



NOTE:

1. CANDIDATES IN THEIR OWN INTEREST ARE ADVISED TO APPLY & SUBMIT APPLICATION PROMPTLY AND NOT TO WAIT TILL THE LAST DATE/TIME FOR APPLYING ONLINE. IOCL SHALL NOT BE RESPONSIBLE IF CANDIDATES ARE NOT ABLE TO SUBMIT THEIR APPLICATIONS ON ACCOUNT OF THE LAST-MINUTE RUSH.
2. PLEASE RETAIN THE PRINT-OUT OF APPLICATION FORM & PAYMENT ACKNOWLEDGEMENT SLIP (If applicable) FOR FUTURE REFERENCES.
3. PLEASE DO NOT SEND A HARD COPY OF THE APPLICATION FORM OR ANY DOCUMENTS TO THE OFFICE OF IOCL.
4. 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.

IMPORTANT DATES	
1. Opening Date for On-line Registration of Application	22.07.2024 (10:00 Hrs)
2. Last Date of submission of Online Application with Fee through Debit/Credit Card/Net Banking / UPI etc. (Payment of Application Fee through SBI payment gateway)	21.08.2024 (23:55 Hrs)

INSTRUCTIONS FOR SUBMISSION OF ON-LINE APPLICATION

A. GENERAL INSTRUCTIONS	
1.	Read the Instructions carefully and click the “ Click here ” Hyper Link button in front of the “ To Register ” bullet item for registration for Online Application of IOCL.
2.	For detailed notification, please click the “ Click here ” Hyperlink button in front of the “ To read Advertisement ” bullet item to download the Detailed Advertisement. Please read it carefully before filling the on-line application.
3.	Before start of filling-up of application through on-line mode, the candidate should keep ready, the following details/documents: a) Valid E-mail ID & Mobile Number. b) Scanned copy of the recent passport size color Photograph (<i>not older than 3 months</i>). Candidates should ensure that the same photograph is used throughout this recruitment process. c) Scanned signature. d) 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.
4.	Category [General (UR)/EWS/SC/ST/OBC(NCL)/ESM/PwBD] once filled by candidate in the on-line application form will not be changed and no benefit of other category will be admissible.

B. HOW TO APPLY

1.	Candidates should have a valid personal E-mail ID and Mobile Number. The E-mail ID and Mobile Number entered by the candidate in his/ her Online Application Form must remain valid for at least next one year from the date of filling application. Application Sequence Number/User Id, password and all other important communication will be sent on the same registered e-mail ID & Mobile No. (Please ensure that email sent to the mailbox of registered E-mail ID is not redirected to junk /spam folder).
2.	Candidates should take utmost care in furnishing / providing the correct details while filling-up the on-line application. YOU CAN EDIT THE INFORMATION ONLY BEFORE SUBMISSION OF APPLICATION BECAUSE ONCE THE FORM IS SUBMITTED, IT CAN NOT BE EDITED.
3.	The process for submitting the application: “Requirement of Non-Executive Personnel in Refineries & Pipelines Division -2024” is given below: Step-I: Registration of Personal Details and Contact details. User-Id and password will be sent through e-mail / SMS on registered E-Mail and Mobile Number. Step-II: Re-Login to complete the fields of Personal Details, Additional Details, Communication Details, Qualification Details, Test City, Declaration, upload relevant Documents (photo/signature, relevant certificates, etc.) and to submit Application Fee (wherever applicable) online via SBI Payment Gateway through Net Banking, Debit Cards, Credit Cards, UPI, etc. Any mistake committed by the candidate shall be his/her sole responsibility.
4.	Application once submitted cannot be withdrawn. Application fee and other charges, as applicable, once paid will not be refunded in any case / circumstances and neither the same shall be held reserved for any other recruitment OR selection process in future (even if the recruitment process is cancelled).

C. STEP-I: REGISTRATION/SIGN-UP

1.	Applicants need to sign-up by filling up, Applying for (Refineries/Pipelines), Post opted, Name, valid Mobile Number and valid E-mail ID correctly and Click on Generate OTP button.
2.	OTPs will be sent to the candidate’s Mobile No. & E-mail ID, separately. The candidate has to enter both OTPs to verify Mobile No. & E-mail ID, respectively.
3.	Candidates agreeing the terms & conditions may apply by clicking 'I Agree' Check box given after the Declaration and then re-verify the selected/entered values by clicking the “Reverify” button and then ticking the Check Boxes, if the entered values are displayed correctly, and clicking on the “Submit” button.
4.	After clicking SUBMIT button/ tab, the candidates will receive Application Sequence No./User ID & Password on their E-mail ID and Mobile No. Now, candidate has to Click “Go To Application” button (given on top right corner) to reach to Step-II. 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.

