



IndianOil

INDIAN OIL CORPORATION LIMITED
(Refineries Division)
Bongaigaon Refinery

Advt. No. - BGR/01/2022

Date: 21.04.2022

Requirement of Experienced Non-Executive Personnel at Bongaigaon Refinery

Indian Oil Corporation Limited (IOCL), a diversified, integrated energy major with presence in oil, gas, petrochemicals and alternative energy sources. Empowered with the '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 Admired Company'.

IndianOil has been featuring year after year among India's Best Companies to Work For and has been recognized as Best Employer among Nation-Builders. To fuel its future growth, IndianOil invites applications from bright, young and energetic persons of Indian Nationality for selection to various posts in the pay scale of **Rs. 25,000 -1,05,000/-** for Bongaigaon Refinery.

Number of Posts including reservation, Educational Qualification, Experience Criteria, and other eligibility criteria / parameters shall be as under:

A) Number of Posts and Reservations:

| Post Code | Name of Post | Total | Vacancies | | | | | | Remarks |
|---|---|-------|-----------|-----|----|----|-----------|------------------------------|---|
| | | | UR | EWS | SC | ST | OBC (NCL) | PwBD | |
| 204 | Junior Technical Assistant-IV (Mechanical) | 1 | 1* | 0 | 0 | 0 | 0 | 1 (Multiple Disabilities \$) | (*) Reserved for PwBD candidates only. |
| 205 | Junior Technical Assistant-IV (Instrumentation) | 1 | 1* | 0 | 0 | 0 | 0 | 1 (PH-HH \$) | |
| 206 | Junior Quality Control Analyst-IV | 4 | 2 | 0 | 0 | 2^ | 0 | 2^ (PL-OH - OA/ OL \$) | ^ Includes 01 post reserved for ST (PH-OH \$) |
| <p>➤ (\$) Backlog Vacancies - Candidates from the other 3 sub categories under PwBD can also apply with stipulation that in case of non-availability of a candidate belonging to the notified sub-category, the vacancy shall be filled by interchange among any of the other sub-categories.</p> <p>➤ Reservation for Ex-Servicemen shall be as per Government of India guidelines.</p> <p>➤ Prescribed reservations for PwBD & Ex-servicemen will be applied on horizontal basis as per Govt. guidelines.</p> | | | | | | | | | |
| <p>UR- Un-reserved, EWS- Economically Weaker Section, SC- Scheduled Caste, ST- Scheduled Tribe, OBC(NCL)- Other Backward Class- Non-Creamy Layer, PwBD- Persons with Benchmark disability, @ For PwBD- Multiple Disabilities- refer Note 3 appended below</p> | | | | | | | | | |

Note:

- 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 depending upon work exigencies.
- Number of vacancies indicated above is tentative and may increase or decrease in the relevant categories at the absolute discretion of the management and in compliance with the Presidential Directives on reservation at the time of appointment.
- Petroleum Refining being a complex and hazardous process, candidates belonging to Persons with Benchmark Disabilities category (40% or higher) shall be considered only against the identified positions/ numbers as indicated above.

The Rights of Persons with Disabilities Act 2016 - Section 2(r) defines "person with benchmark disability" as a person duly certified by the certifying authority with:

- Not less than 40% of a specified disability where specified disability has not been defined in measurable terms and
- A disability where specified disability has been defined in measurable terms.

The candidates are required to submit a Disability Certificate issued by competent authority as per the Rights of Persons with Disabilities Rules, 2017, failing which their candidature as PwBD candidates will not be considered. Persons with Benchmark Disabilities must be capable of performing the task assigned to them/take instructions using suitable aids and appliances. Appointment of candidates belonging to PwBD categories will be from categories below against identified posts under categories notified at Post Code 204, 205 and 206.

