



Join India's No.1 Company, Be a Part of Nation Building

Recruitment of Experienced Law Officers through Common Law Admission Test (CLAT) – 2019

As India's flagship Oil & Gas major, Indian Oil has been fulfilling the Energy needs of the nation for nearly six decades. With revenue from operations of Rs. 5,06,428 Crore and profit after tax of Rs. 21,346 Crore for the year 2017-18, Indian Oil is India's largest commercial enterprise and the leading Indian Company in the Fortune Global 500 listing. The Corporation operates one of Asia's largest Refineries, Pipelines and Marketing infrastructure and owns some of the most trusted superbrands like INDANE and SERVO. The R&D Centre of Indian Oil is India's foremost commercial Centre of research excellence in the areas of lubricants, oil refining, fuel additives, engine testing, materials sciences and environmental sciences. Empowered with the 'Maharatna' status, the Vision of Indian Oil is to be 'The Energy of India' and 'a globally admired company'.

To fuel its future growth, Indian Oil is looking for energetic and dedicated **Legal professionals (Indian Nationals only) with prior post qualification experience** for recruitment as **Law Officers. The Law Officers are being recruited both as - Law Officers in Grade "B" (Assistant Law Manager) and Law Officers in Grade "A" (Law Officer). Candidates meeting the eligibility criteria for both the posts, may do so by submitting separate applications for each post. However, the shortlisting for further selection process, shall be done separately for both the posts. The candidates who are eligible for the post of Law Officer in Grade "B" will not be given any additional weightage/preference for possessing additional work experience if shortlisted for the post of Law Officer in Grade "A" also.** For recruitment of Law Officers, IndianOil will use CLAT-2019 (for Post Graduate Programme) scores for shortlisting of candidates for further selection process (comprising of Group Discussion/Group Task (GD/GT) and Personal Interview (PI). CLAT score from 2018 or any other previous examination will not be valid.

The eligibility criteria regarding prescribed educational qualification, age, experience, other eligibility criteria and application procedure is mentioned below:

D) Law Officers in Grade "B" (Assistant Law Manager) :

Educational Qualification	Candidates should hold a Graduate Degree in any discipline and Bachelor's Degree in Law (LLB) or Equivalent. Candidates holding 5 years Integrated LLB Degree (Professional) are also eligible to apply. The minimum percentage of marks requirement in Graduation and LLB are as under :		
	Category of Candidate	Minimum % marks in Graduation	Minimum % marks in LLB
	General/EWSs	60	60
	OBC (NCL)	60	60
	SC/ST/PwBD	55	55
Note : Above qualifications should be full-time Programme (minimum 03 years professional course) from recognized Indian Universities / Institutes. The degree should also enjoy recognition from the Bar Council of India . In case any University/ Institute follows an evaluation system of awarding Letter Grade (A, B, C, etc.) or Point Scale, a certificate from the University/ Institute establishing the Conversion Formula to percentage (%) of marks should be submitted).			

Age Limit	Maximum age limit as on 30th June, 2019 for General/EWSs candidates is 33 years .	
	Age relaxation available to different category of candidates will be as under :	
	Category	Relaxation in Upper Age Limit
	OBC (NCL)	3 years
	SC/ST	5 years
	PwBD	10 years
	Candidates domiciled in Jammu & Kashmir between 1.1.1980 & 31.12.1989	5 years
Experience	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.	
	A) Minimum Post Qualification Experience Required : Candidates must possess minimum 5 years of professional experience as on 31st May, 2019 . However, 6 years of professional experience is desired. Aforesaid full time experience, acquired after the date of declaration of the Final Law Qualification result, shall only be considered towards work experience. The above minimum experience in Legal field as on 31 st May, 2019 should be as under : i) As a Law Officer of a Public Sector Undertaking or Nationalized Bank or a Statutory Corporation OR ii) As a Law Officer in a Central/ State Government Department/ Undertaking or Institution OR iii) As a Law Officer in a Large Private Sector Organization / Company of repute as an employee of that Company [Large Private Sector Organization / Company of repute implies a Company / Organization - Listed on National Stock Exchange (NSE) or Group A & B of Bombay Stock Exchange (BSE) or having more than 500 employees in the last financial year or having Annual Turnover of more than Rs. 250 Crore in the last financial year. (Proof to be submitted)] OR iv) As a Lawyer/Advocate in a reputed Law Firm on its rolls or on exclusive retainer-ship basis. [Reputed Law Firm implies a Law Firm having 10 years standing and having at-least 25 Lawyer/Advocates on its rolls, as on 31st March 2019. (Proof to be submitted).] B) Essential Work Experience Areas: Candidates should have experience of working in various areas such as : handling litigation (Civil, Consumer and Criminal matters) before different Judicial/ Quasi-Judicial Forums, Arbitration and Conciliation matters, Drafting & vetting various	

