



# Indian Oil Corporation Limited

(A Government of India Undertaking)

## Recruitment of Assistant Quality Control Officers (Grade Ao)

Advt. No. RD-2025

Date: 01-03-2025

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 year, 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'. In the year 2024, IndianOil has secured 116th rank in the prestigious 'Fortune 500' List.

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 2023-24, Indian Oil sold 97.551 million tonnes of products and recorded high revenue from operations of Rs.8,66,345 Crores. IndianOil recorded highest ever Net Profit of Rs.39,619 Crore. The organization is on the path to an even greater glory.

To fuel its future growth, Indian Oil is looking for experienced, energetic and dedicated candidates with bright academic record and rich experience for selection to the post of **Assistant Quality Control Officers**.

Number of Posts including reservation, Educational Qualification, Experience Criteria, and other eligibility criteria / parameters shall be as under:

**A. Number of Posts and Reservations:**

Total Number of Posts	UR	Reservation				
		SC	ST	OBC (NCL)	EWS	PwBD
97	45	13	6	24	9	10 {02 PV, 04-PH, 01-PL & 03 Multiple Disabilities }*

\* Against these Backlogs, candidates from the other 3 remaining sub categories under PwBD (Refer Note) can also apply with stipulation that in case of non-availability of a candidate belonging to the notified sub-category, the posts shall be filled by interchange among the any of the other sub-categories. Only when there is no PwBD available for the post, vacancy shall be filled up by appointment of Person, other than PwBD and PwBD vacancy shall be carried forward.

*Note: Petroleum Refining being a complex and hazardous process, candidates belonging to Persons with Benchmark Disabilities category (40% or higher) shall be considered only against the identified positions/ numbers as indicated above.*

Selected candidates may initially be posted in any of the Units/locations of Refineries Division/Marketing Division. They may, however, be transferred/posted anywhere in India or in Subsidiary/Joint Venture companies during the service period.

**B. Educational Qualification Requirement**

B.1. The candidate should have been awarded Master's Degree in Chemistry/equivalent disciplines from recognized Indian Universities/Institutes through regular full-time mode.

B.2 Equivalent disciplines in M.Sc. in Chemistry shall include Inorganic/Organic/Analytical/Physical/Applied Chemistry/Industrial Chemistry.

Any other branch of Chemistry e.g. Biochemistry, Pharmacy, Toxicology, Geochemistry, Pharmacology, Food Technology etc. will not be considered towards eligibility.

B.3 Candidates belonging to General/OBC(NCL)/EWS categories should have secured minimum 60% marks in qualifying degree examination.

Marks in Qualifying degree is relaxed to 55% for Scheduled Caste (SC)/Scheduled Tribe (ST)/Persons with Benchmark Disability (PwBD) candidates.

- Calculation of percentage of marks in the qualifying degree would be governed by institute/university rules. Rounding off percentage is not allowed.
- Wherever final marks in the qualifying degree have been awarded as letter/number grade (CGPA/GPI/SGPA etc.), equivalent percentage of marks shall be adopted from conversion formula issued by respective institute/university for establishing eligibility criteria. Such candidates would be required to submit the conversion certificate issued by the concerned institute/university at the time of Personal Interview, if shortlisted.
- However, in case the institute does not follow any conversion formula for converting CGPA to Percentage, the candidate will have to submit a certificate to this effect duly issued by concerned institute/university at the time of Personal Interview, if shortlisted. In such cases, IOCL shall be at liberty to arrive at equivalent percentage of marks following its own conversion formula.
- Degree awarded by the Institutes/ Universities (including foreign institutes/universities) must have equivalence from the Association of Indian Universities (AIU) and candidates, in their own interest, as applicable, should ascertain the equivalence of their diploma/degree/ certificate with degree of recognized Indian universities by the Association of Indian Universities (AIU).

B.4 Qualifying degree obtained through full-time regular course only shall be considered eligible.

### C. **Experience Requirement**

C.1 Minimum 02 Years of Cumulative Experience in following:

Experience in Testing/R&D/Quality Control in Petroleum /Petro-chemical/Polymer/Fertilizer Unit Laboratories

#### **AND/ OR**

Experience in an NABL accredited laboratory. The experience shall be considered valid only if the lab is accredited in the Field of "TESTING" with Discipline as "CHEMICAL". The lab should have scope under Group: Lubricants/Petroleum and Products.

(Disciplines like Mechanical, Electrical, Electronics, Biological, Radiological, NDT etc. shall not be considered)

C.2 Experience gained after date of declaration of result of qualifying degree will only be considered towards counting experience. Any experience gathered after B.Sc. or as a short-term trainee (summer/winter project etc. during M.Sc.) will not be considered towards relevant experience.

C.3 Teaching & Research experience in an academic institute will not be considered as relevant experience.

### D. **Job Responsibilities (Indicative)**

Selected candidates will carry out testing of petroleum and /or petrochemical product. They should be conversant with/ carry out the following :

