



Join India's No.1 Company, Be a Part of Nation Building

Recruitment of Engineers/ Officers/ Assistant Officer (Quality Control) through GATE-2018

As India's flagship oil & gas major, IndianOil has been fulfilling the energy needs of the nation for nearly six decades. With a sales turnover of Rs 4,38,710 crore (USD 65.39 billion) and profit of Rs 19,106 Crore (USD 2848 million) for the year 2016-17, IndianOil is India's largest commercial enterprise and the leading Indian company in Fortune's Global 500 listing. The Corporation operates Asia's largest refineries, pipelines and marketing infrastructure set-ups and owns some of the most trusted Superbrands like Indane and *SERVO*. Empowered with Maharatna status, IndianOil's vision is to be 'The Energy of India' and 'a globally admired company'.

To fuel its future growth, IndianOil is recruiting energetic and dedicated

- a) **Graduate Engineers** for recruitment as **Engineers/Officers**. In addition, few Graduate Engineers will be engaged as **Graduate Apprentice Engineers (GAEs)** in line with *Apprenticeship Act, 1961 (and subsequent amendments thereafter)* from **Civil, Chemical, Electrical, Mechanical and Instrumentation** disciplines. GAEs are offered lump sum monthly stipend for a period of one year and on the basis of their satisfactory performance, they may be absorbed in the Corporation.
- b) **Post Graduates in Chemistry (with minimum 2 years of relevant experience) as Assistant Officer (Quality Control) in Marketing Division of Indian Oil Corporation Ltd.**

Recruitment in the above mentioned positions will be through Graduate Aptitude Test in Engineering (GATE)-2018.

Short-listing of candidates for further selection process (comprising Group **Discussion (GD) & Group Task (GT) and Personal Interviews (PI)**) will be based on **GATE-2018 score**. GATE score of 2017 or any other previous examination is not valid.

Candidates have to essentially qualify in the GATE-2018 examination for getting shortlisted for further selection process comprising GD/GT and Personal Interview. However, short-listing will be based on merit of the candidates from different categories in line with the reservation policy. Hence, merely qualifying in GATE-2018 examination will not guarantee short-listing.

Candidates will require to obtain minimum 40% marks in GD/GT and Personal Interview for being considered in the merit list.

The details of eligibility criteria regarding disciplines, prescribed educational qualification, age and other eligibility criteria and application procedure is mentioned below:

1. Eligible Disciplines

1.1. Engineering Disciplines for selection as Officers/ Engineers/ GAEs

- 1.1.1. **Chemical Engineering (including Petrochemicals/Polymer/ Plastic Engineering but excluding Rubber/Oil/ Paint Technology/Surfactant Technology/Ceramics Engineering etc)**

- 1.1.2. Civil Engineering (excluding Construction/Environmental/Transportation engineering etc.)
- 1.1.3. Computer Science & Information Technology (including Computer Sc & Engineering, Information Technology Engineering but excluding Information & Communications Technology etc).
- 1.1.4. Electrical Engineering (including Electrical & Electronics engineering but excluding Electrical & Communication/Telecommunication Engineering/Power Engineering etc.)
- 1.1.5. Electronics & Communications Engineering (including Electronics Engineering/ Electronics & Telecommunications Engineering but excluding Avionics Engineering/ Electronics & Instrumentation engineering etc.)
- 1.1.6. Instrumentation Engineering (including Electronics & Instrumentation engineering/ Instrumentation & Control Engineering but excluding Electronics & Communication Engineering/Telecommunication Engineering etc.)
- 1.1.7. Mechanical Engineering (excluding Automation/ Bio-medical Engineering/ Automobile/ Industrial/ Manufacturing/ Power/ Production Engineering/ Mining Engg & Technology, Mining & Machinery/Marine Engineering/ Textile Engineering/ Robotics/ Welding etc.)
- 1.1.8. Metallurgical Engineering (Including Mineral/ Material Sciences)

Note: above mentioned inclusions/exclusions are indicative and not descriptive. The Corporation reserves the right to take a final decision for considering/ not considering a programme beyond the core Engineering/Technology disciplines mentioned above.

1.2. Eligible discipline for Selection as Assistant Officer (Quality Control) in Marketing Division

- 1.2.1. Candidates having **M.Sc in Chemistry (full-time regular course only)** will be considered for recruitment as Assistant Officer (Quality Control) in MARKETING DIVISION. M.Sc in Chemistry will mean M.Sc or equivalent degree either in Inorganic/ Organic/ Analytical/ Physical/Applied Chemistry.