1. PV-Low vision
2. PH-Hard of hearing, Deaf
3. PL-Musculoskeletal (OH/OA/OL), Dwarfism, Acid attack victim, Cerebral Palsy, Leprosy Cured
4. Multiple (a combination of 1,2 or 3 above)

P=Physical; V=Vision; H=Hearing;
L=Locomotors; O=Orthopaedic;
OA=One Arm;
OL=One Leg

Being a hazardous industry, deployment of PwBDs with Disabilities, other than that mentioned above, may put such PwBDs at risk, hence not included.

B) Qualification & Experience Criteria:

1. Post-wise Qualification and Experience requirement:

| Sl. No. | Name of Post | Post Code | Qualification (Only Regular Full Time Recognised Courses from Indian Universities/ Institutes) | Area of Experience |
|---------|--|------------|--|---|
| I | Junior Technical Assistant-IV (Mechanical) | 204 | 3 years Diploma in Mechanical Engineering from recognized Institute/ University with minimum of 45% marks in aggregate for PwBD candidates. Or Matric with ITI in Fitter Trade with Pass class. | Minimum one year of post qualification experience in maintenance/ overhauling of rotary equipment such as Compressors, Gas/ Steam Turbines, Boilers, Columns, Valves, Pumps, Mechanical Seals / Dry gas seals, Bearings (Journal / Anti-friction), Safety valves, etc; in Petroleum Refinery / Petro-chemical / Heavy Chemical / Fertilizer/ Power Plants/ large industrial establishment. |
| II | Junior Technical Assistant-IV (Instrumentation) | 205 | 3 years Diploma in Instrumentation/ Instrumentation & Electronics/ Instrumentation & Control Engineering from a recognized Institute/ University with minimum of 45% marks in aggregate for PwBD candidates. | Minimum one year of post qualification experience in Maintenance of Modern instrumentation control system like DCS, PLC with electronic field instrumentation, Control Valve, Smart Positioners, loop configuration, online Analyzers condition monitoring, cabling, earthing etc., in a Petroleum Refinery / Petrochemicals / Heavy Chemical/ Fertilizers / Power Plants / Gas Processing Industry / large industrial establishment. |
| III | Junior Quality Control Analyst-IV | 206 | B.Sc. with Physics, Chemistry/ Industrial Chemistry & Mathematics with minimum of 50% marks in aggregate for General/OBC/SC candidates & 45% in case of ST / PwBD candidates against reserved/identified for PwBD positions. | Minimum one year of post qualification experience in handling instruments like HPLC, XRF, WDXRF, GC, ICAP, AAS, Auto Analyzers, Flash Points, etc. in a Petroleum Refinery/ Petro-chemical/ Heavy Chemical/Gas Processing Industry/ Fertilizers/ Power Plants/ large industrial establishment. |

2. Diploma / BSc./ ITI in Branch / Subjects as specified against respective Posts above will ONLY be considered as eligible qualification. Diploma / BSc./ ITI in other than specified Branch / Subjects shall not be considered.
3. The prescribed qualification should be from a recognized Indian University/Institute as a regular full time course / Diploma course (including a sandwich diploma course with industrial training as part of the course; with no break) with minimum 50% marks (relaxed to 45% for SC/ST and PwBD category candidates against reserved/identified posts) in aggregate. For ITI (Fitter), only a pass shall be eligible.
4. Candidates possessing Diploma under recognized lateral entry scheme (Class–XII (Sc.)/ ITI admitted in 2nd year of Diploma course) shall also be considered eligible subject to meeting prescribed percentage of marks on the basis of aggregate of 4 semesters in the diploma course.
5. Qualification of MSc (Chemistry) shall not be considered a disqualification for post codes 206. However, percentage requirement shall be applied on graduation level only.
6. Regular full-time ITI (Fitter) course recognised by NCVT/SCVT shall be considered for Post Code 204.
7. Candidates possessing higher professional qualifications such as B.E. / B. Tech/ MBA, CA, LLB, MCA or any such equivalent qualification shall not be eligible.
8. No Claim of possession of a qualification equivalent to a prescribed qualification shall be entertained.
9. Qualification for the purpose of this clause would mean the qualification based on which candidature is offered or considered claimed by a candidate.