1. Quality Assurance and Compliance for Raw material product and final finished products. Testing of Petroleum Products, Petrochemical products, Polymers, Bio fuels, lubricants (finished/used), greases & additive samples as per specification requirements.
2. Operating, calibrating, and maintaining laboratory instruments such as gas chromatographs (GC), spectrophotometers, viscometers, and titrators. Analytical testing equipment i.e IC/CIC/UV/GC/ GLC/HPLC/AAS/FTIR/ICP-OES and ICP-MS/Micro-coulometer/flow cytometer/ED-XRF/WD-XRF/Auto-viscometers/Auto titrators/ CFR engines/ Density Meter/ Flash Point etc.
3. Conducting chemical and physical tests on samples for Ethanol and other specialty chemicals.
4. Conducting chemical and physical tests on samples, including viscosity, density, flashpoint, pour point, sulfur content, and other specifications, ensuring accurate testing methods using ASTM, ISO, or other relevant standards.
5. Preparing and maintaining documentation, such as certificates of analysis (CoA) and test reports Ensuring compliance with environmental, health, and safety regulations.
6. Responsibility for water testing in Refineries and petrochemical plants involves ensuring that water quality and effluent discharge meet environmental and operational standards. Analytical testing related with Water in Refinery and petrochemical plant i.e COD, BOD, O&G,pH, TSS, TDS, Phenol, Metal content along with MINAS parameters of effluent etc.
7. Testing of chemical raw materials/Incoming Process Chemicals; Interface with Petroleum Refinery /Petrochemicals/Polymers/quality assurance aspects related to fuels/lubes, storage/transportation by pipelines/tankers/ tank wagons/ road tankers, storage / dispensing at outlets, water and wastewater quality management, Technical Services etc. for quality assurance;
8. Candidate should be well conversant with NABL accreditation, BIS certification. Conceptualizing and implementing appropriate Quality Management Systems.
9. Exposure to Melt Flow Index, Colour Spectrometer, APS, Bulk Density Apparatus, Lab Extruder Operation, UTM Operation; Calibration of laboratory equipment, troubleshooting/ rendering technical assistance to process/ production.
10. Regulatory Awareness: Familiarity with BIS, ASTM, NABL, MINAS, and ISO protocols.
11. Conceptualizing and implementing appropriate Quality Management Systems / Defense self-certification in the lab i.e NABL/ISO/Self-certification etc.
12. Verification/calibration of Laboratory equipment along with data recording like Hydrometer/Thermometers/Pressure-gauges, Viscometer etc.; and preparation of certificates; Calibration of laboratory equipment (internal/external) and maintaining calibration schedule; Preparing laboratory reagents for chemical testing as per methods; Keeping of inventory stock-cards of laboratory equipment.
13. Maintenance of high levels of safety, maintenance & housekeeping at all times in static and mobile laboratories; Conceptualizing and implementing appropriate Quality Management Systems / Defence self-certification in the lab i.e NABL/ISO/Self-certification etc.; Trouble shooting/ rendering technical assistance to process/production/various functions.
14. Following directives from DGCA, DGAQA, DG Shipping, and MOP&NG for compliance.
15. Effective use of modern IT systems and SAP-enabled tools for quality control tasks and data management.

**E. Age Limit - Maximum 30 Years as on 28-02-2025 for General and Economically Weaker Sections (EWSs) category candidates.**

**F. Concessions / Relaxations**

F.1 Reservation of posts for SC/ST/OBC (Non-Creamy Layer)/Ex-servicemen (ExSM)/Persons with Benchmark Disability (PwBD) [degree of disability 40% or more in respective category]/EWS will be as per Govt. Directives.

F.2 Relaxation in upper age limit shall be available to respective categories, against reserved posts, as below, in line with the Presidential Directives:

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

PwBD candidates will be allowed age-relaxation upto 10 years (upto 15 years for SC/ST and upto 13 years for OBC (NCL) candidates, if considered against reserved positions). However, a PwBD candidate availing of only age relaxation upto 10 years will be entitled to be first considered against an unreserved post, in order of merit in the select list, before being considered against a reserved post.

- F.3 PwBD & Ex-servicemen candidates belonging to SC/ST/OBC (NCL) categories shall be eligible for grant of cumulative age relaxation for reserved posts for SC/ST/OBC (NCL) categories.
- F.4 For PwBD (Persons with Benchmark Disability) category, Govt of India Guidelines shall apply.

**The Rights of Persons with Disabilities Act 2016** - Section 2(r) defines “person with benchmark disability” as a person duly certified by the certifying authority with:

- not less than 40% of a specified disability where specified disability has not been defined in measurable terms and
- a disability where specified disability has been defined in measurable terms.

The candidates are required to submit a Disability Certificate issued by Competent Authority as per the Rights of Persons with Disabilities Rules, 2017, failing which their candidature as PwBD candidates will not be considered. Persons with Benchmark Disabilities must be capable of performing the task assigned to them/take instructions using suitable aids and appliances.

The selection of candidates belonging to PwBD category will be from categories below:

1. PV-Low Vision	P=Physical; V=Vision; H=Hearing; L=Locomotors; OH=Orthopaedic Handicap; OA=One Arm; OL=One Leg
2. PH- Hard of Hearing,	
3. PL-Musculoskeletal (OH-OA/OL), Dwarfism (Dw), Acid Attack Victim (AAV), Cerebral Palsy (CP), Leprosy Cured (LC)	
4. Multiple Disabilities (a combination of 1,2 or 3 above)	

Being a hazardous industry, deployment of PwBDs with Disabilities, other than that mentioned above, may put such PwBDs at risk, hence not included.

- F.5 Prescribed reservations for Ex-servicemen & PwBD category will be applied on horizontal basis as per Govt. guidelines i.e reservation out of the vertical reservation of SC/ST/OBC (NCL) & EWS
- F.6 For claiming the benefit of OBC-NCL category, the candidate should upload a latest caste certificate in the format prescribed by Govt. of India, which would, among others specifically mention that the candidate does not belong to the persons/sections (creamy layer) as mentioned in column 3 of the schedule to the Department of Personnel & Training, Government of India OM No. 36012/22/93-Estt.(SCT) dated 08.09.1993 & OM No. 36033/1/2013- Estt.(Res.) dated 13.09.2017 and other guidelines issued from time to time.
- F.7 Candidates belonging to OBC category but falling in creamy layer (in terms of guidelines issued by Govt. of India from time to time) are not entitled to OBC reservation benefits. Accordingly, such candidates may apply against the UR positions provided they meet the age criteria applicable to General category candidates and indicate their category as “General”. Indian Oil

Corporation Ltd. being a Central Public Sector Undertaking, only those communities that are mentioned in the common list of OBC approved by Central Government shall be treated as OBC for the purpose of reservation.