Candidates from other branches of Chemistry viz Bio-Chemistry/ Geo-Chemistry etc. will not be considered as eligible.

(Note: Candidates not opting for the Chemistry (GATE paper code: CY) will not be considered for selection as Assistant Officer (Quality Control) by IndianOil.

1.3. Experience requirement for selection as Assistant Officer (Quality Control) in Marketing Division

Candidates for the post of Assistant Officer (Quality Control) in Marketing Division Officers must have minimum 2 years of relevant experience (**As on 30th June, 2018**) in one or more of the following areas:

- 1.1.1. Experience at a Chemical Testing laboratory on testing/ analysis/ R&D/ quality control etc.
- 1.1.2. Testing of petroleum products (fuel, lube, grease, used lubricants) petrochemicals etc.

In addition, the candidates must be:

- 1.1.3. conversant with BIS/ASTM/ISO/ IP specifications and test procedures
- 1.1.4. must have working knowledge of handling automated analytical equipments.

The duration of experience will be reckoned as on 30th June,2018. The experience after completion of M.Sc (announcement of final result) will only be considered as relevant experience. Any experience gathered after B.Sc or as a short-term trainee (summer/ winter project etc) will not be considered as relevant experience.

Teaching experience will not be considered as relevant experience.

2. Nature of Job - Officers/ Engineers (indicative)

- 2.1. Candidates selected as Officers/ Engineers may be posted in one of the divisions of IndianOil – Refineries, Marketing, Pipelines and Business Development or in Corporate functions, eg., Information Systems, Optimization or in Subsidiary/Joint Venture companies.
- 2.2. In Refineries Division, based on qualification, the postings of Engineers may be in engineering services, process, production, projects, power plant, maintenance, inspection etc.
- 2.3. In Marketing Division, Engineers may be posted in Aviation Services, Engineering, Operations, Maintenance & Inspection, Sales and Marketing, Technical Services, Quality Control etc.
- 2.4. In Pipelines Division, Engineers may be posted in operations and maintenance, construction, projects, etc.
- 2.5. In Business Development, Engineers may be posted in petrochemicals & polymer projects, operations, sales/marketing, gas, renewable energy & sustainable development etc.
- 2.6. Maintaining customer relationship. They will be managing distribution and distribution network related activities, manage MIS and gather market intelligence. They will also be entrusted with application development projects for customers, obtain OEM/ Statutory Approvals and develop market for new product launch.

3. Nature of Job - Assistant Officer (Quality Control) (Indicative)

- 3.1. Candidates selected as Assistant Officer (Quality Control) will be posted in a laboratory testing petroleum products in Marketing Division. The candidate should be conversant with/ carry out the following:
 - 3.1.1. BIS/IP/ISO/ASTM test methods and specifications for Physico-Chemical Testing of Petroleum and Petrochemical Products.
 - 3.1.2. Testing of Aviation/ Non-Aviation Petroleum Fuels/ Bio-fuels/ LPG/ lubricants (finished/used) /greases & additives samples as per specification requirements and Lubes packaging material testing etc as per national and international test methods and specifications and release of test reports.
 - 3.1.3. Furnishing quality certificates of finished products & raw materials.
 - 3.1.4. Ensuring function of manual and automatic laboratory equipments, maintenance of records of preventive and breakdown maintenance and processing of their AMCs.
 - 3.1.5. Working on and maintenance of computer aided instruments like UV/ GC/GLC/HPLC/Spectrophotometer/AAS/FTIR/ICP/Micro-coulometer/ED XRF/ WD XRF /DRES/ auto-viscometers/ titrimeters/ HTHS etc.
 - 3.1.6. Verification/ calibration of Hydrometer/ Thermometers/ Pressure-gauges, Viscometer etc and preparation of certificates
 - 3.1.7. Calibration of laboratory equipments (internal/external) and maintaining calibration schedule.
 - 3.1.8. Preparing laboratory reagents for chemical testing as per test methods.

