



IndianOil

INDIAN OIL CORPORATION LIMITED

Refineries Division

PARADIP REFINERY

(A Govt. of India Undertaking)

Advertisement No. IOCPL/HR/213.4

Date: 05.09.2017

Recruitment of Non-Executives against regular posts at Paradip Refinery, Odisha.

Indian Oil Corporation Limited is the largest commercial enterprise in India and a Fortune's "Global 500" company with a Global ranking of 161. We are a transnational energy major and the highest ranked Indian company in the Fortune's prestigious Global 500 list. Through last five decades of relentless service to the nation, we have emerged as the largest business enterprise in India with a **turnover of Rs 4.57 lakh crore (US\$ 75.67 billion)**. We operate one of the Asia's largest networks of Refineries, Pipelines, Marketing and Petrochemicals business. Empowered with 'Maharatna' status, we are nurturing our vision to emerge as 'The Energy of India'.

Paradip Refinery, the flagship refinery of Indian Oil invites applications from bright, energetic and result oriented candidates of Indian Nationality for the following positions in the regular Scale of Pay – Rs.19900/- - 34900/-

| Post code | Name of the Post | No of vacancies | Category-wise Reservation Requirement | | | | |
|----------------|---|-----------------|---------------------------------------|----|-----|------------|-----------------|
| | | | SC | ST | OBC | UNRESERVED | PWD |
| JE(F&S) | Jr. Engineer (Fire & safety) | 13 | 02 | 02 | - | 09 | NA |
| JMT | Jr. Materials Assistant - IV | 13 | 02 | 02 | - | 09 | NA |
| MS | Maintenance Staff | 190 | 15 | 16 | 14 | 140 | 03(OH) & 02(HH) |
| AMS | Assistant Maintenance Staff | 120 | 10 | 08 | 10 | 87 | 03(OH) & 02(HH) |
| GROUP D | Semi Skilled / Unskilled Maintenance Helper | 155 | 21 | 18 | 10 | 98 | 05(OH) & 03(HH) |
| GROUP D (PEON) | Peon (Maintenance Dept.) | 25 | 02 | 02 | 01 | 15 | 03(OH) & 02(HH) |

OH-Orthopedically Handicapped [OA-One Arm; OL-One Leg]; HH-Hearing Handicapped

Persons selected against PWD quota will be placed in the appropriate category i.e. SC/ST/OBC/UR.

The indicated number of vacancies may increase or decrease at the discretion of management and accordingly the reservation requirement will also undergo change.

Post mentioned against Post Code JE(F&S) and Post Code JE(TDS) is operated in 'rotating shifts' including evening shift and night shift operated beyond 7 pm attracting relevant provisions of Factories Act, 1948 regarding restrictions on deployment of women.

A. Qualification and Experience:

The Prescribed Qualification from Government Recognized Indian University / Institute as a Regular Full Time Course and the required aggregate percentage marks, experience as on 31/09/2017 for each post is given below:

| Post Code | Post | Prescribed parameters – Qualification as Regular Full time Course only – (From Indian Universities / Institutes only) and essential experience. | |
|----------------|---|---|--|
| JE(F&S) | Jr. Engineer (Fire & Safety) | Qualification | Metric plus diploma or Equivalent (Regular course from any recognized Institute) with physical standard (Minimum) Height – 165 CM, Weight – 50Kg, Chest: Normal 81CM, Expanded – 86.5CM, Eye sight normal without glasses, color vision normal, Free from any vertigo problem, disease of Heart, Lungs, Kidney and abnormal blood pressure, free from knock knee, flat feet, squint eye. |
| JMT | Jr. Materials Assistant - IV | Qualification | Minimum 3 years full time regular Diploma course in Mechanical/Electrical/Metallurgy from any recognized Institute/University with minimum of 50% marks in aggregate for General & OBC candidates & 45% in aggregate in case of SC/ST/PWD candidates against reserved positions. |
| MS | Maintenance Staff | Qualification | Minimum 3 years full time regular graduation course from any recognized Institute/University with minimum of 50% marks in aggregate for General & OBC candidates & 45% in aggregate in case of SC/ST/PWD candidates against reserved positions. |
| AMS | Assistant Maintenance Staff | Qualification | 10+2 course from any recognized Institute/University with minimum of 45% marks in aggregate for General & OBC candidates & 40% in aggregate in case of SC/ST/PWD candidates against reserved positions. |
| GROUP D | Semi Skilled / Unskilled Maintenance Helper | Qualification | Metric plus 2 years full time regular 10+2 or ITI course from any recognized Institute/University with minimum of 45% marks in aggregate for General & OBC candidates & 40% in aggregate in case of SC/ST/PWD candidates against reserved positions. |
| GROUP D (PEON) | Peon (Maintenance Dept.) | Qualification | Metric Pass from any recognized Institute/University with minimum of 45% marks in aggregate for General & OBC candidates & 40% in aggregate in case of SC/ST/PWD candidates against reserved positions. |

