



Recruitment of Assistant Officers in Finance Function

As India's flagship Oil & Gas major, Indian Oil has been fulfilling the energy needs of the nation for nearly six decades. With revenue from operations of Rs. 5,06,428 crore (USD 78,565 million) and profit after tax of Rs. 21,346 crore (USD 3,312 million) for the year 2017-18, Indian Oil is India's largest commercial enterprise and the leading Indian Company in the Fortune Global 500 listing. The Corporation operates one of Asia's largest Refineries, Pipelines and Marketing infrastructure and owns some of the most trusted superbrands like INDANE and SERVO. The R&D Centre of Indian Oil is India's foremost commercial Centre of research excellence in the areas of lubricants, oil refining, fuel additives, engine testing, materials sciences and environmental sciences. Empowered with the 'Maharatna' status, the Vision of Indian Oil is to be 'The Energy of India' and 'a globally admired company'.

We are looking for energetic and dedicated Graduates (any discipline) with minimum 55% marks (relaxed to 50 % for candidates belonging to SC/ST and PwBD categories) and having passed the CA/ CMA Intermediate (or equivalent qualification) from Institute of Chartered Accountants of India (CA Institute) / Institute of Cost Accountants of India (CMA Institute) with at least three years of relevant experience, post CA/CMA Intermediate qualification, of working in finance function.

The details of eligibility criteria regarding disciplines, prescribed educational qualification, age and other eligibility criteria and application procedure are mentioned below:

Subject	Details
Eligibility Criteria	<p>Graduate in any discipline with minimum 55 % marks (relaxed to 50 % for candidates belonging to SC/ST and PwBD categories) and have passed the CA/ CMA Intermediate (or equivalent qualification from CA/CMA institute)</p> <p style="text-align: center;">and</p> <p>At least three years of post qualification relevant working experience as on 30th June, 2018. Relevant field includes experience in the field(s) of Finance/Accounts/Taxation/Cost Accounting/Auditing etc. The articulated training /practical training which are integrated to the curriculum of respective institution shall not be considered as valid experience for this purpose.</p> <p>Note:</p> <ol style="list-style-type: none">a) <i>Candidates having passed final examination from CA/CMA Institutes are not eligible.</i>b) <i>Above mentioned experiences are indicative and not exhaustive. The Corporation reserves the right to take a final decision for considering/ not considering an experience as valid experience for the post.</i>

Nature of Job	<p>Candidates selected as Assistant Officers in finance function may be posted in any of the division of Indian Oil – Refineries, Marketing, Pipelines, Business Development and R&D Centre or in Corporate functions or in Subsidiary/Joint Venture companies.</p> <p>Finance profile generally includes - Preparation of accounts, Internal Audit, Accounting, Pricing, Banking & Treasury Functions, Project Appraisal/ Project accounting, Direct and Indirect Taxation, Crude oil procurement/payments, trade receivables, trade payables, assets accounting etc.</p>
Remuneration	<p>Candidates selected as Assistant Officers (Ao grade) will receive a starting basic pay of Rs. 50,000/-per month. In addition, the selected candidates will receive Dearness Allowance (DA) and other allowances, according to the rules of the Corporation in force, and as amended from time to time.</p> <p>Other allowances /benefits include HRA/subsidized housing accommodation (depending upon place of posting), medical facilities, gratuity, contributory provident fund, employees pension scheme, group personal accident insurance scheme, leave encashment, leave travel concession (LTC)/ LFA, contributory superannuation benefit fund scheme, conveyance advance/ maintenance reimbursement, performance related incentives (PRP) etc as per rules of the corporation.</p> <p>The gross valuation of remuneration to the company will be about Rs 14.00 lakhs per annum inclusive of performance related pay (PRP). The actual remuneration may vary depending on place of posting, financial performance of the Corporation and also performance rating of individual.</p>
Age Limit	<p>Maximum 30 years as on 30th June,2018 for general category candidates. Age relaxation for OBC (Non Creamy Layer)/SC/ST/PwBD candidates will be applicable as per the Presidential Directives.</p>
Selection	<p>The selection methodology will comprise of the following</p> <ol style="list-style-type: none"> a) On the basis of CA/CMA Intermediate (or equivalent qualification from CA/CMA institute) score, the candidates will be short listed for further selection process comprising of Personal Interview (PI) for assessment of different facets of knowledge, skill, attitude and aptitude. b) Final merit will be prepared solely based on Personal Interview (PI). c) In case the candidate has both CA(Inter) and CMA (Inter) qualification, then he has to fill in the details of only one of these qualifications, under the Head “Qualification” on the first page of the ONLINE application form, as per his/her choice. However, it may be noted that shortlisting for PI shall be solely based on the percentage marks scored in the chosen qualification – CA(Inter) or CMA(Inter).