- 3.1.9. Keeping of inventory stock-cards of laboratory equipments, chemical and glassware in the lab and their replenishment from time to time based on minimum inventory level (MIL).
- 3.1.10. Operation of mobile laboratories for sample testing at the industry retail outlets. This will involve travelling to upcountry locations for inspection/testing.
- 3.1.11. Maintenance of excellent level of safety, maintenance & housekeeping at all times in static and mobile laboratories.
- 3.1.12. Preparation of MIS data on static/ mobile lab activities and furnishing the same to the controlling officers.
- 3.1.13. Interface with Petroleum Refinery/Petrochemicals/Bulk Fuel Terminals/Aviation Fuel terminals/ Lube & grease plant operations including synthetic lube plants operations / quality assurance aspects related to fuels/lubes, storage/ transportation by pipe lines /tankers/tank wagons/ road tankers, storage/ dispensing at retail outlets, water and waste water quality management, Technical services etc for quality assurance.
- 3.1.14. Conceptualizing and implementing appropriate Quality Management Systems/Defence self certification in the lab ie. NABL/ISO /self certification etc.
- 3.1.15. Trouble shooting/ rendering technical assistance to process/ production / various functions.
- 3.1.16. Following guidelines from DGCA, DGAQA, DG Shipping and MOP & NG issued from time to time.
- 3.1.17. Developing statistical techniques for representation of testing data from laboratories.

4. Remuneration

4.1. Officers/Engineers

Candidates selected as **Engineers/ Officers** will receive a **starting basic pay of Rs. 24,900/-per month (pre-revised)**. In addition, the selected candidates will receive Dearness Allowance (DA) and other allowances, according to the rules of the Corporation in force, 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 **Cost-to-Company (CTC)**, will be about **Rs 12.00 lakhs** (pre-revised) per annum inclusive of **performance related pay (PRP)**. The actual CTC will vary depending on place of posting, financial performance of the Corporation and also performance rating of individual. The remuneration of the executives is currently under review.

The basic pay is due for revision and considerable increase in remuneration is expected.

4.2. Assistant Officer (Quality Control) in Marketing Division

Candidates selected as **Assistant Officer (Quality Control)** will receive a **starting basic pay of Rs. 20,600/-per month (pre-revised)**. In addition, the selected candidates will receive Dearness

Allowance (DA) and other allowances, according to the rules of the Corporation in force, 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 **Cost-to-Company (CTC)**, will be about *Rs 10.00 lakhs* (pre-revised) per annum inclusive of **performance related pay (PRP)**. The actual CTC will vary depending on place of posting, financial performance of the Corporation and also performance rating of individual. The remuneration of the executives is currently under review.

The basic pay is due for revision and considerable increase in remuneration is expected.

5. Educational Qualification

5.1. Engineering Disciplines

- 5.1.1.** Candidates should have passed **qualifying degree examinations and awarded bachelor's degree in engineering/technology (*full time regular courses only*)** in the above mentioned disciplines from recognized Indian Universities / Institutes.
- 5.1.2.** Candidates, belonging to General and OBC (non- creamy layer) categories, should have **secured minimum 65% marks** in qualifying degree examinations.
- 5.1.3.** Qualifying marks is relaxed to **55%** for **Scheduled Caste (SC)/Scheduled Tribe(ST)/People with Disability (PWD)** candidates.
- 5.1.4.** Candidates currently in **final year** of their engineering studies may also apply. However, if selected, they must be in a position to submit their final mark sheet by **31st August, 2018**.
- 5.1.5.** Candidates pursuing/ completed M.Tech in any disciplines, other than those mentioned above, for being eligible, must have completed (or are completing) **BE/ B.Tech in one of the above mentioned disciplines and should appear in GATE-2018 examination in the discipline of their BE/ B.Tech, are eligible to apply.**

Example

If a candidate has completed (or is pursuing) his M.Tech in Power Systems and if he has done his B. Tech in Electrical Engineering (which is one of the core disciplines advertised by IndianOil), he will be eligible, only if he appears in GATE-2018 examination in Electrical Engineering and has a valid score of GATE-2018. On the contrary, if the same candidate had done his BE/B.Tech in Electronics & Communication Engineering, he will not be eligible for Electrical Engineering discipline. He will be considered under Electronics & Communication Engineering discipline if he appears in GATE in Electronics & Communication discipline.

% of marks obtained by the candidate in BE/B.Tech will be reckoned to decide the eligibility.