B. Age Limit – Minimum 18 years and maximum 28 years as on 31/09/2017. Relaxation in age by 5 years for SC/ST candidates and 3 years for OBC candidates against reserved positions. PWD candidates will be given age relaxation upto 10 years (upto 15 years for PWD belonging to SC/ST and 13 years for PWD belonging to OBC for the posts reserved for them). Age relaxation applicable for Ex-Serviceman as per Govt. guidelines. Age relaxation shall be given to the candidates to the extent of period of experience as notified above.

C. Selection Methodology:

1. The candidates prima facie meeting the prescribed eligibility criteria with regard to qualification, age and experience requirement as per the details submitted by them in their Online Application Form will undergo Written Test. The Written Test comprising of 100 marks will be of duration not less than two hours.
2. Candidate will have to secure a minimum of 80% of marks for qualifying in the Written Test (relaxed by 5% for candidates belonging to SC/ST/PWD categories against reserved positions)
3. Candidates shortlisted on the basis of their performance in the Written Test shall be subjected to Skill/Proficiency/Physical Test, which will be of qualifying nature.
4. Candidates who have been short-listed on the basis of their performance in the Written Test for Jr. Engineering Assistant – IV (Fire & Safety) will have to first successfully meet the Minimum Physical Standards in order to qualify for Skill/Proficiency/Physical Test.
5. Candidates are advised to ensure that they are 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" before they commence the application process.

E. Concessions and Relaxations:

1. SC/ST/PWD candidates appearing for Written Test and Skill/Proficiency/Physical Test will be reimbursed second-class rail/bus fare from the nearest railway station of the mailing address as mentioned in the Application Form to the place of Written Test/ Physical Test (For Post Code JE(F&S) only)/ Skill/Proficiency/Physical Test and back by the shortest route subject to production of documentary evidence of rail tickets / bus tickets provided the distance is not less than 30 Kms.
2. SC/ ST/ Ex-Servicemen/PWD candidates are exempted from any payment.

F. General Instructions:

1. Candidates are advised to carefully read the full advertisement for details of educational qualification and other eligibility criteria before submission of On-line Application on www.ioclrecruit.co.in
2. Candidates are hereby informed that any Corrigendum/ Addendum etc. if any with regard to this advertisement will be made available on www.iocl.com only. Candidates are advised to refer to the above website periodically for updates. All future correspondence with respect to the advertised posts will be made only through www.ioclrecruit.co.in and / or the e-mail id provided by the candidate.
3. All the candidates are also advised to keep a printout of the Online Application Form for reference as candidates are required to mention their Application No. and Date of Birth for downloading Call letters /admit card from the website www.ioclrecruit.co.in
4. The cut-off date for reckoning educational qualification, experience, age and any other eligibility criteria shall be 31/09/2017.

Candidates who are registered with Local Employment Exchange(s)/ District Sainik Resettlement Board/ Vocational Rehabilitation Centre for Persons With Disabilities (PWD) and meeting the prescribe Eligibility criteria, whose names are sponsored to Gujarat Refinery against this notification are advised to apply Online, failing which their candidature will not be considered.

6. Candidates with qualification acquired through Distance Learning Mode or Part Time Mode or Correspondence Mode shall not be considered.

7. Latest Caste Certificate is required to be produced by reserved category candidates in the Performa prescribed by the Govt. and issued by Competent Authority only.

