</p> <p>Bachelor degree in Mechanical Engineering (excluding Automation/ Bio-Medical/ Automobile/ Industrial/ Manufacturing/ Power/ Production Engineering/ Mining Engineering Technology/ Mining & Machinery/ Marine Engineering/ Textile/ Robotics/ Welding etc.) from a recognized University / Institute with minimum 14 years of relevant experience.</p> <p>With minimum 65% marks in graduation as well as in Post- graduation</p> <p>Mandatory Experience:</p> <ul style="list-style-type: none"> ▪ Minimum 11 years after Masters degree in Chemical Engineering / 14 years of working experience after Bachelor degree in Chemical Engineering related to design of pressure vessels, heat exchangers, storage tanks, piping, valves, etc. / Basic Design & Engineering Package (BDEP) Preparation/ Front End Engineering Design (FEED) Engineering/Detail Engineering/Residual Engineering in Petroleum refining & Petrochemicals industry. ▪ Minimum 07 years of working experience in process licensing companies as Mechanical Lead for preparation of BDEP/FEED/Detail Engineering/Residual Engineering for Petroleum refining & Petrochemicals industry. ▪ Strong working knowledge of industry or regulatory codes and standards associated with mechanical design including but not limited to ASME, API, NFPA, TEMA, EN, PED, ASTM, AD-Merkblatt, OISD, etc. ▪ Knowledge on mechanical design criteria and calculations for design of pressure vessels, storage tanks, drums, columns, heat exchangers, etc. according to various codes, insulation & refractory design, etc and preparation of mechanical datasheets. ▪ Knowledge on use of design software such as PV Elite/AutoPipe Vessel / Caesar-II / Solidworks / Catia / PRO-E/Creo, etc. ▪ Knowledge / preparation of Piping Material Specification (PMS), Valve Material Specification (VMS), etc. ▪ Knowledge on Finite Element Analysis (FEA) of vessels, equipment, nozzles, etc and proficient use of FEA software like ANSYS Mechanical, etc. ▪ Thoroughly conversant with selection of rotary equipment such as pumps, compressors, turbines, GT, blowers and fans, etc. <p>Desirable Experience:</p> <ul style="list-style-type: none"> ▪ Experience in review of Process Flow Diagrams (PFDs), Piping and Instrumentation Diagrams (P&IDs), Material Flow Diagram (MFD), mechanical datasheets, reactor general arrangement diagram, etc. ▪ Experience in analysis /assessment of overpressure scenarios of plant equipment/piping, calculation of relief loads, selection and sizing of safety valves, etc. ▪ Carrying out process calculations for overall plant hydraulics including pump hydraulics, line sizing, etc. ▪ Preparation of equipment layouts, piping General Arrangement Drawing (GAD) / isometrics, nozzle orientation, piping supports, etc ▪ Experience in field inspection of mechanical piping and equipment systems. ▪ Experience in troubleshooting of problems associated with mechanical equipments. <p>Roles & Responsibilities:</p> <ul style="list-style-type: none"> ▪ Development of equipment layout, vessel / column drawings, reactor general arrangement diagram, piping GAD / isometrics, etc. ▪ Preparation of detailed datasheet of mechanical equipment's including calculations for design of pressure vessels, storage tanks, heat exchangers, etc. according to various codes, insulation & refractory design, etc. ▪ Carrying out hydraulic calculation including pump hydraulics & finalization of line sizing, etc. ▪ Selection of rotary equipment, safety valves, etc. ▪ Preparation of Piping Material Specification (PMS), Valve Material Specification (VMS), etc. ▪ Carrying out stress analysis of critical piping & equipment circuit. ▪ Carrying out finite element analysis of equipment, component, nozzles, etc in FEA software.