10. Candidates holding a qualification through part-time/correspondence/distance education mode are not eligible.
11. The criteria for full time regular course shall not be insisted upon in case of Ex-Servicemen, provided they possess a requisite EQUIVALENT qualification that has been acquired during the service period and is recognized by AICTE/MHRD, Gol and have secured the prescribed minimum percentage of marks.
12. Work experience as prescribed of technical or professional nature is essential for being considered eligible.
13. For Ex Servicemen, a declaration of same area of work experience will be sufficient and no work experience related document will be required.
14. Ex-servicemen claiming an equivalence in qualification shall be required to produce a copy of equivalence certificate by the concerned Ministry
15. The candidature of the applicant would be provisional and subject to subsequent verification of certificates/ testimonials, etc.
16. Suppression of information regarding possession of or pursuing higher qualification shall render a candidate ineligible for consideration at any stage of selection and termination at any time during employment, if recruited.

C) Important Instructions:

1. A candidate is allowed to apply for only one post. In case of receipt of more than one application for more than one post, all the applications will be rejected.
2. Large Industrial Establishment would mean industrial/manufacturing Units whose investment in plant & machineries exceed Rs. 10 crores and which has been in operation.
 - Candidates shall be required to attach a copy of the relevant page of the last published Balance sheet of the establishment with the physical application under self-certification by the candidate.
 - Candidates employed, directly or by or through any agency (including a contractor) by a Large Industrial Establishment shall also be eligible to apply, provided they furnish copy of the work order issued to the agency/contractor along with the page of the balance sheet.
3. Candidates who are registered with Local Employment Exchange(s)/ District Sainik Resettlement Board/ Special Employment Exchange and meeting the prescribed eligibility criteria, whose names are sponsored to Bongaigaon Refinery against this notification, are advised to apply Online, failing which their candidature will not be considered.

D) Opportunity for Women:

1. No woman is permitted to work in or allowed to enter any building in which the generation of gas from dangerous petroleum as defined in the Petroleum Act 1934, is carried on. No woman is allowed to work in LPG storage and handling area.
2. Accordingly, Women candidates will not be considered for vacancies in Production and also against the cadres/work areas that require shift operations, 365 days in a year or necessitates undertaking work beyond 07.00 pm (& upto 06.00 am), like P&U Operations (Boiler & Electrical), Quality Control and Fire & Safety or maintenance services normally performed in shifts. However, subject to limitations above, exemptions if any, work & work performance requirements and availability of identified positions, women may be appointed.

E) Reservation for SC/ST/OBC (Non – Creamy Layer)/ExSM/PwBD/EWS:

1. Reservation of Posts for SC/ST/OBC (Non – Creamy Layer)/ExSM/PwBD/EWS candidates and relaxations thereof will be in terms of numbers indicated above / as per Govt. guidelines. Reservation for EWS candidates shall be as per Government Guidelines in this regard vide Department of Public Enterprises' O.M. 20(10)/99-DPE-GM-Part-2019-FTS-1517 dated 25.01.2019 and Department of Personnel & Training's O.M. No. 36039/1/2019-Estt(Res) dated 31.01.2019.
2. SC/ST/OBC candidates can be considered under General standard of merit against the un-reserved posts provided no relaxation in age, qualification etc. is availed of/extended to them.
3. For claiming the benefit of OBC category, candidates belonging to OBC category as per Govt. of India guidelines, should submit a latest caste certificate in the proforma prescribed by Govt. of India, which would, among others specifically mention that the candidate does not belong to the persons/sections (creamy layer) as 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 & OM No. 36033/1/2013-Estt.(Res.) dated 13.09.2017.
4. Candidates belonging to OBC category but falling in creamy layer are not entitled to OBC reservation benefits. Accordingly such candidates may choose to apply for the positions provided they meet the age criteria applicable to UR candidates and indicate their category as "UR".
5. Candidates belonging to EWS category are required to submit an Income and Asset certificate issued by Competent Authority prescribed under point no.5 of department of Personnel and Training's O.M No. 36039/1/2019-Estt.(Res)

dated 31.01.2019. If the candidates are not able to submit the income and asset certificate at the time of making application, Declaration in this regard must be furnished. Format of Income and Asset certificate /Declaration can be downloaded from the website www.iocl.com and www.iocrefrecruit.in.

