



**::Join IndianOil & Be Part of Nation Building::**

**[Recruitment of Corporate Communications Professionals in Indian Oil Corporation Limited through examination of UGC-NET December 2023](#)**

**Advt. No.: DP/5/5/Open (UGC NET December 2023)**

**Dated: 11<sup>th</sup> Oct 2023**

**Detailed Advertisement**

Indian Oil Corporation Limited (IOCL) is a leading, diversified, and integrated energy major with presence across all streams of Oil, Gas, Petrochemicals and Alternative Energy sources. Contributing to the growth of nation year after years, Indian Oil has risen to position of leadership with its ubiquitous presence and its diligence to make a mark in the lives of the citizens of India. Empowered with the 'Maharatna' status, the organization renders overriding prominence to the energy needs of the country and aspires to be 'The Energy of India' and 'A Globally Admired Company'.

Delivering energy at the doorstep and services at a click, IndianOil is propelled to perfection by its high-caliber people adopting best practices aided by state-of-the-art technologies, cutting-edge R&D. For the FY 2022-23, Indian Oil sold 95.714 million tonnes of products and recorded an all-time high revenue from operations of Rs.9,34,952 crores. IndianOil also features among top 100 companies in the Fortune Global 500 list for the year 2023. The organization is on the path to an even greater glory.

To fuel its future growth, Indian Oil is looking for Energetic and Dedicated Corporate Communications Professionals with bright academic record and relevant work experience to join the organization.

The eligibility criteria regarding prescribed educational qualification, upper age limit, relevant work experience is mentioned below:

1.0 **Eligibility Criteria:** Candidates meeting eligibility criteria as below may apply for the advertised position.

<b>1.1</b> Who can Apply	a. Only Indian Nationals are eligible to apply. b. Candidates must have appeared in the examination of UGC-NET December 2023 cycle from discipline mentioned in para 1.2 below.
--------------------------	--

**1.2 Eligible Subject Codes (UGC- NET December 2023)**

a. As per the brochure, the **UGC-NET December 2023 examination** will comprise of two papers – Paper I and Paper II. Candidates must have appeared in both the papers of the said examination from following paper and obtained minimum percentage of marks as mentioned below::

Name of Subject	UGC-NET December 2023 Subject Code
Mass Communication and Journalism	63

**Minimum marks in examination of UGC-NET December 2023 cycle:** The candidate must obtain minimum percentage of marks in both the papers as below:

Category	Paper 1	Paper 2
General, EWS, OBC(NCL)	40%	40%
SC, ST and PwBD	35%	35%

- b. Appearing in UGC-NET December 2023 examination from subjects other than subject mentioned above shall not be accepted towards eligibility for the advertised post.
- c. Marks obtained by candidates in UGC-NET December 2023 examination only shall be considered for this recruitment exercise and marks of previous examinations (*i.e. exams conducted prior to December 2023*) shall not be accepted.
- d. However, in case, UGC-NET December 2023 examination gets postponed to a later month, the exam conducted in the said month (*but conducted immediately after December 2023*) shall be valid for this recruitment.

**1.3 Upper Age Limit (As on 01<sup>st</sup> July 2023)**

**Upper Age Limit:** Candidates applying from General/EWS category should not be more than 28 years. Relaxation to candidates applying from other categories shall apply as per government guidelines. Following cut off on Date of Birth shall apply:

Category	Born on/after dates	
	Non PwBD	PwBD
<b>General, EWS</b>	01 <sup>st</sup> July 1995	01 <sup>st</sup> July 1985
<b>OBC (Non-Creamy Layer)</b>	01 <sup>st</sup> July 1992	01 <sup>st</sup> July 1982
<b>SC, ST</b>	01 <sup>st</sup> July 1990	01 <sup>st</sup> July 1980
<b>Ex-Servicemen and Commissioned Officers including ECOs/SSCOs</b>	As per extant guidelines of Government of India.	

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

**1.4 Educational Qualification and Degree (Qualifying Degree)**

- a. **Qualifying Degree:** Bachelor's Degree in any discipline and 2 years qualifying degree both obtained as Full time Regular course from Institution/ College/ University/ Deemed University duly recognized by UGC/AICTE from anyone of the following qualifying degrees:

Mapped Position	Qualifying Degree
Corporate Communication	Post Graduate Diploma/ Master's degree with specialization in one/ combination of the following specializations: a. Journalism b. Mass Communication c. Public Relations

- b. The specialization of the candidate should find mention in the final degree certificate. Else, the candidate may also get his/her specialization certified by the concerned University/Institute attended/ being attended by the candidate. Onus to establish specialization pursued by candidate in Qualifying degree examination lies with the candidate and the same must be substantiated either through Final Degree Certificate or certificate issued by appropriate authority.