Post/Area	No. of Vacancies	Qualifications * #:
		<ul style="list-style-type: none"> ▪ Participation in detail engineering activities – Piping & Instrumentation Diagram (P&ID) review, Hazard Identification (HAZID) study, Hazard & Operability (HAZOP) Study and Safety Integrity Level (SIL) Study, 3D model reviews, etc. ▪ Providing clarifications on Technical Queries to Client, Project Management Consultant (PMC) and Vendors during detail engineering, implementation, commissioning of unit, etc. ▪ Participation in inspection, pre-commissioning & commissioning at site. ▪ Troubleshooting of problems associated with mechanical equipment at site. <p>Upper Age Limit: 40 Years</p>
Post Code: IBT-1 Chief Research Manager (Gr. E) Research Area: <i>Industrial Biotechnology</i>	1 (1 UR)	Full Time PhD in Biotechnology/Micro-biology/Molecular Biology. With minimum 65% marks in graduation as well as in Post- graduation Brief Job Description: Selected candidate would work in the area of Industrial biotechnology, Bioprocess Development, Bioremediation, Molecular Biology and Enzymology for their application in downstream petroleum industry. Mandatory Experience: Minimum 15 years of experience in relevant area after Ph.D for Grade E. The experience should be in Industrial Biotechnology/ Bio-Energy/ Bioprocess/ Bioremediation/ Molecular Biology/ Enzymology. The experience should reflect capabilities for leading research projects. Upper Age Limit: 45 Years

B) Induction Level Recruitment

Post/Area	No. of Vacancies	Qualifications * #:
Post Code: CAT-1 Research Officer (Gr. A) Research Area: <i>Catalyst</i>	2 (2 UR)	Full Time Ph.D in the area of heterogeneous catalysis. Candidate should mandatory have PhD research works in synthesis, characterization, and development of heterogeneous catalysts. With minimum 65% marks in graduation as well as in Post- graduation Exclusions & Inclusions: Research background in the area of photocatalysis and homogeneous catalysis will not be considered. PhD/ Post Doctoral work in synthesis/preparation of alumina/silica-alumina/ zeolitic materials and supported catalyst systems will be preferred. Brief Job Description: Selected candidates would work in the area of synthesis, characterization, and development of catalysts & additives for application in various refinery processes like Fluid Catalytic Cracking, Hydrotreating/ Hydrocracking, Isomerization, Reforming etc., and should be capable of carrying out required independent research, data handling / interpretation and report writing. Upper Age Limit: 32 Years

Abbreviations: UR- Unreserved

Note: Research work carried out during Ph.D & M.Tech will not be considered as work experience.

* All the **Qualifications should have only been obtained through Full Time Regular Course** from a recognized University / Institute / Board. Qualifications obtained through distance/Part time mode will not be considered.

Candidates who have the induction level qualification of PhD OR Graduation OR Post-graduation from a Foreign University must submit a **Certificate of Equivalence** from the **Association of Indian Universities (AIU)**, certifying that their qualification is equivalent to PhD OR Graduation OR Post-Graduation in the corresponding field of an Indian University.

Physical Fitness:

Candidates desirous of seeking employment with Indian Oil need to be medically fit as per Indian Oil's pre-employment medical standards. 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 application form.

Selection Methodology:

Mid Level Recruitment (Senior Research Manager - Gr. D/ Chief Research Manager - Gr. E)

Depending on number of candidates fulfilling all eligibility criteria as mentioned above against each post (based on the scrutiny of applications), candidates would be required to undergo a two-tier (Virtual Interview & Final In-person

Interview) or one-tier (Final In-Person Interview). The personal interview / interaction will assess technical Knowledge, Suitability of Skill sets for the Job, Aptitude and behavioral competencies of the candidates as applicable to the post.

Induction Level Posts (Research Officer - Gr. A)

The candidates, found eligible in terms of the advertised criteria applying shall be evaluated in accordance with the specified Screening Methodology. The said Screening Methodology is available for reference on the corporate website along with the advertisement.

Remuneration:

Selected candidates will be placed in the pay scale mentioned below:

Current pay scale is given below:

S.No	Position	Grade	Pay Scale (in Rs.)
1	Chief Research Manager	E	Rs. 100000 – 260000/-
2	Senior Research Manager	D	Rs. 90000 – 240000/-
3	Research Officer	A	Rs. 50000 – 160000/-

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. 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.