	legal documents, handling legal matters pertaining to Mergers, Acquisitions & Joint Ventures, Regulatory matters of Oil & Gas/Petroleum Industry, Industrial/ Labour law matters, etc. C) Proof of Experience : If shortlisted for further selection process- GD/GT and PI, the candidates need to submit self-attested photocopies of the following documents and produce originals for verification : i) For Candidates working in a Public Sector Undertaking or Nationalized Bank or a Statutory Corporation or Central/ State Government Department/ Undertaking or Institution or Large Private Sector Organization / Company, following documents are required to be submitted: • Certificate evidencing award of degree, as mentioned above • Experience certificate from the current/past employer ii) For candidates working in a Reputed Law Firm, following documents are required to be submitted: • Certificate evidencing award of degree, as mentioned above • Copy of registration certificate with Bar Council, and • Experience certificate from the current/past employer. In both the above cases, only the full-time work experience will be considered. Internships during continuation of final Law qualification, or before or after announcement of result of final Law qualification will not be considered towards experience.
Desired Skills	a) Having experience in Oil & Gas/Petrochemical Industry b) Knowledge of all applicable laws, rules and regulations c) Excellent written and verbal communication d) Exceptional leadership skills e) High attention to detail f) Strong negotiation skills g) Ability to prepare complex legal documents h) Stay informed about company activities i) A deep understanding of the business and the industry
Remuneration	Candidates selected as Law Officers in Grade “B” will receive a starting basic pay of Rs. 70,000/-per month. In addition, the selected candidates will receive Dearness Allowance (DA) and other allowances, according to the rules of the Corporation in force, as amended from time to time. 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 incentives (PRP) etc as per rules of the corporation. The gross valuation of remuneration to the company will be approximately Rs 21.00 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 also performance rating of individual.

II) Law Officers in Grade “A” (Law Officer) :

Educational Qualification	Candidates should hold a Graduate Degree in any discipline and Bachelor’s Degree in Law (LLB) or Equivalent. Candidates who are holding 5 years Integrated LLB Degree (Professional) are also eligible to apply. The minimum percentage of marks requirement in Graduation and LLB are as under : <table><tr><td>Category of Candidate</td><td>Minimum % marks in Graduation</td><td>Minimum % marks in LLB</td></tr><tr><td>General/EWSs</td><td>60</td><td>60</td></tr><tr><td>OBC (NCL)</td><td>60</td><td>60</td></tr><tr><td>SC/ST/PwBD</td><td>55</td><td>55</td></tr></table> Note : Above qualifications should be full-time Programme (minimum 03 years professional course) from recognized Indian Universities / Institutes. The degree should also enjoy recognition from the Bar Council of India. In case any University/ Institute follows an evaluation system of awarding Letter Grade (A, B, C, etc.) or Point Scale, a certificate from the University/ Institute establishing the Conversion Formula to percentage (%) of marks should be submitted).	Category of Candidate	Minimum % marks in Graduation	Minimum % marks in LLB	General/EWSs	60	60	OBC (NCL)	60	60	SC/ST/PwBD	55	55
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General/EWSs	60	60											
OBC (NCL)	60	60											
SC/ST/PwBD	55	55											
Age Limit	Maximum age limit as on 30th June, 2019 for General/EWSs candidates is 30 years. Age relaxation available to different category of candidates will be as under : <table><tr><td>Category</td><td>Relaxation in Upper Age Limit</td></tr><tr><td>OBC (NCL)</td><td>3 years</td></tr><tr><td>SC/ST</td><td>5 years</td></tr><tr><td>PwBD</td><td>10 years</td></tr><tr><td>Candidates domiciled in Jammu & Kashmir between 1.1.1980 & 31.12.1989</td><td>5 years</td></tr><tr><td>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.</td><td>5 years</td></tr></table>	Category	Relaxation in Upper Age Limit	OBC (NCL)	3 years	SC/ST	5 years	PwBD	10 years	Candidates domiciled in Jammu & Kashmir between 1.1.1980 & 31.12.1989	5 years	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.	5 years
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Experience	A) Minimum Post Qualification Experience Required: Candidates must possess minimum 2 years of professional experience as on 31st May, 2019. Aforesaid full time experience, acquired after the date of declaration of the Final Law Qualification result, shall only be considered towards work experience. The above minimum experience in Legal field as on 31st May, 2019 should be as under : i) As a Law Officer of a Public Sector Undertaking or Nationalized Bank or a Statutory Corporation OR ii) As a Law Officer in a Central/ State Government Department/ Undertaking or Institution												

