



Recruitment of Assistant Officers in Finance Function

Advt. No: DP/5/5(Campus)

08th March 2022

Indian Oil Corporation Limited (IOCL) is 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'.

Indian Oil Corporation Ltd. has been featuring year after year among India's Best Companies to Work For and has been recognized as Best Employer among Nation-Builders. Delivering Energy at the Doorstep and Services at a Click, Indian Oil has recorded an all-time high Profit After Tax of Rs. 21,836 Crore in FY 2020-21 and is on path to an even greater glory. The organization is propelled to perfection by its high-caliber people adopting best practices aided by state-of-the-art technologies, cutting-edge R&D.

To fuel its future growth, Indian Oil is looking for Experienced, Energetic and Dedicated candidates with Best Minds and bright academic records from Finance domain to join the Organization.

Details of eligibility criteria regarding educational qualification, experience, age and other eligibility criteria and application procedure are mentioned below.

1.0 Eligibility Criteria: Candidates meeting eligibility criteria as below may apply for the advertised positions

1.1 Who can Apply	Only Indian Nationals meeting eligibility criteria are eligible to apply.
1.2 Educational Qualification	<p>a. Qualifying Degree: Graduation in any discipline obtained as Full-time Regular course from Institutions/ Colleges/ Universities/ Deemed Universities duly recognized by AICTE/UGC and obtaining minimum percentage of marks as below:</p> <p style="margin-left: 40px;">i. General / EWS / OBC(NCL) category - 55%</p> <p style="margin-left: 40px;">ii. SC/ ST/ PwBD - 50%</p> <p>AND Candidate should have passed the CA Intermediate/ CMA Intermediate from CA/CMA institute respectively.</p> <p>Please note:</p> <ul style="list-style-type: none"> ➤ Candidates having passed final examination from CA/CMA Institutes are NOT eligible to apply. ➤ Provisionally empaneled candidates will also not be allowed to join the organization in case they complete CA/CMA final examination on/before the date of declaration of final result of this recruitment.

	<p>b. Calculation of percentage of marks in the qualifying degree would be governed by institute/university rules. Rounding off percentage is not allowed.</p> <p>c. Wherever final marks in the qualifying degree have been awarded as letter grade (CGPA/GPI/SGPA etc), equivalent percentage of marks shall be adopted from conversion formula issued by respective institute/university for establishing eligibility criteria. Such candidates would be required to submit the conversion certificate issued by the concerned institute/university at the time of Personal Interview, if shortlisted.</p> <p>d. However, in case the institute does not follow any conversion formula for converting letter Grade to Percentage, IOCL shall be at liberty to arrive at equivalent percentage of marks adopting its own conversion formula.</p>
<p>1.3 Work Experience</p>	<p>a. At least three years of relevant experience in finance function as on 28th February 2022</p> <p>b. Relevant field of experiences includes experience in the field(s) of Finance/ Accounts/ Taxation/ Cost Accounting/ Auditing etc. These fields/experiences are not exhaustive and indicative in nature. The Corporation reserves the right to take a final decision for considering/ not considering an experience as valid experience for the post.</p> <p>c. Experiences obtained after date of declaration of CA(Inter) / CMA(Inter) result shall only be considered for this position. Further, the articulated training / practical training which are integrated to the curriculum of respective institution shall not be considered as valid experience for this purpose.</p> <p>d. Any work Experience gained as Intern or training will not be counted towards work experience. Further, Work experience gained in a Company or duly registered firms like Partnership firm, Consultancy firm and CA firm shall only be considered.</p> <p>e. The work experience document should be furnished on Company's letter head containing following:</p> <ol style="list-style-type: none"> i. Organization name ii. Designation/Position Held iii. Nature of Work iv. Period of service [From - to] v. Letter head should contain Firm registration number, Employer membership number, CIN number - whichever is applicable. <p>In addition to above, Candidate shall also furnish Bank statement showing deposit of first salary and last salary for each of the organization candidate has worked for.</p> <p>Failing to submit supporting work experience documents as sought above will render such work experiences ineligible from further consideration towards eligibility.</p>

Age Limit: Candidates applying from General/EWS category should not be more than 30 years as on 30th June 2022. Relaxation to candidates applying from other categories shall apply as per government guidelines. Therefore, the following cut off on Date of Birth shall apply:

Category	Born on/after dates	
	Non PwBD	PwBD
General, EWS	01 st July 1992	01 st July 1982
OBC (Non-Creamy Layer)	01 st July 1989	01 st July 1979
SC, ST	01 st July 1987	01 st July 1977
Ex-Servicemen and Commissioned Officers including ECOs/SSCOs	As per extant guidelines of Government of India.	

1.4 Age limit

Certificate issued by a Board of Secondary Education for passing Matriculation/Higher Secondary mentioning the date of birth shall be the only acceptable document in support of proof of age.