- 5.1.6.** Integrated ME/ M.Tech candidates will be eligible, if they have already completed (or are completing) the **course requirement for award of BE/ B.Tech** in one of the core disciplines advertised above and have completed (or are completing ME/ M.Tech by August, 2018). At the end of the programme, if selected in IndianOil, such candidates must have **both BE/B.Tech and ME/M.Tech degree.**

If a candidate pursues integrated ME/M.Tech Programmes and is awarded two separate degrees i.e. BE/B.Tech and ME/M.Tech, then the % of marks/CGPA obtained by the candidates in BE/B.Tech will be considered to determine the eligibility of the candidates.

If a single degree i.e. ME/M.Tech is awarded to the candidates at the end of integrated ME/M.Tech programme, then the consolidated marks obtained by the candidate at the end of integrated ME/M.Tech programme will be reckoned for deciding the eligibility.

- 5.1.7. Candidates completed /pursuing their graduation (BE/B.Tech) in combined/ integrated disciplines/ inter-disciplinary subjects like **Mechatronics/ Robotics** etc **will not be eligible**.

5.2. M.Sc in Chemistry

- 5.2.1. Candidates should have passed **qualifying degree examinations and awarded Master's degree in Chemistry (M.Sc or equivalent) (*full time regular courses only*)** in the above mentioned disciplines from recognized Indian Universities / Institutes.
- 5.2.2. Candidates, belonging to General and OBC (non- creamy layer) categories, should have **secured minimum 60% marks** in qualifying degree examinations.
- 5.2.3. Qualifying marks is relaxed to **55%** for **Scheduled Caste (SC)/Scheduled Tribe(ST)/People with Disability (PWD)** candidates.

6. Age Limit

6.1. Officers/ Engineers

- 6.1.1. Maximum **26 years as on 30th June, 2018** for general category candidates. Age relaxation for OBC (Non Creamy Layer)/SC/ST/PWD candidates will be applicable as per the Presidential Directives.

6.2. Assistant Officer (Quality Control) in Marketing Division

- 6.2.1. Maximum **30 years as on 30th June, 2018** for general category candidates. Age relaxation for OBC (Non Creamy Layer)/SC/ST/PWD candidates will be applicable as per the Presidential Directives.

7. Concessions/ Relaxations

- 7.1. **Reservation of posts** for SC/ST/OBC (Non-Creamy Layer)/ PWD (degree of disability 40% or above) will be maintained as per Government of India directives.
- 7.2. **Relaxation** in upper age limit by 3 years for OBC (non-creamy layer), 5 years for SC/ST and 10 years for PWD candidates will be extended as per the Presidential Directives.
- 7.3. For getting the benefits of reservation under OBC category:
- 7.3.1.1. The name of caste and community of the candidate must appear in the '**Central list of Other Backward Classes**'
- 7.3.1.2. The candidates must **not** belong to **creamy layer**.
- 7.3.1.3. The candidates need to furnish their **OBC certificate as per the format** prescribed by Government of India and it must not be more than 6 months old.
- 7.4. **Age relaxation** by 5 years for candidates **domiciled in Jammu & Kashmir** between 1.1.1980 and 31.12.1989.

- 7.5. **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 Government of India.
- 7.6. Minimum percentage of marks in the qualifying degree examination is relaxed to **55%** for SC/ST/PWD category candidates.

8. Physical Fitness

- 8.1. Candidates desirous of seeking employment with IndianOil need to be **medically fit** as per **IndianOil's pre-employment medical standard**. 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:

https://www.ioel.com/PeopleCareers/Pre-employment Guiding Principles11th_mar_2011.pdf

9. Selection

- 9.1. The selection methodology for **Officer/Engineer** will comprise of the following:
- 9.1.1. **Graduate Aptitude Test in Engineers (GATE) 2018** score of the candidates in the concerned disciplines. The Graduate Engineers from the relevant disciplines, desirous of taking up a career with IndianOil are required to appear in **GATE-2018** in the same disciplines. The disciplines and corresponding GATE papers along with GATE paper codes are given below:

Engineering discipline advertised by IndianOil	Corresponding GATE –2018 paper	Corresponding GATE –2018 paper code
Chemical Engineering (Including Petrochemicals/Polymer/ Plastic Engineering but excluding Rubber/Oil/ Paint Technology/Surfactant Technology/Ceramics Engineering etc.)	Chemical Engineering	CH
Civil Engineering (Excluding Construction/ Environmental/ Transportation Engineering etc.)	Civil Engineering	CE
Computer Science & Information Technology (including Computer Sc & Engineering, Information Technology but Excluding Information & Communications Technology etc)	Computer Science & Information Technology	CS
Electrical Engineering (Including Electrical & Electronics engineering but excluding Electrical & Communication/Telecommunication Engineering/Power Engineering etc.)	Electrical Engineering	EE
Electronics & Communication Engg (Including Electronics Engineering/ Electronics & Telecommunications Engineering but excluding Avionics Engineering/ Electronics & Instrumentation Engineering)	Electronics & Communication Engineering	EC

Instrumentation Engineering (Including Electronics & Instrumentation engineering but excluding Electronics & Communication Engineering/ Telecommunication Engineering etc.)	Instrumentation Engineering	IN
Mechanical Engineering (Excluding Automation/Automobile/ Bio-medical Engineering/Industrial/ Manufacturing/ Power/ Production Engineering/ Mining Engg & Technology, Mining & Machinery, Marine Engineering/ Textile Engineering/ Robotics/ Welding etc.)	Mechanical Engineering	ME
Metallurgical Engineering (Including Mineral/ Material Sciences)	Metallurgical Engineering	MT

9.2. The selection methodology for **Assistant Officer (Quality Control), Marketing Division** will comprise of the following:

9.2.1. **Graduate Aptitude Test in Engineers (GATE) 2018** score of the candidates in the concerned disciplines. The Graduate Engineers from the relevant disciplines, desirous of taking up a career with IndianOil are required to appear in **GATE-2018** in the same disciplines. The disciplines and corresponding GATE papers along with GATE paper codes are given below:

Engineering discipline advertised by IndianOil	Corresponding GATE –2018 paper	Corresponding GATE –2018 paper code
Chemistry	Chemistry	CY

9.2.2. Only **GATE-2018** score is valid for this recruitment exercise in IndianOil under this advertisement. Score from GATE-2018 or from any previous GATE examination is not valid.

9.2.3. On the basis of **GATE-2018** score, the candidates will be short listed for **further selection process** comprising of:

9.2.3.1. Group Discussion (GD) & Group Task (GT)

9.2.3.2. Personal Interview (PI) for assessment of different facets of knowledge, skill, attitude and aptitude.

9.2.4. Candidates have to **essentially qualify** in the GATE-2018 examination. In addition, candidates will have to **qualify through GD/GT and also PI** successfully before being adjudged as suitable for selection.

9.2.5. Final merit will be prepared based on **GATE-2018** score and scores obtained by the candidates in **GD/GT and PI**. Merit will be prepared **discipline-wise**.

10. Service Bond

10.1. Officers/ Engineers

10.1.1. General category candidates will have to **execute a bond of Rs.3,00,000 (Rs.50000/- for SC/ST/OBC & PwD candidates)** to serve the Corporation for a **minimum period of three years** from the date of joining

10.2. Asst Officers (Quality Control)

10.2.1. General category candidates will have to **execute a bond of Rs.2,00,000 (Rs.35000/- for SC/ST/OBC & PwD candidates)** to serve the Corporation for a **minimum period of three years** from the date of joining

11. How to apply

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

STAGE -1

11.1.1. On-line registration for **GATE- 2018** examination

STAGE - II

11.1.2. On-line application in IndianOil with **GATE-2018 registration number** after down loading GATE-2018 admit card.

12. On-line registration for GATE-2018 examination

12.1. The on-line application site of GATE-2018 will remain open till 4th October,2016

12.2. GATE-2018 will be on-line examination and will take place **during 3rd, 4th,10th and 11th February, 2018**. For detailed information on GATE-2018, interested candidates may log on to **www.gate.iitg.ac.in** or on the websites of IITs (Bombay, Delhi, Guwahati, Kanpur, Kharagpur, Madras and IISc, Bangalore).

12.3. Candidates are required to **apply/register ONLINE for GATE-2018 using GATE Online Application Processing System (GOAPS)**.

12.4. **GATE-2018** admit cards containing GATE-2018 registration number will be available for printing from GOAPs website from 5th January,2018.