Experience	OR iii) As a Law Officer in a Large Private Sector Organization / Company of repute as an employee of that Company [Large Private Sector Organization / Company of repute implies a Company / Organization - Listed on National Stock Exchange (NSE) or Group A & B of Bombay Stock Exchange (BSE) or having more than 500 employees in the last financial year or having Annual Turnover of more than Rs. 250 Crore in the last financial year. (Proof to be submitted)] OR iv) As a Lawyer/Advocate in a reputed Law Firm on its rolls or on exclusive retainer-ship basis. [Reputed Law Firm implies a Law Firm having 10 years standing and having at-least 25 Lawyer/Advocates on its rolls, as on 31st March 2019. (Proof to be submitted).] B) Essential Work Experience : Candidates should have experience of working in various areas such as : handling litigation (Civil, Consumer and Criminal matters) before different Judicial/ Quasi-Judicial Forums, Arbitration and Conciliation matters, Drafting & vetting various legal documents, handling legal matters pertaining to Mergers, Acquisitions & Joint Ventures, Regulatory matters of Oil & Gas/Petroleum Industry, Industrial/ labour law matters, etc. C) Proof of Experience : If shortlisted for further selection process, the candidates need to submit the self-attested photocopies of the following documents and produce originals for verification : i) For Candidates working in a Public Sector Undertaking or Nationalized Bank or a Statutory Corporation or Central/ State Government Department/ Undertaking or Institution or Large Private Sector Organization / Company, following documents are required to be submitted: • Certificate evidencing award of degree, as mentioned above • Experience certificate from the current/past employer ii) For candidates working in a Reputed Law Firm, following documents are required to be submitted: • Certificate evidencing award of degree, as mentioned above • Copy of registration certificate with Bar Council, and • Experience certificate from the current/past employer. In both the above cases, only the full-time work experience will be considered. Internships during continuation of final Law qualification, or before or after announcement of result of final Law qualification will not be considered towards experience.
Desired Skills	a) Having experience in Oil & Gas/Petrochemical Industry b) Knowledge of all applicable laws, rules and regulations c) Excellent written and verbal communication d) Exceptional leadership skills e) High attention to detail

Desired Skills	f) Strong negotiation skills g) Ability to prepare complex legal documents h) Stay informed about company activities i) A deep understanding of the business and the industry
Remuneration	Candidates selected as Law Officers in Grade “A” will receive a starting basic pay of Rs. 60,000/-per month. In addition, the selected candidates will receive Dearness Allowance (DA) and other allowances, according to the rules of the Corporation in force, as amended from time to time. 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 incentives (PRP) etc as per rules of the corporation. The gross valuation of remuneration to the company will be approximately Rs 17.00 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 also performance rating of individual.

Important note:

Personal details (date of birth), educational qualification, experience profile etc. of the short-listed candidates will be verified at the time of GD/GT and PI. The candidates not meeting the above mentioned criteria relating to age, educational qualification, professional experience etc. will not be considered for further selection process.

