



::Join IndianOil & Be Part of Nation Building::
Recruitment of Experienced Law Officers

Advt. No: DP/5/5 (Open)

09th December 2021

Indian Oil Corporation Limited (IOCL) is a diversified, integrated energy major with presence across the entire Hydrocarbon value chain and Alternative Energy sources. The organisation 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. For over six decades now, the organization has contributed to the growth of the nation, relying on its inherent strengths and innovations to reset industry benchmarks time and again.

Indian Oil Corporation Ltd. has been featuring year after year among India's Best Companies to Work For and has been recognized as Best Employer among Nation-Builders. Recording an all-time high Profit After Tax of Rs. 21,836 Crore in FY 2020-21, the organisation is propelled to perfection by its high-calibre people adopting best practices aided by state-of-the-art technologies, cutting-edge R&D. To fuel its future growth, Indian Oil is looking for experienced, energetic and dedicated Law Officers with bright academic record and rich experience to join the Organization as **Senior Manager (Law) [Grade – ‘D’; Pay Scale: Rs.90000 – 240000]**

Detailed eligibility criteria in respect of prescribed educational qualification, age, experience, application procedure, shortlisting methodology etc.is mentioned below:

A. Senior Manager (Law) [Grade – ‘D’; Pay Scale: Rs.90000 – 240000]

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

1.1	Who can Apply	a. Only Indian Nationals, subject to meeting the eligibility criteria, are eligible to apply.
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1.2 Educational Qualification and Degree (Qualifying Degree)

- a. **Qualifying Degree:** Qualification obtained as Full-time Regular course from Institutions/ Colleges/ Universities/ Deemed Universities duly recognized by AICTE/UGC in anyone of the following:
- i) Graduate Degree in any discipline **AND** Bachelor's Degree in Law (LLB) or Equivalent
 - ii) 5 years Integrated LLB Degree
- b. **Minimum Percentage of Marks:** Candidates should have secured minimum percentage of marks in qualifying degree examination as below:

Category	Graduation + LLB		5 years Integrated LLB Degree
	Graduation	LLB	
General/EWSs	60%	60%	60%
OBC (NCL)	60%	60%	60%
SC/ST/PwBD	55%	55%	55%

Calculation of percentage of marks in the qualifying degree would be governed by institute/university rules. Rounding off of percentage is not allowed.

- c. The LLB degree should also enjoy recognition from the Bar Council of India.
- d. Wherever final marks in the qualifying degree have been awarded as letter 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.
- e. However, in case the institute does not follow any conversion formula for converting CGPA to Percentage, IOCL shall be at liberty to arrive at equivalent percentage of marks following its own conversion formula.

1.3 Upper Age Limit

Upper Age Limit: Born on or after 01st July 1976 for General and Economically Weaker Sections (EWSs) category candidates.

Relaxation in upper age limit shall be available to respective categories as below:

Category	Born on/after dates as below:
OBC (Non-Creamy Layer)	01 st July 1973
SC, ST	01 st July 1971
PwBD (Persons with Benchmark Disability)	01 st July 1966
Domiciled in Jammu & Kashmir between 1.1.1980 & 31.12.1989	01 st July 1971
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.	01 st July 1971

Cumulative relaxation in age for one/more than one category taken together shall be limited to maximum 10 years and any candidate born before 01st July 1966 shall not be eligible to apply for the said position.

1.4 Post-qualification Work Experience

1. Minimum Post-qualification Experience Required:

a. Candidates must possess cumulative professional experience of minimum 15 years as on 01st July 2021 (*ie work experiences up to 30th June 2021*) as Full Time Officer/ Executive in any of the following organization/ entities. However, only such work experience shall be counted towards eligibility which have been obtained only after the date of declaration of the final Law qualification result.

i. As an Officer in the Legal Department of a Public Sector Undertaking or a Statutory Corporation

And/Or

ii. As an Officer in the Legal Department in a Central/ State Government Department/ Undertaking.

And/Or

iii. As an Officer in the Legal Department of a Central/ State Regulatory Body.

And/Or

iv. As a Judicial Officer in the Judicial Services of any State

And/Or

v. As an Executive in the Legal Department of a Large Private Sector Organization / Company of repute as an employee of that Company.

