

## **::HOW TO APPLY::**

- Candidate must read the advertisement carefully and check their eligibility before proceeding to apply.
- Candidates should go through all the necessary information available on the website [www.iocl.com](http://www.iocl.com) (*Indian Oil for You > IndianOil for Careers > Latest Job Openings*) before filling the application form online.
- The candidates must fill all information correctly & carefully as it will not be possible to change / update any information of your application form at later stage after submitting the Online Application Form.
- Only Online Applications will be accepted. Application received through any other mode will not be accepted. Information through Email / SMS is an additional service provided by the IOCL. If any candidate does not receive any information through Email / SMS due to any reason, IOCL will not responsible for the same.
- Candidate must have a valid and active email id and mobile number and both should be in use for next one year from the date of registration.

### **Please read the following instructions before proceeding to apply:**

1. **New Registration:** Click on New Registration link given on home page.
  - a) In Registration Form Select your post, fill your Name, Email Id, Mobile Number and Password.
  - b) After submission of the new registration form, a verification link will be sent to your email id and an OTP will be sent to your mobile no. You must verify your email by clicking the verification link sent on your email id. Similarly, you must verify your mobile number by keying in OTP sent to your mobile.
  - c) You cannot initiate ONLINE registration process without authenticating your email id and mobile number.
2. **Applicant Login:** Enter your User Id (Your email id is your user id) and password to complete your application details.
3. After successful login, you will be directed to the main Application page. For your convenience, this page is divided into a number of sections viz. Personal Details, Qualification Details, Experience Details, Upload Photo, Signature and Aadhar Card & Final Submission of the Application Form.

4. You are required to upload your scanned latest color photo and signature in a desired JPG format. Your latest color passport size photograph should not be older than January 2020.
5. You are advised to fill each section completely before moving on to next section. After completing one section, press “Save & Next” button to move to the next section. You will not be permitted to go to the next section if any of the mandatory fields are not filled. Your cursor will go to the field which is left blank. Message box in red will show the discrepancy.
6. Most Important: Before submitting the ONLINE application form, You are advised to recheck all your entries in the form. Click on "Back" button to recheck all sections of your application form again.
7. After re-checking all sections and if you are satisfied that all entries in the application form are correct, then click "Submit Application Form". You can edit your application form any number of times before submitting the application form. However, once you press "Submit Application Form" button, the on-line application form will be locked and no editing will be allowed after this.
8. Please also note that you will not be able to submit your ONLINE application form after closing of Registration period. It is therefore, mandatory to follow the timeline for successfully completing your registration process.
9. Download the application form and keep its printout for future use. Do not send any hard copy of the application form to IOCL.
10. In case of any assistance, please reach out to us through **Helpdesk** tab provided on the Online Application Portal.

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