



INDIAN OIL CORPORATION LIMITED
(Refineries & Pipelines Division)

Advertisement Nos. (Refineries Division): Guwahati- GR/P/Rectt/24; Barauni- BR/HR/RECTT/OR/2024-25; Gujarat-JR/Rect/01/2024; Haldia- PH/R/01/2024; Mathura- MR/HR/RECT/2024; Panipat Refinery & Petrochemical Complex (PRPC)- PR/P/48 (2024-25); Digboi- DR/HR/RECT-2024; Bongaigaon- BGR/01/2024; Paradip- PDR/HR/01/Rectt-24
Advertisement No. (Pipelines Division): PL/HR/ESTB/RECT-2024

Date: 20-07-2024

Requirement of Non-Executive Personnel

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'.

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. To fuel its future growth, IndianOil invites applications from bright young and energetic persons of Indian Nationality for selection to various posts as under:

- a) **For Refineries Division-** in the pay scale of Rs. 25,000-1,05,000/ for Post Code 201 to 208 for its Refinery/ Petrochemical Units at Guwahati (Assam), Barauni (Bihar), Vadodara (Gujarat), Haldia (West Bengal), Mathura (Uttar Pradesh), Panipat (Haryana), Digboi (Assam), Bongaigaon (Assam) and Paradip (Odisha).
- b) **For Pipelines Division-** in the pay scale of Rs. 25,000-1,05,000/- for Post Code 301, 302 & 303 and Rs. 23,000-78,000/- for Post Code 401 for its installations located in different States of India.

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

A) 1. Number of Posts and Reservations for Refineries Division

Post Code	Name of Post	Refinery	Vacancies Per Refinery							Remarks
			Total	UR	EWS	SC	ST	OBC (NCL)	PwBD	
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)
201	Junior Engineering Assistant-IV (Production)	Guwahati	19	8	2	2	2	5	0	
		Barauni	21	10	2	2	1	6	0	
		Gujarat	40	16	4	3	6	11	0	
		Haldia	23	10	2	5	1	5	0	
		Mathura	19	8	2	4	0	5	0	
		PRPC, Panipat	16	9	1	3	0	3	0	
		Digboi	24	11	2	2	2	7	0	
		Bongaigaon	29	14	3	2	3	7	0	
		Paradip	7	3	1	1	2	0	0	
202	Junior Engineering Assistant-IV (P&U)	Guwahati	10	4	1	1	1	3	0	
		Barauni	3	1	1	0	0	1	0	
		Gujarat	3	1	0	0	1*	1	0	* Backlog
		Mathura	6	2	1	2	0	1	0	
		Digboi	4	3	0	0	0	1	0	
Bongaigaon	7	4	1	1	0	1	0			
203	Junior Engineering Assistant-IV (P&U-O&M)	PRPC, Panipat	16	9	1	3	0	3	0	
		Paradip	6	2	1	0	2*	1	0	* Backlog
204	Junior Engineering	Barauni	4	2	0	1	0	1	1 - PL-OH-OA/OL	

	Assistant-IV (Electrical)/ Junior Technical Assistant - IV	Gujarat	12	5	1	1	2	3	2- PL-OH-OA/OL	
		Haldia	2	1	0	1	0	0	1 (PL-OH-OA/OL)	
		Digboi	5	2	1	1	0	1	1 - Multiple Disabilities @	
		Bongaigaon	2	2	0	0	0	0	1 (PH-HH)	
205	Junior Engineering Assistant-IV (Mechanical)/ Junior Technical Assistant - IV	Guwahati	7	4	1	0	0	2	4 (1-PV-VH, *1-PH-HH, 1-PL, 1-Multiple Disabilities @)	*Backlog(\$)
		Barauni	9	5	1	1	0	2	3 (2-PV-VH, 1-Multiple Disabilities @)	
		Haldia	2	0	0	1*	0	1*	0	* Backlog
		PRPC, Panipat	4	1	1	1	0	1	3 (*2-PV-VH, 1-Multiple Disabilities @)	*Backlog(\$)
		Digboi	16	6	2	1	2	5	5 (1-PV-VH, 2-PH-HH, 1-PL-OH-OA/OL, 1-Multiple Disabilities @)	
		Bongaigaon	10	5	1	1	1	2	3 (1-PV-VH, 1-PH-HH, 1-Multiple Disabilities @)	
		Paradip	2	2	0	0	0	0	*2 (1 -PV-VH, 1-Multiple Disabilities @)	*Backlog(\$)
		Barauni	4	2	0	1	0	1	1 - Multiple Disabilities @	
206	Junior Engineering Assistant-IV (Instrumentation)/ Junior Technical Assistant - IV	Gujarat	3	2	0	0	0	1	*1 (PH-HH)	* Backlog(\$)
		Mathura	2	0	0	0	0	2*	*2 (1-PL-OH-OA/OL), 1-Multiple Disabilities @)	* Backlog(\$)
		PRPC, Panipat	7	3	1	1	0	2	3 (1-PV-VH, *2-PH-HH)	Out of 2-PH, 1 is Backlog(\$)
		Bongaigaon	6	3	1	0	1	1	*1 (PH-HH)	* Backlog(\$)

		Paradip	2	1	0	0	1*	0	* 1- PH-HH	* Backlog of 1 ST and separately of 1-PH-HH(\$)
207	Junior Quality Control Analyst-IV	Guwahati	2	1	0	0	0	1	1-PL-OH-OA/OL	
		Barauni	3	2	0	1*	0	0	*1 - PH-HH	* Backlog(\$)
		Gujarat	2	2	0	0	0	0	*2 (1 - PV-VH, 1 - Multiple Disabilities @)	* Backlog(\$)
		Haldia	1	1	0	0	0	0	1 (PV-VH)	
		PRPC, Panipat	4	1	1	1	0	1	*2 - PL-OH-OA/OL	Out of 2-PL, 1 is Backlog(\$)
		Digboi	5	3	0	1*	0	1	1 PH-HH	*Backlog
		Bongaigaon	4	2	0	0	*1	1	*1 (PL-OH - OA/OL)	* Backlog(\$)
208	Junior Engineering Assistant-IV (Fire & Safety)	Guwahati	4	3	0	0	0	1	0	
		Gujarat	6	2	1	0	1	2	0	
		Haldia #	2	2	0	0	0	0	0	
		Mathura	3	2	0	1	0	0	0	
		PRPC, Panipat	3	2	0	1	0	0	0	
		Digboi	5	3	0	0	1	1	0	
		Bongaigaon	4	2	0	1	0	1	0	

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

One vacancy in the post of JEA-IV (Fire & Safety) (Post code-208) at Haldia Refinery will be kept vacant as per the Hon'ble High Court of Calcutta order dated 18.04.2024 in W.P. No. 10104(W) of 2014 + CAN 6 of 2020. Hence, out of 2 UR vacancies, only 1 UR vacancy will be filled up in this recruitment exercise.

(\$) Candidates from the other 3 sub categories under PwBD (refer Note 3 below) 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. Only when there is no PwBD available for the post, vacancy shall be filled up by appointment of Person, other than PwBD and PwBD vacancy shall be carried forward.

- Reservation for Ex-Servicemen (ExSM) shall be as per Government of India guidelines.
- Prescribed reservations for PwBD & Ex-servicemen will be applied on horizontal basis as per Govt. guidelines i.e reservation out of the vertical reservation of SC/ST/OBC (NCL) & EWS

Note pertaining to A.1. for Refineries Division:

1. 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.
2. 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.
3. 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 mentioned below against identified posts under categories notified for Post Code 204,205,206 and 207.

- | | |
|-----------------------------------------------------------------------------------------------|----------------------------------|
| 1. PV-Low vision | P=Physical; V=Vision; H=Hearing; |
| 2. PH-Hard of hearing, Deaf | L=Locomotors; O=Orthopaedic; |
| 3. PL-Musculoskeletal (OH-OA/OL), Dwarfism, Acid attack victim, Cerebral Palsy, Leprosy Cured | OA=One Arm; |
| 4. Multiple Disabilities (a combination of 1,2 or 3 above) | 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.

A) 2. Number of Posts and Reservations (For Pipelines Division)

Post Code	Name of Post	Region & State	Vacancies for Pipelines						
			Total	UR	EWS	SC	ST	OBC (NCL)	PwBD
301	Engineering Assistant (Electrical)	ERPL-Bihar	1	1	0	0	0	0	0
		ERPL-West Bengal	1	1	0	0	0	0	1
		NRPL-Haryana	1	1	0	0	0	0	1
		NRPL-Punjab	1	0	0	1	0	0	
		SERPL-Odisha	2	1	0	0	1	0	1
		SERPL-Telangana	1	1	0	0	0	0	0
		SRPL-Tamil Nadu	1	1	0	0	0	0	0
		WRPL-Gujarat	6	3	0	1	1	1	1
		WRPL-Maharashtra	1	1	0	0	0	0	0
302	Engineering Assistant (Mechanical)	ERPL-West Bengal	1	1	0	0	0	0	1
		SRPL-Tamil Nadu	1	1	0	0	0	0	0
		WRPL-Gujarat	5	3	0	0	1	1	0
		WRPL-Rajasthan	1	1	0	0	0	0	0
303	Engineering Assistant (T&I)	ERPL-Uttar Pradesh	1	1	0	0	0	0	0
		ERPL-West Bengal	1	0	0	0	1	0	0
		NRPL-Delhi	1	1	0	0	0	0	0
		NRPL-Haryana	1	0	0	1	0	0	0
		NRPL-Punjab	1	1	0	0	0	0	0
		SERPL-Odisha	2	1	0	0	1	0	0
		SERPL-Telangana	1	1	0	0	0	0	0
		SRPL-Andhra Pradesh	1	1	0	0	0	0	0
WRPL-Gujarat	6	3	1	0	0	2	0		
401	Technical Attendant I	ERPL-Uttar Pradesh	1	1	0	0	0	0	0
		NRPL-Haryana	4	3	0	0	0	1	0
		NRPL-Punjab	3	2	0	0	0	1	0
		NRPL-Uttar Pradesh	2	1	0	0	0	1	0
		SERPL-Odisha	1	1	0	0	0	0	0
		SERPL-Telangana	1	1	0	0	0	0	0
		SRPL-Andhra Pradesh	1	0	0	1	0	0	0
		SRPL-Karnataka	1	1	0	0	0	0	0
		SRPL-Tamil Nadu	1	1	0	0	0	0	0
		WRPL-Gujarat	12	6	1	1	1	3	0
		WRPL-Madhya Pradesh	1	1	0	0	0	0	0
WRPL-Rajasthan	1	1	0	0	0	0	0		

Post Code	Name of Post	Region & State	Vacancies for Pipelines						
			Total	UR	EWS	SC	ST	OBC (NCL)	PwBD
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									
<ol style="list-style-type: none"> Reservation for Ex-Servicemen (ExSM) shall be as per Government of India guidelines. Prescribed reservations for PwBD & Ex-servicemen will be applied on horizontal basis as per Govt. guidelines i.e reservation out of the vertical reservation of SC/ST/OBC (NCL) & EWS Total vacancies reserved for Persons with Benchmark Disabilities (PwBD) in Post Code 301 and 302 above are earmarked for candidates with disability of Leprosy Cured, Dwarfism, Acid Attack Victims as well as Multiple disabilities from amongst these. One vacancy in Engineering Assistant (Mechanical) of ERPL-West Bengal is a PwBD backlog vacancy and this is the third attempt to fill this PwBD reserved vacancy. Only when there is no PwBD available for the post, vacancy shall be filled up by appointment of Person, other than PwBD and PwBD vacancy shall be carried forward 									

Note pertaining to A.2. for Pipelines Division: [Join Telegram Group "SarkariJobcity.in"](https://t.me/SarkariJobcity.in)

- The broad work assignment of the above posts is as under:
 - Post Code 301: Engineering Assistant (Electrical)** - Maintenance and upkeep of Mainline Engine/Motors, Booster Engine/Motors, Sump Pump Motor, Transformer, VFD, HT Panel, VCB/ACB Breakers, MCC Panel, High Mast Towers, HT Panel Battery Bank, CP System, DMV, AJB and CJBs.
 - Post Code 302: Engineering Assistant (Mechanical)** - Maintenance and upkeep of Pumping Units, Booster Pumps, Sump Pump, Station Piping, Station Valves, Strainers and Filters. Pigging. Operating and upkeep of Fire Fighting Equipment.
 - Post Code 303: Engineering Assistant (T&I)** - Maintenance and upkeep of field instruments like PTs, TTs, RTDs, LT, LS, TFM, Density Meter, PLC system, SCC and Workstations, SCADA System, LDS System, CCTVs, NVR and its servers, checking of telecom system, maintenance and upkeep of PIDWS, Fire and Gas Detection System.
 - Post Code 401: Technical Attendant I** - Testing of product density at pipeline manifold, retaining line samples, tank samples of product batches, assist control room in product change over work, observing key parameters of MLPU's, Booster Units and manual valve operation (if required). The post of Technical Attendant I is involved in round the clock shift operations inside battery/plant area, including night shift, involving hazardous process, therefore women candidates shall not be considered for this post.

B) 1. Qualification Parameter & Work Experience Criteria:

B.1. (1) Post-wise Qualification parameters for Refineries Division:

Sl. No.	Name of Post	Post Code	Prescribed Qualification Parameters (Only Regular Full Time Recognised Courses - From Indian Universities / Institutes)
I	Junior Engineering Assistant-IV (Production)	201	3 years Diploma in Chemical Engg./Petrochemical Engg./Chemical Technology / Refinery and Petrochemical Engg. or 3 yrs. B.Sc (Maths, Physics, Chemistry or Industrial Chemistry) from a recognized Institute/University with minimum of 50% marks in aggregate for General, EWS & OBC candidates & 45% in case of SC/ST candidates against reserved positions.
II	Junior Engineering Assistant-IV (P&U)	202	Refinery Unit(s) where Boiler Authority of the state has prescribed Boiler Competency Certificate (BCC) with Second Class: 3 years Diploma in Mechanical Engg. or Electrical Engg./ Diploma in Electrical and Electronics Engg. OR Matric with ITI (Fitter) of minimum 2 years duration OR B.Sc (Maths, Physics, Chemistry or Industrial Chemistry) from recognized Institute/ University ALONGWITH Boiler Competency Certificate (BCC) with Second Class OR National Apprenticeship Certificate in Boiler Attendant under the Apprentices Act, 1961 with due endorsement of equivalence to the Second-Class Boiler Attendant Certificate of Competency, by the Competent Boiler Authority of the State of the Refinery Unit for which the candidate has applied.