Majority of the elective papers in the qualifying degree should conform to specialization.

- c. The Corporation reserves the right to take a final decision in considering any other qualification/specialization as eligible qualification/specialization towards eligibility in case different from those mentioned above. Candidates having a qualifying degree/specialization other than those mentioned above are not eligible to apply.
- d. Degree awarded by the Institutes/ Universities (including foreign institutes/universities) must have equivalence from the Association of Indian Universities (AIU). Candidates with post-graduate diploma/certificate awarded by Indian University/Institute or awarded by the foreign University/institute should in their own interest, ascertain the equivalence of their diploma/degree/ certificate with Master's degree of recognized Indian universities by the Association of Indian Universities (AIU).

**1.5 Minimum Marks in Qualifying Degree Examination**

- a. Candidates should have secured the following minimum percentage of marks in qualifying degree examination:

Category	Minimum Percentage of Marks	
	Graduation	Post-Graduation
General/ EWS/OBC(NCL)	60%	60%
SC, ST and PwBD	55%	55%

\*Calculation of percentage of marks in the qualifying degree would be governed by institute/university rules.

- b. Wherever final marks in the qualifying degree have been awarded as letter/number grade (CGPA/GPI/SGPA etc.), equivalent percentage of marks for establishing eligibility criteria shall be arrived at by referring to CGPA to Percentage conversion formula adopted by respective institute/university. Such candidates would have to submit the conversion certificate issued by the concerned institute/university at the time of Personal Interview, if shortlisted.

	<p>c. However, in case the institute does not follow any conversion formula for converting CGPA to Percentage, IOCL shall be at liberty to arrive at equivalent percentage of marks by adopting a multiplication factor to arrive at equivalent percentage of marks. Candidates from such colleges/institutes will have to submit a certificate mentioning that their college does not follow CGPA to Percentage conversion formula at the time of Personal Interview, if shortlisted.</p>
<p><b>1.6 Work Experience (As on 01<sup>st</sup> July 2023)</b></p>	<p>a. <b>Details of Work experience</b> – Minimum Two years of post-qualification relevant work experience acquired as Full Time in Mass Communication/ Journalism and/ or related field of work.</p> <p>b. <b>Proof of Experience</b> – Candidate shall have to furnish relevant and valid documents in original issued by the respective organization(s) on its letter head containing following in support of work experience:</p> <ol style="list-style-type: none"> <li>1) Name of organization</li> <li>2) Work Profile along with designation in the organization</li> <li>3) Dates of Service Period (From – To) for each of the organization</li> <li>4) Salary Slip/Bank statement/Form 16 establishing credit of salary.</li> </ol> <p>c. <b>Others</b> –</p> <ol style="list-style-type: none"> <li>1) Only those Work experience(s) shall be counted towards eligibility which have been acquired after date of declaration of result of the qualifying degree examination.</li> <li>2) Work experience acquired as Internships, Training, Teaching, Part Time Work or any other work experience acquired as a part of course curriculum while acquiring qualification, or short-term trainee (<i>summer/ winter project etc.</i>) will not be considered as relevant experience.</li> </ol>
<p><b>1.7 Reservation in posts</b></p>	<p>a. Reservation of posts for candidates from EWS/OBC(NCL)/SC/ST/PwBD categories will be available as per directives of Government of India (<i>GoI</i>).</p> <p>b. Candidates belonging to EWS/OBC(NCL)/SC/ST/PwBD should have valid certificate in support of their claim of belonging to such category, to be eligible for claiming reservation under the respective category.</p> <p>c. <b>For getting the benefits of reservation under OBC(NCL) category:</b></p> <ul style="list-style-type: none"> <li>• Name of caste to which candidate belongs must appear in the Central List of Other Backward Classes of respective state as notified by Ministry of Social Justice and Empowerment, Govt. of India for appointment to posts under GOI and Central Govt. Public Sector Undertakings. The name of the caste mentioned in the certificate should be spelled exactly in the same manner as appearing in the central list.</li> <li>• Candidates should be able to produce caste certificate issued by the competent authority in the latest prescribed format applicable for purpose of reservation in appointment to posts under Government of India/Central Government Public Sector Undertaking.</li> <li>• The certificate must contain date of issue along with name of caste, spelled exactly in the same manner as appearing in the central list.</li> <li>• The OBC category candidates who belong to “CREAMY LAYER” are not entitled for OBC(NCL) concession/reservation and such candidates shall have to apply as “General” category candidate.</li> </ul>

