



## Detailed Advertisement

### Recruitment of Assistant Officers (Grade A<sub>0</sub>) in Finance Function

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

**07<sup>th</sup> August 2023**

Indian Oil Corporation Limited (IOCL) is a leading, diversified, and integrated energy major with presence across all streams of Oil, Gas, Petrochemicals and Alternative Energy sources. Contributing to the growth of nation year after years, Indian Oil has risen to position of leadership with its ubiquitous presence and its diligence to make a mark in the lives of the citizens of India. 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'.

Delivering energy at the doorstep and services at a click, IndianOil is propelled to perfection by its high-caliber people adopting best practices aided by state-of-the-art technologies, cutting-edge R&D. For the FY 2022-23, Indian Oil sold 95.714 million tonnes of products and recorded an all-time high revenue from operations of Rs.9,34,952 crores. The organization is on the path to an even greater glory.

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 as Assistant Finance Officers in Grade A<sub>0</sub>.

Details of eligibility criteria regarding educational qualification, experience, age, relaxation/reservation and other eligibility criteria, shortlisting methodology, application procedure etc. 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 the eligibility criteria are eligible to apply.						
1.2 Educational Qualification	<p><b>a. Qualifying Degree:</b></p> <ul style="list-style-type: none"> <li>➤ Minimum 3-year graduation in any discipline obtained as Full-time Regular course from Institutions/ Colleges/ Universities/ Deemed Universities duly recognized by AICTE/UGC and obtain the minimum percentage of marks as below:</li> </ul> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Category</th> <th style="width: 30%;">Minimum Percentage</th> </tr> </thead> <tbody> <tr> <td>General, Economically Weaker Sections (EWSs), Other Backward Classes (Non-Creamy layer) - OBC(NCL)</td> <td style="text-align: center;">55%</td> </tr> <tr> <td>Scheduled Caste (SC), Scheduled Tribe (ST), Persons with Benchmark Disabilities (PwBD)</td> <td style="text-align: center;">50%</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>➤ Candidates must also have passed the CA Intermediate/ CMA Intermediate from CA/CMA institute respectively.</li> </ul>	Category	Minimum Percentage	General, Economically Weaker Sections (EWSs), Other Backward Classes (Non-Creamy layer) - OBC(NCL)	55%	Scheduled Caste (SC), Scheduled Tribe (ST), Persons with Benchmark Disabilities (PwBD)	50%
Category	Minimum Percentage						
General, Economically Weaker Sections (EWSs), Other Backward Classes (Non-Creamy layer) - OBC(NCL)	55%						
Scheduled Caste (SC), Scheduled Tribe (ST), Persons with Benchmark Disabilities (PwBD)	50%						

➤ **Please note:**

- i) Candidates who have passed CA Final or CMA Final examination are NOT eligible to apply.**
- ii) Candidates, if empaneled for selection, will also not be allowed to join Indian Oil in case they pass the CA Final or CMA Final examination on/before the date of declaration of result of this recruitment.**
- b.** Calculation of percentage of marks in the qualifying degree would be governed by institute/university rules. Rounding off percentage is not allowed.
- c.** Wherever final marks in the qualifying degree have been awarded as letter/number 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.
- d.** However, in case the institute does not follow any conversion formula for converting CGPA to Percentage, the candidate will have to submit a certificate to this effect duly issued by concerned institute/university at the time of Personal Interview, if shortlisted. In such cases, IOCL shall be at liberty to arrive at equivalent percentage of marks following its own conversion formula.
- e.** Degree awarded by the Institutes/ Universities (including foreign institutes/universities) must have equivalence from the Association of Indian Universities (AIU) and candidates, in their own interest, as applicable, should ascertain the equivalence of their diploma/degree/ certificate with degree of recognized Indian universities by the Association of Indian Universities (AIU).

**Upper Age Limit:** Candidates applying from General/EWS category should not be more than 30 years as on 30<sup>th</sup> June 2023. Relaxation to candidates applying from other categories shall apply as per Government of India guidelines. The following cut-off on Date of Birth shall apply for respective categories:

Category	Born on/after dates	
	Non PwBD	PwBD
General, EWS	01 <sup>st</sup> July 1993	01 <sup>st</sup> July 1983
OBC (Non-Creamy Layer)	01 <sup>st</sup> July 1990	01 <sup>st</sup> July 1980
SC, ST	01 <sup>st</sup> July 1988	01 <sup>st</sup> July 1978
<b>Ex-Servicemen and Commissioned Officers including ECOs/SSCOs</b>	As per extant guidelines of Government of India.	

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.