Service Bond	<p>Selected candidates will have to execute a bond to serve the Corporation for a minimum period of three years from the date of joining the corporation. The bond amount is as under :</p> <p>General Candidates - Rs. Fifty Thousand only</p> <p>SC/ST/OBC(NCL)/ PwBD - Rs. Thirty Five Thousand only</p>
Physical Fitness	<p>Candidates desirous of seeking employment with Indian Oil need to be medically fit as per Indian Oil's pre-employment medical standards.</p> <p>Candidates are advised to go through the 'Guidelines and Criteria for Physical Fitness for Pre-employment medical Examination' before they commence the application process. The guidelines are available in the following link:</p> <p>https://www.iocl.com/PeopleCareers/Pre-employment_Guiding_Principles11th_mar_2011.pdf</p>

Concessions/ Relaxations

- a) **Reservation of posts** for SC/ST/OBC (Non-Creamy Layer)/ PwBD (degree of disability 40% or above) will be made as per Government of India directives.
- b) **Relaxation in Upper Age Limit** as under will be extended as per Presidential Directives:

Category	Relaxation in Upper Age Limit
OBC (Non Creamy Layer)	3 years
SC/ST	5 years
PwBD	10 years
Candidates domiciled in Jammu & Kashmir between 1.1.1980 & 31.12.1989	5 years
Ex-servicemen & Commissioned Officers (including ECOs/SSCOs) subject to rendering minimum 5 years' military service and fulfillment of other conditions prescribed by Government of India.	5 years

- c) **For getting the benefits of reservation under OBC category:**
- The name of caste and community of the candidate must appear in the 'Central list of Other Backward Classes'
 - The candidates must not belong to creamy layer.
 - The candidates need to furnish their OBC certificate as per the format prescribed by Government of India and it must not be more than 6 months old.

- d) Minimum percentage of marks in Graduation is relaxed to 50 % for candidates belonging to SC/ST and PwBD categories.

How to apply

- i. The candidates meeting the prescribed eligibility criteria may apply to Indian Oil in online mode. The relevant link will be made available from 22nd October, 2018 on the Indian Oil's website www.iocl.com.
- ii. The percentage of marks of the qualifications should be filled upto two decimal places in the ONLINE application.
- iii. Candidates should click on the ONLINE application link, read the instructions carefully and fill-in the ONLINE application form giving correct and accurate information.
- iv. The candidates must fill-in the information boxes correctly and 'tick' the appropriate box, wherever applicable.
- v. Upon completion, the candidate should submit the online application by clicking the Submit button at the bottom of the page. If the same is accepted, the system will generate a unique application ID along with the completed application form.
- vi. Candidate should take a print out of completed application, affix his/her recent passport size photograph, put his/ her signature at the space provided and keep it with him/ her safely for future reference.
- vii. This print out of application should be kept in safe custody of the candidate. Candidates must not send this printout to any office of IndianOil.
- viii. 10th November, 2018 is the last date for receiving the ONLINE application by IndianOil.

Candidates need not pay any application fee to IndianOil

General Instructions

1. Only Indian Nationals are eligible to apply
2. Candidates are advised to fill their **name, father's name, date of birth, category (Gen/OBC (NCL)/SC/ST/PwBD) in the Online application form of IOCL very carefully, as they will not be allowed to change these items subsequently and no request in this regard will be entertained.**
3. The candidates must have an **active e-mail id**, which must remain valid for at least next one year. **All future communications with the candidates will take place through e-mail only. Candidates have to ensure accuracy of their e-mail ID while registering their on-line application of IOCL.**
4. The candidates should have the relevant documents like qualification certificate, marks/scores obtained in the qualifying examination, caste/sub-caste certificate, date of issue, name of issuing authority, state of origin, etc. readily available with them before they commence the ONLINE application process. This information will be required at the time of filling-in the ONLINE application.
5. **30th June, 2018** will be considered as the cut-off date for considering eligibility of the candidates in terms of maximum age and also experience requirement.
6. Experience certificate shall include the following details:
 - a. Organization name and place
 - b. Job Profile
 - c. Designation served
 - d. Period of service
7. Candidates belonging to OBC category, but falling in **creamy layer**, will not be entitled to the benefit of reservation and should apply as General Category candidate.
8. Candidates presently employed in Government Departments / PSUs / Autonomous Bodies will need to submit NOC from competent authority of their current employer at the time of interview.
9. If more than one application is received from a candidate, **most recent** (current) application will be considered as final.
10. Candidature of the candidates not found meeting the prescribed eligibility criteria shall be **rejected** at any stage of selection process.
11. Candidature of the candidate submitting **false/ incorrect** information shall be **rejected** at any stage of selection process.

In case any particular query the candidates can write to Indian Oil at recruit2019@indianoil.in

Values at the core of our Business

Care Innovation Passion Trust