Service Liability & Bond:

Selected candidates will have to execute a bond as under to serve the Corporation for a minimum period of three years from the date of joining the corporation:

Category	Bond Amount
General	Rs. Three Lakhs only
EWS/OBC(NCL)/SC/ST/ PwBD	Rs. Fifty Thousand only

Application Fee:

Candidates **need not pay** any application fee to Indian Oil, R&D Centre for any post advertised under this advertisement.

HOW TO APPLY

A) For Mid-Level Posts of Technology Implementation Cell, Industrial Biotechnology:

- Candidates should go through all the necessary information available on the website www.iocl.com (Indian Oil for You > IndianOil for Careers > Latest Job Openings) before filling the application form.
- Candidate must read the advertisement carefully and check their eligibility before proceeding to apply.
- Candidate must have a valid email id and mobile number, both active till completion of the recruitment process. Communications to the candidate will be sent on this email-id.
- Candidates must read the instructions carefully and thereafter fill-in the application form giving accurate information. The candidates will be wholly/ exclusively responsible for the information/ details so filled/ provided by them in their application form.
- The prospective candidates are required to submit their applications through eMail as per the details mentioned below:
 - **Mid Level Recruitment (Chief Research Manager - Gr. E / Senior Research Manager - Gr. D)**
 - The Application should be sent to recruitndmidlevel@indianoil.in strictly as per Application format separately placed as **Annexure – I**
 - The Subject of the eMail while submitting application should be strictly as per following format: **"Application for the post of <POST CODE>_<Applicant Name>"**
- **Manual applications will not be entertained.**
- The applications will be accepted from **25.09.2020, 12:00 hrs to 23.10.2020, 15:00 hrs** only.
- The candidates should have the following relevant documents readily available with them before they commence the application process. All these documents will be required to be attached as scanned copies along with the application form through email as per the post applicable:
 - I. Class X passing certificate (indicating date of Birth),
 - II. Disability certificate, if applicable
 - III. Caste/sub-caste certificate, if applicable
 - IV. Graduation Degree & semester/year-wise/ Consolidated Marksheet,
 - V. Post Graduation Degree & semester/year-wise/ Consolidated Marksheet,
 - VI. CGPA to percentage conversion certificate, if applicable
 - VII. AIU equivalence certificate (when education is from abroad),
 - VIII. Valid Indian Passport, for candidates residing abroad
 - IX. In case of PhD qualification,
 - Documents indicating date of Successful defense of PhD
 - PhD Degree,
 - Details of thesis/dissertation work,

- Synopsis of PhD
 - X. Experience certificate indicating Nature & Tenure of experience,
 - XI. Scanned image of photograph and signature, as per specifications given below:
 - Photograph : 100 KB (in JPEG format)
 - Signature : 100 KB (in JPEG format)
- Candidates are advised to send all the above mentioned documents in 5 files totaling less than 20 MB i.e.
 - 1 file for Application form as per Annexure I (Mid Level Recruitment)
 - 1 file for document mentioned at Sl. No. I to IX (Personal Details, Marksheet, Degree etc)
 - 1 file for documents mentioned at Sl. No. X (Experience related)
 - 1 file for Photograph
 - 1 file for Signature
- Candidates are strongly advised to apply well in time without waiting for the last date for submission of Application through email.
- The size of email containing applications form & all attachments should not exceed 20 MB. Emails (greater than 20 MB) are liable to bounce due to system constraints.
- Candidates must give their **correct eMail ID and Mobile No.** on which all the communication(s) will take place. Please check the Email Id and Mobile No. again for its correctness. In case of international mobile number, country code needs to be provided.
- Candidates are advised to fill their name, date of birth, category (Gen/OBC (NCL)/SC/ST/EWS/PwBD), mobile number, Email ID in the application form of IOCL very carefully, as they will not be allowed to change these information subsequently and no request in this regard will be entertained.
- Candidates are also advised to mention their work experience by entering the dates duly in "Experience From" and "Experience Till" column ending with the **most recent organization**. Additional rows may be added to accommodate experience for multiple organizations in the application format.
- Internships viz. industrial training/ summer internship etc., undertaken as part of academic requirement will not be considered as valid experience. Only Post qualification experience i.e after date of successful defense of PhD/ Completion of M.Tech or B.Tech will be considered.
- **Candidates should take a print out of completed application and keep the same for future reference. Please note that they are not required to send this printout to any office of IndianOil.**

Note: Candidates are to note that in respect of the claims made by them, full document(s) in original will be verified in respect of shortlisted candidates at the time of Personal Interview. Candidate found to have submitted false or incorrect information, will be liable to be rejected at any stage of the selection process. Candidates are strictly advised to go through the detailed advertisement and check their eligibility for the post before they apply for the position.