1.5 Reservation

- a. Reservation of posts for candidates from EWS/OBC(NCL)/SC/ST/PwBD will be available as per directives of Government of India.
- b. Candidates belonging to EWS/OBC(NCL)/SC/ST/PwBD should have valid certificate in support of their claim of belonging to such category, to be eligible for claiming reservation under the respective category.
- c. **For getting the benefits of reservation under OBC(NCL) category:**
 - Name of caste to which candidate belongs must appear in the Central List of Other Backward Classes of respective state as notified by Ministry of Social Justice and Empowerment, Govt. of India for appointment to posts under GOI and Central Govt. Public Sector Undertakings. The name of the caste mentioned in the certificate should be spelled exactly in the same manner as appearing in the central list.
 - Candidates should be able to produce caste certificate issued by the competent authority in the latest prescribed format applicable for purpose of reservation in appointment to posts under Government of India/Central Government Public Sector Undertaking.
 - The certificate must contain date of issue along with name of caste, spelled exactly in the same manner as appearing in the central list.
 - The OBC category candidates who belong to “CREAMY LAYER” are not entitled for OBC(NCL) concession/reservation and such candidates shall have to apply as “General” category candidate.
- d. **For getting the benefits of reservation under SC/ST category:**
 - Name of caste to which candidate belongs must appear in the Central List of SC and ST of respective state as notified respectively by Ministry of Social Justice and Empowerment, Govt. of India and Ministry of Tribal Affairs, Govt. of India.
 - The caste certificate must contain date of issue along with name of caste.
 - The candidates need to furnish their SC/ST certificate as per the latest format prescribed by Government of India.

	<p>e. For getting the benefits of reservation under EWSs category:</p> <ul style="list-style-type: none"> • The Income and Asset Certificate shall be valid for the year 2021 - 22 and shall be prepared on the basis of income and asset verification for the financial year 2020 - 21. • Name of the caste should be clearly mentioned in the aforesaid certificate. • Applicant's photo on the certificate should be duly pasted, signed and stamped by issuing authority. <p>f. For getting the benefit of reservation under PwBD category: The candidate should meet following criteria to claim relaxation under PwBD category</p> <ul style="list-style-type: none"> • Nature of Disability - Permanent • Degree of Disability - Minimum 40% • PwBD certificate as per latest format applicable to relevant category of disability.
<p>1.6 Document Readiness</p>	<p>a. Candidate should have all relevant documents in Original in support of their meeting all eligibility criteria mentioned in this detailed advertisement.</p> <p>b. Candidates availing relaxation of any kind should have relevant supporting documents in Original and in latest central government format applicable for posts under Government of India and Central Government Public Sector Undertakings.</p> <p>c. Candidates shortlisted for GD, GT and PI would have show these documents in Original in latest format at the time of document verification, failing which the candidate may not be allowed to participate further in the recruitment process.</p>

2.0 How to Apply:

<p>Application Process</p>	<p>a. Candidates must go through this detailed advertisement very carefully and check their eligibility before proceeding to apply ONLINE for the position.</p> <p>b. The relevant link to apply ONLINE is available on the Indian Oil's website at https://iocl.com/latest-job-opening on www.iocl.com Candidates should click on the ONLINE application link, read the instructions carefully and fill-in the ONLINE application form giving correct and complete information.</p> <p>c. Prior to applying ONLINE, Candidate would be required to register their email id and mobile number on the online portal. Therefore, they must have a valid email id and mobile number, both of which should remain active for minimum 01 year from the date of application. Communications to the candidates shall be made on their registered email id and/or mobile number. Post registration of email id and mobile number, request for change of e-mail ID and mobile number will not be entertained.</p> <p>d. Candidate should have following documents ready for uploading on the ONLINE portal at the time of registration:</p> <ul style="list-style-type: none"> ➤ Scanned copy of Recent Color Passport Size Photograph, <i>not older than January 2022.</i> ➤ Scanned copy of Signature
----------------------------	--

- e. The portal will capture candidate's photo using candidate's system camera through its in-built feature. Additionally, candidate will also be required to upload recent most photo (*not older than Jan 2022*) during the registration process.
- f. Candidate must read the On-Screen instructions very carefully while applying and filling the entries in the ONLINE form. Candidate must keep on verifying their entries repeatedly prior to submitting their ONLINE application, as no request for changes in the entries shall be entertained after submission of the ONLINE application form.
- g. Furnishing of wrong/false information or suppression of factual information will lead to disqualification. Since all the applications will initially be screened without documentary evidence, the candidates must fully satisfy themselves of meeting the eligibility criteria as mentioned in this detailed advertisement.
- h. Candidature of the candidates not found meeting the prescribed eligibility criteria shall be rejected at any stage of selection process. Candidature of the candidate submitting false/ incorrect information shall be rejected at any stage of selection process.
- i. If at any stage during/after the selection process, it is found that a candidate has furnished false or wrong information or has suppressed factual information or is found ineligible with respect to any of the eligibility parameters, his/her candidature will be rejected. If any of the above discrepancies w.r.t. eligibility parameters, furnishing of wrong/false information and or suppressing of any material fact is detected/noticed even after appointment, his/her services will be liable for termination without any further notice. Candidate may also render himself/herself liable to criminal prosecution.
- j. Candidature of the candidates shall be processed based upon information furnished by them in their application form at the time of applying online. Thereafter, any request for change in the application form whatsoever shall not be entertained from candidates.
- k. Candidates applying from any of the reserved category [EWS/OBC(NCL)/SC/ST/PwBD] must have relevant and valid document in central government format in support of their claim of belonging to reserved category from which they are applying, failing which their candidature may be cancelled. Such candidates must furnish details of such documents in ONLINE application portal wherever asked for.
- l. Applications submitted ONLY through ONLINE portal will be accepted for this position. Candidate must keep .pdf format of the ONLINE application form in their safe custody for future reference, if any. Candidates need not send this printout to any office of Indian Oil.
- m. The candidature of the applicant would be provisional and subject to subsequent verification of certificates/testimonials, medical fitness etc.
- n. Canvassing in any form during any stage of recruitment process will lead to cancellation of candidature.
- o. 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.