In case it is found, at any stage of recruitment process or any time after such recruitment, that the candidate has submitted any false information or has misrepresented the information; the candidature of such candidates will be rejected or services terminated, immediately, as the case may be. The decision of IOCL will be considered final and binding in this regard.

III) Concessions/ Relaxations :

- a) **Reservation** of posts for SC/ST/OBC(NCL)/EWSs/PwBD (degree of disability 40% or above) category candidate will be maintained as per Government of India guidelines.
- b) **For getting the reservation benefits under OBC(NCL) category:**
 - i. The **name of caste and community** of the candidate must appear in the ‘**Central list of Other Backward Classes**’
 - ii. The OBC candidates must not belong to creamy layer.
 - iii. The candidates need to furnish their latest valid OBC certificate as per the format prescribed by Government of India.

c) For getting benefits under EWSs category :

- i) Should not be covered under the scheme of reservation for SCs, STs and OBCs and whose family has gross annual income below Rs 8.00 lakhs (Rupees Eight lakhs only). Income shall also include income from all sources i.e. salary, agriculture, business, profession, etc. for the financial year prior to the year of application.

Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of the family income:-

- 5 acres of agricultural land and above ;
 - Residential flat of 1000 sq ft. and above;
 - Residential plot of 100 sq. yards and above in notified municipalities;
 - Residential plot of 200 sq. yards and above in areas other than the notified municipalities.
- ii) The property held by a “Family” in different locations or different places/cities would be clubbed while applying the land or property holding test to determine EWS status.
- iii) The term “Family” for this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.
- iv) The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority. The Income and Asset Certificate issued by any one of the following authorities in the prescribed format only be accepted as proof of candidate’s claim as belonging to EWS :
- District Magistrate/ Additional District Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/1st Class Stipendary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner
 - Chief Presidency Magistrate/ Additional Chief Presidency Magistrate / Presidency Magistrate
 - Revenue Officer not below the rank of Tehsildar and
 - Sub-Divisional Officer of the area where the candidate and/or his family normally resides.
- v) The crucial date for submitting income and asset certificate by the candidate may be treated as the closing date for receipt of application for the post, except in cases where crucial date is fixed otherwise.

IV) Physical Fitness :

Candidates desirous of seeking employment with Indian Oil need to be **medically fit** as per **Indian Oil’s pre-employment medical standards**.

V) Selection :

- a) The selection methodology will comprise of the following:
 - i. Candidates desirous of applying in IndianOil need to appear in **Common Law Admission Test (CLAT) – 2019 for the purpose of admission to post graduate programme (LLM)**.
 - ii. Candidates meeting the eligibility criteria will be shortlisted on the basis of CLAT-2019 score for **further selection process** comprising of:
 - **Personal Interview (PI)** for assessment of different facets of knowledge, skill, attitude and aptitude.
 - **Group Discussion (GD) / Group Task (GT)**
- b) Candidates have to separately qualify in Group Discussion (GD)/Group Task (GT) and Personal Interview (PI) successfully before being adjudged as suitable for merit listing.
- c) Final Merit will be prepared based on **CLAT-2019** score and scores obtained by the candidates in **GD/GT and PI all taken together**.

VI) Service Bond :

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. The bond amount is as under :

Category	Bond Amount (Rs.)
General	Three Lakhs only
SC/ST/OBC(NCL)/PwBD/EWSs	Fifty Thousand only

VII) How to apply :

- a) Candidates need to **fill-in and submit** the CLAT-2019 application form for Post Graduate Programme (LLM).
- b) On receipt of **CLAT-2019 Admit Card/Hall Ticket**, the candidate is required to apply to **IndianOil, in online mode at www.iocl.com** . The link for applying to IndianOil, in online mode will be made available after issuance of Admit Card/Hall Ticket by the CLAT-2019 authorities.
- c) Candidates should click on the **ONLINE** application link, **read the instructions** carefully and **fill-in the ONLINE** application form giving accurate information including the **CLAT- 2019 roll no./registration no.**
 - i. Candidates must ensure that they fill in the **correct CLAT - 2019 Roll No./Registration No. in IndianOil's on-line application form**. Please note that only the correct CLAT-2019 Roll No./Registration No. in IndianOil's application form will enable us to populate candidate's CLAT-2019 score provided by CLAT- 2019 authorities.