- F.8 The reservation for Economically Weaker Section (EWS) candidates shall be as per Government Guidelines in this regard vide Department of Public Enterprises' O.M. 20(10)/99-DPE-GM-Part-2019-FTS-1517 dated 25.01.2019 and Department of Personnel & Training's O.M. No. 36039/1/2019-Estt(Res) dated 31.01.2019. Candidates belonging to EWS category are required to upload an Income and Asset certificate issued by Competent Authority prescribed under point no. 5 of Department of Personnel and Training's O.M No. 36039/1/2019- Estt.(Res) dated 31.01.2019. Format of Income and Asset certificate can be downloaded from 'Latest Job Opening' under 'IndianOil for Careers' page of website [www.iocl.com](http://www.iocl.com). The condition prescribed for Unreserved category in the matter of age (refer Clause No. E above) shall apply to EWS candidates
- F.9 PwBD candidates with less than 40% of permanent disability are not eligible against PwBD reserved posts. The PwBD candidates are required to submit a Disability Certificate issued by Competent Authority in terms of Rule 18 & 20 and in the prescribed format (Form V/Form VI/Form VII) as per the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Amended Rules, 2017, failing which their candidature as PwBD candidates will not be considered.
- F.10 A PwBD candidate availing of only age relaxation (no relaxation in eligibility qualification marks/in Computer Based Test qualifying marks/GD/GT/Personal Interview) shall be considered against unreserved post in order of merit in the select list before being considered against a reserved post.
- F.11 A Person with a specified disability listed in the Schedule but not covered under Section 34 (1), if certified by a Certifying Officer as a person with disability of 40% or above, in terms of provisions of the Rights of Persons with Disabilities Act, 2016 shall be allowed concessions / relaxations available to PwBDs against and if selected on merit against unreserved vacancies, he/she shall be declared successful. His/her candidature will not be considered / adjusted against reservation provided to PwBDs under Section 34 (1) of the Act of 2016.
- F.12 In case of Persons with Benchmark Disabilities in the category of Cerebral Palsy, the facility of Scribe shall be given, if so desired by the candidate. In case of other category of persons with benchmark disabilities, the provision of scribe can be allowed upon production of a certificate to the effect that the candidate concerned has physical limitation to respond in CBT and scribe is essential to respond in CBT examination on his behalf, from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Govt. Healthcare Institution as per prescribed Proforma (Certificate regarding Physical Limitation of an examinee to respond in CBT). In case the PwBD candidate is desirous of bringing his own Scribe, the qualification of the Scribe should be one step below the qualification of the candidate taking the examination. The person with benchmark disability opting for own Scribe/ Reader should submit details of the own Scribe as per prescribed Proforma (Letter of Undertaking for using own scribe). Both the prescribed proforma are available on 'Latest Job Opening' under 'IndianOil for Careers' page of website [www.iocl.com](http://www.iocl.com). Candidates shall upload the scanned copy of Proforma duly completed and signed in the online application {refer to Clause No. N.13.g below}. 20 minutes per hour of 'compensatory time' in Computer Based Test shall be given to PwBD candidates who are allowed use of scribe as per the Govt. guidelines.
- F.13 A candidate working in Armed Forces would become eligible for applying against civil posts only when he/she completes the prescribed period of Armed Force Service within a year from the last date for receiving applications. Such candidate is required to upload prescribed Proforma {Proforma of Certificate for employed Officials}. The prescribed proforma is available on 'Latest Job Opening' under 'IndianOil for Careers' page of website [www.iocl.com](http://www.iocl.com). Candidates shall upload self-attested copy of Proforma duly completed and signed along with online application {(refer to Clause No. N.13.h. below)}.

- F.14 Such candidate from Armed Forces, who has been released/retired/discharged from Armed Forces and qualified as an Ex-servicemen is required to upload an undertaking {Form of Undertaking to be given by Candidates Applying for Civil Posts under Ex Servicemen Category} duly signed by him/her stating that he/she has not secured any appointment on the civil side, along with his application. The prescribed proforma is available on 'Latest Job Opening' under 'IndianOil for Careers' page of website [www.iocl.com](http://www.iocl.com). Candidates shall upload self-attested copy of Proforma duly completed and signed along with the online application {refer to Clause No, N.13.i. below}.
- F.15 The criteria for full time regular course shall not be insisted upon in case of Ex-servicemen, provided they possess a requisite EQUIVALENT qualification that has been acquired during the service period and is recognised by AICTE/MHRD, Government of India and have secured the prescribed minimum percentage of marks.
- F.16 Ex-servicemen claiming equivalence in qualification shall be required to upload a copy of equivalence certificate issued by the concerned Ministry.
- F.17 SC/ST/PwBD/ExSM candidates are exempted from payment of application fee.
- F.18 SC/ST/PwBD/disabled ExSM candidates called for Computer Based Test will be reimbursed single IInd Class rail fare from the nearest railway station of the mailing address to the place of Computer Based Test and back by the shortest route on production of ticket provided the distance is not less than 30 Kms.

**G. Cut-Off date of reckoning Eligibility criteria:**

The cut-off date for the purposes of meeting age criteria and for possession of prescribed qualification & work experience, as applicable, shall be **28-02-2025**.

**H. Selection Process**

- H.1 The selection process will comprise **Computer Based Test** (objective type consisting of two parts - General Aptitude and Discipline Knowledge), **Group Discussion/Group Task** and **Personal Interview**.
- H.2 Computer Based Test (CBT): The Computer Based Test will consist of objective type paper containing 135 questions carrying 1 marks each and the time allotted for completing the CBT is 120 minutes. CBT may be conducted in one or more sessions in a single day. In case the CBT is conducted in more than one session, the process of "Score Normalisation" shall be adopted as per details mentioned at **Annexure-II** below.
- All questions will be of Objective Multiple-Choice Type. The computer-based examination will be conducted in English and Hindi only and there will be no negative marking for wrong answer.
  - The date of CBT examination along with city, where CBT will be conducted, shall be informed to candidates around 15 days prior to the scheduled date of CBT through the website of IOCL. Exact details of CBT Centre along with other details shall be made available through e-Admit card which shall be issued around 7 days prior to the scheduled date of CBT.
  - Answer Keys to the questions of the Computer Based Test will be uploaded on the 'Latest Job Opening' under 'IndianOil for Careers' page of website [www.iocl.com](http://www.iocl.com) after the Examination during Objection Handling process i.e. 2-3 days after conduct of CBT. Candidates may go through the Answer Keys and submit online representations, if any, within the stipulated time limit. Representations received through any other mode e.g. letter, application, email, etc. will not be entertained. Representations regarding the Answer Keys will be scrutinized before finalizing the results and the decision of IOCL in this regard will be final. Upon scrutiny of the representation made by a candidate and the initial answer key is found to be incorrect, examiner shall correct the answer key

accordingly and publish the correct answer keys on 'Latest Job Opening' under 'IndianOil for Careers' page of website [www.iocl.com](http://www.iocl.com).

- d. Candidates are not permitted to use mobile phones, calculators and other electronic gadgets. They should not, therefore, bring the same inside the Examination Hall/ Lab. Candidates will be allowed to enter the Examination Hall only with print out of Admit card and proof of identity. No other material will be permitted inside the Examination Hall.

H.3 The candidates should secure minimum qualifying marks as mentioned below in each stage i.e. Computer Based Test, GD/GT and Personal Interview, for consideration for next stage of selection process and finally adjudged suitable for selection.