Definitions –

“Large Private Sector Organization / Company of repute” implies a Company / Organization which is Listed on National Stock Exchange (NSE) or on Bombay Stock Exchange (BSE) in Group A or Group B.

The term “Central” includes experience in similarly placed departments of Union Territories.

Note: Duration of Work Experiences in following organizations/ entities areas shall NOT be considered for the purpose of calculating aforesaid post qualification work experience eligibility

- i. Experience in Public or Private sector Banks or Insurance Companies.
- ii. Experience in Teaching and Research work in any institution.

Note: Only the full-time relevant work experience will be considered. Internships during continuation of and pursuant to completion of LLB program will not be considered as experience. The relevant experience on account of deputation(s) only from Government-to-Government shall be considered.

b. Decision to accept/reject any other work experience not covered in para-a.) above lies solely with IOCL.

2. Essential Work Experience Areas:

Candidates should have experience of working in any of the following areas:

- i. Handling litigation (Civil, Consumer and Criminal matters) before different Judicial/ Quasi-Judicial Forums,
- ii. Arbitration conciliation and other dispute resolution mechanisms,

	<p>iii. Drafting & vetting various legal or contractual documents, providing legal opinions, handling legal matters including issues pertaining to Mergers, Acquisitions & Joint Ventures, Regulatory matters, etc</p> <p>Note: All things equal, Preference will be given to candidates having experience in Oil & Gas/ Petrochemical Industry.</p> <p>3. <u>Proof of Experience:</u></p> <p>3.1 At the time of applying ONLINE for the position, the Candidate shall upload Original Work Experience Certificates issued by respective Organizations on their Letterhead showing following:</p> <ol style="list-style-type: none"> a. Details of Employee (showing at least Name, Designation, Date of Joining and separation) b. Nature of Employment – Full time/Part Time/ Intern etc. c. Designation d. Nature of Work <p>3.2 In the absence of any of the aforesaid data in letter head, IOCL shall be at liberty to take a final call basis the information furnished by the candidate.</p>
1.5 Desired Skill	<ol style="list-style-type: none"> a) Knowledge of all applicable laws, rules and regulations b) Excellent written and verbal communication c) Having experience in Oil & Gas/Petrochemical Industry d) Ability to prepare complex legal documents
1.6 Reservation	<ol style="list-style-type: none"> a) Reservation of posts for candidates from EWS/OBC(NCL)/SC/ST/PwBD will be available as per directives of Government of India. b) Candidates belonging to EWS/OBC(NCL)/SC/ST/PwBD should have valid certificate in support of their claim of belonging to such category, to be eligible for claiming reservation under the respective category. c) For getting the benefits of reservation under OBC(NCL) category: <ul style="list-style-type: none"> • Name of caste to which candidate belongs must appear in the Central List of Other Backward Classes of respective state as notified by Ministry of Social Justice and Empowerment, Govt. of India for appointment to posts under GOI and Central Govt. Public Sector Undertakings. The name of the caste mentioned in the certificate should be spelled exactly in the same manner as appearing in the central list. • Candidates should be able to produce caste certificate issued by the competent authority in the latest prescribed format applicable for purpose of reservation in appointment to posts under Government of India/Central Government Public Sector Undertaking. • The certificate must contain date of issue along with name of caste, spelled exactly in the same manner as appearing in the central list. • The OBC category candidates who belong to “CREAMY LAYER” are not entitled for OBC(NCL) concession/reservation and such candidates shall have to apply as “General” category candidate. d) For getting the benefits of reservation under SC/ST category: <ul style="list-style-type: none"> • Name of caste to which candidate belongs must appear in the Central List of SC/ST of respective state as notified by Ministry of Social Justice and Empowerment, Govt. of India. • The caste certificate must contain date of issue along with name of caste.