III	Junior Engineering Assistant-IV (P&U-O&M)	203	3 years Diploma in Electrical Engineering / Diploma in Electrical and Electronics Engineering from recognized Institute/ University with minimum of 50% marks in aggregate for General, EWS & OBC candidates & 45% in case of SC/ST candidates against reserved positions.
IV	Junior Engineering Assistant-IV (Electrical) / Junior Technical Assistant - IV	204	3 years Diploma in Electrical Engg. / Diploma in Electrical and Electronics Engineering from recognized Institute/ University with minimum of 50% marks in aggregate for General, EWS & OBC candidates & 45% in case of SC/ST/PwBD candidates against reserved/identified for PwBD positions.
V	Junior Engineering Assistant-IV (Mechanical) / Junior Technical Assistant - IV	205	3 years Diploma in Mechanical Engineering from recognized Institute/ University with minimum of 50% marks in aggregate for General, EWS & OBC candidates & 45% in case of SC/ST/PwBD candidates against reserved/identified for PwBD positions or Matric with ITI in Fitter Trade of minimum 2 years duration with Pass class.
VI	Junior Engineering Assistant-IV (Instrumentation) / Junior Technical Assistant - IV	206	3 years Diploma in Instrumentation Engg./Instrumentation & Electronics/ Instrumentation & Control Engg, / Applied Electronics and Instrumentation Engineering from a recognized Institute/University with minimum of 50% marks in aggregate for General, EWS & OBC candidates & 45% in case of SC/ST/PwBD candidates against reserved/identified for PwBD positions.
VII	Junior Quality Control Analyst-IV	207	B.Sc. with Physics, Chemistry/Industrial Chemistry & Mathematics with minimum of 50% marks in aggregate for General, EWS & OBC candidates & 45% in case of SC/ST/PwBD candidates against reserved/identified for PwBD positions.
VIII	Junior Engineering Assistant-IV (Fire & Safety)	208	Matric plus Sub-Officers' Course from NFSC-Nagpur or Equivalent (Regular Course of minimum 06 months duration) from any other recognized institute, with Valid Heavy Vehicle Driving License . Physical Standards: Height: Minimum 165 cms. (Relaxable by 5 cms in case of Garhwalis, Assamese, Gorkha and members of Scheduled Tribe) Chest: 81cms Unexpanded and 86 cms Expanded (Fully expanded with minimum 5 cms Expansion) Weight: Minimum 50 Kgs. Disqualification: BMI beyond 28 with systemic involvement for candidates upto 35 years of age, BMI beyond 30 with systemic involvement for candidates above 35 years Medical Standards a) Vision - Better Eye - 6/6 without aid (Eligible vision - 6/6 only) Worse eye - 6/12 b) No Colour Blindness c) No Night Blindness d) Must not have knock knee, flat foot, squint eyes and stammering {Please also refer Pre-Employment Medical Examinations Guidelines hosted on 'Latest Job Opening' under 'IndianOil for Careers' page of website www.iocl.com

B.1. (2) Qualification Parameters for Pipelines Division:

Sl. No.	Name of Post	Post Code	Prescribed Qualification Parameters (Only Regular Full Time Recognised Courses - From Indian Universities / Institutes)	Work Experience Criteria
1	Engineering Assistant (Electrical) Grade-IV	301	Three years full time Diploma in any of the following disciplines of Engineering from a Govt. recognized Institute: 1. Electrical Engineering 2. Electrical & Electronics Engineering Minimum percentage of marks: 50% marks in aggregate for General, EWS & OBC candidates & 45% marks in aggregate for SC/ST/PwBD candidates against reserved positions.	Work Experience not mandatory

2	Engineering Assistant (Mechanical) Grade-IV	302	<p>Three years full time Diploma in any of the following disciplines of Engineering from a Govt. recognized Institute:</p> <ol style="list-style-type: none"> 1. Mechanical Engineering 2. Automobile Engineering <p>Minimum percentage of marks: 50% marks in aggregate for General, EWS & OBC candidates & 45% marks in aggregate for SC/ST/PwBD candidates against reserved positions.</p>	Work Experience not mandatory																																													
3	Engineering Assistant (T&I) Grade-IV	303	<p>Three years full time Diploma in any of the following disciplines of Engineering from a Govt. recognized Institute:</p> <ol style="list-style-type: none"> 1. Electronics & Communication Engineering 2. Electronics & Telecommunication Engineering 3. Electronics & Radio Communication Engineering 4. Instrumentation & Control Engineering 5. Instrumentation & Process Control Engineering 6. Electronics Engineering <p>Minimum percentage of marks: 50% marks in aggregate for General, EWS & OBC candidates & 45% marks in aggregate for SC/ST/PwBD candidates against reserved positions.</p>	Work Experience not mandatory																																													
4	Technical Attendant-1 Grade-I	401	<p>Matric / 10th pass and ITI pass from a Govt. recognized Institute in the specified ITI Trades and duration as mentioned below from a Govt. recognized Institute/Board with marks sheet indicating marks of all semesters/years and Trade Certificate/ National Trade Certificate</p> <p>Candidates should possess <i>Trade Certificate / National Trade Certificate (NTC) issued by SCVT/NCVT.</i></p> <table border="1" data-bbox="539 1098 1258 1799"> <thead> <tr> <th data-bbox="539 1098 609 1224">Sl. No</th> <th data-bbox="609 1098 995 1224">ITI Trade</th> <th data-bbox="995 1098 1258 1224">Minimum duration of course (in years)</th> </tr> </thead> <tbody> <tr><td>1</td><td>Electrician</td><td>2</td></tr> <tr><td>2</td><td>Electronic Mechanic</td><td>2</td></tr> <tr><td>3</td><td>Fitter</td><td>2</td></tr> <tr><td>4</td><td>Instrument Mechanic</td><td>2</td></tr> <tr><td>5</td><td>Instrument Mechanic (Chemical Plant)</td><td>2</td></tr> <tr><td>6</td><td>Machinist/ Machinist (Grinder)</td><td>2</td></tr> <tr><td>7</td><td>Mechanic-cum-Operator Electronics Communication System</td><td>2</td></tr> <tr><td>8</td><td>Turner</td><td>2</td></tr> <tr><td>9</td><td>Wiremen</td><td>2</td></tr> <tr><td>10</td><td>Draughtsman (Mechanical)</td><td>2</td></tr> <tr><td>11</td><td>Mechanic Industrial Electronics</td><td>2</td></tr> <tr><td>12</td><td>Information Technology & ESM</td><td>2</td></tr> <tr><td>13</td><td>Mechanic (Refrigeration & Air Conditioner)</td><td>2</td></tr> <tr><td>14</td><td>Mechanic (Diesel)</td><td>1</td></tr> </tbody> </table>	Sl. No	ITI Trade	Minimum duration of course (in years)	1	Electrician	2	2	Electronic Mechanic	2	3	Fitter	2	4	Instrument Mechanic	2	5	Instrument Mechanic (Chemical Plant)	2	6	Machinist/ Machinist (Grinder)	2	7	Mechanic-cum-Operator Electronics Communication System	2	8	Turner	2	9	Wiremen	2	10	Draughtsman (Mechanical)	2	11	Mechanic Industrial Electronics	2	12	Information Technology & ESM	2	13	Mechanic (Refrigeration & Air Conditioner)	2	14	Mechanic (Diesel)	1	Work Experience not mandatory
Sl. No	ITI Trade	Minimum duration of course (in years)																																															
1	Electrician	2																																															
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3	Fitter	2																																															
4	Instrument Mechanic	2																																															
5	Instrument Mechanic (Chemical Plant)	2																																															
6	Machinist/ Machinist (Grinder)	2																																															
7	Mechanic-cum-Operator Electronics Communication System	2																																															
8	Turner	2																																															
9	Wiremen	2																																															
10	Draughtsman (Mechanical)	2																																															
11	Mechanic Industrial Electronics	2																																															
12	Information Technology & ESM	2																																															
13	Mechanic (Refrigeration & Air Conditioner)	2																																															
14	Mechanic (Diesel)	1																																															

B.1. (3) Important Notes related to Qualification Parameters:

- i. 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.
- ii. Qualification prescribed above shall only be considered. No Claim of possession of a qualification equivalent to above prescribed Qualification shall be entertained except as specified at Clause B 1 (1) VIII.
- iii. Regular full-time ITI (Fitter) of minimum 2 years duration recognized by NCVT/SCVT shall be considered for the Post codes 202 & 205 i.e. for the posts of Junior Engineering Assistant – IV (P&U) and Junior Engineering Assistant – IV (Mechanical).
- iv. Candidates possessing higher professional qualifications such as Bachelor of Engineering (BE), Bachelor of Technology(B.Tech), Masters in Business Administration(MBA), Chartered Accountant(CA), Company Secretary (CS), Cost Management Accountant (CMA), Bachelor of Law (LLB), Masters of Computer Applications (MCA), Doctor of Philosophy (Ph.D) or any such equivalent higher professional qualification shall NOT be eligible. Higher qualification (other than professional qualification as mentioned above), shall not be a disqualification. However, in such cases, percentage acquired in prescribed qualification examination {as stipulated against each post in Clause No. B. 1. (1) & B. 1. (2) above will only be reckoned for deciding eligibility.
- v. For the Post of Technical Attendant-I (Post Code 401) of Pipelines Division, in addition to the higher qualifications mentioned above, candidates having qualifications of Diploma in Engineering, Graduation and above in any discipline, shall not be eligible.
- vi. The aforesaid list of higher qualifications/higher professional qualifications mentioned above is not exhaustive. Management may determine any other qualification as a higher qualification/higher professional qualification which is/ are not listed above. The decision of the Management in this regard shall be final and binding and no further enquiry shall be entertained in this respect.
- vii. For determining eligibility w.r.t. prescribed percentage of marks under qualification parameter, the following methodology will be followed:

- a) Wherever CGPA/OGPA or Letter Grade is awarded in the ITI (Fitter)/Degree/Diploma examinations, its equivalent aggregate percentage of marks must be indicated by the candidates in the On-line Application as per the norms adopted by Board/University/Institute. Candidates will have to upload certificate from the concerned Board / University/Institute regarding the equivalent aggregate percentage of marks with reference to their CGPA/OGPA or Letter Grade and produce the same at the time of document verification failing which their candidature will not be considered.

In case the Board/Institute/University does not follow any conversion formula for converting CGPA/OGPA to Percentage, candidate will have to produce a certificate to this effect that the Board/Institute/University does not follow any conversion formula and in order to arrive at equivalent percentage of marks, aggregate of Grade score obtained in each semester/year as applicable, divided by the total number of semesters/years will be considered.

In case of Letter Grade, candidate will have to necessarily produce Certificate from the Board/ University/Institute specifying clearly equivalent percentage of marks against Letter Grade failing which their candidature will not be considered.

- b) Where marks are awarded, the aggregate percentage of marks in prescribed qualification must be indicated by the candidates in the On-line Application. For calculation of aggregate percentage following formula shall be followed:

$$\left\{ \frac{\text{Total of marks secured in each semesters (where semester wise exam is conducted)/years (where yearly exam. is conducted)}}{\text{Total of maximum marks in each semesters/years}} \right\} \times 100$$

- viii. Candidate must specifically indicate the percentage of marks obtained (calculated to the nearest two decimals) in the relevant column of the online application. Where percentage of marks is not awarded by the University but only CGPA/OGPA is awarded, the same shall be converted into percentage in terms of conversion norms of the concerned university in this regard, besides indicating the CGPA/OGPA in the online application.
- ix. **The fraction of percentage so arrived will not be rounded off to next higher whole number i.e. 59.99% will be treated as less than 60%.**
- x. A qualification acquired through Part-time/Correspondence/Distance Learning mode shall render the candidate ineligible.
- xi. A Sandwich Diploma course (with Industrial training as part of the course with no break) shall be considered eligible.

- xii. 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.
- xiii. Suppression of information regarding possession of or pursuing higher qualification/higher professional qualification shall render a candidate ineligible for consideration at any stage of selection and termination at any time during employment, if recruited.
- xiv. 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, GoI and have secured the prescribed minimum percentage of marks.
- xv. Ex-servicemen claiming an equivalence in qualification shall be required to produce a copy of equivalence certificate issued by the concerned Ministry.