<b>Minimum qualifying marks</b>		
	<b>General, EWS &amp; OBC candidates</b>	<b>SC, ST, PwBD &amp; ExSM candidates</b>
Computer Based Test	40 out of 100	35 out of 100
GD/GT & Personal Interview	40%	40%

- a. Candidates need to indicate their choices of the examination cities in the order of preference of the scheduled city for CBT examination as mentioned in the online application. The list of tentative cities for CBT centers is placed at **Annexure-III** of the advertisement. Candidates may opt four Test Cities in order of preference from the list and the same cannot be changed after the online form is submitted. IOCL reserves the right to allocate any test city or change the test city opted by the candidate.
- b. Corporation will endeavor to accommodate the candidates in the city opted by them for appearing for CBT in the order of preference. However, the right to cancel any city/ Centre and re-allocation of the City/Centre (on the basis of number of applicants for each city/center) is reserved with the Corporation.
- c. Exact venue details will be communicated through the Admit Card. Admit Card shall not be sent by Post. Candidates are advised to regularly visit 'Latest Job Opening' under 'IndianOil for Careers' page of website [www.iocl.com](http://www.iocl.com) from time to time for the updates on examination process and for download of Admit Cards for each stage of examination.
- d. Admit card for Computer Based Test (CBT), containing the details of the centre for the CBT etc., will be sent to the candidates at their registered e-mail ID. The candidates are required to take a print-out of their admit cards. The candidates can also download their admit cards from 'Latest Job Opening' under 'IndianOil for Careers' page of website [www.iocl.com](http://www.iocl.com) using their registration number and the password. Candidates will not be allowed to enter the examination hall without valid admit card. Similarly, the call letters for attending GD/GT and Personal Interview and document verification will be sent to the candidates at their registered E-mail ID.
- e. Admit Card for Computer Based Test will be issued to **all prima-facie eligible candidates** on the basis of the details furnished in Online Application form and submission of application fees (applicable for UR, EWS & OBC(NCL) Category candidates). Scrutiny of documents uploaded by the candidates along with the online application form will be carried out post Computer Based Test. Only those candidates will be considered/ called for next stage i.e. GD/GT and Personal Interview who are (a) shortlisted on the basis of Computer Based Test and (b) meet the notified eligibility criteria upon verification of documents uploaded by candidates and other parameters.
- f. Candidates must ensure to upload clear and legible, self-attested scan copy of documents (Matriculation/Higher Secondary, Class XII, BSc & MSc, Caste Certificate, PwBD Certificate, ExSM Discharge Certificate, Declaration and any other prescribed documents) ascertaining his/her eligibility for selection process. There must be one single upload file against each category of documents. For example, under Experience certificate upload, candidate must scan all the certificates, offer letters, payslips etc for all the work experiences against which he/she is claiming to possess the prescribed relevant work experience. Failure to comply with afore-mentioned provision of uploading documents shall render the candidate ineligible for selection process without any liability on the Corporation in this regard.
- g. Provision for Online Mock Test shall be made to familiarize the candidates about processes of Computer Based Test (CBT) for which a link shall be shared through email/website. **The**

**link shall be made active for such eligible applicants from the date of issuance of e-Admit card to the date of conduct of CBT.**

- h. Candidates are advised in their own interest to register on-line much before the closing date as per schedule mentioned in this Advertisement and not to wait till the last date for depositing the fees to avoid the possibility of disconnection/ inability/failure to log on the IOCL's website on account of heavy load on internet/website jam/disconnection.
  - i. Identity verification: The candidates called for Computer Based Test (CBT) shall be advised to produce certain documents for verification in original and to submit the self-attested photocopies thereof at the time of document verification. Such documents shall be listed in the call letter. If the identity of the candidate is in doubt or he/she is not able to produce the requisite documents or there is mismatch of information in the documents, such candidate will not be allowed to appear for document verification and his/her candidature will be treated as cancelled.
  - j. IOCL does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the Corporation.
  - k. Please note that the above procedure is the only valid procedure for making application. Application shall not be accepted through any other mode.
  - l. The Admit cards issued to the candidates are Provisional. However, in case any ineligible candidate had been issued admit card and had appeared in the Computer Based Test (CBT) or allowed to join the IOCL, his/her candidature will automatically be treated as cancelled at any stage of this recruitment/ service in IOCL on grounds of his ineligibility. Therefore, before submitting the application, the candidate must ensure that he/she fulfills all the eligibility criteria as laid down in this advertisement. His/her candidature will be purely provisional subject to eligibility and other verifications before or after his/her appointment in IOCL.
  - m. The decision of the Corporation about the mode of selection to the post and eligibility conditions shall be final and binding. No correspondence will be entertained in this regard.
  - n. Composite Merit list in descending order of marks (irrespective of category and relaxation) shall be drawn on the basis of total marks obtained in the Computer Based Test and in GD/GT and Personal Interview. Based on the Composite Merit list and category wise names shall be shortlisted as per notified vacancy and reservation.
  - o. In case of tie of marks for the last position on the Merit List, the candidate with prior date of birth (senior by age) shall find a place in the Merit list.
  - p. Candidates belonging to Reserved Categories, who have availed of relaxation in Age, qualification marks in prescribed qualification or in Computer Based Test qualifying marks, as is available to a category, will be considered against reserved vacancies, irrespective of their position in select list (in order of merit within the category). Candidates with Benchmark disabilities and Ex-Servicemen candidates, if found suitable, will be considered against reserved vacancy irrespective of their position in Merit list (in order of merit within the category) on horizontal reservation policy.
- H.4 Candidates will have to qualify through each stage of selection process successfully before being adjudged as suitable for selection.
- H.5 Obtaining minimum qualifying marks in the Computer Based Test, GD/GT and Personal Interview does not confer any right or claim by the candidate for being shortlisted for next stage of selection process/final selection, as the same is based on candidate's rank in the merit list on the basis of marks obtained in the Computer Based Test, GD/GT and Personal Interview, ratio applied, relative performance in respective categories, number of posts, reservation position, candidates meeting the notified eligibility criteria & other parameters and documents found in order upon verification.

**I. Physical Fitness**

Selected candidates will be required to undergo "Pre-employment Medical Examination" and should be declared medically fit as per Indian Oil's pre-employment medical standard.