	<ul style="list-style-type: none"> The candidates need to furnish their SC/ST certificate as per the latest format prescribed by Government of India. <p>e) For getting the benefits of reservation under EWSs category:</p> <ul style="list-style-type: none"> The Income and Asset Certificate shall be valid for the year 2021 – 22 and shall be prepared on the basis of income and asset verification for the financial year 2020 – 21. Name of the caste should be clearly mentioned in the aforesaid certificate. Applicant’s photo on the certificate should be duly pasted, signed and stamped by authorized issuing authority. <p>f) For getting the benefit of reservation under PwBD category:</p> <ul style="list-style-type: none"> The candidate needs to furnish PwBD certificate as per latest format applicable to relevant category of disability. The degree of disability should be minimum 40% (permanent).
1.7 Physical Fitness	<p>a. Pre – Employment Medical Examination Guidelines (PEME Guidelines) – Final selection of candidates is subject to meeting the physical fitness criteria as described in the PEME guidelines. Therefore, Candidates are advised to go through the ‘Guidelines and Criteria for Physical Fitness for Pre-employment Medical Examination’ placed on the registration portal and should satisfy they meet the physical fitness parameters as per the PEME guidelines before commencing filling the ONLINE application.</p> <p>b. The medical report towards physical fitness – as per format mentioned in the guidelines shall be required to be submitted by the candidate at the time of joining, if finally selected for the advertised positions.</p>

2.0 Application Process: Applications for the current recruitment process shall be through ONLINE Mode only.

How to apply	<p>a) Application Fee: The following application fee shall be payable by the candidate at the time of applying ONLINE.</p> <table border="1" data-bbox="321 1247 1398 1402"> <thead> <tr> <th>Category</th> <th>Application Fee</th> </tr> </thead> <tbody> <tr> <td>General/ EWS / OBC(NCL)</td> <td>Rs.1500.00</td> </tr> <tr> <td>SC / ST / PwBD</td> <td>NIL</td> </tr> </tbody> </table> <p>Payment gateway charges as applicable shall have to be additionally borne by the candidate. Except in the instance of cancellation of examination, application fee once paid shall not be refunded back to candidates in any case. Candidate must keep record of transaction slip as proof of having made the payment.</p> <p>b) Candidates must go through this detailed advertisement along with Pre-Examination medical guidelines very carefully and check their eligibility before proceeding to apply ONLINE for the position.</p> <p>c) Prior to applying ONLINE, Candidate would be required to register their email id and mobile number on the online portal. Therefore, they must have a valid email id and mobile number, both of which should remain active for minimum 01 year from the date of registration. Communications to the</p>	Category	Application Fee	General/ EWS / OBC(NCL)	Rs.1500.00	SC / ST / PwBD	NIL
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candidates about various stages of recruitment process shall be sent on their registered email id and/or mobile number.

- d) Post registration of email id and mobile number, Request for change of Mobile number and e-mail ID will not be entertained.
- e) The relevant link to apply ONLINE shall be available on the Indian Oil's website www.iocl.com. Candidates should click on the ONLINE application link, read the instructions carefully and fill-in the ONLINE application form giving correct and complete information.
- f) Candidate should have following documents ready for uploading on the ONLINE portal at the time of registration:
 - Work Experience Documents as mentioned in this Detailed Advertisement.
 - Scanned copy of Recent Color Passport Size Photograph, not older than 6 months.
 - Scanned copy of Signature
 - Aadhar Card
- g) **Uploading Work Experience documents** – Candidate need to upload their work experience documents on the recruitment portal at the time of ONLINE registration. Candidate shall collate work experience documents and scan all of work experience documents (*starting with earliest first*) into One .pdf file of size limited to 20MB and upload the one single pdf file on the portal.

Therefore, Candidates are advised to collate only those work experience papers that shows following information because only such documents shall be considered as proof towards work experience:

- a. Details of Employee (Name, Designation, Date of Joining and Leaving etc.)
- b. Nature of Employment – Full time/Part Time/ Intern etc.
- c. Designation
- d. Nature of Work
- e. Periodicity of Work

Document once uploaded will not be allowed to be changed/edited. Application of a candidate shall be summarily rejected in case the same is not supported by work experience documents

