



IndianOil

Marketing Division

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All India Open Recruitment of Experienced Non-Executive Personnel in Workmen category

Advt. No. IOCL/MKTG/SR/REC/2022

Date

Detailed Advertisement

Indian Oil Corporation Ltd. (IOCL) is a diversified, Integrated Energy Major with presence in Oil, Gas, Petrochemicals and Alternative Energy sources 'Maharatna' status, the organization renders overriding prominence to the energy needs of the country and aspires to be 'The Energy of India' and 'A Globally Indian Oil Corporation Ltd. has been featuring year after year among India's Best Companies to Work with and has been recognized as a Best Employer a Delivering Energy at the Doorstep and Services at a click, IndianOil has recorded an all-time high Profit after Tax of Rs.21,836 Crore in FY 2020-21 and is on glory.

- On-line registration of application commences from 9th July 2022 at 10:00 hrs and closes on 29th July 2022 at 22:00 hrs
- The link to the on-line registration of the application has been hosted on the website <https://www.iocl.com/PeopleCareers/job.aspx>
- Tentative Date of Written Test is 21st August 2022
- Tentative Date of uploading the result of shortlisted candidates of the Written Test for Document Verification and Skill / Proficiency / Physical Test (Driving Test)
- Tentative Date for Document Verification & SPPT (Driving Test) for shortlisted candidates is from 20th to 24th September 2022
- Tentative Date for uploading Final Result is 14th October 2022

Indian Oil Corporation Limited, the largest commercial undertaking in India and a Fortune "Global 500" company requires result oriented experienced person enterprise for its various locations in the Southern States of Telangana, Karnataka, Tamil Nadu & Puducherry as per the details given below:

On-line Applications are invited from bright, young and energetic persons of Indian Nationality for selection to the following posts in the pay scale of Rs. 23,00

A. Number of Posts & Reservations:

Post Code	Name of the Post	State	Total	UR	EWS	SC	ST	OBC (
101	Junior Operator (Aviation) Gr. I	Telangana	5	3	0	1	0	1
102	Junior Operator (Aviation) Gr. I	Karnataka	6	4	0	0	1	1
103	Junior Operator (Aviation) Gr. I	Tamil Nadu & Puducherry	28	16	2	2	0	7+

#1 (One) OBC Backlog vacancy in Tamil Nadu & Puducherry

* Prescribed reservations for Ex-Servicemen will be applied on horizontal basis as per Govt. guidelines

The above advertised posts are not identified for Persons with Benchmark Disability (PwBD)

UR-Un-Reserved, EWS-Economically Weaker Section, SC- Scheduled Caste, ST-Scheduled Tribe, OBC(NCL)-Other Backward Class-Non Creamy Layer with Benchmark Disability, ExSM- Ex-Servicemen

Note:

1. Number of vacancies indicated above is tentative and may increase or decrease in the relevant categories at the absolute discretion of the management the Presidential Directives on reservation at the time of appointment.
2. Positions are operated with work arrangements in one, two or three shifts. Incumbents may be required to perform duties in any of the work arrangements exigencies.
3. Reservation for Ex- Servicemen (ExSM) shall be applied on Horizontal basis.
4. Candidates recruited under vacancies reserved for EWS/SC/ST/OBC(NON-CREAMY LAYER) / ExSM category will be posted in the respective State have been specified. However, the employees of the Corporation are liable to be posted anywhere in India in line with Business requirement of the Corporation prevailing from time to time.

B. Qualification & Experience Criteria:

Post Code	Name of the Post	Qualification (Government recognized Full Time Regular Course from Education Boards in India)	Experience
101, 102 and 103	Junior Operator (Aviation) Gr. I	Higher Secondary (Class XII) with minimum of 45% marks in aggregate for General, EWS & OBC candidates and 40% incase of SC/ST candidates against reserved positions with valid Heavy Vehicle Driving License issued by the Regional Transport Authority.	Minimum one year work Exp Vehicle driving (excluding tra experience after acquiring

C. Important Instructions:

1. A candidate is allowed to apply for a post under **one** State only. In case of receipt of application for more than one State, all the applications will be summar
2. Qualification for the purpose of this clause would mean the qualification based on which candidature is offered or considered as claimed by a qualification shall be strictly adhered to.