13. On-line application in IndianOil

13.1. After downloading the **GATE-2018 admit card** and receipt of **GATE-2018 registration number**, the candidates may apply to IndianOil **ONLINE**. The relevant link will be made available from 5th January, 2018 on the IndianOil's website **www.iocl.com**.

13.2. Candidates should **click on the ONLINE** application link, **read the instructions** carefully and **fill-in the ONLINE application form** giving accurate information including the **GATE-2018 registration number**.

13.3. Candidates must ensure that they fill in the **correct GATE-2018 Registration Number in IndianOil's on-line application form**. **Please note that only the correct GATE-2018 Registration Number in our application form will enable us to download your GATE-2018 score provided by GATE-2018 authorities.**

(Candidates may note that GATE scores of the candidates are retrieved from the database provided by the GATE authorities through software and in case of miss-match in GATE Registration Number, the score of the candidate will not be retrieved successfully. IOCL does not carry out any manual intervention to correct any mistake committed in filling-in the GATE registration number while applying on-line in IndianOil.)

13.4. Candidates must enter the **same name in the same configuration** as they are entering while applying to GATE-2018. (For example, if the candidate is entering his name as Ravi Kumar Singh in the ONLINE GATE application, he must enter Ravi Kumar Singh (exactly same

spelling) while applying to IndianOil ONLINE. He must not enter R K Singh or Ravi K Singh while applying to IndianOil). The candidates must fill-in the **other information boxes correctly and ‘tick’ the appropriate box, wherever applicable.**

13.5. 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.

13.6. Candidate should take a **print out** of completed application, **affix** his/her recent passport size photograph, put his/ her **signature** at the space provided and keep it with him/ her **safely** for future reference.

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

13.7. The passport size photograph affixed by the candidate should be the **same** submitted along with GATE-2018 application form and admit card. If the candidate is called for GD/GT and interview, his/ her identity would be verified with **GATE-2018 admit card** and **GATE-2018 official score card**.

13.8. **11th February, 2018** is the last date for receiving the ONLINE application by IndianOil

14. Important dates to remember

Opening of GATE-2018 (GOAPS) Website: Enrolment, Application Filling, Application Submission	Started on 1st September 2017
Last Date of submission of on-line application (website closure) including upload of supporting documents (Photograph, Proof of Eligibility etc) for GATE-2018	5th October 2016
Availability of Admit Card on the Online Application Processing System (GOAPS) website for printing	5th January, 2018
GATE-2018 Online Examination	3rd and 5th February, 2018 10th and 11th February, 2018
Last date of receiving ONLINE application by IndianOil	11th February 2018

Candidates need not to pay any application fee to IndianOil separately

General Instructions

1. The candidates must have an **active e-mail id**, which must remain valid for at least next one year. **All future communications with the candidates will take place through e-mail only. Candidates have to ensure accuracy of their e-mail ID while registering their on-line application.**
2. The candidates should have the **relevant documents** like percentage of marks obtained in the qualifying examination, caste/sub-caste certificate, date of issue, name of issuing authority, state of origin, etc. **readily available** with them before they commence the ONLINE application process. This information will be required at the time of filling-in the ONLINE application.
3. 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.
4. Candidates who are going to **appear in final qualifying degree examination** in 2018 may also apply. If such candidates are short-listed for interview, they will have to submit documentary proof of having completed all requirements of completing the qualifying degree (BE/ B.Tech etc) examination with minimum prescribed percentage of marks **by 31st August 2018.**
5. **30th June,2018** will be considered as the cut-off date for considering eligibility of the candidates in terms of maximum age and also experience requirement (for Assistant Officer - Quality Control for Marketing Division)
6. Candidates belonging to OBC category, but falling in **creamy layer**, will not be entitled to the benefit of reservation and should apply as General Category candidate.
7. Candidates **presently employed** in Government Departments / PSUs / Autonomous Bodies will need to submit NOC from competent authority of their current employer at the time of interview.
8. If more than one application is received from a candidate, **most recent** (current) application will be considered as final.
9. Candidates not found to be meeting the prescribed eligibility criteria shall be **rejected** at any stage of selection process.
10. Any candidate submitting **false/ incorrect** information shall be **rejected** during any stage of selection process.

Candidates may go through the “Frequently Asked Questions (FAQs)”. In case any particular query is not covered in the FAQs, the candidates can write to IndianOil at recruit2018@indianoil.in

Values at the core of our Business

Care . Innovation . Passion . Trust