- h) Candidates need not submit/upload their EWS/OBC(NCL)/SC/ST/PwBD certificate at the time of registration. However, they must furnish correct information sought about such documents in the online application – like issue date, caste serial number as per central list, name of caste, issuing authority etc.
- i) Since all the applications will be screened without documentary evidence/ proof – except for Work Experiences – which shall have to be uploaded at the time of making ONLINE Application – the candidates must satisfy themselves of meeting all eligibility criteria before applying for the position.
- j) The candidates should ensure that they fulfill all eligibility criteria and other conditions as specified in this advertisement and that the particulars furnished by them in the online application are complete and correct in all respects.
- k) Suppression/misrepresentation of any fact may lead to termination of candidature at any stage of selection process or during employment, if selected. Furnishing false information or concealment/suppression of factual information may render the candidate unfit for employment. The decision of IOCL in this regard will be considered final and binding on the candidate.

	<p>l) Mere registration on portal shall not mean that candidate is meeting the eligibility criteria. The same has to be established by producing relevant and valid documents in Original at the time of document verification.</p> <p>In case it is detected at any stage of the selection process that a candidate does not fulfill the eligibility criteria, and/ or that candidate has furnished any incorrect information or has suppressed any material fact(s), his/her candidature may be cancelled, and appointment may be summarily terminated, if selected,</p> <p>m) Candidate must read the On-Screen instructions very carefully while applying and filling the entries in the ONLINE form. Candidate must keep on verifying their entries repeatedly prior to submitting their ONLINE application, as no request for changes in the entries shall be entertained after submission of the ONLINE application form.</p> <p>n) Candidates applying from any of the reserved category (EWS/OBC(NCL)/SC/ST/PwBD) must have relevant and valid document in support of their claim of belonging to reserved category from which they are applying, failing which their candidature may be cancelled. Such candidates must furnish details of such documents in ONLINE application portal wherever asked for.</p> <p>o) Candidate must keep .pdf format of the ONLINE application form in their safe custody for future reference, if any. Candidates need not send this printout to any office of Indian Oil.</p> <p>p) Candidature of the candidates not found meeting the prescribed eligibility criteria or submitting false/ incorrect information may be rejected at any stage of selection process.</p> <p>q) Candidates presently employed in Government Departments / PSUs / Autonomous Bodies need to submit NOC from competent authority of their current employer at the time of interview, if shortlisted</p> <p>r) Any canvassing directly or indirectly by the applicant will lead to disqualification of his/ her candidature.</p> <p>s) Any revision, clarification, addendum, corrigendum, time extension, etc. to the above advertisement will be hosted on “Careers” section of IOCL website: www.iocl.com. Candidates are requested to visit the website regularly to keep themselves updated.</p> <p>t) All the details mentioned in the online form will be treated as final and no changes will be entertained later on. Therefore, candidates are advised to fill the ONLINE form very carefully making correct entries in the respective fields. An application once submitted shall not be considered for any editing later on.</p>
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3.0 Selection Process: Selection process shall consist of **Written Test, Group Discussion (GD), Group Task (GT) and Personal Interview (PI)**. However, eligibility of the Shortlisted candidates shall be verified again prior to GD, GT and PI and only those candidates shall be allowed to appear in GD, GT and PI who are meeting the eligibility criteria by furnishing relevant and valid documents in latest formats in Original at the time of document verification.