1.3 Upper Age limit  
(As on 30<sup>th</sup> June 2023)

1.4 Work  
Experience  
**(As on 30<sup>th</sup>  
June 2023)**

- a. At least **three years** of relevant work experience in finance function as on 30<sup>th</sup> June 2023. Only such work experience will be considered valid for this position which has been obtained in relevant field after the date of declaration of result of CA Intermediate/ CMA Intermediate.
- b. Work experience in relevant field of finance function includes experience(s) in Finance/ Accounts/ Taxation/ Cost Accounting/ Auditing fields etc. These fields are not exhaustive and indicative in nature only. Further, the articleship training /practical training which are integrated into the curriculum of respective course/institution shall not be considered as valid experience for this purpose.
- c. Any work Experience gained as an 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.
- d. The Corporation reserves the right to take a final decision in considering/ not considering an experience as a valid experience for the post.
- e. Candidates will have to submit a certificate issued from ICAI/ICMAI about having done/not done such articleship/ industrial training, as applicable.
- f. **Shortlisted candidates will have to submit Work experience document as below:**
  1. Work experience document in original issued on respective company's letter head containing following:
    - a. Organization name
    - b. Designation/Position Held
    - c. Nature of Work
    - d. Period of service [From – to]

*Letter head should contain Firm registration number, Employer membership number, CIN number – whichever is applicable.*
  2. Bank statement(s)/Form 16 showing credit of salary. The bank statement(s) so furnished should establish the duration of the minimum work experience period of 3 years as sought towards eligibility for this recruitment.

Failing to submit supporting work experience documents as sought above will render claims of work experiences invalid and make candidate ineligible from further consideration towards eligibility.

1.5 Documents to avail Relaxation and Reservation in posts

- a. Reservation in posts for candidates from EWS, OBC(NCL), SC, ST and PwBD categories will be available as per directives of Government of India.
- b. Candidates belonging to EWS, OBC(NCL), SC, ST and PwBD categories should have valid certificate in support of their claim of belonging to such category, to be eligible for claiming relaxation and reservation under the respective category, as applicable.
- c. **For getting the benefits of reservation under EWSs category:**
  - The Income and Asset Certificate shall be valid for the financial year 2023-24 and should have been prepared on the basis of income and asset verification for the financial year 2022-23.
  - Name of the caste should be clearly mentioned in the aforesaid certificate. Caste name like “General/Samanya etc.” will not suffice.
  - Applicant’s photo on the certificate should be duly pasted, signed and stamped by the issuing authority.
- d. **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 (GOI) 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 of OBCs for the respective state.
  - Candidates should 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.

OBC(NCL) candidate belonging to state of Maharashtra must also submit valid Caste Validity certificate issued in his/her name by Government of Maharashtra.
  - The certificate must contain the date of issue along with name of caste, spelled exactly in the same manner as appearing in the central list of the respective state.
  - OBC(NCL) certificate should have been issued on or after **01.04.2023** by the competent authority.
  - OBC category candidates belonging to “CREAMY LAYER” are not entitled for OBC(NCL) relaxation/reservation and such candidates shall have to apply as “General” category candidate.
- e. **For getting the benefits of reservation under SC/ST category:**
  - Name of caste/tribe to which candidate belongs must appear in the Central List of SC/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/tribe certificate must contain date of issue along with name of caste/tribe. The certificate must contain the date of issue along with name of caste/tribe, spelled exactly in the same manner as appearing in the central list of the respective state.
  - The candidates need to furnish their SC/ST certificate as per the latest format prescribed by Government of India.

SC/ST candidate belonging to state of Maharashtra must also submit valid Caste Validity certificate issued in his/her name by Government of Maharashtra.

f. **For getting the benefit of reservation under PwBD category: The candidate should meet following criteria to claim relaxation/reservation under PwBD category:**

- Nature of Disability – Permanent Degree of Disability – Minimum 40%
- PwBD certificate as per latest format applicable to relevant category of disability.
- PwBD categories (**Refer RPwBD Act 2016**) – The following nomenclature has been used in the application form and shall mean as indicated against each of the category below:

VI	a. blindness and low vision
HI	b. deaf and hard of hearing
LD	c. locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy
Others	d. autism, intellectual disability, specific learning disability and mental illness and e. multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the posts identified for each disabilities

## 2.0 How to Apply:

Application Process	<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. Applications for this position shall be applied and submitted through ONLINE portal ONLY. Candidate must keep .pdf format of the ONLINE application form in their safe custody for future reference, if any. Candidates need not send printout of their application form to any office of Indian Oil.</p> <p>c. The relevant link to apply ONLINE is available on the Indian Oil's website at <a href="https://iocl.com/latest-job-opening">https://iocl.com/latest-job-opening</a> on <a href="http://www.iocl.com">www.iocl.com</a> 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>d. 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>e. Candidate should have following documents ready for uploading on the ONLINE portal at the time of registration:</p> <ul style="list-style-type: none"> <li>➤ Scanned copy of Recent Color Passport Size Photograph, <i>not older than January 2023.</i></li> <li>➤ Scanned copy of Signature</li> </ul> <p>f. The portal will capture candidate's LIVE photo using candidate's system camera through portal's in-built feature. Candidates should position themselves in such a way that only the</p>
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face and Neck area is in focus and same is captured by the camera. Additionally, candidates will also be required to upload recent most colour photo (*passport size, captured in January 2023/later*) during the application process. Candidates should ensure that their appearance in the photo (*both uploaded and captured by the system*) matches with their actual appearance on the day of personal interview, if shortlisted.