- OBC(NCL) certificate should be issued on or after 01.04.2023 by the competent authority.
  - OBC(NCL) Candidate belongs to Maharashtra must have valid Caste Validity certificate in his name issued by Government of Maharashtra.
- d. **For getting the benefits of reservation under SC/ST category:**
- Name of caste/tribe to which candidate belongs must appear in the Central List of SC/ST of respective state as notified by Ministry of Social Justice and Empowerment, GoI.
  - The caste/tribe certificate must contain date of issue along with name of caste/tribe. The name of the caste/tribe mentioned in the certificate should be spelled exactly in the same manner as appearing in the central list.
  - The candidates need to furnish their SC/ST certificate as per the latest format prescribed by Government of India. SC/ST Candidate belongs to Maharashtra must have valid Caste Validity certificate in his name issued by Government of Maharashtra.
- e. **For getting the benefits of reservation under EWS category:**
- The Income and Asset Certificate shall be valid for the financial year 2023-24 and shall be prepared on the basis of income and asset verification for the FY 2022- 23.
  - Name of the caste should be clearly mentioned in the aforesaid certificate. Caste name like “General/Samanya etc.” will not suffice.
  - Candidate’s photo on the certificate should be duly pasted, signed and stamped by issuing authority.
- f. **For getting the benefit of reservation under PwBD category: The candidate should meet following criteria to claim relaxation/reservation under PwBD category:**
- Nature of Disability – Permanent, Degree of Disability – Minimum 40%
  - PwBD certificate as per latest format applicable to relevant category of disability.
  - PwBD categories (**Refer RPwBD Act 2016**) – The following nomenclature has been used in the application form and shall mean as indicated against each of the category below:

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

**1.8 Physical Fitness**

- a. **Pre – Employment Medical Examination Guidelines (PEME Guidelines)** – Final selection of candidates is subject to meeting the physical fitness criteria as described in the PEME guidelines.
- Candidates are advised to go through the ‘Guidelines and Criteria for Physical Fitness for Pre-employment Medical Examination’ placed on the registration portal and should satisfy they meet the physical fitness parameters as per the PEME guidelines before commencing filling the ONLINE application.
- b. The medical report towards physical fitness – as per format mentioned in the guidelines shall be required to be submitted by the candidate at the time of joining, if empaneled for the advertised positions.

## 2.0 Application Process:

How to apply	<ul style="list-style-type: none"><li>a. Applications for the current recruitment process shall be accepted in ONLINE Mode through IOCL portal <a href="http://www.iocl.com">www.iocl.com</a></li><li>b. The relevant link to apply ONLINE is available on the Indian Oil's website at <a href="https://iocl.com/latest-job-opening">https://iocl.com/latest-job-opening</a> on <a href="http://www.iocl.com">www.iocl.com</a> Candidates should click on the ONLINE application link, read the instructions carefully and fill-in the ONLINE application form giving correct and complete information.</li><li>c. Candidates must go through this detailed advertisement very carefully and check their eligibility before proceeding to apply ONLINE for the position.</li><li>d. Candidate should have following documents ready for uploading on the ONLINE portal at the time of registration:<ul style="list-style-type: none"><li>i. Scanned copy of Recent Color Passport Size Photograph, captured in January 2023 or later.</li><li>ii. Scanned copy of Signature</li></ul></li><li>e. Prior to applying ONLINE, Candidate will have to register his/her email id and mobile number on the online portal. The email id and mobile number, once registered with our portal, will not be allowed to change since communications to the candidates shall be made on their registered email id/ mobile number. Therefore, candidates must ensure that their email id and mobile number is valid and should remain active for minimum period of 01 year from the date of application. Request for change of e-mail ID and mobile number will not be entertained.</li><li>f. At the start of application process, candidate will be asked following details on the recruitment portal:<ul style="list-style-type: none"><li>a. Date of Birth (dd-mm-yyyy format)</li><li>b. UGC NET December 2023 Registration Number</li><li>c. UGC NET December 2023 Subject Code</li><li>d. Marks obtained in UGC NET December 2023</li></ul></li><li>g. The portal will capture candidate's photo using candidate's system camera through its in- built feature. Additionally, candidate will also be required to upload recent most color photo (captured in January 2023/onwards) during the application process.</li><li>h. Candidate must read the On-Screen instructions very carefully while applying and filling the entries in the ONLINE form. Candidates must keep on verifying their entries repeatedly prior to submitting their ONLINE application, as no request for changes in the entries shall be entertained after submission of the ONLINE application form.</li><li>i. Candidates applying from any of the reserved category (EWS/ OBC(NCL) / SC/ ST/ PwBD) must have relevant and valid document in support of their claim of belonging to such category from which they are applying, failing which their candidature may be cancelled. Such candidates must furnish details of such documents in ONLINE application portal wherever asked for.</li><li>j. Candidate must save .pdf format and printout of the ONLINE application form in their safe custody for future reference, if any. Candidates need not send printout of application form to any office of Indian Oil.</li><li>k. Candidates need not submit/upload their EWS/Caste/PwBD certificate at the time of registration. However, they must furnish information sought about such documents in the online application – like issue date, caste serial number as per central list, name of caste, issuing authority etc.</li></ul>
--------------	---