B. 2. Post Qualification (post-wise) Work Experience criteria for Refineries Division (required for Post Code 201, 203 to 208):

Sl. No.	Name of Post	Post Code	Work Experience Criteria
I	Junior Engineering Assistant-IV (Production)	201	Minimum one year of post qualification work experience in Operations of Pump House, Fired Heater, Compressor, Distillation Column, Reactor, Heat exchanger etc. in a Petroleum Refinery/ Petrochemicals/ Fertilizer/Chemical/ Gas Processing Industry.
II	Junior Engineering Assistant-IV (P&U)	202	No further experience shall be required
III	Junior Engineering Assistant-IV (P&U-O&M)	203	Minimum one year of post qualification work experience in operation/maintenance of Power Generators/ Distribution Sub-Stations (LT & HT at 0.4 KV & 6.6 KV level or above respectively)/Maintenance of HT/LT Switch gears (PCC/MCC)/Transformers/Motors/ACBs/VCBs/UPS/ Battery Chargers/Variable speed drives/protective relays including electromechanical/Static/Numerical relays in Petroleum Refinery/ Petrochemicals/ Chemical/Fertilizers/Power Plants/Large industrial establishments. AND/ OR Minimum one year post qualification work experience in operation of Industrial Boiler/ Utility Boiler/HRSG/Thermal Power Station (Boiler Fuel System/ Boiler Feed Water System/ De-aeration System/ Boiler Water Treatment/Steam Turbines/ Gas Turbines) Air compressors/Cooling Tower in Petroleum Refinery/ Petrochemicals/ Chemical/ Fertilizers/ Power Plants/Large Industrial establishment.
IV	Junior Engineering Assistant-IV (Electrical)/ Junior Technical Assistant - IV	204	Minimum one year of post qualification experience in operation/ maintenance of Power Generators/Distribution Sub- Stations (LT & HT at 0.4 KV & 6.6 KV level or above respectively)/ Maintenance of HT/LT Switch gears (PCC/MCC)/Trans- formers/Motors/ACB VCBs/UPS/ Battery Chargers/Variable speed drives/ protective relays including electromagnetic/Static/Numerical relays in Petroleum Refinery/ Petrochemicals/Chemical/Fertilizers/Power Plants/Large Industrial establishment.
V	Junior Engineering Assistant-IV (Mechanical)/ Junior Technical Assistant - IV	205	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, Safety valves, etc. in Petroleum Refinery/ Petrochemical/Chemical/Fertilizer/Power Plants/Large Industrial establishment.
VI	Junior Engineering Assistant-IV (Instrumentation)/ Junior Technical Assistant - IV	206	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/Chemical/ Fertilizers/ Power Plants/Gas Processing Industry/ Large Industrial establishment

VII	Junior Quality Control Analyst-IV	207	Minimum one year of post qualification work experience in handling instruments like HPLC, XRF, WDXRF, GC, ICAP, AAS, Auto Analysers, Sulphur Analyser, Flash Point, Distillation, Density, Titrators, Water Testing Equipment, etc. in a Petroleum Refinery/ Petrochemical/ Chemical/Gas Processing Industry/Fertilizers/Power Plants/Large Industrial establishment/ R&D establishments
VIII	Junior Engineering Assistant-IV (Fire & Safety)	208	Minimum one year of post qualification work experience in Fire & Safety set-up involving handling of fire-fighting equipment, fire water networks, related communication systems, emergency handling, fire-fighting, operation of fire tenders/pump-house, etc. in a Petroleum Refinery/ Petrochemical/Chemical/ Gas Processing Industry/ Fertilizers/Power Plants/ Large Industrial establishment.

B. 2. (1) Important Notes related to Work Experience Criteria:

- i. Experience Certificate or Copy of Offer Letter, Joining Letter, Payslips, Increment Letter, relieving letter, Designation, nature of experience etc. proving the continuance in service for the claimed period as experience. The documents uploaded in support of Experience must clearly establish the period of experience as well as the nature of experience being claimed against the post.
- ii. Large Industrial Establishments (referred under work experience criteria against the posts as above) would mean industrial/manufacturing units whose investment in plant & machineries exceed Rs.10 crores and which has been in operation. In order to establish his/her experience in a Large Industrial Establishment, candidates shall be required to upload a copy of the relevant page of the last published Balance sheet of the establishment (under self-certification).
- iii. Candidates employed directly or by any agency (including a contractor) in a Large Industrial Establishment shall also be eligible to apply, provided they upload the following:
 - a) Copy of the work order issued to the agency/contractor by the Large Industrial Establishment
 - b) Copy of the relevant page of the last published Balance sheet of the said large establishment (under self-certification)

In case a candidate is unable to furnish copy of the work order issued to the agency/contractor (as stipulated at Clause No. B 2 (1)(iii)a above) , Certificate under signature and seal of the Agency/ Contractor will be required to be uploaded by the candidate which shall include the following:

- a.i) Certificate mentioning Industrial Establishment under whom the Agency/ Contractor is working alongwith the name of the work awarded and stating that the candidate has been engaged for the said work.
- a.ii) Certificate shall state the inability of the Agency/ Contractor to furnish work order copy.

- iv. For Ex Servicemen, Work experience as prescribed of technical or professional nature is essential for being considered eligible.
- v. For Ex Servicemen, a declaration of same area of work experience will be sufficient and no work experience related document will be required.

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

1. Reservation in posts for SC/ST/OBC (Non – Creamy Layer)/PwBD/ExSM/EWS candidates and relaxations thereof will be in terms of numbers indicated above / as per Govt. guidelines.
2. For claiming the benefit of OBC-NCL category, the candidate should upload a latest caste certificate in the format 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 and other guidelines issued from time to time.
3. Candidates belonging to OBC category but falling in creamy layer are not entitled to OBC reservation benefits. Accordingly, such candidates may apply against the UR positions provided they meet the age criteria applicable to General category candidates and indicate their category as “General”. Indian Oil Corporation Ltd. being a Central Public Sector Undertaking, only those communities that are mentioned in the common list of OBC approved by Central Government shall be treated as OBC for the purpose of reservation.

4. The reservation for Economically Weaker Section (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.
5. Candidates belonging to EWS category are required to upload 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. Format of Income and Asset certificate can be downloaded 'Latest Job Opening' under 'IndianOil for Careers' page of website www.iocl.com. The condition prescribed for Unreserved category in the matter of age (refer Clause No. E (1) below) shall apply to EWS candidates.
6. 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 upload prescribed Proforma {*Proforma of Certificate for employed Officials*}. The prescribed proforma is available on 'Latest Job Opening' under 'IndianOil for Careers' page of website www.iocl.com. Candidates shall upload self-attested copy of Proforma duly completed and signed along with online application {refer to Clause No. Q (13) (xi) below}.
7. Such candidate from Armed Forces, who has been released/retired/discharged from Armed Forces and qualified as an Ex-servicemen is required to upload an undertaking {*Form of Undertaking to be given by Candidates Applying for Civil Posts under Ex Servicemen Category*} duly signed by him/her stating that he/she has not secured any appointment on the civil side, along with his application. The prescribed proforma is available on 'Latest Job Opening' under 'IndianOil for Careers' page of website www.iocl.com. Candidates shall upload self-attested copy of Proforma duly completed and signed along with the online application {refer to Clause No. Q (13) (xii) below}.
8. Ex-servicemen candidates applying for posts of Pipelines Division, who, in addition to induction level qualification prescribed for the notified post, possess additional/ higher qualification certificate issued by the Armed Forces during service with them, will be considered for appearing in Computer Based Test (CBT) and further selection process provided they give a declaration to the effect that he/she will not make any claim for availing any benefit on the basis of additional/ higher qualification certificate issued to him/her by the Armed Forces.
9. PwBD candidates with less than 40% of permanent disability are not eligible against PwBD reserved posts. The PwBD candidates are required to submit a Disability Certificate issued by Competent Authority in terms of Rule 18 & 20 and in the prescribed format (Form V/Form VI/Form VII) 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. 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 Codes 204, 205, 206 & 207 only of Refineries Division and Post Code 301, 302 & 303 only of Pipelines Division 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.
10. 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 *respond in CBT* and scribe is essential to *respond in CBT* 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 respond in CBT*). 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 'Latest Job Opening' under 'IndianOil for Careers' page of website www.iocl.com. Candidates shall upload the scanned copy of Proforma duly completed and signed in the online application {refer to Clause No. Q (13) (xiii) below}. 20 minutes per hour of 'compensatory time' in Computer Based Test shall be given to PwBD candidates who are allowed use of scribe as per the Govt. guidelines.

D) Concession for candidates belonging to SC/ST/PwBD/ExSM categories:

1. SC/ST/PwBD/ExSM candidates are exempted from payment of application fee.
2. SC/ST/PwBD candidates called for Computer Based Test and Skill/Proficiency/Physical Test (SPPT) will be reimbursed single second class rail fare from the nearest railway station from the mailing address to the place of Computer Based Test (CBT) and SPPT (if shortlisted) and back by the shortest route on production of ticket provided the distance is not less than 30 Kms.

E) Minimum and Maximum Age limit:

1. Minimum 18 years and Maximum age shall be 26 years for Un-reserved candidates as on **31-07-2024**.
2. 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.
3. Age relaxation of a period equal to minimum years of experience notified against a post shall be allowed.
4. Relaxation of one year in age will be given to candidates possessing Boiler Competency Certificate & being considered for the post of JEA-IV (P&U)- Post code 202.

F) Relaxation for candidates belonging to SC/ST/OBC(NCL) /PwBD/ExSM categories:

1. Relaxation in age upto 5 years for SC/ST and 3 years for OBC (NCL) candidates considered against reserved positions will be allowed.
2. The minimum qualifying marks in eligibility qualification, wherever prescribed, will be relaxed by 5% for candidates belonging to SC/ST/PwBD categories considered against reserved positions.
3. The minimum qualifying marks in the Computer Based Test to be obtained by SC/ST/ PwBD candidates shall be relaxed by 5% against reserved positions.
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. However, a PwBD candidate availing of only age relaxation upto 10 years will be entitled to be first considered against an unreserved post, in order of merit in the select list, before being considered against a reserved post.

Relaxation to Ex-servicemen will be allowed as per Govt. Guidelines i.e. an Ex-serviceman who has put in not less than 6 months continuous service in Armed Forces, shall be allowed to deduct the period in Armed Forces service from his actual age which shall be his resultant age. The resultant age shall not exceed the prescribed maximum age by more than 3 years (8 years for disabled Defence services personnel belonging to SC/ST) For Example-

-Current Age = 34, reduced by Armed Forces service of 5 years = 29 years; Not to exceed Prescribed Max. Age Limit of 26 years by 3 Years = 29 years; hence eligible.

5. PwBD & Ex-servicemen candidates belonging to SC/ST/OBC (NCL) categories shall be eligible for grant of cumulative age relaxation for reserved posts for SC/ST/OBC (NCL) categories.

Note: Any relaxation in upper age limit being extended to Un-reserved candidate i.e. on account of work experience/apprenticeship training etc. will be additionally applicable in above cases.

G) Consideration for Ex- Apprentices (Applicable for posts of Refineries Division only):

1. Age relaxation as well as reckoning of experience equivalent to the period of an Apprenticeship training {prescribed under The Apprentices Act 1961/1973 (as amended from time to time)} in an industry, covered under the experience criteria notified against a post, will be allowed.
2. In case of candidates with Apprenticeship in Boiler Trade, age relaxation equivalent to period of Apprenticeship training shall be admissible only to candidates possessing National Apprenticeship Certificate in Boiler Attendant under the Apprentices Act, 1961 with due endorsement of equivalence to the Second Class Boiler Attendant Certificate of Competency, by the Competent Boiler Authority of the State of the Refinery Unit for which the candidate has applied.

H) Table indicating Upper Age Limit in Years (as on 31-07-2024) for GEN/EWS and reserved positions for SC/ST/OBC (NCL) (Applicable for posts of Refineries Division only):

a. Candidates possessing work Experience (Minimum one year)					
b. Candidates with Apprenticeship (of 12 months)					
Post	Gen/ EWS	SC/ ST	OBC- NCL	PwBD	Ex-Servicemen
Col 1	Col 2	Col 3	Col 4	Col 5	Col 6
<ul style="list-style-type: none"> • JEA-IV(PN): Code 201 • JEA-IV-(P&U) (For candidates possessing Boiler Competency Certificate):Code 202 	27	32	30	For identified posts only i.e. for Post Codes 204, 205, 206 & 207 :- 37 (GEN/EWS)	Say Age of Candidate as on Cut-off date is Y Say Service in Armed forces is X years. Resultant Age after discounting armed force service (Y-X) = Z should not exceed: 30 Years for GEN/EWS

<ul style="list-style-type: none"> • JEA-IV (P&U-O&M): Code 203 • JEA-IV(EL): Code 204 • JEA-IV (ML): Code 205 • JEA-IV (IT): Code 206 • JQCA-IV: Code 207 • JEA-IV (F&S): Code 208 				42 (SC/ST) 40 (OBC-NCL)	35 Years for SC/ST 33 Years for OBC-NCL <i>(Relaxation in Age to ExSM, as prescribed by Government, shall be applicable.)</i>
c. Candidates with Boiler Apprenticeship (of 24 months) and having National Apprenticeship Certificate in Boiler Attendant under the Apprentices Act, 1961 with due endorsement of equivalence to the Second Class Boiler Attendant Certificate of Competency, by the Competent Boiler Authority of the State of the Refinery Unit for which the candidate has applied.					
Post	Gen/EWS	SC/ST	OBC-NCL	PwBD	Ex-Servicemen
<ul style="list-style-type: none"> • JEA-IV(P&U) : Code 202 	28	33	31	Not identified	Resultant Age after discounting armed force service (Y-X) = Z should not exceed: <ul style="list-style-type: none"> • 31 Years for GEN/EWS • 36 Years for SC/ST • 34 Years for OBC-NCL <i>(Relaxation in Age to ExSM, as prescribed by Government, shall be applicable.)</i>

Table indicating Upper Age Limit in Years (as on 31-07-2024) for GEN/EWS and reserved positions for SC/ST/OBC (NCL) (Applicable for posts of Pipelines Division only):

Post	Gen/EWS	SC/ST	OBC-NCL	PwBD	Ex-Servicemen
Col 1	Col 2	Col 3	Col 4	Col 5	Col 6
<ul style="list-style-type: none"> • Engineering Assistant (Electrical): Code 301 • Engineering Assistant (Mechanical): Code 302 • Engineering Assistant (T&I): Code 303 • Technical Attendant I): Code 401 	26	31	29	For identified posts only i.e. for Post Code 301, 302 & 303:- 36 (Gen/EWS) 41 (SC/ST) 39 (OBC-NCL)	Say Age of Candidate as on Cut-off date is Y Say Service in Armed forces is X years. Resultant Age after discounting armed force service (Y-X) = Z should not exceed: 29 Years for GEN/EWS 32 Years for OBC-NCL 34 Years for SC/ST <i>(Relaxation in Age to ExSM, as prescribed by Government, shall be applicable.)</i>

I) Cut-Off date of reckoning Eligibility criteria:

The cut-off date for the purposes of meeting age criteria and for possession of prescribed qualification & work experience, as applicable, shall be **31-07-2024**.

J) Selection Methodology:

1. The selection methodology will comprise Computer Based Test (CBT) and a Skill/Proficiency/Physical Test (SPPT). The SPPT will be of qualifying nature.
2. Computer Based Test (CBT): The Computer based test will consist of one objective type paper containing 100 questions carrying 1 marks each and the time allotted for completing the CBT is 120 minutes. CBT for a discipline may be conducted in one/two/three sessions in a single day. In case the CBT is conducted in more than one session

for the same post, the process of "Score Normalisation" shall be adopted as per details mentioned at **Annexure-II** below.

