

1) Selection Methodology:

1. **For Junior Operator (post code 101 to 123) & Junior Attendant (post code 201 to 204)** - The selection methodology will comprise Computer Based Test (CBT) and Skill/Proficiency/Physical Test (SPPT). The SPPT will be of qualifying nature.
2. **For Junior Business Assistant (post code 205 to 208)** - The selection methodology will comprise Computer Based Test (CBT) and Computer Proficiency Test (CPT). The CPT will be of qualifying nature.
3. **Computer Based Test (CBT):**
CBT would be conducted in an objective / multiple choice questions format requiring mouse/click based response. In CBT, there would be no requirement of writing / typing any content while responding to multiple choice questions. The Computer based test will consist of one objective type paper containing 100 questions carrying 1 marks each and the time allotted for completing the CBT is 120 minutes, with the subsequent details as below:
 - a) **For Junior Operator (post code 101 to 123):**
 - Question Paper shall have following parameters / sections:
Section-A: Professional knowledge/ General Science – 50 marks
Section-B: Numerical Abilities – 20 marks; Reasoning abilities – 20 marks; General Awareness – 10 marks.

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- For being shortlisted for qualifying for SPPT:
 - Every candidate will have to secure a minimum of 35% sectional cut-off marks in both Section-A {Professional knowledge/ General Science} and Section-B {Numerical Abilities, Reasoning abilities, and General Awareness}.
 - Overall cut-off marks in the Computer Based Test (CBT) is 40%.
 - Relaxation in above mentioned minimum qualifying marks for SC/ST candidates would be 5% against the specified reserved positions.
- b) **For Junior Attendant (post code 201 to 204): [SRD for PwBD]**
 - Question Paper to have following parameters :
 - a) Numerical Abilities – 40 marks; b) Reasoning abilities – 40 marks; c) General Awareness – 20 marks
 - For being shortlisted for qualifying for SPPT:
 - Every candidate will have to secure a minimum overall cut-off of 35% marks in the Computer Based Test (CBT) (as per relaxed standard).
- c) **For Junior Business Assistant (post code 205 to 208): [SRD for PwBD]**
 - Question Paper to have following parameters :
 - a) Numerical Abilities – 40 marks; b) Reasoning abilities – 30 marks; c) General Awareness – 20 marks; d) Basic English Language skills – 10 marks.
 - For being shortlisted for qualifying for Computer Proficiency Test (CPT):
 - Every candidate will have to secure a minimum overall cut-off of 35% marks in the Computer Based Test (CBT) (as per relaxed standard).

Note:-

- a) There will be no negative marking for wrong answer.
 - b) The computer-based examination will be conducted in English and Hindi only.
 - c) Exact details of CBT examination like Date & Time of examination, Centre allotted, etc. shall be made available through Admit card which shall be issued around 10 days prior to the scheduled date of CBT.
 - d) 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 website. The link shall be made active for such eligible applicants from the date of issuance of Admit card to the date of conduct of CBT.
 - e) Obtaining minimum qualifying marks in the Computer Based Test does not confer any right or claim by the candidate for being shortlisted for the SPPT/CPT or the final selection, as the same is related to number of positions, reservations for different categories, ratio applied and relative performance in respective categories and subject to meeting the eligibility criteria and other parameters.
4. **Skill/Proficiency/Physical Test (SPPT)/ Computer Proficiency Test (CPT)**
- a) The Skill/Proficiency/Physical Test (SPPT) for the post of Junior Operator (Grade I), as well as for the post of Junior Attendant (Grade I) [only for PwBD candidates], will comprise of performing task / module, as required, under observation of a Committee on a specified date and venue as intimated. The Committee shall declare a candidate 'Fit' or 'Unfit' for the post.
 - b) For the post of Junior Business Assistant (Grade III) [only for PwBD candidates], the candidates would have to undertake Computer Proficiency Test (CPT) on basic knowledge of MS Word, Excel & Power Point and carry out the prescribed 10 basic commands in relaxed time of 25 minutes each i.e. total 3 tests with 30 commands in 75 minutes of test time, under relaxed parameters for PwBD. Candidates completing 20 commands shall qualify CPT. This will be undertaken under observation of a Committee on a specified date and venue as intimated. The Committee shall declare a candidate 'Fit' or 'Unfit' for the post.
 - c) Short listed candidates (on the basis of merit as per marks secured in the Computer Based Test), in the ratio of 1:3 (with due cognizance to number of reserved posts) subject to securing minimum qualifying marks in the Computer Based Test, and upon document verification being found in order, will be required to undergo a Skill/Proficiency/Physical Test (SPPT)/ Computer Proficiency Test (CPT).

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- d) The call letters for attending SPPT/CPT at a venue (as decided and conveyed by Marketing Division, Indian Oil Corporation Ltd.), including for document verification, will have to be downloaded from www.iocl.com
- e) If at the time of SPPT/CPT, if the shortlisted candidates are found to be ineligible during document verification/any other valid reason or did not appear for SPPT/CPT or found 'UNFIT' after SPPT/CPT, thereby resulting in non-filling up of post(s), then the next 3 candidates (per position) who have qualified in the Computer Based Test (CBT) as per the order of merit shall be called for the SPPT/CPT to fill up the post, as available. If less than 3 candidates are available, then as many available shall be called for SPPT/CPT.
- f) In case of tie of marks in the Computer Based Test for the last position in the list of candidates shortlisted for SPPT, all such candidates shall be called for the SPPT, even if the total number exceeds the prescribed ratio.
- g) Skill/Proficiency/Physical Test (SPPT)/ Computer Proficiency Test (CPT) is an assessment by a Committee to declare a candidate 'Fit' or 'Unfit' for the post. SPPT / CPT is a qualifier for further consideration towards selection. There are no marks assigned in the process of declaring a candidate as 'Fit' or 'Unfit'.
- h) Candidate will appear for the SPPT / CPT at his/her own risks and expenses and Marketing Division, Indian Oil Corporation Limited will not be responsible for any injury or losses etc. of any nature. As regards travel expense of SC/ST/PwBD/ Disabled Ex-servicemen candidates called for SPPT / CPT will be reimbursed single second class rail fare from the nearest railway station from the place of residence to the place of SPPT/ CPT (if shortlisted) and back by the shortest route on production of ticket provided the distance is not less than 30 Kms.

5. Composite merit list

- a) State-wise / Post-wise/Category-wise composite merit list shall be drawn on the basis of descending order of marks obtained in the Computer Based Test (CBT) from & out of the said shortlist, only for such candidates who qualify as 'Fit' in the SPPT / CPT.
- b) 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.
- c) For Junior Operator (post codes 101 to 123): Candidates belonging to reserved categories, who have availed of relaxation like in age, 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).

J) Pre-Employment Medical Fitness:

1. Candidates are advised to ensure that they are medically fit as per IndianOil's Pre-Employment Medical Standard. Candidates are advised to go through the "Guidelines and Criteria for Physical Fitness for Pre-employment medical examination" and satisfy themselves of meeting the fitness criteria before starting the application submission process.
2. Candidates, if selected, shall undergo a pre-employment medical examination by a Doctor in a Government Hospital not below the rank of Civil Surgeon or by an Authorised Medical Officer of a Hospital nominated by the Corporation as per the Corporations' Guidelines before being declared medically fit for the selected position. The guidelines are available on website www.iocl.com.