6. PwBD candidates with less than 40% of permanent disability are not eligible. The PwBD candidates are required to submit a Disability Certificate issued by competent authority as per the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Amended Rules, 2017, failing which their candidature as PwBD candidates will not be considered.
7. In case of Persons with Benchmark Disabilities in the category of Cerebral Palsy, the facility of Scribe shall be given, if so desired by the candidate. In case of other category of persons with benchmark disabilities, the provision of scribe can be allowed upon production of a certificate to the effect that the candidate concerned has physical limitation to write and scribe is essential to write examination on his behalf, from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Govt. Healthcare Institution as per prescribed Proforma (*Certificate regarding Physical Limitation of an examinee to write*). In case the PwBD candidate is desirous of bringing his own Scribe, the qualification of the Scribe should be one step below the qualification of the candidate taking the examination. The person with benchmark disability opting for own Scribe/ Reader should submit details of the own Scribe as per prescribed Proforma (*Letter of Undertaking for using own scribe*). Both the prescribed proforma are available on website www.iocl.com and www.iocrefrecruit.in. Candidates shall send the scanned copy of Proforma duly completed and signed at blrrecruit@indianoil.in by **18.05.2022**.
8. A candidate working in Armed Forces would become eligible for applying against civil posts only when he/she completes the prescribed period of Armed Force Service within a year from the last date for receiving applications. Such candidate is required to submit prescribed Proforma {*Proforma of Certificate for employed Officials*}. The prescribed proforma is available on website www.iocl.com and www.iocrefrecruit.in. Candidates shall send self-attested copy of Proforma duly completed and signed along with print-out of the online application {refer to Clause No. N (5 c(ix)) below}.
9. Such candidate from Armed Forces, who has been released/retired/discharged from Armed Forces and qualified as an Ex-servicemen is required to submit an undertaking {*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 appointment on the civil side prior to this appointment, along with his application.
The prescribed proforma is available on website www.iocl.com and www.iocrefrecruit.in. Candidates shall send self-attested copy of Proforma duly completed and signed along with print-out of the online application {refer to Clause No. N (5 c(x)) below}.
10. A Person with a specified disability listed in the Schedule but not covered under Section 34 (1), if certified by a Certifying Officer as a person with disability of 40% or above, in terms of provisions of the Rights of Persons with Disabilities Act, 2016 shall be allowed concessions / relaxations available to PwBDs against Post Code 206 and if selected on merit against unreserved vacancies, he/she shall be declared successful. His/her candidature will not be considered / adjusted against reservation provided to PwBDs under Section 34 (1) of the Act of 2016.
11. A PwBD candidate availing of any age-relaxation (no relaxation in eligibility qualification marks / in written test qualifying marks) shall be considered against unreserved vacancy in order of merit in the select list before being considered against a reserved post.

F) Other Concessions/Relaxations to SC/ST/OBC/PwBD & Ex-servicemen (EXM) :

1. The minimum qualifying marks will be relaxed by 5% in written test for candidates belonging to SC/ST/PwBD categories against reserved positions.
2. SC/ST/PwBD candidates called for Written Test and Skill/Proficiency/Physical Test will be reimbursed single 11nd class rail fare from the nearest railway station of the mailing address to the place of Written Test and Skill/Proficiency/Physical Test (if shortlisted) and back by the shortest route on production of ticket provided the distance is not less than 30 Kms.
3. SC/ST/PwBD/EXM candidates are exempted from payment of application fee.