(Candidates may note that CLAT scores of the candidates are retrieved from the database provided by the CLAT authorities through software and in case of any mis-match in CLAT -2019 Roll No./Registration No., the score of the candidate will not be retrieved successfully. IOCL does not carry out any manual intervention to correct any mistake committed in filling-in the CLAT Roll No./Registration No. in the online application form of IndianOil.)

- ii. Candidates must enter their **name in the same manner** as they have entered while applying to CLAT - 2019. (For example, if the candidate is entering his name as Ravi Kumar Singh in the **CLAT-2019** application, he must enter Ravi Kumar Singh (exactly same spelling and manner) while applying to IndianOil. He must not enter R K Singh or Ravi K Singh while applying to Indian Oil. The candidates must fill-in **all the information boxes correctly and 'tick' the appropriate box, wherever applicable.**
- iii. Upon completion, the candidate should submit the online application by clicking the **Submit** button at the bottom of the page. On submission of the application, the system will generate a **Unique Application ID** along with the completed application form.
- iv. Candidate should take a **print out** of completed application form, **affix** his/her recent passport size photograph, put his/ her **signature** in the space provided and keep it with him/ her safely for future reference.
This print out of application should be kept in safe custody of the candidate. Candidates must not send this printout to any office of Indian Oil.
- v. The passport size photograph affixed by the candidate on the IOCL's completed application form should be the **same** as submitted with CLAT- 2019 application form and admit card. If the candidate is called for GD/GT and PI, his/ her identity would be verified with **CLAT-2019 Admit Card/Hall Ticket and CLAT-2019 official score card.**

VIII) Application Fee :

Candidates need not pay any application fee to Indian Oil separately.

IX) General Instructions

- a) Only Indian Nationals are eligible to apply
- b) Candidates are advised to fill their **name, father's name, date of birth, category (Gen/OBC(NCL)/SC/ST/PwBD/EWS) in the Online application form of IOCL very carefully, as they will not be allowed to change these items subsequently and no request in this regard will be entertained.**
- c) The candidates must have an **active e-mail id**, which must remain valid for at least next one year. **All future communications with the candidates will take place through e-mail. Candidates have to ensure accuracy of their e-mail ID while registering their on-line application of IOCL.**
- d) The candidates should have the **relevant documents** like percentage of marks obtained in the qualifying examination, caste/sub-caste certificate, date of issue, name of issuing authority, state of origin, etc. **readily available** with them before they commence the IndianOil's ONLINE application process. This information will be required at the time of filling-in the ONLINE application.
- e) Wherever CGPA/OGPA/DGPA or Letter Grade in a degree / diploma is awarded, its **equivalent percentage of marks** must be indicated in the application form as per norms adopted by University / Institute.
- f) **30th June, 2019** will be considered as the cut-off date for considering eligibility of the candidates in terms of maximum age criterion prescribed for each post/category.
- g) **31st May, 2019** will be considered as the cut-off date for the purpose of calculating minimum professional experience.

- h) Candidates belonging to OBC category, but falling in **creamy layer**, will not be entitled to the benefit of reservation and should apply as General Category candidate.
- i) Candidates belonging to SC/ST/OBC/PwBD/EWSs should produce valid certificate to avail the benefits of reservation.
- j) Candidates **presently employed** in Government Departments / PSUs / Autonomous Bodies will need to submit NOC from competent authority of their current employer at the time of interview.
- k) If more than one application is received from a candidate for a post, **most recent** (current) application will be considered as final.
- l) Candidature of the candidates not found meeting the prescribed eligibility criteria shall be **rejected** at any stage of selection process.
- m) *In case it is found, at any stage of recruitment process or any time after such recruitment, that the candidate has submitted any false information or has misrepresented the information; the candidature of such candidates will be rejected or services terminated, immediately, as the case may be.*

Candidates may go through the “Frequently Asked Questions (FAQs)”. In case any particular query is not covered in the FAQs, the candidates can write to Indian Oil at recruit2019@indianoil.in

Values at the core of our Business

Care Innovation Passion Trust