Name of the Post	Parameters	No. of Questions
Junior Operator (Aviation) - Gr.I	Generic aptitude including quantitative aptitude	40
	Reasoning abilities	40
	Basic English Language skills	20
	Total	100

- Written Test shall be of Objective Type Multiple Choice Questions (MCQ's) consisting of 4 options with one correct option. Candidate have to choose the correct option on the OMR sheet provided during the Written Test.
- There shall be 100 questions in the Written Test and total marks shall be 100. Each correct answer shall carry 1 mark and there shall be no negative marking.
- Duration of Written Test shall be of **90 minutes**.
- For qualifying in the written test, overall cut-off marks would be 50% for General / EWS / OBC (Non Creamy Layer) Candidates and sectional cut-off marks would be 50% for SC/ST candidates. Candidates should secure both the overall and sectional cut-off marks in written test for further consideration.
- The minimum qualifying overall cut-off marks and sectional cut-off marks in the written test will be relaxed by 5% for candidates belonging to SC/ST against reserved positions.
- Obtaining minimum qualifying marks in the written test does not confer any right or claim by the candidate for being shortlisted for further consideration of the same is related to number of positions, ratio applied and relative performance in the respective categories.
- Shortlisted candidates, in the ratio of 1:2 (two candidates for one post, with due cognizance to number of reserved posts) subject to securing minimum marks in the written test, will be required to undergo SPPT (Driving Test). The SPPT (Driving Test) shall be conducted by a duly constituted committee.
- In case of tie of marks in the written test for the last position on the Shortlist for SPPT (Driving Test) all such candidates shall be called for the SPPT (Driving Test) and the number exceeds the prescribed ratio. If such a situation arises anywhere before the last position while drawing a list, the last name / last few names in the prescribed ratio, will get eliminated.
- In SPPT (Driving Test), the technical skill / proficiency / physical ability to handle / operate the vehicle/equipment's of the respective discipline of the shortlisted candidates will be assessed.
- Category-wise Merit list shall be drawn on the basis of marks obtained in the written test, from and out of the said short-list, only for such candidates who are qualified in the SPPT (Driving Test).
- In case of tie of marks for the last position on the Merit List, the candidate with prior date of birth (senior by age) shall find a place in the Merit list. However, if such a situation arises anywhere before the last position while drawing a list, the last name / last few names in the prescribed ratio, will get eliminated.
- Candidates qualifying in SPPT (Driving Test) but not finding place in Merit List can be retained in the waitlist against candidates not joining from Merit List.
- Ex-Servicemen candidates, if found suitable, will be considered against reserved vacancy irrespective of their position in Merit list (in order of merit within the horizontal reservation policy).
- The candidature of the applicant would be provisional and subject to subsequent verification of certificates / testimonials, experience, Medical fitness as per Corporation's rules at any stage of selection process, if it is found that the candidate has furnished false or incorrect information, the candidature / appointment of the candidate will be cancelled.
- Filling-up of vacancies is solely at the discretion of the management based on suitability of candidates and no claim will arise for appointment, if some of the vacancies are not filled due to unsuitability of available candidates or insufficiency in number of candidates.
- The decision of the Management will be final and binding on all candidates on all matters relating to eligibility, acceptance or rejection of the application and cancellation of the selection process either in part or full, etc. No correspondence will be entertained in this regard.

E. Reservation for SC/ST/OBC (Non-Creamy Layer)/ExSM and EWS:

- Reservation of Posts for SC/ST/OBC (Non-Creamy Layer) ExSM and EWS candidates and relaxations thereof will be in terms of numbers indicated in the Annexure. Guidelines. Reservation for EWS candidates shall be as per Government Guidelines in this regard vide Department of Public Enterprises' O.M. 20/2019-FTS-1517 dtd 25.01.2019 and Department of Personnel & Training's O.M. No. 36039/1/2019-Estt(Res) dated 31.01.2019 will be in terms of numbers indicated in the Annexure.
- EWS/SC/ST/OBC (Non-Creamy Layer) candidates can be considered under General standard of merit against the un-reserved posts provided they meet the qualification, etc. is availed of / extended to them.
- For claiming the benefit of OBC (Non-Creamy Layer) category, the candidate should submit a latest caste certificate (not more than six months old on the date of application) as per proforma prescribed by Govt. of India, which would, among others specifically mention that the candidate does not belong to the persons / sections mentioned in column 3 of the schedule to the Department of Personnel & Training, Government of India OM No. 36012/22/93- Estt.(SCT) dated 08.09.1993 issued vide OM No. 36033/1/2013-Estt.(Res.) dated 13-09-2017.
- Candidates belonging to OBC category but falling in creamy layer are not entitled to OBC reservation benefits. Accordingly, such candidates must declare themselves as "General" in the positions provided they meet the age criteria applicable to "General" candidates and indicate their category as "General". Indian Oil Corporation Ltd. candidates belonging to Sector Undertaking, only those communities that are mentioned in the Central list of OBC as approved by Government of India shall be treated as OBC candidates for reservation. Relevant List can be viewed at <http://www.ncbc.nic.in>.
- For claiming the benefit applicable to Economically Weaker Section Category (EWS), candidates have to produce latest Income and Asset Certificate issued by the competent Authority, in the prescribed format, failing which such candidates would be considered as General category. The Income and Asset Certificate shall be for the financial year 2022-23 and shall be prepared on the basis of income and asset verification for the financial year 2021-22.
- Such candidate from Armed Forces, who has been released / retired / discharged from Armed Forces and qualified as an Ex-servicemen is required to submit a {Form of Undertaking to be given by Candidates Applying for Civil Posts under Ex-Servicemen Category} duly signed by him stating that he has not secured any other employment on the civil side prior to this appointment, along with his application, which is to be produced at the time of attending SPPT (Driving test). The prescribed format can be viewed on website <https://www.iocl.com/PeopleCareers/job.aspx>