G) Age limit/ Relaxation for candidates belonging to SC/ST/OBC/PwBD/ Ex-servicemen (EXM) :

1. Certificate issued by a Board of Secondary Education for passing Matriculation/Higher Secondary shall be the only acceptable document in support of proof of age.
2. Minimum 18 years and Maximum age shall be 26 years for General candidates as on **30.04.2022**.
3. Relaxation in age upto 5 years for SC/ST and 3 years for OBC (NCL) candidates considered against reserved positions will be allowed.
4. PwBD candidates will be allowed age-relaxation upto 10 years (upto 15 years for SC/ST and upto 13 years for OBC (NCL) candidates), if considered against reserved positions.
5. Relaxation to Ex-servicemen will be allowed as per Govt. Guidelines i.e in case of EXM, Period of actual military service will be deducted from his actual age and if the resultant age does not exceed the maximum age limit by more than three years, he shall be considered to be fulfilling the age criteria.
6. PwBD / EXM candidates belonging to SC/ST/OBC (NCL) categories shall be eligible for grant of cumulative age relaxation under the categories.
7. Period of Apprenticeship training {under The Apprentices Act 1961/1973 (as amended)}, in an industry covered under the experience criteria notified in this advt. relevant to a post will be considered for relaxation in age.

8. Age relaxation of a period equal to minimum years of experience notified against a post shall be allowed.
9. Further, Period of Apprenticeship training in an industry covered under the experience criteria notified in this advt. relevant to a post may be considered as experience. However, in such cases, relaxation towards age shall not be available.

H) Date of reckoning Eligibility criteria:

The date for the purposes of possession of qualification & experience and meeting age criteria shall be **30.04.2022**.

I) Pay & Perks:

Besides Basic Pay and Industrial pattern of DA, the other allowances / benefits include HRA/ Housing accommodation (as per availability), Medical Facilities, Productivity Incentive, Performance Linked Incentive, Gratuity, Provident Fund, Group Savings Linked Insurance, Group Personal Accident Insurance, Leave Encashment, Leave Travel Concession/LFA, Contributory Superannuation Benefit Fund Scheme, House Building Advance, Conveyance Advance/Maintenance Reimbursement, Children Education Allowance etc., as per Corporation rules.

J) Selection Methodology:

1. The selection methodology will comprise Written Test and a Skill/Proficiency/Physical Test (SPPT). The SPPT will be of qualifying nature.
2. A candidate will have to secure a minimum of 40% marks in the written test to qualify for further consideration.
3. The minimum qualifying marks in the written test will be relaxed by 5% for candidates belonging to SC/ST/PwBD categories considered against reserved positions.
4. Written Test will be conducted at the location of Refinery Unit. Exact venue details will be communicated through the Admit Card.
5. Admit cards for Written Test will be issued to all **prima-facie eligible** candidates on the basis of the details furnished in Online-Application form and submission of application fees (applicable for UR, EWS & OBC Category candidates). Scrutiny of documents submitted by the candidates will be carried out post Written Test. Only those candidates will be considered/ called for next stage i.e. Skill/Proficiency/Physical Test (SPPT) who are (a) shortlisted on the basis of written test {refer Clause J (7) } and (B) meet the notified eligibility criteria upon verification of documents submitted by the candidates and other parameters.
6. Obtaining minimum qualifying marks in the written test does not confer any right or claim by the candidate for being shortlisted for SPPT or the final selection, as the same is based on candidate's rank in the merit list on the basis of marks obtained in the Written Test, ratio applied, relative performance in respective categories, number of seats in respective Posts, Reservation position, candidates meeting the notified eligibility criteria & other parameters and documents found in order upon verification.
7. Short listed candidates, in the ratio of 1:2 (two candidates for one post, with due cognizance to number of reserved posts) subject to securing minimum qualifying marks in the written test, will be required to undergo a Skill/Proficiency/Physical Test (SPPT).
8. In case of tie of marks in the written test for the last position on the Shortlist for SPPT, all such candidates shall be called for the SPPT, even if the total 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 proportion to the prescribed ratio, will get eliminated.
9. Category-wise Merit list shall be drawn on the basis of marks obtained in the written test from & out of the said short-list; only for such candidates who qualify in the SPPT.
10. 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, the name of the junior shall also be retained in the said Merit List, as the last name. If such a situation arises anywhere before the last position while drawing a list, the last name/last few names in the list, in proportion to the prescribed ratio, will get eliminated.
11. PwBD (availing of relaxation in qualification or written test qualifying marks) and 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 category) on horizontal reservation policy.
12. SC/ST/OBC Candidates, who have availed of concession in Age or Eligibility qualification marks or in Written Test qualifying marks, as is available to the category, will be considered against reserved vacancies, irrespective of their position in select list (in order of merit within the category).
13. However, a PwBD candidate availing of only age relaxation (no relaxation in eligibility qualification marks / in Written test qualifying Marks) shall be considered against an unreserved post in order of merit in the select list, before being considered against a reserved post.
14. The candidature of the applicant would be provisional and subject to subsequent verification of certificates/ testimonials, experience etc. At any stage of the selection process, if it is found that the candidate has furnished false or incorrect information, the candidature/appointment of the candidate will be cancelled.
15. 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 these vacancies are not filled due to unsuitability of available candidates or insufficiency in number of candidates.
16. 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, mode of selection, cancellation of the selection process either in part or full, etc. No correspondence will be entertained in this regard.