- a) Question Paper in any discipline to have following three sections:
 - a) Subject Knowledge – 75 marks
 - b) Numerical Ability – 15 marks
 - c) General Awareness – 10 marks
 - b) All questions will be of Objective Multiple-Choice Type. The computer-based examination will be conducted in English and Hindi only and there will be no negative marking for wrong answer.
 - c) The date of CBT examination along with city, where CBT will be conducted, shall be informed to candidates around 15 days prior to the scheduled date of CBT through the website of IOCL. Exact details of CBT Centre along with other details shall be made available through e-Admit card which shall be issued around 7 days prior to the scheduled date of CBT.
 - d) Answer Keys to the questions of the Computer Based Test will be uploaded on the 'Latest Job Opening' under 'IndianOil for Careers' page of website www.iocl.com after the Examination during Objection Handling process i.e. 2-3 days after conduct of CBT. Candidates may go through the Answer Keys and submit online representations, if any, within the stipulated time limit. Representations received through any other mode e.g. letter, application, email, etc. will not be entertained. Representations regarding the Answer Keys will be scrutinized before finalizing the results and the decision of IOCL in this regard will be final. Upon scrutiny of the representation made by a candidate and the initial answer key is found to be incorrect, examiner shall correct the answer key accordingly and publish the correct answer keys on 'Latest Job Opening' under 'IndianOil for Careers' page of website www.iocl.com.
 - e) Candidates are not permitted to use mobile phones, calculators and other electronic gadgets. They should not, therefore, bring the same inside the Examination Hall/ Lab. Candidates will be allowed to enter the Examination Hall only with print out of Admit card and proof of identity. No other material will be permitted inside the Examination Hall.
3. Every candidate will have to secure a minimum of 40% marks in the Computer Based Test for being shortlisted for qualifying for SPPT. Relaxation in minimum qualifying marks in CBT by 5% will be applicable to SC/ST/PwBD candidates against reserved positions (as mentioned at Clause No. F(3) above).
 4. Candidates need to indicate their choice of the examination cities in the order of preference of the scheduled city for CBT examination. The list of tentative cities for CBT centers is placed at **Annexure-III** of the advertisement. The Computer Based Online Test will be held at Test Cities as mentioned in the online application. Candidates may opt five Test Cities in order of preference from the list and the same cannot be changed after the online form is submitted. IOCL reserves the right to allocate any test city or change the test city opted by the candidate.
 5. Corporation will endeavor to accommodate the candidates in the city opted by them for appearing for CBT in the order of preference. However, the right to cancel any city/ Centre and re-allocation of the City/Centre (on the basis of number of applicants for each city/center) is reserved with the Corporation.
 6. Exact venue details will be communicated through the Admit Card. Admit Card shall not be sent by Post. Candidates are advised to regularly visit 'Latest Job Opening' under 'IndianOil for Careers' page of website www.iocl.com from time to time for the updates on examination process and for download of Admit Cards for each stage of examination.

Admit card for Computer Based Test (CBT), containing the details of the center for the CBT etc., will be sent to the candidates at their registered e-mail ID. The candidates are required to take a print-out of their admit cards. The candidates can also download their admit cards from 'Latest Job Opening' under 'IndianOil for Careers' page of website www.iocl.com using their registration number and the password. Candidates will not be allowed to enter the examination hall without valid admit card. Similarly, the call letters for attending SPPT and document verification for all posts will be sent to the candidates at their registered E-mail ID.
 7. Admit cards for Computer Based 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 General, EWS & OBC (NCL) Category candidates). Scrutiny of documents uploaded by the candidates will be carried out post Computer Based 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 Computer Based Test and (b) meet the notified eligibility criteria upon verification of documents uploaded by the candidates and other parameters.
 8. Candidates must ensure to upload clear and legible, self-attested scan copy of documents (Matriculation/Higher Secondary, Class XII, ITI, Diploma, BSc, Caste Certificate, PwBD Certificate, ExSM Discharge Certificate, Declaration and any other prescribed documents) ascertaining his/her eligibility for selection process. There must be one single upload file against each category of documents. For example, under Experience certificate upload, candidate must scan all the certificates, offer letters, payslips etc for all the work experiences against which he/she is claiming to possess the prescribed relevant work experience. Failure to comply with afore-mentioned provision of uploading documents shall render the candidate ineligible for selection process without any liability on the Corporation in this regard.

9. Provision for Online Mock Test shall be made to familiarize the candidates about processes of Computer Based Test (CBT) for which a link shall be shared through email/website. **The link shall be made active for such eligible applicants from the date of issuance of e-Admit card to the date of conduct of CBT.**
10. Candidates are advised in their own interest to register on-line much before the closing date as per schedule mentioned in this Advertisement and not to wait till the last date for depositing the fees to avoid the possibility of disconnection/ inability/failure to log on the IOCL's website on account of heavy load on internet/website jam/disconnection.
11. Identity verification: The candidates called for Computer Based Test (CBT) shall be advised to produce certain documents for verification in original and to submit the attested photocopies thereof at the time of document verification. Such documents shall be listed in the call letter. If the identity of the candidate is in doubt or he/she is not able to produce the requisite documents or there is mismatch of information in the documents, such candidate will not be allowed to appear for document verification and his/her candidature will be treated as cancelled.
12. IOCL does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the Corporation.
13. Please note that the above procedure is the only valid procedure for making application. Application shall not be accepted through any other mode.
14. The Admit cards issued to the candidates are Provisional. However, in case any ineligible candidate had been issued admit card and had appeared in the Computer Based Test (CBT) or allowed to join the IOCL, his/her candidature will automatically be treated as cancelled at any stage of this recruitment/ service in IOCL on grounds of his ineligibility. Therefore, before submitting the application, the candidate must ensure that he/she fulfills all the eligibility criteria as laid down in this advertisement. **His/her candidature will be purely provisional subject to eligibility and other verifications before or after his/her appointment in IOCL.**
15. The decision of the Corporation about the mode of selection to the post and eligibility conditions shall be final and binding. No correspondence will be entertained in this regard.
16. Short listed candidates, in the ratio of 1:2 (with due cognizance to number of reserved posts) subject to securing minimum qualifying marks in the Computer Based Test, upon document verification being found in order will be required to undergo a Skill/Proficiency/Physical Test (SPPT).
17. Obtaining minimum qualifying marks in the Computer Based Test does not confer any right or claim by the candidate for being shortlisted for the SPPT or the final selection, as the same is related to number of positions, reservation position, ratio applied and relative performance in respective categories and subject to meeting the eligibility criteria and other parameters.
18. In case of tie of marks in the Computer Based Test for the last position in the list of candidates shortlisted for SPPT, all such candidates shall be called for the SPPT, even if the total number exceeds the prescribed ratio.
19. Composite Merit list (Refinery/ Location wise) discipline-wise in descending order of marks (irrespective of category and relaxation) shall be drawn on the basis of marks obtained in the Computer Based Test from & out of the said short-list; only for such candidates who qualify in the SPPT.
20. Based on the Composite Merit list (Refinery/ Location wise), discipline wise and category wise names shall be shortlisted as per notified vacancy and reservation.
21. 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.
22. Candidates belonging to Reserved Categories, who have availed of relaxation in Age, qualification marks in prescribed qualification or in Computer Based Test qualifying marks, as is available to a category, will be considered against reserved vacancies, irrespective of their position in select list (in order of merit within the category). Candidates with Benchmark disabilities 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.
23. For Pipelines Division: In the event of candidates found ineligible/not qualified in SPPT or selected candidates do not join after issuance of offer of appointment, next 2 candidates per vacancy, who have qualified in CBT in the order of merit, shall be called for subsequent round(s) of SPPT.

K) 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 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.

L) Pre-Employment Medical 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 on 'Latest Job Opening' under 'IndianOil for Careers' page of website www.iocl.com.
2. Candidates so selected shall undergo a pre-employment medical examination in any of the Refinery Hospitals only { for posts of Refineries Division only)/ by Corporation's Medical officer(s), by a Doctor in a Government Hospital not below the rank of Civil Surgeon or by an Authorised Medical Officer of a Hospital nominated by the Corporation { for posts of Pipelines Division only) as per the Corporations' Guidelines before being declared medically fit for the selected position.

M) Opportunity for Women (applicable for posts of Refineries Division only)

1. No woman is permitted to work in or allowed to enter any building in which 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. Women candidates are not considered for vacancies in Production, P&U Operations (Boiler & Electrical) and Fire & Safety 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 (other work areas), Quality Control or maintenance services performed in shifts, unless an exemption from Inspectorate of Factories is available and a post has been identified by the Refinery.
3. In accordance with the condition mentioned at Clause M (2) above, women shall be considered for employment against the following identified posts:

S.N.	Name of the Post
i.	Junior Engineering Assistant-IV (Electrical)
ii.	Junior Engineering Assistant-IV (Mechanical)
iii.	Junior Engineering Assistant-IV (Instrumentation)

N) 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.
3. Candidates have to necessarily declare in case he/she has been arrested, prosecuted, kept under detention or fined, convicted by a Court of Law or for any offence debarred/ disqualified by any Public Service Commission from appearing in its examination.

O) Important Instructions:

1. A candidate is allowed to apply for only one post in any one Division i.e. either for a post of a particular Refinery of Refineries Division or either for a post of a particular location in Pipelines Division. In case of receipt of more than one application for more than one post by the same candidate, all the applications will be summarily rejected. In case of more than one application received for same post in same Division, the last successfully submitted application shall only be considered for that post and prior application(s) shall be considered invalid.
2. Candidates who are registered with Employment Exchange & Directorate General of Resettlement (Central & State)/ Zilla/Rajya Sainik Welfare Board/ Special Employment Exchange (as applicable) and meeting the prescribed eligibility criteria are advised to apply Online, failing which their candidature will not be considered.

P) General Instructions:

1. Rules/guidelines, as may be prescribed by the Government of India/framed by the Corporation from time to time, shall apply.

2. The candidature of the applicant would be provisional and subject to subsequent verification of certificates/ testimonials, etc.
3. Filling up of the vacancies will be solely at the discretion of the management based on suitability of candidates and no claim will arise for employment, if some of the vacancies are not filled due to unsuitability/insufficient number of candidates.
4. Candidates are advised to carefully read the full advertisement for details of educational qualification and other eligibility criteria before submission of on-line application.
5. 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.
6. Candidates 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 they 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.
7. General, EWS and OBC (NCL) candidates are required to **pay Rs.300/- (Rupees Three Hundred only) as application fee (non-refundable) through online payment gateway only**. The bank charges, as applicable, have to be borne by the candidate.
8. The decision of the Management will be final and binding on all candidates on all matters relating to eligibility, acceptance or rejection of the applications, mode of selection, and cancellation of the selection process, etc. No correspondence will be entertained in this regard.
9. Disputes, if any, shall be subject to jurisdiction of the local Court at the location of the IOCL Unit, for which the candidate has applied.

Q) How to Apply: On-Line Application

1. Before applying on-line, a candidate must have a valid and an active email ID and a mobile phone number which must remain valid for at-least twelve-month period for future communication.
2. Before registering / submitting applications on the website, the candidate must possess the following:
 - a. Valid E-mail id: The E-mail ID entered in the online application form should remain active until the recruitment process is completed. No change in E-mail ID will be allowed once registered. All correspondence regarding this recruitment shall be made on the registered E-mail ID including Admit card for On-line examination and Call Letter for Skill Proficiency Physical Test (SPPT) and Documents verification, if shortlisted.
Application Registration number/User ID, password, admit card for Computer Based Test, call letter for Skill Proficiency Physical Test (SPPT) & document verification or any other important communication will be sent on the same registered e-mail ID of candidate (*also check email in spam/junk box*). The candidates are, therefore, requested to regularly check their e-mail for any communication from IOCL. Under no circumstances, the candidate should share/mention e-mail ID or password to/ or any other candidate / person. Please note that the Admit Card for Computer Based Test (CBT) will not be sent by post.
 - b. Scanned copy of latest passport size colored photograph (not more than 03 months old) and scanned signature in digital format between 50kb-100kb in jpg/jpeg format with dimension of 3.5cm X 4.5cm for uploading in the application.
 - c. Scanned copy of all relevant documents/details relating to eligibility criteria viz Educational Qualification, Caste Certificate [SC/ST/OBC (NCL)/EWS], Experience Certificate and Disability Certificate and other testimonials/documents as stipulated etc.
3. Candidates are required to apply On-line through IOCL website www.iocl.com in English only. No other means/mode of submission of applications will be accepted under any circumstances. The on-line registration process involves 02 (two) steps for successful registration & filling of online application.
4. Candidates should take utmost care to furnish the correct details while filling in on-line application. Any mistake committed by the candidate shall be his/her sole responsibility. Once the application is submitted, no change / edit will be allowed, thereafter.
5. The Computer Based Test shall be conducted in one/two or more sessions. Therefore, the candidates are advised to make note of this fact and apply for a post accordingly.
6. The application for the posts is 2 step process.
Step-I - Registration and profile creation.
Step-II - After login with credentials received in registered email ID, completion of Application form and online payment.
7. The candidates should ensure the completion of both Step I and Step II of the registration process and ONLINE deposit of examination fee (if applicable) by the stipulated date and time.