- l. IOCL will not verify the information provided by the candidates during online application stage and hence candidature of the candidates will be purely provisional subject to the fulfillment of eligibility criteria. Since all the applications will be screened on the basis of information provided without documentary evidence/ proof, the candidates must satisfy themselves of meeting the eligibility criteria for the position to which they are applying.
- m. The candidates should ensure that they fulfill all eligibility criteria and other conditions as specified in this advertisement and that the particulars furnished by them in the online application are complete and correct in all respects.
- n. Suppression of any fact may lead to termination of candidature at any stage of selection process or during employment, if selected. Furnishing false information or concealment/suppression of factual information may render the candidate unfit for employment.
- o. Mere registration on portal shall not mean that candidate is meeting the eligibility criteria. The same has to be established by producing relevant and valid documents in Original at the time of document verification.

In case it is found at any stage of the selection process that a candidate does not fulfill any of the eligibility criteria, and/ or that candidate has furnished any incorrect information or has suppressed any material fact(s), his/her candidature may be cancelled, and appointment may be summarily terminated, if selected.

- p. Candidature of the candidates not found meeting the prescribed eligibility criteria or submitting false/ incorrect information may be rejected at any stage of selection process.
- q. Candidates presently employed in Government Departments / PSUs / Autonomous Bodies need to submit NOC from competent authority of their current employer at the time of interview, if shortlisted.
- r. Any canvassing directly or indirectly by the candidate will lead to disqualification of his/ her candidature.
- s. Any revision, clarification, addendum, corrigendum, time extension, etc. to the above advertisement will be hosted on "Careers" section of IOCL website: [www.iocl.com](http://www.iocl.com). Hence, candidates are requested to visit the website regularly to keep themselves updated.
- t. All the details mentioned in the online form will be treated as final and no request for changes will be entertained later on once submitted. Therefore, candidates are advised to fill the ONLINE form very carefully making correct entries in the respective fields. An application can be changed and saved multiple times till the ONLINE application is not submitted on the portal. An application once submitted shall not be considered for any editing later on.
- u. This recruitment exercise may be postponed/ withdrawn/ cancelled depending upon organizational requirement.

### 3.0 **Shortlisting and Selection Process:**

3.1 Selection process shall consist of following components:

- a) UGC-NET December 2023 exam
- b) Personal Interview (PI)
- c) Group Discussion (GD) and Group Task (GT)
- d) Written Proficiency Test (WPT)

3.2 Shortlisting of eligible candidates for further selection process shall comprise of GD, GT, PI and Written Proficiency test and shall be done category wise in descending order of their marks obtained in examination of UGC-NET December 2023 cycle. Merely qualifying in examination of UGC-NET December 2023 cycle does not guarantee short-listing for GD, GT, PI and Written Proficiency test.

3.3 **Document readiness** – Eligibility of the shortlisted candidates shall be verified at the time GD, GT, PI prior to allowing candidates further in the selection process and only those candidates shall be allowed to appear in the selection process who would meet the eligibility criteria by furnishing relevant and valid documents in latest formats in original at the time of document verification.

Therefore, candidates must be able to produce valid and relevant documents in latest formats in original in support of information furnished by them in their IOCL application form at the time of document verification, failing which candidates may not be allowed to participate further in the selection process and may be declared ineligible for the position.

Candidates are therefore advised to exercise utmost caution while filling up the application form.