K) Pre-Employment Medical and Physical Fitness:

1. Candidates are advised to ensure that they are 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" and satisfy themselves of meeting the fitness criteria before starting the application submission process. The guidelines are available in the following link:
https://www.iocrefrecruit.in/iocrefrecruit/advert_pdf/Preemployment_Medical.pdf

L) Liability to Declare :

1. Candidates with reported ailments, deficiencies or abnormalities and also those with finding of not meeting the physical fitness criteria as above, shall make a declaration to this effect while submitting their application.
2. A candidate found UNFIT for a position during medical examination by any other location/ Refinery unit of the Corporation or a Government Authority or any other PSU, shall be required to declare his medical condition with reasons for being declared "UNFIT". If the candidate applies / seeks employment / engagement at any other location/ post of the Corporation, suppression of such information may render the candidature liable for Rejection.

M) General Instructions :

1. Candidates are advised to carefully read the full advertisement for details of educational qualification and other eligibility criteria before submission of on-line application.
2. Rules/guidelines, as may be prescribed by the Govt./framed by the Corporation from time to time, shall apply.
3. Candidates are hereby informed that any Corrigendum/ Addendum/ Notice etc. with regard to this advertisement will be made available on the website www.iocl.com ONLY. Candidates are advised to refer to the above website periodically for updates.
4. A candidate employed in Govt/Govt Departments/PSUs/Autonomous Bodies will be required to submit 'NO OBJECTION CERTIFICATE' at the time of Skill/Proficiency/Physical Test (if shortlisted for Skill/Proficiency/Physical Test), failing which the candidate will not be allowed to appear in the Skill/Proficiency/Physical Test. Such candidates, if offered an appointment, shall be required to submit proper 'RELEASE ORDER' from their employer at the time of joining, without which they will not be allowed to join.
5. General, EWS and OBC (NCL) candidates are required to pay Rs.150/- (Rupees One hundred and fifty only) as application fee (non-refundable) through **SBI e- collect** only. The bank charges, as applicable, have to be borne by the candidate.
6. The path for accessing and paying fee on SBI e-Collect portal is as follows:
Log onto <https://www.onlinesbi.com/sbicollect/>, Choose State of Corporate as **All India**, Type of Corporate as **PSU**, PSU Name as **Indian Oil Corporation Limited (IOCL)**, and Select Payment Category as Bongaigaon Refinery for against the relevant post notified for the refinery. The last date for making Application Fee payment is **12.05.2022 (17:00 Hrs)**.