p. There is No application fee.

3.0 Shortlisting and Selection Process:

<p>3.1 Shortlisting and Selection</p>	<p>The selection methodology will comprise of the following:</p> <ol style="list-style-type: none">Candidates will be allowed to appear in GD, GT and PI only if they meet the eligibility criteria prescribed in the advertisement for recruitment of Assistant Officer in Grade A₀. Therefore, candidates must be able to produce valid and relevant documents in Original and in latest Central Government formats at the time of Document Verification in support of information furnished by them in their IOCL application form, failing which candidates may not be allowed to participate in GD, GT and PI and may be declared ineligible for the position.Shortlisting for Group Discussion (GD), Group Task (GT) and Personal Interview (PI) will be done on the basis of percentage of marks obtained by candidate in all Groups of CA Intermediate /CMA IntermediateIn order to be eligible for final merit list, candidate must qualify separately in GD/GT and PI both. Final merit list will be prepared based on performance of candidate in Personal Interview (PI) and Group Discussion/Group Task (GD/GT) taken together.Shortlisted candidate for GD, GT and PI will have to reach at the venue decided by Indian Oil Corporation Limited on date and time as advised to candidates. Request for rescheduling of GD/GT and PI may not be entertained.
<p>3.2 Service Bond</p>	<p>Selected candidates will have to execute a bond to serve the Corporation for a minimum period of three years from the date of joining the corporation. The bond amount is as under:</p> <ul style="list-style-type: none">➤ General Category - Rs. Two Lac only➤ EWS/OBC(NCL)/SC/ST/ PwBD - Rs. Thirty Five Thousand only
<p>3.3 Physical Fitness</p>	<p>Pre - Employment Medical Examination Guidelines (PEME Guidelines) - Final selection of candidates is subject to meeting the physical fitness criteria as described in the PEME guidelines.</p> <p>Therefore, Candidates are advised to go through the 'Guidelines and Criteria for Physical Fitness for Pre-employment Medical Examination' placed on the registration portal and should satisfy themselves that they meet the physical fitness parameters as per the PEME guidelines before commencing filling the ONLINE application.</p> <p>The medical report towards physical fitness - as per format mentioned in the guidelines shall be required to be submitted by the candidate at the time of joining, if finally selected for the advertised positions.</p>

4.0 Information:

4.1 Nature of Job	<p>Candidates selected as Assistant Officers in finance function may be posted in any of the verticals of Indian Oil – Refineries, Marketing, Pipelines, Business Development, Corporate office and R&D Centre or in Subsidiary/Joint Venture companies.</p> <p>Finance profile generally includes - Preparation of accounts, Internal Audit, Accounting, Pricing, Banking & Treasury Functions, Project Appraisal/ Project accounting, Direct and Indirect Taxation, Crude oil procurement/payments, trade receivables, trade payables, assets accounting etc.</p>
4.2 Remuneration	<p>Candidates selected as Assistant Officers (A₀ grade) will receive a starting basic pay of Rs. 40,000/-per month. 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.</p> <p>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.</p> <p>The gross valuation of remuneration to the company will be approx. Rs 13.00 lakhs per annum inclusive of performance related pay (PRP). The actual remuneration may vary depending on place of posting, financial performance of the Corporation and also performance rating of individual.</p>
4.3 Travel Reimbursement	<p>a. Reimbursement up to 2nd AC Rail fare or actual fare [<i>whichever is lower</i>] by the shortest route on production of ticket shall be extended to eligible candidates for appearing in Group Discussion/Group Task/Personal Interview provided the distance travelled is not less than 30 kms.</p> <p>b. Since the reimbursement shall be made online, candidate should have a bank account in his/her own name [<i>sole/joint</i>] with passbook/cheque book for reimbursement of fare.</p> <p>c. Reimbursement shall be made only to those candidates who would be able to furnish supporting documents in respect of meeting the eligibility criteria.</p>
4.4 Others	<p>a. 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 GD/GT Personal Interview and GD/GT.</p> <p>b. Corrigendum/Addendum/Notice etc. with regard to this advertisement, if any, will be made available on www.iocl.com only. Candidates are advised to refer to the above website periodically for updates. All future correspondences related to this advertisement shall be made only through our website www.iocl.com.</p> <p>c. Last date to apply for the position is 30th March 2022</p> <p>d. In case of query, the candidates can write to Indian Oil at recruit2022@indianoil.in</p>