- g. 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.
- h. 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. Candidature of the candidates shall be rejected at any stage of selection process if found not meeting the prescribed eligibility criteria.
- i. Candidates applying from any of the reserved category (*EWS, OBC(NCL), SC, ST, PwBD*) must have relevant and valid document in support of their claim of belonging to reserved category from which they are applying, failing which their candidature may be cancelled and appointment may be summarily terminated, if selected. Such candidates must also furnish correct details of such documents in ONLINE application portal wherever asked for.
- 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. The candidature of the applicant would be provisional and subject to subsequent verification of certificates/testimonials, medical fitness etc.
- l. Any canvassing directly or indirectly by the applicant will lead to disqualification of his/her candidature.
- m. Mere registration on portal shall not mean that candidate is meeting the eligibility criteria. The same has to be established by producing relevant and valid documents in original at the time document verification.
- n. If at any stage of the selection process or after the selection process, it emerges that a candidate does not fulfill the eligibility criteria, and/ or that candidate has furnished any incorrect information or has suppressed any material fact(s), his/her candidature may be cancelled, and appointment may be summarily terminated, if selected.

If any of the above discrepancies w.r.t. eligibility criteria, 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.

- 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. IOCL may cancel this recruitment process at its sole discretion at any point of the recruitment exercise without offering any reason for cancellation.

### 3.0 Shortlisting and Selection Process:

3.1 Selection Process	<p>Selection process shall consist of following components:</p> <ol style="list-style-type: none"> <li>Percentage of Marks in CA Intermediate / CMA Intermediate (Both Groups)</li> <li>Group Discussion (GD) and Group Task (GT)</li> <li>Personal Interview (PI)</li> </ol>
3.2 Shortlisting Process	<ol style="list-style-type: none"> <li>Shortlisting of eligible candidates for further selection process shall comprise of GD, GT and PI.</li> <li>Shortlisting will be done category-wise in descending order of percentage of marks obtained by candidate in both Groups (1 and 2) taken together of CA Intermediate /CMA Intermediate.</li> <li>Candidates shortlisted 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 them. Request for rescheduling of GD/GT and PI may not be entertained.</li> </ol>
3.3 Document Readiness	<ol style="list-style-type: none"> <li>The eligibility of the shortlisted candidates shall be verified at the time of GD, GT, PI prior to allowing candidates further in the selection process. Only those candidates shall be allowed to appear in the selection process who would meet the eligibility criteria by furnishing relevant and valid documents in the latest formats in original at the time of document verification.</li> <li>Therefore, candidates must be able to produce valid and relevant documents in latest formats in original in support of information furnished by them in their IOCL application form at the time of document verification, failing which candidates may not be allowed to participate further in the selection process and may be declared ineligible for the position.</li> <li>Candidates are therefore advised to bring all valid and relevant documents in the latest formats at the interview center on the day of interview, if shortlisted.</li> </ol>
3.4 Merit List	<p>Merit list for provisional selection of the candidates for the advertised position shall be prepared from following components, subject to candidates qualifying in all components of selection process.</p> <ol style="list-style-type: none"> <li>Percentage of Marks in CA Intermediate / CMA Intermediate (Both Groups)</li> <li>Group Discussion (GD) and Group Task (GT)</li> <li>Personal Interview (PI)</li> </ol>

### 4.0 Other Information:

4.1 Service Bond	<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>	
	<b>Category</b>	<b>Bond Amount</b>
	General	Rs. Two Lac only
	EWS, OBC(NCL), SC, ST, PwBD	Rs. Thirty-Five Thousand only