N) How to Apply: On-Line Application

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 month period for future communication (including issue of call letters).
2. The candidate should have the relevant documents/certificates pertaining to age, qualification, caste, experience, Disability Certificate (where applicable), scanned copy of colour photograph and signature in jpg format (size 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 www.iocl.com > Go to "IndianOil for Careers" > Go to "Latest Job Openings" > Requirement of Experienced Non-Executive Personnel at Bongaigaon Refinery. The link to online application will remain open from **21.04.2022 (10:00 Hrs) to 12.05.2022 (17:00 Hrs)**. Applications submitted through on-line mode will **ONLY** be accepted. All future communication with candidate will take place only through website/ email.
4. The candidate must ascertain the correctness of each information/details before filling in the 'Online Application Form' and its final submission. The candidate shall be wholly/exclusively responsible for the information/details so filled/provided in his online Application Form.
5. After successful submission of online Application, the candidates are required to send the following documents to the **concerned authority** as mentioned in the table at Clause No. N (7) below by **Ordinary Post so as to reach by 21.05.2022:**
 - a) Print out of on-line application form, duly signed
 - b) A Colour photograph under self-attestation
 - c) Self attested copies of the following documents:
 - i. Matriculation/Higher Secondary certificate issued by Board of Secondary Education.
 - ii. Marksheet of Class XII by the concerned education Board / Semester-wise or year-wise mark sheets of ITI (Fitter) issued by NCVT or SCVT / Graduation / Diploma in Engineering issued by University/Institute (as applicable)
 - iii. Certificate of Class XII Pass by the concerned education Board / Final ITI (Fitter) issued by NCVT or SCVT / Graduation / Diploma in Engineering Final/Provisional Pass Certificate issued by respective University/Institute (as applicable)

- iv. Conversion certificate from CGPA/OGPA/Letter Grade to percentage of marks from concerned University/Institute (if applicable)
- v. SC/ST/ Disability Certificate / OBC (NCL) Certificate alongwith "Declaration" / EWS-Income & Asset Certificate/ "DECLARATION for ECONOMICALLY WEAKER SECTIONS Candidates". Certificate must be in the prescribed format (available on website www.iocl.com and www.iocrefreruit.in) and issued by the Competent Authority.
- vi. Experience Certificate or Copy of Offer Letter, Joining Letter, Payslips, Increment Letter, relieving letter etc. proving the continuance of experience for the period being claimed. The documents submitted in support of Experience **must clearly establish the period of experience as well as the nature of relevant prescribed experience** being claimed against the post applied for.
- vii. For experiences being claimed under Large Industrial Establishment, wherever prescribed, copy of the relevant page of the last published Balance sheet of the establishment with the physical application under self-certification by the candidate and copy of the work order issued to the agency/contractor along with the page of the balance sheet to be furnished where the candidate is employed, directly or by or through any agency (including a contractor) by a Large Industrial Establishment.
- viii. Proof of Qualification (equivalence) / Self Declaration of same area of work experience / Service Certificate/ Discharge Certificate in case of Ex-Servicemen.
- ix. Duly completed *Proforma of Certificate for employed Officials* - to be submitted by candidates belonging to Ex-Servicemen, as applicable {Please refer to Clause No. E (8)}
- x. Duly completed *Form of Undertaking to be given by Candidates Applying for Civil Posts under Ex Servicemen Category*- to be submitted by candidates belonging to Ex-Servicemen, as applicable {Please refer to Clause No. E (9)}
- xi. Photo Identity Proof (Aadhar Card/Driving License/ Voter Id/ PAN Card/ Passport etc)

Further, all candidates are required to bring and submit one set of above mentioned documents {as mentioned at Clause No. N (5)} on the day of examination i.e **22.05.2022** at the venue of Written Test.