8. **PLEASE REFER DETAILED INSTRUCTION SHEET WHILE FILING UP THE ONLINE REGISTRATION FORM SIGN UP:**

STEP- I

- a. Candidates meeting the prescribed eligibility criteria for a post, may visit the website www.iocl.com Go to 'What's New' > Go to 'Requirement of Non-Executive Personnel in Refineries & Pipelines Division - 2024 > Click on "Detailed Advertisement" (to refer to the Advertisement) > Click on "Click here to Apply Online" (to fill online application form). The link to online application will remain open from 22-07-2024 (10:00 Hrs) to 21-08-2024(23:55 Hrs). Applications submitted through on-line mode will ONLY be accepted. All future communication with candidate will take place only through website/ email/ SMS.
- b. The candidate should now fill up all the desired information in the on-line form about himself/herself correctly and register. The details to be filled while registration will include Name, Email Id, Mobile No. etc. Candidates should take utmost care to furnish the correct details while filling on-line application. **Any mistake committed by the candidate shall be his/her sole responsibility.**
- c. The changes /Modifications (if any) can be carried out by the candidate in the preview of the application (Step I). Once the application is submitted (Step I) **NO** Change /edit will be allowed thereafter. On completion of Step-I, Candidates will get Important Instructions to read in brief and will have to accept the terms & conditions by clicking 'I Agree' Check-box given below and press the OK Button.
- d. Applicants need to sign-up by filling up Applying for (Refineries/Pipelines), Post opted, Name, valid Mobile Number and valid E-mail ID. (Reserved Category candidates need to check from Advertisement whether the vacancy is available under their respective reserved category. If vacancy is not available under respective category, then such candidates can apply however relaxation for reserved category, as applicable, shall not be available but concession shall be available.
- e. After submitting the above details and validating the OTP received and completing Re-verification steps, candidates will receive Application Number/ User ID & Password on their registered mobile no and Email ID, hence candidates are advised to verify the correctness of the mobile no & email id before proceeding.
- f. On successful registration, candidates will receive the Login ID and Password on their registered email. The same is to be used to login and fill the online application form.

FORGOT PASSWORD: By filling the necessary details as required by the System, he/she may access the same by clicking "FORGOT PASSWORD" and submitting the User Id.

STEP-II: FILLING-UP OF APPLICATION & SUBMISSION OF FEE (If Applicable)

- a. Candidate should now re-login with User ID & Password received on registered e-mail Id/Mobile Number and Click on "Go to Application".
 - b. The candidate should now fill-up all the desired/required information in the On-line Form correctly. Also, upload scanned images of Photo/Signature/Documents in the respective different links. The detailed guidelines for scanning and uploading have been provided below at **Annexure-I**. The candidate can see application under option **PREVIEW** before submission. The candidate should check the details filled-in and make necessary corrections, under option EDIT (if any). However, Email-Id and Mobile Number cannot be changed.
 - c. View the Uploaded Photograph and Signature to reverify that the same are correctly uploaded. Upon Submit, the portal will be redirected to payment gateway.
 - d. The candidates are required to click on "**Make Online Payment**" (Those who are exempted for fee, they are not required to proceed further) tab after submission of online application and deposit the fee. The Transaction Number/UTR Number given by the Bank is to be retained for future reference. Candidates to note that in addition to the application fee, **the Bank charges would be extra and as applicable.**
 - e. Upon successful payment and final submission, the candidates will be able to View their successfully submitted application form using their Login User ID and Password.
 - f. In case of any difficulties, candidates may contact the helpdesk through helpdesk tab or Helpline Number **+919513631713 from 10 AM to 5 PM on working days.**
9. The candidates must ascertain the correctness of each information/detail 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/her online Application Form.
10. Candidates who are not exempted from fee payment must ensure that their fee has been deposited online. If the fee is not received by the Corporation, status of Application Form will remain pending with Status of Fees payment as not Successful. Such applications which remain incomplete due to non-receipt of fee will be **SUMMARILY REJECTED** and no request for consideration of such applications and fee payment after the period specified in the Notice of Examination shall be entertained.

11. Fee once paid shall neither be refunded under any circumstances nor will be adjusted against any other examination or selection.
Application once submitted will not be allowed to be withdrawn and fee once paid will not be refunded in any case neither it shall be held reserve for any other recruitment or selection process in future (even if the recruitment process is cancelled).
12. It may kindly be noted that IOCL does not seek payment of any kind other than the above-mentioned application fee.
13. After entry of all the details in online application form and upload of digital photograph and signature, good quality scanned copies of prescribed size and formats, as applicable, of the following documents are to be uploaded to complete the application process (please go through the details on scanning of photographs/signature and documents) **(PLEASE NOTE THAT THE BELOW MENTIONED DOCUMENTS, AS APPLICABLE, ARE TO BE SCANNED AS ONE SEPARATE SCANNED FILE FOR UPLOAD UNDER RESPECTIVE UPLOAD TABS):**
- 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 in prescribed Trade 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 in prescribed Trade 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). In case the Board/Institute/University does not follow any conversion formula for converting CGPA/OGPA to Percentage, candidate will have to produce a certificate to this effect from the Institute/ University to the effect that the Board/Institute/University does not follow any conversion formula.
 - v. SC/ST/ Disability Certificate/ OBC (NCL) Certificate alongwith "Declaration" / EWS-Income & Asset Certificate. Certificate must be in the prescribed format (available on 'Latest Job Opening' under 'IndianOil for Careers' page of website www.iocl.com) 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 uploaded 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 candidates applying for Post code 202, Boiler Competency Certificate (BCC) with Second Class **OR** National Apprenticeship Certificate in Boiler Attendant under the Apprentices Act, 1961 with due endorsement of equivalence to the Second-Class Boiler Attendant Certificate of Competency, by the Competent Boiler Authority of the State of Refinery Unit for which the candidate has applied for.
 - viii. For candidates applying for Post code 208, Valid Heavy Vehicle Driving License
 - ix. For experiences being claimed under Large Industrial Establishment, wherever prescribed, copy of the relevant page of the last published Balance sheet of the establishment 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. In case a candidate is unable to furnish copy of the work order issued to the agency/contractor (as stipulated above), Certificate as stipulated at Clause No. B 2 (1)(iii) a above, shall be required under signature and seal of the Agency/ Contractor
 - x. Proof of Qualification (equivalence), Self-Declaration of same area of work experience, Service Certificate, Discharge Certificate in case of Ex-Servicemen.
 - xi. Duly completed *Proforma of Certificate for employed Officials* - to be uploaded by candidates belonging to Ex-Servicemen, as applicable {Please refer to Clause No. C (6)}
 - xii. Duly completed *Form of Undertaking to be given by Candidates Applying for Civil Posts under Ex Servicemen Category*- to be uploaded by candidates belonging to Ex-Servicemen, as applicable {Please refer to Clause No. C (7)}
 - xiii. For PwBD candidates, certificate to the effect that the candidate concerned has physical limitation to *respond in CBT* and scribe is essential to *respond in CBT* 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 respond in CBT*". In case the PwBD candidate is opting for own Scribe/ Reader, he/she should submit details of the own Scribe as per prescribed Proforma (*Letter of Undertaking for using own scribe*) {Please refer to Clause No. C (10)}.
 - xiv. Photo Identity Proof (Driving License/ Voter Id/ PAN Card/ Passport)
(If the Photo Identity Card does not have the date of birth printed on it then the candidate must carry an additional original document (e.g. Matriculation Certificate, Marks Sheet issued only by CBSE/ ICSE/ State

Boards; Birth Certificate, Category Certificate) as proof of his date of birth. In case of mismatch in the date of birth mentioned in the Admission Certificate/Admit card and photo ID/ Certificate brought in support of date of birth, the candidate will not be allowed to appear in the examination.)

14. Candidates are advised in their own interest to submit online applications much before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability or failure to login to the online application link on account of heavy load on the website during the closing days.
15. **Only one online application is allowed to be submitted by a candidate for the Examination.** Therefore, the candidates must exercise due diligence at the time of filling their online Application Forms.
16. Incomplete applications will not be considered.
17. Candidates are required to apply through ON-LINE mode only. No documents/certificates and application forms are required to be sent by post.
18. Mere fulfilling the minimum educational qualification and experience doesn't bestow right to a candidate to be considered for appointment.
19. Before submission of the final online application, candidates must check that they have filled correct details in each field of the form. After submission of the final online application form, no change/ correction/ modification will be allowed under any circumstances. Requests received in this regard in any form like Post, Fax, Email, by hand, etc. shall not be entertained by the IndianOil and will be summarily rejected.
20. In the event of non-receipt of application fee (applicable for General, 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 payment gateway or any failure of payment/non- generation of transaction number through the gateway.
21. Candidates shall be required to carry a copy of the online application submitted by him/her along with the originals & self-attested copies of all testimonials and produce the same at the time of SPPT for verification (if shortlisted for SPPT).
22. Further information regarding Computer Based Test and SPPT (if shortlisted), call letters/ admit cards, results, etc. shall be made available through the website/ over email/SMS. Candidates are, therefore, advised to keep visiting the website regularly.
23. 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.
24. IOCL will not be responsible for non-submission of any application by the candidates through online mode.
25. In case of any dispute on account of interpretation of this advertisement in version other than English, the English version shall prevail.
26. The Corporation reserves the right to cancel or postpone the advertisement, if any, due to any administrative reasons. Canvassing in any form is liable to render the candidate ineligible.
27. Only queries related to Online Application software shall be replied through Helpdesk tab and **Helpline Number +919513631713 from 10 AM to 5 PM on working days.**

Note: In case of candidate not meeting eligibility criteria /prescribed parameters, application form will be cancelled, and no query will be entertained.

CANDIDATES ARE REQUESTED TO APPLY ONLY ONLINE AGAINST THIS ADVERTISEMENT THROUGH THE LINK available on 'Latest Job Opening' under 'IndianOil for Careers' page of website www.iocl.com. All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess all the eligibility criteria/parameters laid down for various posts. Candidate should take printout of the application form for their own records and to be submitted to IOCL at any stage, if required.

- ✚ DATE OF OPENING OF ONLINE APPLICATION : 22-07-2024 (10:00 Hrs.)**

- ✚ LAST DATE OF SUBMISSION OF ONLINE APPLICATION AND PAYMENT OF APPLICATION FEES : 21-08-2024 (23:55 Hrs.)
(ALONG WITH UPLOAD OF ALL RELEVANT DOCUMENTS)**

- ✚ TENTATIVE SCHEDULE FOR ISSUANCE OF E-ADMIT CARDS : 10-09-2024**

- ✚ TENTATIVE MONTH OF COMPUTER BASED TEST : SEPTEMBER, 2024**

- ✚ LIKELY SCHEDULE FOR PUBLICATION OF COMPUTER BASED TEST RESULT (SHORTLIST FOR SPPT) : by 3rd WEEK OF OCT, 2024**

Canvassing in any form is liable to render a Candidate Ineligible

Be Aware of Frauds
Candidates are hereby cautioned not to fall prey to the dubious agencies/ organizations/ individuals/ aiming at fleecing money from the innocent public. Do not believe any advertisement/job announcement of Indian Oil circulated through e-mail, social media etc. Please rely on information hosted on our website www.iocl.com and Employment News/Press Notifications for any job/career related information pertaining to Indian Oil Corporation Ltd.

ANNEXURE I

INSTRUCTIONS REGARDING SCANNING OF PHOTOGRAPH, SIGNATURE AND CERTIFICATES FOR UPLOAD

Scanned image of candidates photograph, signature and Certificates, shall be as per the specifications given below:

- a) There are separate links for uploading Photograph, Signature and Certificates. Click on the respective link to Upload Photograph/Signature/Certificates.
- b) Browse and select the location where the scanned Photograph/Signature/Certificates files have been saved. Select the file by clicking on it.
- c) Click the 'Upload' button. The photograph/signature/certificate file will get uploaded. If the file size and format are not as prescribed, an error message will be displayed. In such a case, change the size and format of the file as required and re-upload.
- d) Candidates should upload the scanned (digital) image of their photograph, signature and other relevant Certificates as per the process given below. The applicant should note that only **jpg or jpeg or pdf**. Formats, as applicable, are acceptable:

i. Photograph:

1. Photograph must be a recent passport size color photograph (not older than 03 months).
2. Make sure that the picture is in color, taken against a light-coloured, preferably white, background. Look straight at the camera with a relaxed face.
3. Dimensions of the image should be approximately 3.5 cm X 4.5 cm. It will not be possible to accommodate larger images. Size of file should be between 50kb-100kb in jpg/jpeg format only.
4. If the size of the file is too large, then adjust the settings of the scanner such as the DPI resolution, number of colors etc., during the process of scanning. Minimum resolution should be 200 dpi.

ii. Signature image:

1. The applicant has to sign on white paper with Black ink pen.
2. The signature must be of the applicant only and not of any other person. If at any stage the signature is not found to be matching with the candidate's actual signature, the applicant's candidature shall be summarily rejected.
3. Please scan the signature area only and not the entire page.
4. Size of file should be between 50kb-100kb in jpg/jpeg format only.

iii. Category/Educational Qualification & other relevant Certificates:

1. Please scan the relevant certificates (issued by competent authority)
2. Size of file/files should be between 100kb-1000kb in jpg/jpeg/pdf format only.

All scanned/uploaded photographs/signature and documents/certificates must be clear and legible for viewing including print-out use for which the responsibility lies solely on the candidate.

ANNEXURE II

SCORE NORMALISATION

i) About Normalization

Normalization means adjusting values measured on different scales to a notionally common scale.

ii) Need for Normalization in Exam

Exam pertaining for a particular post/course could be spread across multiple shifts which will have different question paper for each shift. The normalization is to be done by considering the difficulty level of each set, since the questions may be different in different sets and difficulty level of a particular set may be different from other sets.

Hence the normalization of scores needs to be carried out for all the candidates who had written the exam, across shifts for the same post/course.

iii) Normalization Method (Z Score Method)

The following has to be calculated for every shift for all the candidates who have written the exam for the same post:

- a. Average score for each Shift

X_{av} = total marks scored by candidates in a shift divided by no. of candidates in the shift.

- b. Standard Deviation of score for each Shift. Standard Deviation is a measure that is used to quantify the amount of variation of a set of data values:

N = Number of candidates

X = Raw score of candidates

L = Total Raw score for all candidates in a shift

X_{av} = Average which is total marks divided by no. of candidates.

x = Raw Score of Candidate - Simple Average (X-X_{av})

Standard Deviation (**S**) = $\sqrt{(\sum x^2)/N}$

iv) Normalization Formula:

Normalized Score for each candidate (**X_n**) = $X_n = (S_2 / S_1) * (X - X_{av}) + Y_{av}$

S₂	Is the SD of the shift with the Highest Average Score taken as Base for normalization (Criteria for choosing the base for normalization is generally taken as the shift with 'Highest Average' of raw scores)
S₁	Standard Deviation for the corresponding shift (to be scaled to S ₂)
X	Raw score of a candidate
X_{av}	Simple average of the Shift
Y_{av}	Average corresponding to shift with highest Average (taken as Base for normalization)

Criteria for choosing the base for normalization is generally taken as the shift with 'Highest Average' of raw scores. Only exception is made if this shift (with highest average) has far less number of candidates as compared to other shifts. In that case we take the next shift with 'highest Average' as base for normalization.