Candidates are advised to go through the “Guidelines and criteria for Physical Fitness for Pre-employment medical examination” and be assured about meeting the required physical fitness standards before applying for the notified posts. The guidelines may be downloaded from the website [www.iocl.com](http://www.iocl.com).

**J. Liability to declare**

- J.1 Candidates with reported ailments, deficiencies or abnormalities and also those with finding of not meeting the physical fitness criteria as above, shall make a declaration to this effect while submitting their online application.
- J.2 A candidate found **UNFIT** for a position during medical examination by any other location/ Refinery unit of the Corporation or a Government Authority or any other PSU, shall be required to declare his/her medical condition with reasons for being declared “**UNFIT**”. If the candidate applies / seeks employment/ engagement at any other location/ post of the Corporation, suppression of such information may render the candidature liable for Rejection.
- J.3 Candidates have to necessarily declare in case he/she has been arrested, prosecuted, kept under detention or fined, convicted by the Court of Law or for any offence, debarred/disqualified by any Public Service Commission from appearing in its examination.

**K. Pay & Perks**

- K.1 Selected candidates will be placed in the pay scale of Rs. 40,000/- to Rs. 1,40,000/- (Grade A0).
- K.2 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. Other allowances /benefits include HRA/housing accommodation (depending upon place of posting), medical facilities, gratuity, 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.
- K.3 The gross valuation of remuneration to the company will be approx. Rs Thirteen Lacs Twenty Five Thousand (Rs. 13.25 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 annual performance appraisal of the individual.

**L. Service Liability**

Selected candidates will have to execute a bond of Rs. Two Lakhs (Rs.35000/- for SC/ST/OBC/PwBD/EWS candidates) to serve the Corporation for a minimum period of three years from the date of joining the Corporation.

**M. General**

- M.1 Only Indian Nationals are eligible to apply.
- M.2 Rules/guidelines, as may be prescribed by the Government of India/framed by the Corporation from time to time, shall apply.
- M.3 Experience and Age requirement will be as on **28-02-2025**.
- M.4 General, EWS and OBC (NCL) candidates are required to **pay Rs.600/- (Rupees Six Hundred only) as application fee (non-refundable) through online payment gateway only**. The bank charges, as applicable, have to be borne by the candidate.

- M.5 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.
- M.6 Wherever CGPA/OGPA/DGPA or Letter Grade in a degree is awarded, its equivalent percentage of marks as per norms adopted by University/Institute is required to be indicated in the application form. Candidates will have to furnish certificate from the concerned University/Institute regarding the equivalent aggregate percentage of marks with reference to their CGPA/OGPA/DGPA or Letter Grade at the time of document verification failing which their candidature will not be considered.
- M.7 In case of qualifications acquired from foreign Institutes/Universities, the same shall be treated at par with qualifications offered by Indian Institutes/Universities provided candidates are able to upload equivalence certificate for such qualifications from the Competent Authority.
- M.8 Reimbursement of 2nd AC Rail fare by the shortest route on production of ticket shall be extended to candidates for appearing in Group Discussion/Group Task/Personal Interview provided the distance travelled is not less than 30 kms.
- M.9 Candidates employed in Govt. Deptt/PSUs/Autonomous Bodies must upload NOC through proper channel for applying online application. Alternatively, such candidates are required to submit NOC from their current employer at the time of GD/GT/Personal Interview failing which they will not be allowed to appear for further selection process. Such candidates, if offered an appointment, shall be required to submit proper 'RELEASE ORDER' from their employer at the time of joining, without which they will not be allowed to join.
- M.10 No woman is permitted to work in or allowed to enter any building in which generation of gas from Dangerous Petroleum' as defined in the Petroleum Act 1934, is carried on. No woman is allowed to work in LPG storage and handling area. Women candidates are also not considered against the cadres/work areas that require shift operations 365 days in a year or necessitates undertaking work beyond 07.00 pm (& upto 06.00 am), like Production, P&U Operations (Boiler & Electrical), Quality Control and Fire & Safety or maintenance services normally performed in shifts. However, subject to limitations above, exemptions if any, work & work performance requirements and availability of identified positions, women may be considered.
- M.11 Furnishing of wrong/false information or suppression of factual information will lead to disqualification. Since all the applications will initially be screened without documentary evidence, the candidates must fully satisfy themselves of the suitability for the position to which they are applying. If at any stage during the selection process, it is found that a candidate has furnished false or wrong information or has suppressed factual information or is found ineligible with respect to any of the eligibility parameters, his/her candidature will be rejected. If any of the above discrepancies w.r.t. eligibility parameters, furnishing of wrong/false information and or suppressing of any material fact is detected/noticed even after appointment, his/her services will be liable for termination without any further notice. Candidate may also render himself/herself liable to criminal prosecution.
- M.12 The candidature of the applicant would be provisional and subject to subsequent verification of certificates/testimonials, medical fitness etc.
- M.13 Canvassing in any form during any stage of recruitment process will lead to cancellation of candidature.
- M.14 Filling up of the vacancies will be solely at the discretion of the management based on suitability of candidates and no claim will arise for employment, if some of the vacancies are not filled due to unsuitability/insufficient number of candidates. Management reserves the right to cancel/restrict/enlarge/modify/alter the recruitment/selection process, if need arises, without issuing any further notice or assigning any reason thereof.

- M.15 The decision of the Management will be final and binding on all candidates on all matters relating to eligibility, acceptance or rejection of the application, mode of selection, cancellation of the selection process either in part or full, etc. No correspondence will be entertained in this regard.
- M.16 Disputes, if any, shall be subject to jurisdiction of Courts at New Delhi.
- M.17 Corrigendum/Addendum/Notice etc. with regard to this advertisement, if any, will be made available on [www.iocl.com](http://www.iocl.com) only. Candidates are advised to refer to the above website periodically for updates. All future correspondences related to this advertisement shall be made only through our website [www.iocl.com](http://www.iocl.com).
- M.18 Candidates called for Computer Based Test and subsequently shortlisted for GD/GT and Personal Interview will be intimated through e-mail ID/SMS Alerts on Mobile Number supplied by them in their Application Forms.
- M.19 Computer Based Test is likely to be held in the month of **April-2025** at test center(s) at four locations viz. New Delhi/NCR, Mumbai/Navi Mumbai, Kolkata and Chennai. However, depending upon the no. of candidates called for Computer Based Test, availability of test centers and other factors, location(s) may be dropped. Candidates shall be allotted the location, which is nearest from the Correspondence mailing address furnished in the online application form, as far as possible. The location and exact date and venue of the Computer Based Test shall be conveyed in the Admit Card issued for Computer Based Test. The location / venue for GD/GT and Personal Interview shall be communicated to the shortlisted candidates through call letter.

