

How to Apply

- a. IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION (Before applying online, candidates should)
- (i) scan their :
 - photograph (4.5cm × 3.5cm) captured in April 2026 or later.
 - signature (**with black ink**)
 - left thumb impression (on white paper with black or blue ink)
ensuring that all these scanned documents adhere to the required specifications as given in clause 8.2 to this Advertisement.
 - (ii) Signature in CAPITAL LETTERS will **NOT** be accepted.
 - (iii) The left thumb impression should be properly scanned and not smudged. (If a candidate is not having left thumb, he/she may use his/her right thumb for applying.)
 - (iv) Keep the necessary details/documents ready to make Online Payment of the requisite application fee/ intimation charges
 - (v) Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process or minimum one year from the date of application whichever is later. IOCL may send intimation to download call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and obtain mobile no. before applying online and must maintain that email account and mobile number. Once registered, the email id and mobile number cannot be changed. IOCL will not be responsible for any loss of email /SMS sent due to invalid or wrong email ID/Mobile phone number or delivery of emails to spam/bulk mail folder.
- b. Applications must be applied and submitted through ONLINE portal on IndianOil's website www.iocl.com only. No hardcopy or manual applications shall be entertained.
- c. Candidates to go to the on IndianOil's website www.iocl.com click on the option "APPLY ONLINE" which will open a new screen.
- d. To register application, choose the tab "Click here for New Registration" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
- e. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the

application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.

- f. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the COMPLETE REGISTRATION BUTTON.
- g. The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.
- h. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
- i. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "8.2".
- j. Candidates can proceed to fill other details of the Application Form.
- k. Click on the Preview Tab to preview and verify the entire application form before 'COMPLETE REGISTRATION'.
- l. Modify details, if required, and click on 'COMPLETE REGISTRATION' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
- m. Click on 'Payment' Tab and proceed for payment.
- n. Click on 'Submit' button.
- o. The relevant link to apply ONLINE is available on the IndianOil's website at <https://iocl.com/latest-job-opening> on 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.
- p. Candidates are advised to submit only one application for one post only, based on his /her qualification. In case of multiple applications from a candidate, the latest one shall be considered as final and the older shall be rejected.
- q. In case the situation is not conducive for physical Interviews, due to any unforeseen pandemic like situation, the interview may be conducted virtually. If the interview is conducted virtually, the mode of interview will be intimated to all the shortlisted candidates in advance.
- r. The portal will capture candidate's LIVE photo using candidate's system camera through portal's in-built feature as per Application portal instructions. Candidate must ensure that candidate's appearance in the photo (both uploaded and captured by the system) matches with the actual appearance of the candidate on the day of GD, GT & PI, if shortlisted.
- s. Candidate must read the On-Screen instructions very carefully while applying and filling in 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.

- t. 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, and appointment may be summarily terminated, if selected. Such candidates must also furnish correct details of such documents in ONLINE application portal wherever asked for.
- u. Candidates need not submit/upload their EWS/Caste/PwBD certificate at the time of registration. (However, they must furnish information sought about such documents in the online application – like issue date, certificate number, caste serial number as per central list, name of caste, issuing authority, Disability type etc.).
- v. Candidate must keep .pdf format of the ONLINE application form (generated post completion of Application process) in their safe custody for future reference. Candidates need not send this printout to any of the office of IndianOil.
- w. All the details mentioned in the online form once submitted will be treated as FINAL and no request for changes will be entertained later. Therefore, candidates are advised to fill the ONLINE form very carefully making correct entries in the respective fields.

a. Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph, signature and the left thumb impression as per the specifications given below.

b. Photograph Image: (4.5cm × 3.5cm)

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb–50 kb
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

c. Photograph Capture

- In addition to the above photograph, candidates will also be required to capture and upload their live photograph either by using webcam or mobile phone.
- On selecting “Capture Photo” option, candidates’ webcam will be activated allowing them to click their picture, which will get auto uploaded in the application form.
- On selecting “Click here to Scan” option, candidates can use their mobile phone to scan the QR code, which will redirect to a website, allowing to click photograph on their mobile phone. On selecting the taken picture, photograph will get auto uploaded in the application form.

d. Do’s and Don’ts of Photo Capture

Dos:

- Ensure the photo is captured against a light coloured, preferably white background and there is adequate light.
- Look straight at the webcam/ camera.
- Photograph should be of passport size.