3.1 Shortlisting Procedure	<p>a) Selection Process will comprise of Written test, Group Discussion (GD), Group Task (GT) and Personal Interview (PI)</p> <p>b) Written test – A written test shall be conducted for all candidates who registered themselves on IOCL recruitment portal for the advertised position and they must appear in written test to be considered for further recruitment process, failing which their candidature will be summarily rejected. A candidate must obtain minimum 50% (relaxed to 40% for SC, ST and PwBD)</p>
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	<p>category candidates) in written test in order to qualify and be considered for further recruitment process comprising of GD, GT and PI.</p> <p>c) GD, GT and PI – Candidates qualifying in written test will be shortlisted for GD, GT and PI based upon their marks in Written Test subject to meeting following criterion:</p> <ol style="list-style-type: none"> a. Original Work Experience documents containing details as sought are uploaded b. work experience documents reveal all relevant information towards candidate satisfying eligibility criteria towards work experience. <p>Deficiency of any relevant information in work experience documents (uploaded on portal by candidate) will result in cancellation of candidature of the candidate.</p>																
3.2 Document Readiness	<p>a) Candidates will be allowed to appear in GD, GT and PI only if they meet the eligibility criteria prescribed in the advertisement for recruitment of Senior Manager (Law) officers.</p> <p>b) Candidates must possess ORIGINALS of all necessary certificates in support of their Name, age, educational qualification, experience eligibility, caste etc. as per this Advertisement, at the time of GD/GT and PI, if shortlisted. Candidates with inadequacy of the said documents shall be summarily rejected.</p> <p>c) Candidates are therefore advised to exercise utmost caution while filling up the application form.</p>																
3.3 Merit List	<p>a) Merit list shall be prepared only of those candidates who qualify in all of the components of evaluation process individually as well as consolidated weighted sum of all evaluation components as below:</p> <ol style="list-style-type: none"> i. Marks Obtained in Written Test (weightage 85%) ii. Group Discussion and Group Task (weightage 5%) iii. Personal Interview (weightage 10%) <p>b) To be eligible for merit listing, a candidate must qualify not only in each stage of recruitment process (i.e. Written test, PI, GD/GT separately) but also in overall composite marks and must also score minimum marks in different components of recruitment process as below:</p> <table border="1" data-bbox="358 1249 1505 1463"> <thead> <tr> <th>Assessment Component</th> <th>Gen, EWS, OBC(NCL)</th> <th>SC, ST</th> <th>PwBD</th> </tr> </thead> <tbody> <tr> <td>Personal Interview</td> <td colspan="3">4 marks out of 10</td> </tr> <tr> <td>GD/GT</td> <td colspan="3">2 marks out of 5</td> </tr> <tr> <td>Composite Marks</td> <td>55 marks out of 100</td> <td>45 marks out of 100</td> <td>45 marks out of 100</td> </tr> </tbody> </table>	Assessment Component	Gen, EWS, OBC(NCL)	SC, ST	PwBD	Personal Interview	4 marks out of 10			GD/GT	2 marks out of 5			Composite Marks	55 marks out of 100	45 marks out of 100	45 marks out of 100
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4.0 Other Information:

4.1	Nature of Job (Indicative)	<p>The selected candidate shall be required to independently undertake all activities associated with the following:</p> <ol style="list-style-type: none"> i. Litigation involving Civil, Consumer and Criminal matters before different Judicial/ Quasi Judicial forums, involving drafting and vetting of pleadings, notices etc. and attending such proceedings in the aforesaid forums ii. Alternative Dispute Resolution mechanisms involving drafting and vetting of pleadings, notices etc and attending such proceedings before ADR forums
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		<p>iii. Drafting and vetting of various kinds of contractual documents including agreements, notices etc.</p> <p>iv. Rendering Legal opinion on various business issues including those related to Mergers, Acquisition and Joint Ventures, regulatory matters etc.</p>						
4.2	Remuneration	<p>Candidates selected as Senior Manager (Law) will receive a starting Basic Pay of Rs. 90,000/- per month and shall be placed in the pay scale of Rs. 90,000 - 2,40,000. 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 pay (PRP) etc as per rules of the corporation.</p> <p>The gross valuation of remuneration to the company will be about Rs. 31.00 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 annual performance appraisal of the individual.</p>						
4.3	Service Bond	<p>Selected Candidates will have to execute a bond to serve the Corporation for a minimum period of three years from the date of joining the corporation as under:</p> <table border="1"> <thead> <tr> <th>Category</th> <th>Bond Amount</th> </tr> </thead> <tbody> <tr> <td>General</td> <td>Rs. Three Lakhs only</td> </tr> <tr> <td>EWS/OBC(NCL)/SC/ST/ PwBD</td> <td>Rs. Fifty Thousand only</td> </tr> </tbody> </table>	Category	Bond Amount	General	Rs. Three Lakhs only	EWS/OBC(NCL)/SC/ST/ PwBD	Rs. Fifty Thousand only
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4.4	Last date application	Last date of applying for posts advertised in this advertisement is 31st Dec 2021						
4.5	Contact Us	In case of any query, Candidates can write to us at recruit2021@indianoil.in						