F. Other Concessions / Relaxations to SC&ST

- The minimum prescribed qualification marks will be relaxed by 5% for candidates belonging to SC/ST categories considered against reserved positions.
- The minimum qualifying overall cut-off marks and sectional cut-off marks in the written test will be relaxed by 5% for candidates belonging to SC/ST against reserved positions.
- SC/ST candidates called for Written Test and SPPT (Driving Test) will be reimbursed single II class rail fare from the nearest railway station to the mailing address to the place of Written Test and SPPT (Driving Test), if shortlisted and back by the shortest route on production of proof of travel. The distance is not less than 30 Km. Candidates are advised to submit their bank details in the format along with Proof of Travel in Originals, Travelling expenses available on IOCL application Page, copy of cancelled Cheque or Passbook, after the completion of Written Test & SPPT (Driving Test) for reimbursement. Fare reimbursement shall be made through on-line payment system.
- SC/ST candidates are exempted from payment of application fee.

G. Minimum & Maximum Age Limit and Relaxations to SC/ST/OBC (Non-Creamy Layer) and ExSM

- Minimum 18 years and Maximum age shall be 26 years for General & EWS category candidates.
- Mark sheet issued by a Board of Secondary Education for passing Matriculation (Class X) Examination shall be the only acceptable document in support of age where date of birth is not mentioned in the Matriculation (Class X) Mark sheet of a Board, the date of birth may be verified from Admit Card/Passing Certificate.
- Relaxation in upper age limit upto 5 years for SC/ST and 3 years for OBC (Non-Creamy Layer) candidates considered against reserved positions.