**N. How to Apply: Online Application**

- N.1 Before applying on-line, a candidate must have a valid and an active email ID and a mobile phone number which must remain valid for at-least twelve-month period for future communication.
- N.2 Before registering / submitting applications on the website, the candidate must possess the following:
- Valid E-mail id: The E-mail ID entered in the online application form should remain active until the recruitment process is completed. No change in E-mail ID will be allowed once registered. All correspondence regarding this recruitment shall be made on the registered E-mail ID including Admit card for On-line examination and Call Letter for GD/GT & Personal Interview and Documents verification, if shortlisted. Application Registration number/User ID, password, admit card for Computer Based Test, call letter for GD/GT & Personal Interview and Document verification or any other important communication will be sent on the same registered e-mail ID of candidate (*also check email in spam/junk box*). The candidates are, therefore, requested to regularly check their e-mail for any communication from IOCL. Under no circumstances, the candidate should share/mention e-mail ID or password to/ or any other candidate / person. Please note that the Admit Card for Computer Based Test (CBT) or subsequent stage (s) will not be sent by post.
  - Scanned copy of latest passport size colored photograph (not more than 03 months old) and scanned signature in digital format between 50kb-100kb in jpg/jpeg format with dimension of 3.5cm X 4.5cm for uploading in the application.
  - 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.
- N.3 Candidates are required to apply On-line through IOCL website [www.iocl.com](http://www.iocl.com) in English only. No other means/mode of submission of applications will be accepted under any circumstances. The on-line registration process involves 02 (two) steps for successful registration & filling of online application.

- N.4 Candidates should take utmost care to furnish the correct details while filling in on-line application. Any mistake committed by the candidate shall be his/her sole responsibility. Once the application is submitted, no change / edit will be allowed, thereafter.
- N.5 The Computer Based Test shall be conducted in one/two or more sessions. Therefore, the candidates are advised to make note of this fact and apply accordingly.
- N.6 The application for the posts is 2 step process.  
Step-I - Registration and profile creation.  
Step-II - After login with credentials received in registered email ID, completion of Application form and online payment.
- N.7 The candidates should ensure the completion of both Step I and Step II of the registration process and ONLINE deposit of examination fee (if applicable) by the stipulated date and time.
- N.8 **PLEASE REFER DETAILED INSTRUCTION SHEET WHILE FILING UP THE ONLINE REGISTRATION FORM SIGN UP:**

**STEP- I**

- a. Candidates meeting the prescribed eligibility criteria for a post, may visit the website [www.iocl.com](http://www.iocl.com) Go to 'What's New' > Go to 'Recruitment of Assistant Quality Control Officers-2025 > Click on "Detailed Advertisement" (to refer to the Advertisement) > Click on "Click here to Apply Online" (to fill online application form). The link to online application will remain open from **01-03-2025 (10:00 Hrs) to 21-03-2025 (23:55 Hrs). Applications submitted through on-line mode will ONLY be accepted.** All future communication with candidate will take place only through website/ email/ SMS.
- b. The candidate should now fill up all the desired information in the on-line form about himself/herself correctly and register. The details to be filled while registration will include Name, Email Id, Mobile No. etc. Candidates should take utmost care to furnish the correct details while filling on-line application. **Any mistake committed by the candidate shall be his/her sole responsibility.**
- c. The changes /Modifications (if any) can be carried out by the candidate in the preview of the application (Step I). Once the application is submitted (Step I) **NO** Change /edit will be allowed thereafter. On completion of Step-I, Candidates will get Important Instructions to read in brief and will have to accept the terms & conditions by clicking '**I Agree**' Check-box given below and press the OK Button.
- d. Applicants need to sign-up by filling up Applying for Post opted, Name, valid Mobile Number and valid E-mail ID. (Reserved Category candidates need to check from Advertisement whether the vacancy is available under their respective reserved category. If vacancy is not available under respective category, then such candidates can apply however relaxation for reserved category, as applicable, shall not be available but concession shall be available.
- e. After submitting the above details and validating the OTP received and completing Re-verification steps, candidates will receive Application Number/ User ID & Password on their registered mobile no and Email ID, hence candidates are advised to verify the correctness of the mobile no & email id before proceeding.
- f. 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.

**FORGOT PASSWORD:** By filling the necessary details as required by the System, he/she may access the same by clicking "FORGOT PASSWORD" and submitting the User Id.

**STEP-II: FILLING-UP OF APPLICATION & SUBMISSION OF FEE (If Applicable)**

- a. Candidate should now re-login with User ID & Password received on registered e-mail Id/Mobile Number and Click on "Go to Application".