6. If printout of the online application of a candidate along with the documents mentioned at Clause No. N (5) above is not received by **Bongaigaon Refinery** by **21.05.2022** by Ordinary Post OR on **22.05.2022** at Written test venue by hand, his/her candidature shall be summarily Rejected without any further communication. Candidates should superscribe the *Name of Post, Post Code and Name of the Refinery Applied (i.e. Bongaigaon Refinery)* for on the top of the envelope while sending the documents by Ordinary Post or submitting the documents at Written Test venue.
7. While sending the printout of the online application alongwith specified documents by Ordinary Post, candidates shall ensure that the same are sent to the concerned authority as mentioned below.

| Refinery | Address |
|----------------------------|---|
| Bongaigaon Refinery | Sr. Employee Relations Manager, HR Department, Bongaigaon Refinery, Indian Oil Corporation Limited, P.O. Dhaligaon, Dist. Chirang - 783385 (Assam) |

8. As regards online application and documents sent by Post, candidates shall note that the same sent to any address other than specified at Clause N (7) above or sent by Registered Post/ Speed Post / Email/ Courier etc. (i.e. other than Ordinary post) shall stand automatically Rejected
9. Incomplete applications, applications not supported by copies of relevant documents, applications not fulfilling the eligibility criteria or non-receipt of applications (in physical form) at Written test venue, shall be treated as Rejected without any further communication.
10. In the event of non-receipt of application fee (applicable for UR, EWS & OBC Category candidates) for ANY reason whatsoever, his / her candidature will stand cancelled and no further communication shall be entertained. IOCL will not be responsible for any glitch in SBI e-collect payment gateway or any failure of payment/non- generation of transaction number through the gateway.
11. Candidates shall be required to carry a copy of the online application submitted by him/her alongwith the originals & self-attested copies of all testimonials and produce the same at the time of SPPT for verification(if shortlisted for SPPT).
12. Further information regarding written examination and SPPT (if shortlisted), call letters/ admit cards, results, etc. shall be made available through the website/ over email. Candidates are, therefore, advised to keep visiting the website regularly.
13. IOCL will not be responsible for any loss / non-delivery of email/ any other communication, due to invalid / wrong email id/ mailbox being full/ incorrect contact details furnished by the candidate etc.
14. Canvassing in any form is liable to render the candidate ineligible. Queries, if any, may be addressed to the following e-mail ids & Contact Nos. given below.

For Queries / Clarification(s)

15.

| Unit | Contact No. (Monday-Friday) (0900 Hrs – 1600 Hrs) | E-mail ID |
|---------------------|---|-------------------------|
| Bongaigaon Refinery | 03664-254871 | bgrrecruit@indianoil.in |

Important Dates for Candidates:

- ✚ DATE OF OPENING OF ONLINE APPLICATION : 21.04.2022 (10:00 Hrs.)
- ✚ LAST DATE OF SUBMISSION OF ONLINE APPLICATION : 12.05.2022 (17:00 Hrs.)
- ✚ LAST DATE FOR PWBD CANDIDATES TO SUBMIT PRESCRIBED PROFORMAS FOR SCRIBE THRU' EMAIL {REFER CLAUSE E (7)} : 18.05.2022 (17:00 HRS.)
- ✚ DATE OF RECEIPT OF PRINTOUT OF ONLINE APPLICATION FORM ALONGWITH SUPPORTING DOCUMENTS
 - BY ORDINARY POST : BY 21.05.2022
 - AT WRITTEN TEST VENUE BY HAND : ON 22.05.2022
- ✚ TENTATIVE DATE OF WRITTEN TEST : 22.05.2022
- ✚ LIKELY DATE OF PUBLICATION OF WRITTEN TEST RESULT (SHORTLIST FOR SPPT) : by 02.06.2022

Canvassing in any form is liable to render a Candidate Ineligible

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| Be Aware of Frauds Recruitment in Indian Oil are undertaken only through Employment Exchange / Press Notifications |
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