3.4 **Merit List** – Merit list shall be prepared only of those candidates who qualify individually in not only all components of selection process as below but also in consolidated weighted sum of marks obtained in the components of selection process as below:

- a. UGC-NET December 2023 exam
- b. Personal Interview
- c. Group Discussion and Group Task
- d. Written Proficiency Test

### 4.0 **Other Information:**

a. Posting	<b>Posting</b> – Depending upon the requirements of the Corporation, selected candidates can be posted to any place in India or any Section/Plant/Unit/Department/Division of the Corporation or Establishment including in any other Associate Subsidiary/ Group Company / Joint Venture companies of the Corporation, including overseas offices at the discretion of the Management without detrimental to the emoluments or in any other discipline/role as per organization requirement.
b. Joining Time	Selected candidates will have to join the organization on the date mentioned in their offer of appointment failing which the organization reserves the right to cancel/withdraw the offer of appointment without any further correspondence/reference to the candidates.



c. Remuneration	<p><b>Selected candidates</b> will receive a starting <b>Basic Pay</b> of Rs. 50,000/- per month and shall be placed in the pay scale of Rs. 50,000 - 1,60,000. In addition, the selected candidates will also receive Dearness Allowance (DA) and other allowances, according to the rules of the Corporation in force, and as amended from time to time.</p> <p>Other allowances /benefits include HRA/subsidized housing accommodation (depending upon place of posting), medical facilities, gratuity, contributory provident fund, employees' pension scheme, group personal accident insurance scheme, leave encashment, leave travel concession (LTC)/ LFA, contributory superannuation benefit fund scheme, conveyance advance/ maintenance reimbursement, performance related pay (PRP) etc. as per rules of the corporation.</p> <p>The gross valuation of remuneration to the company will be approx. <b>Rs. 16.80 Lacs per annum</b> inclusive of performance related pay (PRP). The actual remuneration may vary depending on place of posting, financial performance of the Corporation and annual performance appraisal of the individual.</p>						
d. Service Bond	<p>Selected Candidates will have to execute a bond to serve the Corporation for a minimum period of three years from the date of joining the corporation as under:</p> <table border="1" data-bbox="379 734 1481 864"> <thead> <tr> <th>Category</th> <th>Bond Amount</th> </tr> </thead> <tbody> <tr> <td>General</td> <td>Rs. Three Lakhs only</td> </tr> <tr> <td>EWS/OBC(NCL)/SC/ST/ PwBD</td> <td>Rs. Fifty Thousand only</td> </tr> </tbody> </table>	Category	Bond Amount	General	Rs. Three Lakhs only	EWS/OBC(NCL)/SC/ST/ PwBD	Rs. Fifty Thousand only
Category	Bond Amount						
General	Rs. Three Lakhs only						
EWS/OBC(NCL)/SC/ST/ PwBD	Rs. Fifty Thousand only						
e. Last date of application	<p>The ONLINE application window shall open after declaration of result of UGC NET December 2023 Examination. Minimum 21 Days shall be provided to candidates to submit their application from the date of opening of IOCL ONLINE Application portal.</p> <p>Last date of submitting the application on IOCL ONLINE portal shall be 23:59 hrs on 15<sup>th</sup> Feb 2024 or 21 days from opening of the IOCL ONLINE Application portal, whichever is later.</p>						
f. Contact Us	<p>In case of any query, candidates can write to us at <a href="mailto:recruit2023@indianoil.in">recruit2023@indianoil.in</a></p>						

### 5.0 Few Frequently Asked Questions:

- a. **When will IOCL announce dates for GD/GT, PI and WPT** – The shortlisted candidates will be informed about their GD/GT, PI and WPT schedule in due course.
- b. **I made some mistake in my application form. Do you allow any Editing in Application Form already submitted** – No change is allowed. Please fill the application form very carefully while applying.
- c. **Is there any Application Fee** – No
- d. **I am a General category candidate and scored 59.99% in qualifying degree examination. Am I allowed to apply by rounding off my percentage of marks to 60.00%?** – Irrespective of category you belong to, rounding off of percentage for any examination is NOT allowed. In this case, you are not eligible to apply.
- e. **I am not sure whether I fulfil the criteria for getting benefit under SC/ ST/ OBC(NCL) /EWS /PwBD category. What do I do?** - The onus of claim to belong to any of these categories and providing a valid relevant certificate to this effect rests with the candidate. Hence, the candidate should satisfy himself/herself fully before claiming to belong to one of these categories. In case it is found at any stage of recruitment process/ any time after recruitment, that the candidate has obtained reservation benefits by submitting false/ incorrect certificate/ information; the candidature of such candidates will be cancelled/ services terminated immediately.

\*\*\*\*\*