- b. The candidate should now fill-up all the desired/required information in the On-line Form correctly. Also, upload scanned images of Photo/Signature/Documents in the respective different links. The detailed guidelines for scanning and uploading have been provided below at **Annexure-I**. The candidate can see application under option **PREVIEW** before submission. The candidate should check the details filled-in and make necessary corrections, under option EDIT (if any). However, Email-Id and Mobile Number cannot be changed.
  - c. View the Uploaded Photograph and Signature to reverify that the same are correctly uploaded. Upon Submit, the portal will be redirected to payment gateway.
  - d. The candidates are required to click on **“Make Online Payment”** (Those who are exempted for fee, they are not required to proceed further) tab after submission of online application and deposit the fee. The Transaction Number/UTR Number given by the Bank is to be retained for future reference. Candidates to note that in addition to the application fee, **the Bank charges would be extra and as applicable**.
  - e. Upon successful payment and final submission, the candidates will be able to View their successfully submitted application form using their Login User ID and Password.
  - f. In case of any difficulties, candidates may contact the helpdesk through helpdesk tab or Helpline Number **+917996097555 from 10 AM to 5 PM on working days**.
- N.9 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.
- N.10 Candidates who are not exempted from fee payment must ensure that their fee has been deposited online. If the fee is not received by the Corporation, status of Application Form will remain pending with Status of Fees payment as not Successful. Such applications which remain incomplete due to non-receipt of fee will be **SUMMARILY REJECTED** and no request for consideration of such applications and fee payment after the period specified in the Notice of Examination shall be entertained.
- N.11 Fee once paid shall neither be refunded under any circumstances nor will be adjusted against any other examination or selection.  
Application once submitted will not be allowed to be withdrawn and fee once paid will not be refunded in any case neither it shall be held reserve for any other recruitment or selection process in future (even if the recruitment process is cancelled).
- N.12 It may kindly be noted that IOCL does not seek payment of any kind other than the above-mentioned application fee.
- N.13 After entry of all the details in online application form and upload of digital photograph and signature, good quality scanned copies of prescribed size and formats, as applicable, of the following documents are to be uploaded to complete the application process (please go through the details on scanning of photographs/signature and documents) (**PLEASE NOTE THAT THE BELOW MENTIONED DOCUMENTS, AS APPLICABLE, ARE TO BE SCANNED AS ONE SEPARATE SCANNED FILE FOR UPLOAD UNDER RESPECTIVE UPLOAD TABS**):
- a. Matriculation/Higher Secondary marksheet/certificate (**clearly indicating the Date of Birth**) issued by Board of Secondary Education as proof of date of birth.
  - b. Marksheet of Class XII by the concerned education Board/Semester-wise or year-wise mark sheets of Graduation/ Post Graduation issued by University/Institute (as applicable).
  - c. Certificate of Class XII Pass by the concerned education Board/Graduation/Post Graduation Degree Certificate issued by respective University/Institute (as applicable).
  - d. Conversion certificate from CGPA/OGPA/Letter Grade to percentage of marks from concerned University/Institute (if applicable). In case the Board/Institute/University does not follow any conversion formula for converting CGPA/OGPA to Percentage, candidate will have to produce a certificate to this effect from the Institute/ University to the effect that the Board/Institute/University does not follow any conversion formula.

- e. SC/ST/ Disability Certificate/ OBC (NCL) Certificate alongwith "Declaration" / EWS- Income & Asset Certificate. Certificate must be in the prescribed format (available on 'Latest Job Opening' under 'IndianOil for Careers' page of website [www.iocl.com](http://www.iocl.com)) and issued by the Competent Authority.
- f. Experience Certificate or Copy of Offer Letter, Joining Letter, Payslips, Increment Letter, relieving letter etc. proving the continuance of experience for the period being claimed. The documents submitted in support of Experience **must clearly establish the period of experience as well as the nature of relevant prescribed experience** being claimed against the post.
- g. For PwBD candidates, certificate to the effect that the candidate concerned has physical limitation to *respond in CBT* and scribe is essential to *respond in CBT* examination on his behalf, from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Govt. Healthcare Institution as per prescribed Proforma "*Certificate regarding Physical Limitation of an examinee to respond in CBT*". In case the PwBD candidate is opting for own Scribe/ Reader, he/she should submit details of the own Scribe as per prescribed Proforma (*Letter of Undertaking for using own scribe*) {Please refer to Clause No. F.12 above}.
- h. Duly completed Proforma of *Certificate for employed Officials* - to be submitted by candidates belonging to Ex-Servicemen, as applicable (Refer Clause No. F.13 above).
- i. Duly completed Form of *Undertaking to be given by Candidates Applying for Civil Posts under Ex Servicemen Category*- to be submitted by candidates belonging to Ex-Servicemen, as applicable (Refer Clause No. F.14 above).
- j. Further, Proof of Qualification (Equivalence){refer Clause F.16}, Service Certificate/ Discharge Certificate, as applicable shall be required in case of Ex-Servicemen.
- k. Photo Identity Proof (Driving License/ Voter Id/ PAN Card/ Passport)  
(If the Photo Identity Card does not have the date of birth printed on it then the candidate must carry an additional original document (e.g. Matriculation Certificate, Marks Sheet issued only by CBSE/ ICSE/ State Boards; Birth Certificate, Category Certificate) as proof of his date of birth. In case of mismatch in the date of birth mentioned in the Admission Certificate/Admit card and photo ID/ Certificate brought in support of date of birth, the candidate will not be allowed to appear in the examination.)

N.14 Candidates are advised in their own interest to submit online applications much before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability or failure to login to the online application link on account of heavy load on the website during the closing days.

N.15 **Only one online application is allowed to be submitted by a candidate for the Examination.** Therefore, the candidates must exercise due diligence at the time of filling their online Application Forms. In case of more than one application received from same candidate, the last successfully submitted application shall only be considered for the post and prior application(s) shall be considered invalid. No refund of fees, if any, for earlier applications shall be considered.

N.16 Incomplete applications will not be considered.

N.17 Candidates are required to apply through ON-LINE mode only. No documents/certificates and application forms are required to be sent by post.

N.18 Mere fulfilling the minimum educational qualification and experience doesn't bestow right to a candidate to be considered for appointment.

N.19 Before submission of the final online application, candidates must check that they have filled correct details in each field of the form and have uploaded the correct and all complete documents under respective tabs. After submission of the final online application form, no change/ correction/ modification will be allowed under any circumstances. Requests received in this regard in any form like Post, Fax, Email, by hand, etc. shall not be entertained by the IndianOil and will be summarily rejected.

- N.20 In the event of non-receipt of application fee (applicable for General, EWS & OBC Category candidates) for ANY reason whatsoever, his / her candidature will stand cancelled and no further communication shall be entertained. IOCL will not be responsible for any glitch in payment gateway or any failure of payment/non- generation of transaction number through the gateway.
- N.21 Candidates shall be required to carry a copy of the online application submitted by him/her along with the originals & self-attested copies of all testimonials and produce the same for verification at the time of GD/GT & Personal Interview and Document Verification, if shortlisted.
- N.22 Further information regarding Computer Based Test and GD/GT & Personal Interview and Document Verification (if shortlisted), call letters/ admit cards, results, etc. shall be made available through the website/ over email/SMS. Candidates are, therefore, advised to keep visiting the website regularly.
- N.23 IOCL will not be responsible for any loss / non-delivery of email/ any other communication, due to invalid / wrong email id/ mailbox being full/ incorrect contact details furnished by the candidate etc.
- N.24 IOCL will not be responsible for non-submission of any application by the candidates through online mode.
- N.25 In case of any dispute on account of interpretation of this advertisement in version other than English, the English version shall prevail.
- N.26 The Corporation reserves the right to cancel or postpone the advertisement, if any, due to any administrative reasons. Canvassing in any form is liable to render the candidate ineligible.
- N.27 Only queries related to Online Application software shall be replied through Helpdesk tab and **Helpline Number +917996097555 from 10 AM to 5 PM on working days.**