70% of the average attendance is the limit. Any value below this should not be considered for the base.

ANNEXURE III

LIST OF TENTATIVE CITIES FOR CONDUCT OF CBT

The list of tentative cities, where CBT will be conducted, is as under:

Sl.No.	Name of the City	Sl.No.	Name of the City	Sl.No.	Name of the City
1	Visakhapatnam	11	Vadodara	21	Jaipur
2	Dibrugarh	12	Ambala	22	Chennai
3	Guwahati	13	Ranchi	23	Hyderabad
4	Jorhat	14	Bengaluru	24	Agra
5	Silchar	15	Bhopal	25	Lucknow
6	Muzaffarpur	16	Mumbai/Navi Mumbai	26	Prayagraj
7	Patna	17	Behrampur-Ganjam	27	Dehradun
8	Raipur	18	Bhubaneswar	28	Durgapur
9	Delhi-NCR (Noida, Faridabad, Gurugram, Ghaziabad & Greater Noida)	19	Cuttack	29	Siliguri
10	Ahmedabad	20	Mohali	30	Kolkata



IndianOil

**INDIAN OIL CORPORATION LIMITED
(Refineries & Pipelines Division)**

**Format for Reimbursement of Travelling Expenses for candidates appearing
for Computer Based Test (CBT)/ SPPT**

DIVISION APPLIED FOR: REFINERIES / PIPELINES
(Tick on relevant box)

Name (in Block Letters):		Roll No.:		Date of CBT/SPPT	
Address (in Block Letters):		Name of Post Applied :		Place of CBT/SPPT:	
		Post Code :			
Category :		Contact No. of candidate:		Email id of candidate:	
Details of Journey (Inward and Outward)	Date of Journey	Mode of Travel	Class of Travel with Train No/Bus details	Ticket (s) / Receipt No.:	Travel Fare (Rs.)
From:		Train / Bus			
To:					
Nearest Railway Station:					
From:		Train / Bus			
To:					
Nearest Railway Station:					
Total fare Both ways: Rs.					
Total Fare in Words: Rupees					
I Certify that:					
1. I have not /will not claim the amount from the Government or any present employer.					
2. I have not utilized Air/Rail/Bus Pass or concessional tickets for the journey.					
3. I will return by the same class and mode of journey.					
4. The information furnished by me for this claim is true and any false information will render me liable for non-payment of travel expenses.					
Signature of Candidate					
For use in HR Department					
Verified the above particulars. -Fare of the entitled class limited to journey between _____ _____ to _____ by the shortest route may be reimbursed.					
Signature of Verifying Officer					
For use in Finance Department					
P.C. Voucher No.		Date:		A/c Code	
Passed for Payment Rs. _____				A/c Head Travelling Expenses	
In words Rs. _____				Received payment	
Asstt/Acctt:		ACO/SACO :		Date	Signature of Candidate
Please attach the following:					
a) Bus/rail Journey tickets towards proof of journey b) Copy of e-Admit Card/Call letter for CBT/ SPPT					
c) Self attested copy of SC/ST/PwBD Caste certificate, as applicable					
d) Bank Mandate form along with cancelled Cheque, as applicable					

BANK DETAILS FORM FOR TA CLAIM REIMBURSEMENT THROUGH ONLINE MODE
(to be attached with the Travel Claim Reimbursement Format)

Date: _____

To
The Accounts Officer
Indian Oil Corporation Limited

Dear Madam/Sir,

I hereby give my consent to accept the payments of claims on IOCL internet based online e-payment system at the sole discretion of IOCL. My Bank Account details for the said purpose are as under:-

S. No.	Particulars	Details
1.	Roll No.	
2.	Name of the Candidate	
3.	Category	
4.	Name of the Post Applied for	
5.	Address of the Candidate	
6.	Core Bank Account Number (of the candidate)	
7.	Bank Branch Name and Address	
8.	IFSC Code	
9.	PAN No. (if allotted)	
10.	E-mail ID	
11.	Mobile No.	

Original cancelled cheque related to the above account number for verifying the accuracy of the bank details is enclosed.

I, hereby, declare that the particulars given by me above are correct and complete. If the transaction is delayed or not effected at all for whatever reasons of incomplete or incorrect information, I would not hold the user institution responsible.

(Signature of the Candidate)

Bank Verification is required only in case:

- a) Candidates not providing a cancelled cheque leaf (original) or if the candidate's name is not printed/ appearing on the cancelled cheque Leaf (original) submitted to IOCL.
- b) Change in existing details.
- c) Please attach good quality photocopy of Bank Pass Book, if cancelled cheque leaf not attached.

Bank Verification

I hereby confirm that the above accounts details of account holder are correct in all respects and the account of Beneficiary (Candidate) is maintained at our Bank Branch.

(Authorized Signatory)
(Name of the Bank & Branch & Seal)



Indian Oil Corporation Ltd.

Guidelines and Criteria for Physical Fitness for Pre-Employment Medical Examination

1. AIM

- 1.1. The aim of these guidelines is to select for a particular post/position a person who must be in good physical and mental health and must be free from any physical defect or disability that is likely to interfere with efficient performance of the duties and/or safety of plants, machinery or co-workers during the course of his service/engagement with Indian Oil Corporation Ltd (IOCL).

2. SCOPE:

- 2.1. Any person being considered for appointment in any post in Indian Oil Corporation Limited whether in permanent, trainee, tenure, temporary or on deputation and also a person being considered for engagement with the Corporation as Graduate Apprentice Engineer (GAE) shall be required to undergo medical examination in terms of these guidelines for being declared "FIT" for the said position.
- 2.2. An employee already in the service of the Corporation, who is selected for different post, whether on the basis of open recruitment or other-wise, employees of Central Govt., State Govt. and public-sectors joining the Corporation will also be required to undergo medical examination under these guidelines.
- 2.3. Placement from non-technical functions to technical functions will require fresh medical examination in respect of those employees who are being posted in a technical function for the first time during the course of his/her employment.
- 2.4. For the purposes of Clause 2.3, Categorisation of functions/departments shall be as under:

A. Technical Functions:

a) Refineries Division

Production, Technical Services, Quality Control, Power & Utilities, Health Safety & Environment, Electrical Maintenance, Mechanical Maintenance, Instrument Maintenance, Inspection, Civil Maintenance, Engineering Services, Projects, Materials, TPM, Security.

b) Marketing Division

Operations, LPG-Engg, LPG-Ops, Lubes-Ops, Aviation, Engineering & Projects, Quality Control, Health Safety & Environment, Cryogenics.

c) Pipelines Division

Operations & Maintenance, Marine/Offshore, Inspection (Metallurgy), Gas, Technical Services, Construction, Project & Engineering, T&I, Materials, Health Safety & Environment.

d) Research & Development Division

Alternate Energy, Analytical Division, Applied Metallurgy, Bitumen, Nanotechnology, Lubricant Technology, Automotive Oil & ALTF, Grease and Tribology, Industrial Lubricants, Petrochemical & Polymers, Projects and Engineering, Petroleum Refining & Refining Technology, Hydro-processing, Catalyst, Health, Safety and Environment, Intellectual Property.

e) Business Development Group

Exploration & Production, Petrochemicals-Ops, Gas Operations, Gas Infrastructure, Alternate Energy, Explosives

B. Non-Technical Functions: (All Divisions)

Internal Audit, Vigilance, Contract Cell, Finance, Planning and Coordination, Information Systems, Legal, Corporate Communications and Human Resource.

Additional Areas for Refineries Division : Medical

Additional Areas for Marketing Division : Pricing, Retail Sales, Institutional Business, LPG-Strategy, LPG-Sales, Lubes-Sales, Lubes-TS, Supplies, Branding.

Additional Areas for R&D: Biotechnology, Modeling and Simulation, Pipeline Research, Automotive Research.

Additional Areas for Business Development Group : Corporate Planning & Economic Studies, Sustainable Development, Gas Sourcing, Gas Marketing, Petrochemicals-Mktg.

The above list may undergo change/updation from time to time depending upon the business/operational requirements.

3. PROCEDURE FOR MEDICAL EXAMINATION:

- 3.1. The Authority issuing an offer of appointment to a candidate joining the services of the Corporation or accepting engagement as Apprentice, shall attach *the format prescribed* for undertaking the medical examination. Medical Examination, as per the said format will be mandatory.
- 3.2. Candidate offered appointment/engagement shall be required to paste his/her recent passport size photograph in the space provided in the format at the time of undergoing medical examination. The photograph shall be mandatorily signed and stamped by the examining Doctor. The signature of the candidate shall also be attested by the examining/certifying doctors.
- 3.3. Examining doctor shall also get the fingerprint impressions of all the fingers of the left hand of the candidate in the space provided for the same and ensure that the candidate puts his/her signature in the space(s) provided, before himself signing the certificate. In cases where medical examination is conducted by Corporation's

Medical officer(s), the same shall also be signed by the Chief Medical Officer of the Unit.

- 3.4. Formats/Certificates not meeting the requirements mentioned at 3.2 and 3.3 shall be rendered invalid.
- 3.5. Medical Examination as prescribed under these guidelines will be conducted by Corporation's Medical officer(s), by a Doctor in a Government Hospital not below the rank of Civil Surgeon or by an Authorised Medical Officer of a Hospital nominated by the Corporation, who shall be the only competent authorities to certify a candidate as Medically Fit/Unfit/Temporarily Unfit. IOCL reserves the right to re-examine or review any medical report. If the pre-employment medical examinations are conducted by other than Corporation's Medical Officer, the reports will again be physically verified by the Corporation's Medical Officer/Empanelled/Retainer doctor at the time of joining of the candidate before he/she is finally declared medically "FIT/UNFIT". Corporation's Medical Officer/Empanelled/Retainer doctor may advise to repeat one or more clinical tests, as deemed fit, based on the candidate's clinical assessment. The decision of Corporation's Medical Officer/Empanelled/Retainer doctor with regard to Fitness of any candidate in respect of any position will be considered as final.
- 3.6. Where facilities for conducting certain medical examination/tests are not available, at the discretion of the examining medical authority, the candidate will be referred to a competent medical practitioner/specialist/laboratory for getting the same done as per the *format prescribed*.
- 3.7. In cases where medical examination/tests are conducted on advice of designated authority and for which payment for examination/tests has been made by the candidate, Corporation shall reimburse the charges for consultation & tests on production of necessary money receipts, irrespective of the candidate being found medically "FIT/UNFIT". However, such reimbursement will be restricted to the approved standard norms of the Corporation.
- 3.8. The Authorised Medical Officer(s) will complete the pre-employment medical examination fitness certificate as given in the Pre-Employment Examination in *the formats prescribed* declaring the candidate "FIT" or "UNFIT" or "TEMPORARILY UNFIT", as the case may be. If the pre-employment medical test is conducted at any of IOCL's hospital/ medical facilities, the medical department will retain the medical report for Occupational Health Records.
- 3.9. Where a candidate is found to be temporarily unfit by reason of short term sickness which is curable within a period of not more than 3 months [excluding tuberculosis and leprosy (Hansen's Disease) cases], the candidate will be informed by Medical department for re-examination in the prescribed form. The reasons for being declared temporarily unfit shall be recorded by Medical Department in Pre-Employment Examination in *the format prescribed*. The examining Medical Officer may advise the candidate to appear for re-examination after a specific period (not exceeding 3 months, except tuberculosis and leprosy cases) depending on the nature of ailment. Upon re-examination, the examining doctor, on satisfying himself that the short-term reason for unfitness is rectified, will declare the candidate to be medically Fit. Upon re-examination, if a candidate is still found to be medically un-fit, the examining

Medical Officer may advise a new date (not exceeding maximum 3 months from the date of first examination) for re-examination.

- 3.10. Where a Person with Benchmark Disability (PwBD) is selected, he/she may be declared "PwBD but fit" if,
 - 3.10.1. Except for the benchmarked disability, he/she satisfies all other physical standards as prescribed and
 - 3.10.2. Considering the nature of duties and responsibilities of the job, location, hazard, strain and other factors, the disability is not likely to interfere with the performance of duties of the post with reasonable efficiency and without possible deterioration of his/her health.
 - 3.10.3. Any change in the nature of the job of this category will require re-medical examination for ascertaining suitability of the candidate for the job.
- 3.11. Detailed history of the candidate will be recorded in the medical examination forms which will include Personal history, Family history, Occupational history and Past history of previous illnesses, accidents and surgeries.
- 3.12. Defects if any, Congenital or Acquired, will be recorded in the medical examination forms, with a clear opinion as to whether it is likely to interfere with the efficient performance of the duties for which the candidate is under consideration for employment/engagement.
- 3.13. Medical examination report in the prescribed format for all candidates shall be filled by the examining doctor. In case of Refinery Hospital, the report shall be sent to the concerned HR Head of the Unit/Region. The Head of HR shall suitably inform the candidate the findings of the medical examination in the format prescribed, with advice as may be necessary based on the candidate being found fit or unfit or temporarily unfit.

4. GENERAL EXAMINATION

The following shall be important parameters to be considered by the Examining Doctor:

- 4.1. **Chest:** Minimum in full expiration 79 cm for male, minimum expansion 4 cm (not applicable to female candidates)
- 4.2. **Blood Pressure:** Normotension < 140 mm of Hg. SBP and < 90 mm of Hg. DBP. Candidate diagnosed as Hypertensive will be further investigated. Abnormal Blood Pressure causing adverse effect on target organs shall be a disqualification.
- 4.3. **Adenopathy:** Any Lymph-adenopathy should be thoroughly investigated to rule out any chronic Granulomatous disease like Tuberculosis, Sarcoidosis and Blood Dyscrasias.
- 4.4. **Heart:** Dextrocardia without any symptoms per se is not a disqualification for employment, however presence of other congenital anomalies should be examined, and decision for fitness should be taken accordingly.
- 4.5. **Eyes:** Fundus examination should be carried out by Ophthalmologist.
 - 4.5.1. **Colour Vision:** Colour vision including pink colour perception shall be tested in good normal light for all candidates through Ishihara test or any other recognized/admissible test including Pink perception test.