A. STEP-II: FILLING-UP OF APPLICATION

1.	After signing-up, candidate can either go to the Step-II (for filling up application details) by clicking the “Go To Application” button OR if the candidate has logged out after registration then the candidate can re-login by entering the User Id and Password on Login page and then clicking on “LOGIN” button for login. Then the candidate has to Click on “Go To Application” button at top right corner for filling-up Personal Details, Additional Details, Communication Details, Qualification Details, Test City, Declaration, Upload relevant Documents (photo/signature, relevant certificates, etc.). After filling all required details Candidate has to submit the application and pay applicable Application Fee online via SBI Payment Gateway through Net Banking, Debit Cards, Credit Cards, UPI, etc.
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2.	<p>Scanned image of candidates photograph, signature and Certificates, shall be as per the specifications given below:</p> <p>a) There are separate links for uploading Photograph, Signature and Certificates. Click on the respective link to Upload Photograph/Signature/Certificates.</p> <p>b) Browse and select the location where the scanned Photograph/Signature/Certificates files have been saved. Select the file by clicking on it.</p> <p>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.</p> <p>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:</p> <p>Instructions regarding scanning of Photograph, Signature: Candidates should upload the scanned (digital) image of their photograph and signature in Jpg/jpeg format, as per the process given below:</p> <p><u>i. Photograph Image:</u></p> <ul style="list-style-type: none"> • The photograph must be a recent passport size colour picture with a light background, preferably white (<i>not older than 03 months weeks</i>). • Look straight at the camera with a relaxed face. • Dimensions of the image should be approximately 3.5 cm X 4.5 cm. It will not be possible to accommodate larger images. The size of the scanned image should be between 50KB to 100KB in jpg/jpeg format only. • 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. <p><u>ii. Signature image:</u></p> <ul style="list-style-type: none"> • The applicant has to sign on white paper with Black ink pen. • The signature must be signed only by the applicant and not by 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. • Please scan the signature area only and not the entire page. • Size of file should be between 50KB to 100KB in Jpg/jpeg format only. <p><u>iii. Certificates/Documents:</u></p> <ul style="list-style-type: none"> • Scanned copies of required certificates respective for EWS / SC/ ST/ OBC (NCL)/ PWD, etc., as applicable. • Scanned copies of required qualification certificates and other certificates such as, class 10th, 12th, Graduation, experience certificate etc. • Size of the respective scanned file should be of minimum 100 KB and maximum of 1000 KB size in PDF/JPG/JPEG format only. <p>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.</p>
3.	<p>After uploading Photograph, Signature and required Certificates/ Documents, click on "Preview" tab and check whether particulars filled are correct in all respects. In case of any error, the same can be edited before finally clicking on "Submit" tab. Once the application is submitted, candidates automatically will be redirected to SBI payment gateway to deposit the fee.</p> <ul style="list-style-type: none"> • General/EWS and OBC category candidates are required to pay a non-refundable application fee of Rs. 300/- . • SC/ST/PwBD/ExSM candidates are exempted from the payment of Application Fee. • Candidates to note that in addition to the application fee, the Bank charges would be extra and as applicable.
4.	<p>Guidelines for remittance of fee are as under:</p> <ul style="list-style-type: none"> • Post submission, the candidate will be re-directed to SBI payment gateway to make the online payment of application fees. • Kindly verify the details and make the payment for application fees via the different payment modes. • Post successful payment of application fees, candidate will be redirected to his application form. • The Transaction Number/UTR Number given by the Bank is to be retained for future reference.

5.	Printing of the submitted Application Form: - On successful submission of the Application Form, after payment of the Application Fee (if applicable), the candidate should print his/ her Application Form, containing the details submitted by the candidate, by clicking on "PRINT" button and saving/ printing his/ her Application Form in PDF form. PLEASE RETAIN THE PRINTOUT OF THE APPLICATION FORM WITH YOU FOR FUTURE REFERENCES.
6.	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 multiple applications for one post by any candidate, only the latest valid (completed) application of that candidate (his / her last eligible application) will be considered and retained as his/her final application and the Application Fee & other charges paid by him /her for the other multiple registration(s) /application(s) will stand forfeited.
7.	For Technical queries/clarifications relating to the filling up of ON-LINE APPLICATION, please feel free to contact the Grievance portal available in the application form or Toll-Free No.: +919513631713 from 9.00 Hrs to 17.00 Hrs on Weekdays: Monday to Friday.
PLEASE REFER TO THE ADVERTISEMENT AND ENSURE YOUR ELIGIBILITY FOR THE POST YOU ARE GOING TO APPLY.	