L. General Instructions:

1. Only Indian Nationals are eligible to apply.
2. The candidates must have an active E-mail id and Mobile Number, which must remain valid for at least next one year. All future communication with the place through registered Email id only.
3. Candidates are advised to carefully read the full advertisement for details of Educational Qualification and other eligibility criteria before submission of online application.
4. The candidates should have the relevant documents like percentage of marks obtained in the qualifying examination, caste / sub-caste / category certificate, name of issuing authority, state of origin, etc. readily available with them for ease of completion of the On-line application process.
5. The OBC candidates who belong to "Creamy Layer" are not entitled for concession admissible to OBC(Non Creamy Layer) candidates and such candidates should indicate their category as Unreserved (UR).
6. Candidates employed in Government / Government Departments / PSUs / Autonomous Bodies will be required to submit 'NO OBJECTION CERTIFICATE' for document verification, failing which the candidate will not be allowed to appear for SPPT (Driving Test). Such candidates, if offered an appointment, shall submit proper 'RELEASE ORDER' from their employer at the time of joining, without which they will not be allowed to join the post.
7. **Candidates need to apply only under one State as the written test for all the States will be conducted on the same date and at the same time in all States.**
8. Candidates not found to be meeting the prescribed eligibility criteria shall be rejected at any stage of the selection process.
9. Mere issuance of Written test/SPPT (Driving test) call letter or reference for medical examination will not imply final selection of candidate, which may be subject to change.
10. Candidates will be required to carry original valid Photo ID Proof issued by the Government for Written Test and SPPT (Driving Test). The original Photo ID Proof shall be produced and verified during the Tests. A self-attested photocopy of the same shall also be collected along with the admit card after the Written Test and SPPT (Driving Test). Candidates are advised to retain a copy of the Admit card / call letter for future reference. Valid Photo ID proof like Aadhar Card, PAN Card, driving license, Voter ID card, etc. shall be accepted. Candidates without valid Photo ID shall not be allowed to appear for the Written Test and Driving Test.
11. Short-listed candidates have to bring all original certificates / testimonials / mark sheets along with a latest passport size photograph and self-attested photocopy of the mark sheets for checking the date of verification of documents. **Only candidates who are meeting all the eligibility criteria upon document verification are permitted for SPPT (Driving Test).**
12. **Candidates can apply for one Post Code ONLY. Further, only one mobile number and one email ID can be used for applying for the post. The same mobile number and email ID cannot be used by any other candidate for filling online application for this notification.**
13. All queries pertaining to recruitment including selection process may be addressed to Recruitment Team only through mktsrorecruit@indianoil.in
14. IOCL will not be responsible for any loss / non-delivery of email / any other communication sent, due to invalid / wrong email id / contact details furnished by the candidate.
15. Management reserves the right to restrict the number of candidates to be called for Written Test / SPPT (Driving Test), reject the application without assigning any reason, change the number of posts.
16. Selected candidates shall have All-India transfer liability. All positions involve working in three shift duties on round the clock basis in plant area. Selected candidates may be posted in any of the subsidiaries / Joint Ventures or any department of Government of India.
17. Reimbursement of 2nd class rail fare by the shortest route to examination center for outstation SC / ST candidates appearing for Written Test / Driving Test will be provided provided the distance travelled is not less than 30 kms each way. Candidates travelling from the place other than the mailing address will not be paid Travel allowance.
18. Any request for change in Category General / SC / ST / OBC (Non-Creamy Layer) / EWS / ExSM once filled in the online application form will not be considered accordingly concession / relaxation applicable will not be extended.
19. The reserved category candidates are required to submit the latest Caste certificate/s in prescribed format applicable for appointment to posts under Government of India issued by the competent authority at the time of verification of documents, in support of their claim.
20. In addition, the OBC (Non Creamy Layer) candidates will be required to submit a latest valid caste certificate (not more than six months old on the date of application) in prescribed format applicable for purpose of reservation in appointment to posts under Government of India / Central Government Public Sector Under DoPT Memo no. 36012/22/93-Estt(SCT) dt. 15.11.93 from a competent authority.
21. Further, the OBC (Non-Creamy layer) candidates will have to give a self-undertaking, at the time of document verification in terms of DOPT memo No. 36012/22/93-Estt(SCT) dt. 8.9.93, if called for, indicating that they belong to OBC (Non-Creamy Layer).
22. All the candidates are requested to remain updated for the Written Test and SPPT (Driving Test) date and Venue etc., by visiting the website regularly. <https://www.iocl.com/PeopleCareers/job.aspx>
23. In the event of non-receipt of Application fee from candidates for reasons whatsoever, his candidature will stand cancelled and no further communication will be entertained.
24. Furnishing of wrong / false information will lead to disqualification and IOCL will not be responsible for any of the consequences of furnishing such wrong information. Since all the applications will be screened without documentary evidence, the candidates must satisfy themselves of the suitability for the position to which they are applying at any stage during the recruitment and selection process, it is found that a candidate has furnished false or wrong information or is found ineligible with respect to any of the eligibility parameters, his candidature will be rejected.
25. Admit card for written test downloaded from the website is required to be produced at the time of **Written Test mandatorily.**
26. IOCL reserves the right to raise minimum eligibility standards and to increase/decrease the number of vacancies. IOCL also reserves the right to cancel or to enlarge the recruitment process and / or the selection process there under without any further notice and without assigning any reason.
27. Wherever CGPA/OGPA or letter grade is mentioned in the qualifying certificate, equivalent percentage of marks should be indicated in the application form as adopted by Board of Education. Please also obtain a certificate to this effect from Board of Education which shall be required at the time of document verification.
28. In case any dispute arises on account of interpretation of Advertisement in versions other than English, English version will prevail.
29. The question paper for the written test will be in English, Hindi, Tamil, Telugu, and Kannada. If there is any variation between the English and Hindi, Tamil, Telugu or Kannada version of a question, English version is to be treated as authentic.
30. **Request for change of center for written examination shall not be entertained.**
31. Any further corrigendum/addendum would be uploaded only on our website <https://www.iocl.com/PeopleCareers/job.aspx> The court of jurisdiction shall be the High Court of Madras, Chennai.

M. How to Apply: On-Line Application Form

1. Before applying on-line, a candidate must have an active email ID and a mobile phone number which must remain valid for at-least twelve-months for communication (including issue of call letters).
2. The candidate should have the relevant documents/certificates pertaining to age, qualification, caste, experience, and scanned copy of latest passport photo in Jpg/PDF format (**size not less than 20 Kb and not exceeding 50 KB**) ready before applying on-line. The photo and signature in digital form will be required to be uploaded.
3. Candidates meeting the prescribed eligibility criteria for a post, may visit the website and apply on-line on IOCL website, which will remain open from **@ 10:00 hrs.to 29th July 2022@ 22:00 hrs.**
4. Candidates are advised to carry a copy of the application with originals & self-authenticated copies of all testimonials and produce the same at the time of document verification.
5. Further information regarding written examination, call letters, results, etc. shall be made available through this website/ over email. Candidates are, therefore, advised to visit the Website regularly.
6. Canvassing in any form is liable to render the candidate ineligible. Queries, if any, may be addressed to the following e-mail id mktsrorecruit@indianoil.in
Contact No: 044- 28328170/8210