HOW TO APPLY

A) **For Mid-Level Posts of Technology Implementation Cell, Industrial Biotechnology:**

- Candidates should go through all the necessary information available on the website www.iocl.com (Indian Oil for You > IndianOil for Careers > Latest Job Openings) before filling the application form.
- Candidate must read the advertisement carefully and check their eligibility before proceeding to apply.
- Candidate must have a valid email id and mobile number, both active till completion of the recruitment process. Communications to the candidate will be sent on this email-id.
- Candidates must read the instructions carefully and thereafter fill-in the application form giving accurate information. The candidates will be wholly/ exclusively responsible for the information/ details so filled/ provided by them in their application form.
- The prospective candidates are required to submit their applications through eMail as per the details mentioned below:
  - ➢ *Mid Level Recruitment (Chief Research Manager - Gr. E / Senior Research Manager - Gr. D)*
    - o The Application should be sent to recruitrndmidlevel@indianoil.in strictly as per Application format separately placed as **Annexure – I**
    - o The Subject of the eMail while submitting application should be strictly as per following format: **"Application for the post of <POST CODE>_<Applicant Name>"**

- **Manual applications will not be entertained.**
- The applications will be accepted from **25.09.2020, 12:00 hrs** to **23.10.2020, 15:00 hrs** only.

- The candidates should have the following relevant documents readily available with them before they commence the application process. All these documents will be required to be attached as scanned copies along with the application form through email as per the post applicable:

  - I. Class X passing certificate (indicating date of Birth),
  - II. Disability certificate, if applicable
  - III. Caste/sub-caste certificate, if applicable
  - IV. Graduation Degree & semester/year-wise/ Consolidated Marksheet,
  - V. Post Graduation Degree & semester/year-wise/ Consolidated Marksheet,
  - VI. CGPA to percentage conversion certificate, if applicable
  - VII. AIU equivalence certificate (when education is from abroad),
  - VIII. Valid Indian Passport, for candidates residing abroad
  - IX. In case of PhD qualification,
    - o Documents indicating date of Successful defense of PhD
    - o PhD Degree,
    - o Details of thesis/dissertation work,
    - o Synopsis of PhD
  - X. Experience certificate indicating Nature & Tenure of experience,
  - XI. Scanned image of photograph and signature, as per specifications given below:
    - ➢ Photograph : 100 KB (in JPEG format)
    - ➢ Signature : 100 KB (in JPEG format)
- Candidates are advised to send all the above mentioned documents in 5 files totaling less than 20 MB i.e.
  - ➢ 1 file for Application form as per Annexure I (Mid Level Recruitment)
  - ➢ 1 file for document mentioned at Sl. No. I to IX (Personal Details, Marksheet, Degree etc)
  - ➢ 1 file for documents mentioned at Sl. No. X (Experience related)
  - ➢ 1 file for Photograph
  - ➢ 1 file for Signature
- Candidates are strongly advised to apply well in time without waiting for the last date for submission of Application through email.
- The size of email containing applications form & all attachments should not exceed 20 MB. Emails (greater than 20 MB) are liable to bounce due to system constraints.
- Candidates must give their **correct eMail ID and Mobile No.** on which all the communication(s) will take place. Please check the Email Id and Mobile No. again for its correctness. In case of international mobile number, country code needs to be provided.
- Candidates are advised to fill their name, date of birth, category (Gen/OBC (NCL)/SC/ST/EWS/PwBD), mobile number, Email ID in the application form of IOCL very carefully, as they will not be allowed to change these information subsequently and no request in this regard will be entertained.

- Candidates are also advised to mention their work experience by entering the dates duly in "Experience From" and "Experience Till" column ending with the **most recent organization**. Additional rows may be added to accommodate experience for multiple organizations in the application format.
- Internships viz. industrial training/ summer internship etc., undertaken as part of academic requirement will not be considered as valid experience. Only Post qualification experience i.e after date of successful defense of PhD/ Completion of M.Tech or B.Tech will be considered.
- Candidates should take a print out of completed application and keep the same for future reference. Please note that they **are not** required to send this printout to any office of IndianOil.

Note: **Candidates are to note that in respect of the claims made by them, full document(s) in original will be verified in respect of shortlisted candidates at the time of Personal Interview. Candidate found to have submitted false or incorrect information, will be liable to be rejected at any stage of the selection process. Candidates are strictly advised to go though the detailed advertisement and check their eligibility for the post before they apply for the position.**

B) For Induction-Level Posts of Catalyst:

- Candidates should go through all the necessary information available on the website www.iocl.com (Indian Oil for You > IndianOil for Careers > Latest Job Openings) before filling the application form.
- Candidate must have a valid email id and mobile number, both active till completion of the recruitment process. Communications to the candidate will be sent on this email-id.
- Candidate must read the advertisement carefully and check their eligibility before proceeding to apply.
- Candidates must read the instructions carefully and thereafter fill-in the application form giving accurate information. The candidates will be wholly/ exclusively responsible for the information/ details so filled/ provided by them in their application form.
- The prospective candidates are required to submit their applications through eMail as per the details mentioned below:
  - ➢ *Research Officer - Gr. A for Catalyst*
    - o The Application should be sent to recruitrndcatalyst@indianoil.in strictly as per Application format separately placed as **Annexure – II**
    - o The Subject of the eMail while submitting application should be strictly as per following format: **"Application for the post of <POST CODE>_<Applicant Name>"**