8. For claiming the benefit of OBC category, the candidate should submit a latest caste certificate in the Performa 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. Candidates belonging to OBC category but falling in creamy layer are not

entitled to OBC reservation benefits. Accordingly such candidates may choose to apply for the positions provided they meet the age criteria applicable to UR candidates and indicate their category as "UR".

Indian Oil Corporation Ltd. (**Paradip Refinery**) 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.

9. For Post Code MS and AMS: PWD candidates with less than 40% of permanent disability are not eligible. The PWD candidates are required to submit a Disability Certificate issued by competent authority as per the Persons with Disabilities (equal Opportunities, Protection of Rights and Full Participation) Amended Rules, 2009, failing which their candidature as PWD candidates will not be considered. Persons with Disabilities (OH and HH) must be capable of performing the task assigned to them / take instructions using suitable aids and appliances.

10. Wherever CGPA/OGPA or Letter Grade is awarded in the Diploma/Degree examination, its equivalent aggregate percentage of marks must be indicated in the Online Application Form as per the norms adopted by University/Institute.

11. Candidates possessing higher professional qualifications such as ME or equivalent, MBA or equivalent, or MCA or CA/CS/ICWA shall not be considered. Suppression of information regarding possession or pursuing higher qualification shall render a candidate ineligible for consideration at any stage of selection and termination at any time during employment, if recruited.

12. Training period will not be counted towards experience. However, the period of apprenticeship training in respect of candidates who have successfully completed Apprenticeship training under Apprentices Act, 1961/ Apprentices (Amendment) Act, 1973 in the relevant trade/discipline (except Fire & Safety) in any of IOCL Refineries or Industries as specified above in the Essential Qualification & Experience criteria for the relevant 4/4 post shall be considered as experience. Age relaxation equivalent to the period of Apprenticeship training shall be given to Apprentices. However, no additional age relaxation will be allowed on account of experience.

13. Candidates employed in Govt. Dept'/PSUs/Autonomous bodies should will be required to submit "No Objection Certificate" at the time of Physical Test / Skill/Proficiency/Physical Test and produce Release Order from the employer at the time of joining.

14. The decision of the management will be final and binding on all candidates on all matters relating to eligibility, acceptance or rejection of the applications, mode of selection, cancellation of the selection process either in part or full, etc. No correspondence will be entertained in this regard. Filling up of vacancies is solely at the discretion of the management based on suitability of the candidates and no claim will arise for employment, if some of these vacancies are not filled due to unsuitability/ insufficient number of candidates.

15. Canvassing in any form will be considered a disqualification.

The candidature of the applicant would be provisional and subject to meeting prescribed eligibility criteria as stipulated above along with consequent verification of certificates/ testimonials. At any stage of the selection process, if it is found that the candidate has furnished false or incorrect information or suppressed any factual information at any stage of recruitment process, then the candidature of the candidate is liable to be cancelled.

17. Candidates have to apply for **ANY ONE POST ONLY**. Candidates applying for more than one post/discipline will not be considered and such applications will be rejected.

18. Filling up of vacancies is solely at the discretion of the management based on suitability of candidates and no claim for appointment by the candidate or any other person shall be entertained.

G. Requirements before filling On-line Application Form:

1. The candidate must have an active email ID and Mobile Number which must be valid for at least next one year. All future communication including Corrigendum/ Addendum with regard to this advertisement with candidate will take place only **through www.ioclrecruit.co.in /e-mail/SMS Alerts.**

2. The candidate should have the relevant documents/certificates pertaining to age, qualification, caste, scanned copy of **colour photograph and signature in jpg format (size not exceeding 1 MB)**, Other details etc. ready before applying on-line

3. The candidate must ascertain the correctness of all information before filling in the 'Online Application Form' and its final submission. The candidate shall be wholly/exclusively responsible for the information provided in his/her online application form.

4. After successfully applying/registration of Online Application, the candidate must take a print out of the filled-in on-line application.

H. How to Apply:

Candidates meeting the above prescribed eligibility criteria may visit our website www.ioclrecruit.co.in and apply on-line from **5th September 2017 to 10th October 2017**.

Only online mode of applications will be accepted.

Queries, if any, may be addressed to the following e-mail id: recruitment@indianoil.in.

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

Values at the core of our Business

Care . Innovation . Passion . Trust