4.5.2. Candidates with Partial/Full Colour Blindness can be taken in Non-Technical functions.

However, Color Blindness will be considered as disqualification for all Technical Functions positions and also for Drivers.

4.6. **Hearing:** A candidate should be free from any progressive disease of the ear and necessary audiometer tests shall be carried out to determine the same.

Audiometric screening to measure the pure tone air conduction and bone conduction hearing threshold must be done for each candidate so that a baseline data remains for further reference.

4.7. **Pregnancy:** Pregnant candidates, at the time of medical examination, will not be barred from joining, if found FIT in all criteria mentioned in the PEME guidelines except those that are affected due to pregnancy.

The candidate will be required to undergo a fresh medical examination, 3 (three) months after delivery or maximum period of 12 (twelve) months from the date of original medical examination. In case of miscarriage, the period of re-examination would be 8 (eight) weeks after miscarriage.

Re-examination would be of only those criteria of fitness that were exempted earlier.

The following tests/examinations of the PEME guidelines shall not be insisted upon at the time of joining

1. Radiological examination (Clause 4.9 of the PEME guidelines)
2. Lung Function test (Clause 4.12 of the PEME guidelines)
3. Weight (Clause 6.2 of the PEME guidelines)
4. Genito Urinary System (part of Form B of PEME format)
5. Test specifically done for female candidates (part of Form B of PEME format)

However, upon joining and after the specified time period (3 months extended upto 12 months if required or 8 weeks as the case may be), such candidates would undergo the above-mentioned tests and their continuance in service would depend upon their qualifying as 'FIT' as per the laid down guidelines for these tests as per the extant PEME guidelines.

4.8. **Urine:** If albumin, sugar or any other abnormality detected, further laboratory test will be conducted to determine the cause.

4.9. **Radiological Examination:** Fresh x-ray chest (PA View) is must for all candidates. The examining Doctor shall order/conduct any other radiological investigation that shall be required/ felt necessary. Reports of all Radiological investigations must be within normal limits.

4.10. **Central Nervous System:** Tests for Central Nervous System should be carried out for all candidates. To be observed for – Sensory System, Motor System, Reflexes, Coordination, Gait and Tremor.

4.11. **Mental Status Examination:** To be observed for Appearance, Behavior, Mood, Thought Process.

- 4.12. **Lung Function Tests:** These will be done for all candidates.
- 4.13. **BT (Bleeding Time) and CT (Clotting Time)** shall be done if felt necessary for reasons to be recorded in writing
- 4.14. **Other investigations:** Biochemical tests, ECG, Ultra-sonography of whole abdomen and other special investigations will be done as per routine and any deviations from the normal limits will be properly investigated to rule out any disease condition and before declaring the candidate Fit.

5. TEMPORARY UNFITNESS

Candidates will be declared Temporarily Unfit for following conditions, for a period not exceeding a maximum period of 3 months from 1st examination [except cases of tuberculosis and Hansen's disease (leprosy)]:

- 5.1. Hernia
- 5.2. Hydrocele
- 5.3. Haemorrhoids
- 5.4. Phimosis
- 5.5. Tuberculosis (upto a maximum of 12 months)
- 5.6. Gall Stones
- 5.7. Renal Stone
- 5.8. Dyslipidemia
- 5.9. Perforation of Tympanic Membrane and CSOM
- 5.10. Leprosy (Hansen's disease) (upto a maximum of 12 months)
- 5.11. Venereal diseases till detailed examination of urethral smear and serological test proves negative.
- 5.12. Any other condition, which the doctor feels, is curable within 3 months.

Candidates who have been declared Temporary Unfit, have to be re-tested to determine fitness and an expert opinion to be established on whether the above applicable conditions, would not result in complications leading to reduced ability to perform the assigned tasks.

6. DISQUALIFICATIONS: Following will be considered as disqualification: -

6.1. Height:

For Males -- Height less than 147.0 cm (Relaxable by 5 cms. in case of Garhwalis, Assamese Gorkha)

For Females -- Height less than 142.5 cm (Relaxable by 2.5 cms. in case of Garhwalis, Assamese Gorkha)

(However, any height less than 147 cms should be investigated for Dwarfism. It is to be ascertained that the short-height is not due to any endocrinal disease or medical anomaly or other genetical reasons.)

6.2. Weight:

6.2.1 Weight less than 40 Kgs.

6.2.2 BMI beyond 30 with systemic involvement for candidates upto 35 years of age
BMI beyond 32 with systemic involvement for candidates above 35 years of age

6.3. Chronic diseases

6.3.1. Candidates with chronic/pre-cancerous lesions of mouth/oral cavity will be extensively examined to rule out effect on target organs.

6.3.2. Candidates having virus infections or other conditions resulting in parameters found in medical tests beyond normal range may be declared temporarily unfit for a specified period of time maximum upto 3 months (excluding tuberculosis and leprosy). Such candidates may be re-tested to determine chronic infection and an expert opinion established whether such chronic infection may result in complications leading to reduced ability to perform the assigned tasks.

6.4. Hypertension causing adverse effect on target organs (Left Ventricular Hypertrophy/ Hypertensive Retinopathy/ Hypertensive Nephropathy or any other related condition)

6.5. Ischaemic Heart Disease.

6.6. Organic/Valvular/Congenital Heart Disease or any chronic heart disease with definite clinical signs & symptoms. Benign Cardiac Arrhythmia will not be a disqualification. However, in case of doubt, further investigations to be carried out.

6.7. Bronchial Asthma: Uncontrolled Bronchial Asthma with adventitious sound – only for Technical Functions.

6.8. Chronic Obstructive Pulmonary Disease (COPD), Stage III or above.

6.9. History of Lobectomy/Pneumonectomy.

6.10. Seizure disorders, Parkinsonism, Ataxia, Psychosis or any other Major Neurological Disorder.

6.11. Cirrhosis, any Hepatic progressive deteriorating condition which may lead to long term illness & ultimately lead to Hepatic failure

6.12. Chronic renal failure

6.13. Candidates possessing single functional kidney, will not be disqualified if the single kidney is functional at 80 % or above. Such cases have to be evaluated for CT-KUB region, Renal Function Test, HBA1C (Glycosylated Hemoglobin), DTPA Renogram. A clearance certificate from Nephrologist will also be required.

6.14. Deformity of Spine or any limb, congenital or acquired that will impeditment efficient discharge of duties.

6.15. Hypertension – Abnormal Blood Pressure causing adverse effect on target organs shall be a disqualification

6.16. Diabetes with complications e.g. Macro and Micro vascular complications, Nephropathy, Retinopathy, Neuropathy etc.

6.17. Thyrotoxicosis and Pituitary disorders.

6.18. Ear:

- 6.18.1. Unable to hear whispering voice at a distance of 2 feet in both ears.
- 6.18.2. Decreased hearing of sensorineural or conductive type 50 dB or more at 4000 Hz upto 35 years of age in both the ears (Noise induced hearing loss)
- 6.18.3. Decreased hearing of sensorineural or conductive type 60 dB or more at 4000 Hz beyond 35 years of age in both the ears (Noise induced hearing loss)
- 6.18.4. AB gap more than 50 dB for all age groups in both ears.
- 6.18.5. Bilateral Nerve Deafness above 60 dB should be considered disqualification for all categories

6.19. Eye:

6.19.1. Visual Acuity for Both eyes: Visual Acuity outside the Range below (with or without glasses/contact lense/IOL/Implantable contact lenses):

a) For Technical Functions :

Age	Distant Vision		Near Vision	
	Better Eye	Worse Eye	Better Eye	Worse Eye
Below 35 Yrs	6/9	6/9	Sn / 0.6	Sn / 0.6
	or			
	6/6	6/12		
35 Yrs and more	6/12	6/12	Sn / 0.6	Sn / 0.6
	or			
	6/9	6/18		

b) For Non -Technical Functions :

Age	Distant Vision		Near Vision	
	Better Eye	Worse Eye	Better Eye	Worse Eye
Below 35 Yrs	6/12	6/12	Sn / 0.6	Sn / 0.6
	or			
	6/9	6/12		
35 Yrs and more	6/18	6/18	Sn / 0.6	Sn / 0.6
	or			
	6/12	6/24		

6.19.2. Fundus

- a. Any progressive pathological condition
- b. Vitreous or Chorioretinitis
- c. Any Retinal disease in Diabetes, Hypertension, Atherosclerosis
- d. Corrected Myopia (including the cylinder) and Hypermetropia in each eye:

	Upto 35 Years		Beyond 35 Years	
Technical Function	(-) 6 D	(+) 4 D	(-) 6 D	(+) 6 D
Non Technical Function	(-) 7.5 D	(+) 4 D	(-) 7.5 D	(+) 6 D

- 6.19.3. Colour Blindness – Partial or Total - For Technical Function positions and Drivers
- 6.19.4. Night blindness for Technical Function positions and Drivers
- 6.19.5. Presence of Squint leading to refractive error/ vision impairment for Technical Function positions and Drivers
- 6.19.6. One Eye functional: For Technical Function positions and drivers
- 6.19.7. Glaucoma
- 6.20. Candidates with Chronic debility and Atypical infections.
- 6.21. **Skin :**
 - 6.21.1. Oil Acne and Occupational dermatoses – Only for Technical Functions
 - 6.21.2. Pemphigus
- 6.22. Malignancy of any type.
- 6.23. Any Collagen disease like SLE, Polyarteritis nodosa and Wegener's Granulomatosis. ANA Test to be carried out for elimination of chances of collagen diseases.
- 6.24. Auto-immune diseases
- 6.25. Any organ damage involving Heart, Lung, Liver, Kidney, Brain.
- 6.26. Blood dyscrasias, Coagulation disorder Sickle Cell, Hemophilia, and Thalassemia Major.
- 6.27. Mental retardation
- 6.28. Any organ transplant except corneal transplant.
- 6.29. Adenopathy – any chronic Granulomatous disease like Tuberculosis, Sarcoidosis

7. **RECRUITMENT FOR FIRE & SAFETY :**

In addition to the other physical and medical standards applicable to candidates for Technical function, persons to be recruited for Fire & Safety will have to additionally meet the following physical and medical standards :

7.1 **Height :**

Male : Minimum 165 cms. (Relaxable by 5 cms in case of Garhwalis, Assamese Gorkha and members of Schedule Tribe)

Female : Minimum 157 cms. (Relaxable by 2.5 cms in case of Garhwalis, Assamese Gorkha and members of Schedule Tribe)

7.2 **Chest :**

Male : 81cms Unexpanded and 86 cms Expanded (Fully expanded with minimum 5 cms Expansion)

7.3 **Weight :**

Male : Minimum 50 Kgs.

Female : Minimum 46 Kgs.

Disqualification :

BMI beyond 28 with systemic involvement for candidates upto 35 years of age

BMI beyond 30 with systemic involvement for candidates above 35 years of age

7.4 **Medical Standards** : For both Male and Females :

- a. Vision – Better Eye – 6/6 without aid (Eligible vision – 6/6 only) Worse eye – 6/12
- b. No Colour Blindness
- c. No Night Blindness
- d. Must not have knock knee, flat foot, squint eyes and stammering

8. **RECRUITMENT OF PERSONS WITH DISABILITIES**

8.1. Persons with following Benchmark Disabilities

- 8.1.1. Blindness and low vision
- 8.1.2. Deaf and hard of hearing
- 8.1.3. Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy
- 8.1.4. Autism, intellectual disability, specific learning disability and mental illness
- 8.1.5. Multiple disabilities from amongst persons under clauses 8.1.1 to 8.1.4 including deaf-blindness

And with prescribed induction level qualification except Fire & Safety may be recruited against an identified post in Non Technical Services and all other work areas as per fair assessment of his/ her ability/ disability provided:

- 8.1.6. *The candidate **except for the handicap** must be within the normal range of all other physical standards, prescribed for the identified post.*
- 8.1.7. *The Division/Unit shall identify the posts in respective areas, where a person, with disability, and selected as an officer/non-officer, can be posted upon recruitment/promotion.*
- 8.1.8. *The identified posts shall be such where a PwBD can perform his/her duties with reasonable efficiency and without undue physical strain or hazard.*
- 8.1.9. *The nature of duties and responsibilities of the job, location, hazard, strain and other factors will not lead to possible deterioration of his/her health.*
- 8.1.10. *Any change in the nature of the job of this category will require re-medical examination for ascertaining suitability of the candidate for the job.*

9. **LIABILITY TO DECLARE**

- 9.1. A candidate found “UNFIT” for a position during medical examination by any other location/refinery unit of the Corporation or a Govt. 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 a candidature liable for rejection.

10. **APPEAL:**

- 10.1. If a candidate is not satisfied with the outcome of the medical examination, the candidate may apply to the appointing authority for reconsideration. If the appointing authority is satisfied that there should be a review, reconsideration / re-examination, a medical board will be constituted consisting of- (a) The Head of the Medical

department of the unit, (b) One Doctor of the Corporation, (c) One concerned Specialist and (d) One Government Doctor not below the rank of District Chief Medical Officer or his representative.

- 10.2. The application for reconsideration is to be submitted within two weeks from the communication of the result of the medical examination to the candidate.
- 10.3. A sum of Rs. 2000/- (Rs. Two thousand only) is to be deposited with the Corporation by the candidate for reconsideration/re-examination. This amount will be refunded, only if the candidate is declared fit on re-evaluation by the medical board.
- 10.4. All expenses on travel, accommodation etc. in connection with re-examination will be borne by the candidate if declared "UNFIT" by the Board.
- 10.5. The decision of the board will be final and binding on both the parties.

Annexure-IV

Letter of Undertaking for Using Own Scribe

I _____, a candidate with _____
(name of the disability) appearing for the _____ name of the examination)
bearing Roll No. _____ at _____ (name of the
centre) in the District _____, _____ (name of the
State). My qualification is _____

I do hereby state that _____ (name of the scribe) will provide the
service of scribe/reader/ lab assistant for the undersigned for taking the aforesaid
examination.