- Manual applications will not be entertained.
- The applications will be accepted from **25.09.2020, 12:00 hrs** to **23.10.2020, 15:00 hrs** only.
- The candidates should have the following relevant documents readily available with them before they commence the application process as per the Screening Methodology. All these documents will be required to be attached as scanned copies along with the application form through email as per the Screening Methodology:

I.	Class X passing certificate (indicating date of Birth),
II.	Disability certificate, if applicable
III.	Caste/sub-caste certificate, if applicable
IV.	Graduation Degree & semester/year-wise/ Consolidated Marksheet,
V.	Post Graduation Degree & semester/year-wise/ Consolidated Marksheet,
VI.	CGPA to percentage conversion certificate, if applicable
VII.	AIU equivalence certificate (when education is from abroad),
VIII.	Valid Indian Passport, for candidates residing abroad
IX.	Documents indicating date of Successful defense of PhD
X.	PhD Degree,
XI.	Details of thesis/dissertation work,
XII.	Synopsis of PhD
XIII.	Experience certificate (if applicable),
XIV.	Scanned image of photograph and signature, as per specifications given below:

  - ➢ Photograph : 100 KB (in JPEG format)
  - ➢ Signature : 100 KB (in JPEG format)

XV.	Details regarding the National Level Test(NET/JRF-NET/GATE as applicable to them); SPM fellowship certificate,
XVI.	Publications in refereed journals along with Impact Factor of the Journal,
XVII.	Publications in refereed journals without Impact Factor but with ISSN, chapters in books with ISBN, and Patents etc.

In support of their claims with regard to the National Level Test; Publications and Patents, while the full document(s) in original shall be verified in respect of shortlisted candidates during the interview stage, all candidates will be required to upload the evidence in respect of them as under:

- o Certificate/Award Letter/ GATE Scorecard of having cleared the National Level Test (NET/JRF-NET/GATE-as the case may be).
- o Copy of the letter awarding CSIR-Shyama Prasad Mukherjee (SPM) Fellowship if the candidate has been awarded.
- o First page {clearly indicating the title and the names of author(s)} of every publication (paper/article) published in a refereed journal with impact factor.
- o Copy of the letter/communication from concerned competent authority indicating that his/her paper/article has been accepted for publication in a refereed journal with impact factor along with first page {(clearly indicating the title and the names of author(s)} of the said article/paper.
- o First page {(clearly indicating the title and the names of author(s)} of every publication (paper/article) published in a refereed journal without impact factor but with ISSN.
- o Copy of the letter/communication from concerned competent authority indicating that his/her paper/article has been accepted for publication in a refereed journal without impact factor but with ISSN along with first page {(clearly indicating the title and the names of author(s)} of the said article/paper.
- o Copy of the letter granting patent {clearly indicating the innovation/technology and name(s) of the holder(s)}.
- o Copy of the letter signifying filing of Full Patent Application {clearly indicating the innovation/technology and name(s) of the candidate(s)}.

- Candidates are advised to submit their Publications/ Articles/ Papers/ Book/ Chapters/ Patents up to a maximum of 2 years from date of successful defense of PhD. Candidates are advised to refer to the Screening Methodology for further details on the clause.
- Candidates are advised to send all the above mentioned documents in 5 files totaling less than 20 MB ie
  - ➢ 1 file for Application form as per Annexure II (Induction Level Recruitment)
  - ➢ 1 file for document mentioned at Sl. No. I to IX (Personal Details, marksheet, Degree)
  - ➢ 1 file for documents mentioned at Sl. No. X to XVII (PhD, Papers, Publications, Books, Chapters, Patents etc. as per the Cutoff date of 2 years from date of successful defense of PhD)
  - ➢ 1 file for Photograph
  - ➢ 1 file for Signature
- Candidates are strongly advised to apply well in time without waiting for the last date for submission of Application through email.
- The size of email containing applications form & all attachments should not exceed 20 MB. Emails (greater than 20 MB) are liable to bounce due to system constraints.
- Candidates must give their **correct eMail ID and Mobile No.** on which all the communication(s) will take place. Please check the Email Id and Mobile No. again for its correctness. In case of international mobile number, country code needs to be provided.
- Candidates are advised to fill their name, date of birth, category (Gen/OBC (NCL)/SC/ST/EWS/PwBD), mobile number, Email ID in the application form of IOCL very carefully, as they will not be allowed to change these information subsequently and no request in this regard will be entertained.
- Candidates have to give their qualification details (Graduation, Post Graduation & PhD), details of papers/ articles published/ accepted for publication in a refereed journal, chapters/ articles published in a book, patents filed/granted etc. as per the Screening Methodology.
- Candidates are also advised to mention their work experience by entering the dates duly in "Experience From" and "Experience Till" column ending with the **most recent organization**. Additional rows may be added to accommodate experience for multiple organizations in the application format.
- Internships viz. industrial training/ summer internship etc., undertaken as part of academic requirement will not be considered as valid experience. Only Post qualification experience i.e after date of successful completion of PhD will be considered.
- **Candidates should take a print out of completed application and keep the same for future reference. Please note that they are not required to send this printout to any office of IndianOil.**

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