**IMPORTANT DATES TO REMEMBER**

<b>ACTIVITIES</b>	<b>TENTATIVE DATES</b>
<b>DATE OF OPENING OF ONLINE APPLICATION</b>	<b>01-03-2025 (10.00 Hrs.)</b>
<b>LAST DATE OF SUBMISSION OF ONLINE APPLICATION AND PAYMENT OF APPLICATION FEES (ALONG WITH UPLOAD OF ALL RELEVANT DOCUMENTS)</b>	<b>21-03-2025 (23.55 Hrs.)</b>
<b>TENTATIVE MONTH OF COMPUTER BASED TEST (CBT)</b>	<b>APRIL, 2025</b>
<b>TENTATIVE SCHEDULE FOR ISSUANCE OF E-ADMIT CARDS</b>	<b>7 Days before conduct of CBT</b>
<b>TENTATIVE SCHEDULE FOR PUBLICATION OF LIST OF CANDIDATES SHORTLISTED FOR GD/GT &amp; PERSONAL INTERVIEW ALONG WITH SCHEDULE OF GD/GT &amp; PI ON WWW.IOCL.COM</b>	<b>6 Weeks After conduct of CBT</b>

**Advt. No. RD-2025**

**Canvassing in any form is liable to render a Candidate Ineligible**

**Be Aware of Frauds**

**Candidates are hereby cautioned not to fall prey to the dubious agencies/ organizations/ individuals/ aiming at fleecing money from the innocent public. Do not believe any advertisement/job announcement of Indian Oil circulated through e-mail, social media etc. Please rely on information hosted on our website [www.iocl.com](http://www.iocl.com) and Employment News/Press Notifications for any job/career related information pertaining to Indian Oil Corporation Ltd.**

## ANNEXURE I

### INSTRUCTIONS REGARDING SCANNING OF PHOTOGRAPH, SIGNATURE AND CERTIFICATES FOR UPLOAD

Scanned image of candidates photograph, signature and Certificates, shall be as per the specifications given below:

- a) There are separate links for uploading Photograph, Signature and Certificates. Click on the respective link to Upload Photograph/Signature/Certificates.
- b) Browse and select the location where the scanned Photograph/Signature/Certificates files have been saved. Select the file by clicking on it.
- 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.
- 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:

#### i. Photograph:

1. Photograph must be a recent passport size color photograph (not older than 03 months).
2. Make sure that the picture is in color, taken against a light-coloured, preferably white, background. Look straight at the camera with a relaxed face.
3. Dimensions of the image should be approximately 3.5 cm X 4.5 cm. It will not be possible to accommodate larger images. Size of file should be between 50kb-100kb in jpg/jpeg format only.
4. 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.

#### ii. Signature image:

1. The applicant has to sign on white paper with Black ink pen.
2. The signature must be of the applicant only and not of 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.
3. Please scan the signature area only and not the entire page.
4. Size of file should be between 50kb-100kb in jpg/jpeg format only.

#### iii. Category/Educational Qualification & other relevant Certificates:

1. Please scan the relevant certificates (issued by Competent Authority) **AS ONE SEPARATE SCANNED FILE FOR UPLOAD UNDER RESPECTIVE UPLOAD TABS. Incorrect/incomplete scanned file uploaded shall not be considered.**
2. Size of file/files should be between 100kb-1000kb in jpg/jpeg/pdf format only.

**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.**



## ANNEXURE II

### SCORE NORMALISATION

#### i) About Normalization

Normalization means adjusting values measured on different scales to a notionally common scale.

#### ii) Need for Normalization in Exam

Exam pertaining for a particular post/course could be spread across multiple shifts which will have different question paper for each shift. The normalization is to be done by considering the difficulty level of each set, since the questions may be different in different sets and difficulty level of a particular set may be different from other sets.

Hence the normalization of scores needs to be carried out for all the candidates who had written the exam, across shifts for the same post/course.

#### iii) Normalization Method (Z Score Method)

The following has to be calculated for every shift for all the candidates who have written the exam for the same post:

##### a. Average score for each Shift

$X_{av}$  = total marks scored by candidates in a shift divided by no. of candidates in the shift.  
C

##### b. Standard Deviation of score for each Shift. Standard Deviation is a measure that is used to quantify the amount of variation of a set of data values:

**N** = Number of candidates

**X** = Raw score of candidates

**L** = Total Raw score for all candidates in a shift

**X<sub>av</sub>** = Average which is total marks divided by no. of candidates.

**x** = Raw Score of Candidate - Simple Average (X-X<sub>av</sub>)

Standard Deviation (S) =  $\sqrt{(\sum x^2)/N}$

#### iv) Normalization Formula:

**Normalized Score for each candidate (X<sub>n</sub>) =  $X_n = (S_2 / S_1) * (X - X_{av}) + Y_{av}$**

<b>S<sub>2</sub></b>	Is the SD of the shift with the Highest Average Score taken as <b>Base</b> for normalization (Criteria for choosing the base for normalization is generally taken as the shift with 'Highest Average' of raw scores)
<b>S<sub>1</sub></b>	Standard Deviation for the corresponding shift (to be scaled to S <sub>2</sub> )
<b>X</b>	Raw score of a candidate
<b>X<sub>av</sub></b>	Simple average of the Shift
<b>Y<sub>av</sub></b>	Average corresponding to shift with highest Average (taken as <b>Base</b> for normalization)

Criteria for choosing the base for normalization is generally taken as the shift with 'Highest Average' of raw scores. Only exception is made if this shift (with highest average) has far less number of candidates as compared to other shifts. In that case we take the next shift with 'highest Average' as base for normalization.

70% of the average attendance is the limit. Any value below this should not be considered for the base.

### ANNEXURE III

#### LIST OF TENTATIVE CITIES FOR CONDUCT OF CBT

The list of tentative cities, where CBT will be conducted, is as under:

<b>Sl.No.</b>	<b>Name of the City</b>	<b>Sl.No.</b>	<b>Name of the City</b>
1	Delhi-NCR (Noida, Faridabad, Gurugram, Ghaziabad & Greater Noida)	2	Mumbai/Navi Mumbai
3	Kolkata	4	Chennai