I do hereby undertake that his qualification is _____. In case,
subsequently it is found that his qualification is not as declared by the undersigned and is
beyond my qualification, I shall forfeit my right to the post and claims relating thereto.

(Signature of the candidate with Disability)

Place:

Date:

Certificate regarding physical limitation in an examinee to write

This is to certify that, I have examined Mr/Ms/Mrs _____ (name of the candidate with disability), a person with _____ (nature and percentage of disability as mentioned in the certificate of disability), S/o/D/o _____, a resident of _____ (Village/ District/State) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature
Chief Medical Officer/Civil Surgeon/ Medical Superintendent
of a Government health care institution

Name & Designation

Name of Government Hospital/ Health Care Centre with Seal

Place:

Date:

Note: Certificate should be given by a specialist of the relevant stream/ disability (eg. Visual impairment - Ophthalmologist, Locomotor disability - Orthopaedic specialist/ PMR).

Form-V

Certificate of Disability

(In cases of amputation or complete permanent paralysis of limbs or dwarfism and in case of blindness)

[See rule 18(1)]

(Name and Address of the Medical Authority issuing the Certificate)

Recent passport size attested photograph (Showing face only) of the person with disability.

Certificate No. _____

Date: _____

This is to certify that I have carefully examined Shri/Smt./Kum. _____ son/wife/daughter of Shri _____ Date of Birth (DD/MM/YY) _____ Age _____ years, male/female _____ registration No. _____ permanent resident of House No. _____ Ward/Village/Street _____ Post Office _____ District _____ State _____, whose photograph is affixed above, and am satisfied that:

(A) he/she is a case of:

- locomotor disability
- dwarfism
- blindness

(Please tick as applicable)

(B) the diagnosis in his/her case is _____

(A) he/she has _____ % (in figure) _____ percent (in words) permanent locomotor disability/dwarfism/blindness in relation to his/her _____ (part of body) as per guidelines (.....number and date of issue of the guidelines to be specified).

2. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Signature and Seal of Authorised Signatory of notified Medical Authority)

Signature/thumb impression of the person in whose favour certificate of disability is issued

Form - VI

Certificate of Disability

(In cases of multiple disabilities)

[See rule 18(1)]

(Name and Address of the Medical Authority issuing the Certificate)

Recent passport
size attested
photograph

(Showing face only)
of the person with
disability.

Certificate No. _____

Date: _____

This is to certify that we have carefully examined Shri/Smt./Kum.
_____ son/wife/daughter of Shri
_____ Date of Birth (DD/MM/YY) _____ Age
_____ years, male/female _____.

Registration No. _____ permanent resident of House No. _____
Ward/Village/Street _____ Post Office _____ District _____
State _____, whose photograph is affixed above, and am satisfied that:

(A) he/she is a case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (.....number and date of issue of the guidelines to be specified) for the disabilities ticked below, and is shown against the relevant disability in the table below:

S. No	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Dwarfism			
5.	Cerebral Palsy			
6.	Acid attack Victim			
7.	Low vision	#		
8.	Blindness	#		
9.	Deaf	£		

10.	Hard of Hearing	£		
11.	Speech and Language disability			
12.	Intellectual Disability			
13.	Specific Learning Disability			
14.	Autism Spectrum Disorder			
15.	Mental illness			
16.	Chronic Neurological Conditions			
17.	Multiple sclerosis			
18.	Parkinson's disease			
19.	Haemophilia			
20.	Thalassemia			
21.	Sickle Cell disease			

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (.....number and date of issue of the guidelines to be specified), is as follows :-

In figures :- ----- percent

In words :- ----- percent

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is :

(i) not necessary,
or

(ii) is recommended/after years months, and therefore this certificate shall be valid till -----

(DD) (MM) (YY)

@ e.g. Left/right/both arms/legs

e.g. Single eye

£ e.g. Left/Right/both ears

4.The applicant has submitted the following document as proof of residence:-

Nature of document	Date of issue	Details of authority issuing certificate

5. Signature and seal of the Medical Authority.

Name and Seal of Member	Name and Seal of Member	Name and Seal of the Chairperson

Signature/thumb impression of the person in whose favour certificate of disability is issued.

Form – VII

Certificate of Disability

(In cases other than those mentioned in Forms V and VI)

(Name and Address of the Medical Authority issuing the Certificate)

(See rule 18(1))

Certificate No. _____

Date: _____

This is to certify that I have carefully examined

Shri/Smt/Kum _____ son/wife/daughter of
Shri _____ Date of Birth (DD/MM/YY) _____
_____ Age _____ years, male/female _____ Registration No.
_____ permanent resident of House No. _____
Ward/Village/Street _____ Post Office _____ District
_____ State _____, whose photograph is affixed above,
and am satisfied that he/she is a case of _____ disability.
His/her extent of percentage physical impairment/disability has been evaluated as
per guidelines (.....number and date of issue of the guidelines to be specified) and
is shown against the relevant disability in the table below:-

S. No	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Cerebral Palsy			
5.	Acid attack Victim			
6.	Low vision	#		
7.	Deaf	€		
8.	Hard of Hearing	€		
9.	Speech and Language disability			
10.	Intellectual Disability			
11.	Specific Learning Disability			
12.	Autism Spectrum Disorder			
13.	Mental illness			

14.	Chronic Neurological Conditions			
15.	Multiple sclerosis			
16.	Parkinson's disease			
17.	Haemophilia			
18.	Thalassemia			
19.	Sickle Cell disease			

(Please strike out the disabilities which are not applicable)

2. The above condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is:

(i) not necessary, or

(ii) is recommended/after _____ years _____ months, and therefore this certificate shall be valid till (DD/MM/YY) ____ ____ ____

@ - eg. Left/Right/both arms/legs

- eg. Single eye/both eyes

€ - eg. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:-

Nature of document	Date of issue	Details of authority issuing certificate

(Authorised Signatory of notified Medical Authority)
(Name and Seal)

Countersigned
{Countersignature and seal of the
Chief Medical Officer/Medical Superintendent/
Head of Government Hospital, in case the
Certificate is issued by a medical authority who is
not a Government servant (with seal)}

Note.- In case this certificate is issued by a medical authority who is not a Government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District

APPENDIX-3

**FORM OF UNDERTAKING TO BE GIVEN BY CANDIDATES APPLYING
FOR CIVIL POSTS UNDER EX-SERVICEMEN CATEGORY**

I understand that, if selected on the basis of the recruitment/examination to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the Appointing Authority that I have been duly released/retired/discharges from the Armed Forces and that I am entitled to the benefits admissible to ex-servicemen in terms of the Ex-servicemen (Re-employment in Central Civil Services and Posts) Rules, 1979, as amended from time to time.

2. I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-servicemen in regard to the recruitment covered by this examination, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertaking, Autonomous Bodies/Statutory Bodies, Nationalized Banks, etc.), by availing of the concession of reservation of vacancies admissible to Ex-servicemen.

Place:

Signature of Candidate

Dated:

APPENDIX-2

PROFORMA OF CERTIFICATE FOR EMPLOYED OFFICIALS

I hereby, with the information available, certify that Shri.....
..... (Name) No. (Rank) would complete prescribed period
of appointment on (Date)

Place:

Dated:

Signature

Commanding Officer

Office Seal

Government of
(Name & Address of the authority issuing the certificate)

INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____

Date: _____

VALID FOR THE YEAR _____

This is to certify that Shri/Smt./Kumari _____ son/daughter/wife of _____ permanent resident of _____, Village/Street _____ Post Office _____ District _____ in the State/Union Territory _____ Pin Code _____ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her 'family'** is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year _____. His/her family does not own or possess any of the following assets*** :

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari _____ belongs to the _____ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of Office _____
Name _____
Designation _____

Recent Passport size attested photograph of the applicant

*Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

**Note 2: The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

***Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

Annexure –6

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES
APPLYING FOR APPOINTMENT TO POSTS UNDER GOVERNMENT OF INDIA
AND CENTRAL GOVT. PUBLIC SECTOR UNDERTAKINGS**

Regn. No. _____

Date _____

A. This is to certify that Shri./Smt./Kum. _____ son / daughter of _____ of village town _____ in District / Division _____ of the State / Union Territory _____ belongs to the _____ community which is recognised as a backward class under :

Please Tick Mark :

- (i) Govt. of India, Ministry of Welfare Resolution No.12011/68/93-BCC dated 10.09.1993, published in Gazette of India, Extraordinary - Part 1, Section 1, No.186 dated 13.09.1993.
- (ii) Govt. of India, Ministry of Welfare Resolution No.12011/9/94-BCC dated 19.10.1994 published in Gazette of India, Extraordinary Part I, Section 1, No.163 dated 20.10.1994.
- (iii) Govt. of India, Ministry of Welfare Resolution No.12011/7/95-BCC dated 24.05.1995 published in Gazette of India Extraordinary Part I, Section I No.88 dated 25.05.1995.
- (iv) Govt. of India, Ministry of Welfare Resolution No.12011/96/94-BCC dated 6.12.1996 published in Gazette of India Extraordinary Part I, Section 1 No.210 dated 11.12.1996.

B. Applicable in the case of OBC persons who have migrated from another State/U.T. (delete the paragraph if not applicable) :

This certificate is issued on the basis of the Other Backward Classes Certificate issued to Shri./Smt./Kum. _____ father/mother of Shri./Smt./Kum. _____ in District / Division _____ of the State / Union Territory _____ who belong to the _____ caste which is recognised as a Backward Class in the State / Union Territory _____ issued by the _____ (name of prescribed authority) vide their No. _____ dated _____.

C. Shri./Smt./Kum. _____ and / or his / her family ordinarily reside(s) in village / town _____ of _____ District / Division of the State / Union Territory of _____.

D. This is also to certify that he/she does not belong to the persons / sections (Creamy Layer) mentioned in column 3 of the Schedule to the Govt. of India, Department of Personnel & Training O.M.No.36012/22/93-Estt.(SCT) dated 08.09.1993.

Place : _____

Signature _____

State /Union Territory _____

Name of Issuing Authority _____

Dated : _____

Designation _____
(With seal of Office)

Note : (1) The term 'ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

(2) List of authorities competent to issue caste certificate for Other Backward Classes:-

- i. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner/ Deputy Collector / Ist Class Stipendary Magistrate / City Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of 1st Class Stipendary Magistrate).
- ii. Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
- iii. Revenue Officers not below the rank of Tehsildar.
- iv. Sub-Divisional Officer of the area where the candidate and / or his family normally resides.

(3) The certificate issued by an authority other than stated above will not be accepted.

Annexure – 7
(Sub-clause 3.15.2)

DECLARATION

I understand that my appointment is provisional and is subject to the community certificate being verified through proper channels. If the verification reveals that my claim of belonging to Other Backward Class or not belonging to creamy layer is false, my services will be terminated forthwith by Indian Oil Corporation Ltd., without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of Indian Penal Code for production of false certificate.

Date: _____

Place: _____

Signature _____

Name _____

Address _____

Annexure – 5
(Sub-clause 2.14.2)

Form of Certificate to be produced by a candidate belonging to Scheduled Caste or Scheduled Tribe in support of his claim

FORM OF CASTE CERTIFICATE

Regn. No. _____

Date _____

A. This is to certify that Shri./Smt./Kum. _____ son / daughter of _____ of village/ town _____ in District/Division _____ of the State/Union Territory _____ belongs to the _____ caste/ tribe which is recognised as Scheduled Caste / Scheduled Tribe under :

Please Tick Mark :

1. The Constitution (Scheduled Castes) Order, 1950
2. The Constitution (Scheduled Tribes) Order, 1950
3. The Constitution (Scheduled Castes) (Union Territories) Order, 1951
4. The Constitution (Scheduled Tribes) (Union Territories) Order, 1951 (as amended by the Scheduled Castes and Scheduled Tribes Lists (Modification) Order, 1956, the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971 and Scheduled Tribes Orders (Amendment) Act, 1976).
5. The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956.
6. The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989.
7. The Constitution (Andaman & Nicobar Islands) Scheduled Tribes Order, 1959.
8. The Constitution (Dadra & Nagar Haveli) Scheduled Castes Order, 1962.
9. The Constitution (Dadra & Nagar Haveli) Scheduled Tribes Order, 1962.
10. The Constitution (Pondicherry) Scheduled Castes Order, 1964.
11. The Constitution Scheduled Tribes (Uttar Pradesh) Order, 1967.
12. The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968.
13. The Constitution (Goa, Daman & Diu) Scheduled Tribes Order, 1968.
14. The Constitution (Nagaland) Scheduled Tribes Order, 1970.
15. The Constitution (Sikkim) Scheduled Castes Order, 1978.
16. The Constitution (Sikkim) Scheduled Tribes Order, 1978.
17. The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989.
18. The Constitution (Scheduled Castes) Orders (Amendment) Act, 1990.
19. The Constitution (Scheduled Tribes) Orders (Amendment) Act, 1991.
20. The Constitution (Scheduled Tribes) Order Second Amendment Act, 1991.

B. Applicable in the case of Scheduled Caste / Scheduled Tribe persons who have migrated from the State/U.T. of their origin (delete the paragraph if not applicable) :

This certificate is issued on the basis of the Scheduled Caste / Scheduled Tribe Certificate issued to Shri./ Smt./Kum. _____ father / mother of Shri./Smt./ Kum. _____ of village/ town _____ in District/ Division _____ of the State / Union Territory _____ who belong to the _____ caste / tribe which is recognised as Scheduled Caste / Scheduled Tribe in the State / Union Territory _____ issued by the _____ (name of prescribed authority) vide order No. _____ dated _____.

C. Shri./Smt./Kum. _____ and / or his / her family ordinarily reside(s) in village / town _____ of _____ District / Division of the State / Union Territory of _____.

Place : _____

Signature _____

State / Union Territory _____

Name of Issuing Authority _____

Date : _____

Designation _____

(With seal of Office)

Note :

1. The term "ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
2. List of authorities empowered to issue Scheduled Caste / Scheduled Tribe Certificates :
 - (i) District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector / Ist Class Stipendary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate
 - (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
 - (iii) Revenue Officer not below the rank of Tehsildar.
 - (iv) Sub-Divisional Officer of the area where the candidate and / or his family normally resides.
3. The caste certificate issued by an authority other than the stated above will not be accepted.