Don’ts

- Small size photograph not to be clicked/ uploaded.
- Coloured glasses or sunglasses/ Cap should not be worn.
- Shadow on face/ not facing the camera/ distorted face/ face covered with mask / blurred image.
- Photo taken in dark/ improper background

e. Signature and left thumb impression Image:

- The applicant has to sign on white paper with **Black Ink pen**.
 - o Dimensions 140 x 60 pixels (preferred)
 - o Size of file should be between 10kb – 20kb for signature
- The applicant has to put his **left thumb impression** on a white paper with black or blue ink.
 - o File type: jpg / jpeg
 - o Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm * 3 cm (Width * Height)
 - o File Size: 20 KB – 50 KB
- The signature left thumb impression should be of the applicant and not by any other person.
- If the Applicant’s signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
- Signature in CAPITAL LETTERS shall NOT be accepted.

f. Scanning the documents:

- o Set the scanner resolution to a minimum of 200 dpi (dots per inch)

- o Set Colour to True Colour
- o File Size as specified above
- o Crop the image in the scanner to the edge of the photograph/signature/ left thumb impression, then use the upload editor to crop the image to the final size (as specified above).
- o The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- o Candidates using MS Windows/MsOffice can easily obtain documents in .jpeg format by using MS Paint or MsOffice Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option.

g. Procedure for Uploading the documents

- o While filling in the Online Application Form the candidate will be provided with separate links for uploading Photograph, signature and left thumb impression
- o Click on the respective link "Upload Photograph / signature / Upload left thumb impression"
- o Browse and Select the location where the Scanned Photograph / signature / left thumb impression file has been saved.
- o Select the file by clicking on it
- o Click the 'Open/Upload'
- o If the file size and format are not as prescribed, an error message will be displayed.
- o Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.

h. Your Online Application will not be registered unless you upload your Photograph, signature and left thumb impression as specified.

Note:

- 1) In case the face in the photograph or signature or left thumb impression is unclear / smudged the candidate's application may be rejected.
- 2) After uploading the Photograph / signature / left thumb impression in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature or left thumb impression is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature or left thumb impression, prior to submitting the form.
- 3) Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and

signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.

- 4) Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.
- 5) If the photo is not uploaded at the place of Photo, Admission for Examination will be rejected/denied. Candidate him/herself will be responsible for the same.
- 6) Candidates should ensure that the signature uploaded is clearly visible.
- 7) After registering online candidates are advised to take a printout of their system generated online application form for their record and future reference.

- a. SC/ST/PwBD candidates are exempted from payment of application fee. Candidates applying in other than SC/ST/PwBD categories are required to pay a Non-Refundable application fee of Rs 1000/- (Rupees One Thousand) + GST (as applicable). Credit card/Debit card/Bank Transaction charges (*as applicable*) for Online Payment of application fees/ intimation charges (*if any*) will also have to be borne by the candidate.
- b. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- c. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets, UPI.
- d. After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE
- e. On successful completion of the transaction, an e-Receipt will be generated.
- f. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
- g. Candidates are required to take a printout of the e-Receipt and online Application Form containing fee details. Please note that if the same cannot be generated, online transaction may not have been successful.
- h. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
- i. To ensure the security of your data, please close the browser window once your transaction is completed.
- j. There is facility to print application form containing fee details after payment of fees.
- k. Application fee once paid will not be refunded under any circumstances. Also, chargeback cannot be claimed for any reason.