B) For Induction-Level Posts of Catalyst:

- Candidates should go through all the necessary information available on the website www.iocl.com (Indian Oil for You > IndianOil for Careers > Latest Job Openings) before filling the application form.
- Candidate must have a valid email id and mobile number, both active till completion of the recruitment process. Communications to the candidate will be sent on this email-id.
- Candidate must read the advertisement carefully and check their eligibility before proceeding to apply.
- Candidates must read the instructions carefully and thereafter fill-in the application form giving accurate information. The candidates will be wholly/ exclusively responsible for the information/ details so filled/ provided by them in their application form.
- The prospective candidates are required to submit their applications through eMail as per the details mentioned below:
 - Research Officer - Gr. A for Catalyst
 - The Application should be sent to recruitrndcatalyst@indianoil.in strictly as per Application format separately placed as **Annexure – II**
 - The Subject of the eMail while submitting application should be strictly as per following format: **"Application for the post of <POST CODE>_<Applicant Name>"**
- Manual applications will not be entertained.
- The applications will be accepted from **25.09.2020, 12:00 hrs to 23.10.2020, 15:00 hrs** only.
- The candidates should have the following relevant documents readily available with them before they commence the application process as per the Screening Methodology. All these documents will be required to be attached as scanned copies along with the application form through email as per the Screening Methodology:
 - I. Class X passing certificate (indicating date of Birth),
 - II. Disability certificate, if applicable
 - III. Caste/sub-caste certificate, if applicable
 - IV. Graduation Degree & semester/year-wise/ Consolidated Marksheet,
 - V. Post Graduation Degree & semester/year-wise/ Consolidated Marksheet,
 - VI. CGPA to percentage conversion certificate, if applicable
 - VII. AIU equivalence certificate (when education is from abroad),
 - VIII. Valid Indian Passport, for candidates residing abroad
 - IX. Documents indicating date of Successful defense of PhD
 - X. PhD Degree,
 - XI. Details of thesis/dissertation work,
 - XII. Synopsis of PhD

- XIII. Experience certificate (if applicable),
- XIV. Scanned image of photograph and signature, as per specifications given below:
 - Photograph : 100 KB (in JPEG format)
 - Signature : 100 KB (in JPEG format)
- XV. Details regarding the National Level Test(NET/JRF-NET/GATE as applicable to them); SPM fellowship certificate,
- XVI. Publications in refereed journals along with Impact Factor of the Journal,
- XVII. Publications in refereed journals without Impact Factor but with ISSN, chapters in books with ISBN, and Patents etc.

In support of their claims with regard to the National Level Test; Publications and Patents, while the full document(s) in original shall be verified in respect of shortlisted candidates during the interview stage, all candidates will be required to upload the evidence in respect of them as under:

- Certificate/Award Letter/ GATE Scorecard of having cleared the National Level Test (NET/JRF-NET/GATE-as the case may be).
 - Copy of the letter awarding CSIR-Shyama Prasad Mukherjee (SPM) Fellowship if the candidate has been awarded.
 - First page {clearly indicating the title and the names of author(s)} of every publication (paper/article) published in a refereed journal with impact factor.
 - Copy of the letter/communication from concerned competent authority indicating that his/her paper/article has been accepted for publication in a refereed journal with impact factor along with first page {(clearly indicating the title and the names of author(s)} of the said article/paper.
 - First page {(clearly indicating the title and the names of author(s)} of every publication (paper/article) published in a refereed journal without impact factor but with ISSN.
 - Copy of the letter/communication from concerned competent authority indicating that his/her paper/article has been accepted for publication in a refereed journal without impact factor but with ISSN along with first page {(clearly indicating the title and the names of author(s)} of the said article/paper.
 - Copy of the letter granting patent {clearly indicating the innovation/technology and name(s) of the holder(s)}.
 - Copy of the letter signifying filing of Full Patent Application {clearly indicating the innovation/technology and name(s) of the candidate(s)}.
- **Candidates are advised to submit their Publications/ Articles/ Papers/ Book/ Chapters/ Patents up to a maximum of 2 years from date of successful defense of PhD. Candidates are advised to refer to the Screening Methodology for further details on the clause.**
 - Candidates are advised to send all the above mentioned documents in 5 files totaling less than 20 MB ie
 - 1 file for Application form as per Annexure II (Induction Level Recruitment)
 - 1 file for document mentioned at Sl. No. I to IX (Personal Details, marksheet, Degree)
 - 1 file for documents mentioned at Sl. No. X to XVII (PhD, Papers, Publications, Books, Chapters, Patents etc. as per the Cutoff date of 2 years from date of successful defense of PhD)
 - 1 file for Photograph
 - 1 file for Signature
 - Candidates are strongly advised to apply well in time without waiting for the last date for submission of Application through email.
 - The size of email containing applications form & all attachments should not exceed 20 MB. Emails (greater than 20 MB) are liable to bounce due to system constraints.
 - Candidates must give their **correct eMail ID and Mobile No.** on which all the communication(s) will take place. Please check the Email Id and Mobile No. again for its correctness. In case of international mobile number, country code needs to be provided.
 - Candidates are advised to fill their name, date of birth, category (Gen/OBC (NCL)/SC/ST/EWS/PwBD), mobile number, Email ID in the application form of IOCL very carefully, as they will not be allowed to change these information subsequently and no request in this regard will be entertained.
 - Candidates have to give their qualification details (Graduation, Post Graduation & PhD), details of papers/ articles published/ accepted for publication in a refereed journal, chapters/ articles published in a book, patents filed/granted etc. as per the Screening Methodology.
 - Candidates are also advised to mention their work experience by entering the dates duly in "Experience From" and "Experience Till" column ending with the **most recent organization**. Additional rows may be added to accommodate experience for multiple organizations in the application format.
 - Internships viz. industrial training/ summer internship etc., undertaken as part of academic requirement will not be considered as valid experience. Only Post qualification experience i.e after date of successful completion of PhD will be considered.
 - **Candidates should take a print out of completed application and keep the same for future reference. Please note that they are not required to send this printout to any office of IndianOil.**

Note: Candidates are to note that in respect of the claims made by them, full document(s) in original will be verified in respect of shortlisted candidates at the time of Personal Interview. Candidate found to have submitted false or incorrect information, will be liable to be rejected at any stage of the selection process. Candidates are strictly advised to go through the detailed advertisement and check their eligibility for the post before they apply for the position.

General Instructions:

- 1) Only Indian Nationals are eligible to apply. Candidates who are Indian Nationals but presently residing outside India must submit valid proof of their being an Indian Citizen – such as copy of valid Indian Passport.
- 2) Experience will be counted from the date of successful defense of their Ph.D dissertation / thesis or completion of qualifying degree. It is mandatory for candidates possessing Ph.D qualification to mention the date of successful defense of Ph.D in their application. In respect of the mid-level post in the research area of Industrial Biotechnology, Technology Implementation Cell, experience will be counted from the date of successful completion of their qualifying degree.
- 3) The cutoff date for consideration of age, qualification, Publications, Patents & experience etc. for all the above post(s) shall be reckoned as on **31.08.2020**.
- 4) The percentage of marks should be calculated as per norms adopted by the respective University / Institute / Board.
- 5) Persons with Benchmarked Disability (PwBD) can apply against any post, subject to meeting other eligibility criteria as per the advertisement.
- 6) Candidates who have submitted their PhD thesis and are awaiting defense of PhD thesis as on **31.08.2020** will not be considered eligible.
- 7) Date of completion of PhD will be reckoned as Date of successful defense of PhD.
- 8) Wherever CGPA/OGPA/DGPA or letter grade in a degree is awarded, its equivalent percentage of marks must be indicated in the application as per norm adopted by the University / Institute / Board. A copy of such formula issued by the University / Institute / Board is mandatory and must be sent with the applications.
- 9) Candidates presently employed in Govt. Deptt / PSUs / Autonomous Bodies will be required to submit NOC from their current employer at the time of interview and a clear release order from the employer at the time of joining in the event of their selection.
- 10) Candidate must share their valid email id and mobile number, both active till completion of the recruitment process. Communications to the candidate will be sent on this email-id and hence, they are advised to ensure that they fill-in the accurate/correct email id and mobile number in their application form. IndianOil will not be responsible for any loss/non-delivery of email/any other communication sent to the candidates due to invalid /wrong email id.
- 11) Call letters to the shortlisted candidates for Personal Interview will be shared over their e-mail. However, candidates are advised to log on to www.iocl.com at regular intervals and check for updated status of the recruitment process.
- 12) Shortlisted candidates will be required to take a print out of call letter for Interview sent to their eMail ID and carry the same for future references.
- 13) Candidates are advised to provide the desired details truthfully while filling-up their application. Candidates submitting false/incorrect information or otherwise not found to be meeting the prescribed eligibility criteria shall be rejected at any stage of selection process.
- 14) The decision of the Management in all matters relating to eligibility, acceptance or rejection of the application, mode of selection etc. will be final and binding on all the candidates and Management will not entertain any enquiry or correspondence in this regard.
- 15) Candidates are hereby informed that any **Corrigendum/ Addendum** etc., if any, with regard to this advertisement will be made available on www.iocl.com only. Candidates are advised to refer to the above website periodically for updates.
- 16) Candidates belonging to OBC Category but falling in creamy layer are not entitled to benefits of OBC reservation. Such candidates may apply under “Unreserved” category provided they meet the age criteria applicable to unreserved candidates and indicate their category as “General”. IndianOil being a Govt. of India, Public Sector Undertaking, only those communities that are mentioned in the common / Central list of OBC prepared by Central Govt. shall be treated as OBC for the purpose of reservation.
- 17) IndianOil reserves the right to cancel any/all vacancies at any stage of the selection process without assigning any reason thereof. The number of vacancies can increase or decrease, keeping in views the manpower & staffing requirements.
- 18) Outstation candidates called for interview will be reimbursed 2 tier AC Rail fare or Bus fare by the shortest route, provided the distance travelled is not less than 30 km on production of actual rail/Bus ticket from mailing address/place of present posting.
- 19) In case of candidates coming from overseas, reimbursement of fare will be limited to 2 tier AC Rail fare or Bus fare by the shortest route for inland travel from port of arrival.
- 20) In case any certificate/testimonial has been issued in a language other than English/Hindi, the candidate must arrange and share a translation copy of the same either in English or Hindi.
- 21) The decision of the management in all matters relating to eligibility, acceptance or rejection of the application, mode of selection will be final and Management will not entertain any enquiry or correspondence in this regard.
- 20) Canvassing in any form shall lead to disqualification of the candidature.

- 21) The vacancies and reservation indicated above is tentative and may increase or decrease in the relevant categories at the absolute discretion of management and in compliance with Presidential Directives on reservation at the time of appointment.

Last Date for Receipt of Applications for all the positions: 23.10.2020 by 15:00 hrs

While applying for a post in response to this advertisement, candidates must ensure that they fulfill the eligibility criteria and other norms for the said post and must ensure that all particulars filled by them in the application format are correct and complete in all respects. Personal details (date of birth), educational qualification etc. of the short-listed candidates will be verified at the time of Personal Interview. 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 our official, responsible for verifying the documents will be considered final in this regard. If any of the above shortcomings are detected even after appointment, his / her services are liable to be terminated without any notice.

In case of any discrepancy, the English version Advertisement uploaded on www.iocl.com will be treated as Final.

In case of any queries, the candidates can write to Indian Oil at recruitrnd2020@indianoil.in.

It is to be noted that submission of applications under fictitious/ pseudo names/ email ids /cell phone / landline numbers is strictly prohibited. Any candidate resorting to such practices will be liable for suitable action under the provisions of IT Act 2008.

Values at the core of our Business:

Care, Innovation, Passion, Trust