4.2 Physical Fitness	<p><b>Pre – Employment Medical Examination Guidelines (PEME Guidelines)</b></p> <ul style="list-style-type: none"> <li>➤ Final joining of candidates is subject to meeting the physical fitness criteria as described in the PEME guidelines.</li> <li>➤ 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.</li> <li>➤ All medical reports towards physical fitness as per guidelines mentioned in the Pre-Employment Medical Examination shall be required to be submitted by the candidate at the time of joining, if finally selected for the advertised positions.</li> </ul>
4.3 Nature of Job	<p>Depending upon the requirements of the Corporation, selected candidates can be posted to any place in India in any Section/Plant/Unit/Department/Division of the Corporation or Establishment including Associate Subsidiary/ Group Company / Joint Venture companies of the Corporation, including overseas offices at the discretion of the Management without detrimental to the emoluments or in any other discipline/role as per organization requirement.</p> <p>Finance profile generally includes - Preparation of accounts, Internal Audit, Accounting, Pricing, Banking &amp; Treasury Functions, Project Appraisal/ Project accounting, Direct and Indirect Taxation, Crude oil procurement/payments, trade receivables, trade payables, assets accounting etc.</p>
4.4 Joining Time	<p>Selected candidates will have to join the organization on the date mentioned in their offer of appointment failing which the organization reserves the right to cancel/withdraw the offer of appointment without any further correspondence/reference to the candidates.</p>
4.5 Remuneration	<p>Candidates selected as Assistant Officers (A<sub>0</sub> grade) will receive a starting basic pay of <b>Rs. 40,000/- per month</b> and shall be placed in the pay scale of <b>Rs. 40,000 - 1,40,000</b>. 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 House Rent Allowance (HRA) / Company accommodation, Medical Benefits for self and dependents, Leave Travel Concession (LTC), Performance Related Pay (PRP), Advances like House Building Advance (HBA)/Conveyance Advance, Group personal accident insurance scheme, Superannuation Benefits (comprising of Gratuity, Provident Fund, Pension scheme and Post-retirement medical benefit) etc. as per rules of the corporation.</p> <p>The gross valuation of remuneration to the company will be approx. <b>Rs Thirteen Lacs Fifty Thousand (Rs. 13.50 lakhs)</b> 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>
4.6 Travel Reimbursement	<ol style="list-style-type: none"> <li>a. Reimbursement up to 2nd AC Rail fare or actual fare [<i>whichever is lower</i>] by the shortest route <b>on production of ticket</b> shall be made only to eligible candidates for appearing in Group Discussion/Group Task/Personal Interview provided the distance travelled is not less than 30 kms.</li> <li>b. Since the <b>reimbursement shall be made online</b>, candidate must have a bank account in his/her own name [<i>sole/joint</i>] with passbook/cheque book for reimbursement of fare.</li> </ol>



4.7 NOC	Candidates presently employed in Government Departments / PSUs / Autonomous Bodies need to submit NOC (No objection certificate) from competent authority of their current employer at the time of document verification. Selected candidates will have to submit clear/unconditional release letter from their current employer, failing which they will not be allowed to join. Selected candidates working in Private organization will have to submit proof of acceptance of resignation from their current employment prior to being allowed to join as officer.
4.8 Others	Any revision, clarification, addendum, corrigendum, time extension in submission of ONLINE application, etc. to the above advertisement will be hosted on "Careers" section of IOCL website: <a href="http://www.iocl.com">www.iocl.com</a> Candidates are requested to visit the website regularly to keep themselves updated.
4.9 Contact Us	In case of query, the candidates can write to us at <a href="mailto:recruit2023@indianoil.in">recruit2023@indianoil.in</a>
4.10 Last Date to Apply	Last date to apply for the position is 23:59 hrs of <b>31<sup>st</sup> August 2023.</b>

### 5.0 **Few Frequently Asked Questions:**

- a. **When will IOCL announce date for GD/GT and PI** – The shortlisted candidates will be informed about their GD/GT and PI schedule in due course.
- b. **I made some mistakes in my application form. Do you allow any Editing in Application Form already submitted** – No change is allowed. Please fill in the application form very carefully and recheck the entries made prior to final submission of the ONLINE application form.
- c. **Is there any Application Fee** – No
- d. **I scored 54.99% in my Graduation. Do you allow rounding it off to 55.00%?** – Rounding off of percentage is NOT allowed. In this case, you are not eligible to apply.
- e. **One of the term/semester/year of my graduation was done in correspondence mode. Am I eligible?** - No
- f. **CGPA to Percentage related** – My college follows a complex formula to convert CGPA to Percentage. I have obtained 7.3 CGPA on a scale of 10 and this converts to 78% after referring to conversion formula adopted by my college. What multiplication factor should I enter in the application form? – **You should enter 9.315 [78/7.3]**
- g. **I am not sure whether I fulfil the criteria for getting benefit under SC/ ST/ OBC(NCL) /EWS /PwBD category. What do I do?** - The onus of claim to belong to any of these categories and providing a valid relevant certificate to this effect rests with the candidate. Hence, the candidate should satisfy himself/herself fully before claiming to belong to one of these categories. In case it is found at any stage of recruitment/engagement process or any time after recruitment/engagement, that the candidate has obtained reservation benefits by submitting false/ incorrect certificate/ information; the candidature of such candidates will be cancelled, and services/engagement terminated immediately.

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