



INDIAN OIL CORPORATION LIMITED
(Assam Oil Division)
(A Govt. of India Undertaking)



Advertisement No. DR/R1/2016

ADVERTISEMENT FOR RECRUITMENT OF NON EXECUTIVES POSTS AT IOCL (AOD)

Applications are invited from Indian Nationals fulfilling the eligibility criteria for the under mentioned posts in the pay scale of - 11,900-32,000 at Indian Oil Corporation Ltd (Assam Oil Division), Digboi Refinery

SNo	Name of the Post	Discipline	No. of Vacancies	Reservation
1	Jr. Engg. Asstt-IV (Production)	Chemical	8	UR-04, ST-01, OBC-03
2	Jr. Engineering Assistant – IV (Power & Utilities)	Mechanical/ Electrical	4	UR-02, OBC-02
3	Jr. Engineering Assistant – IV (Instrumentation)	Instrumentation	3	UR-02, OBC-01
4	Jr. Materials Assistant-IV #	Mechanical/ Electrical/ Instrumentation	1	Reserved for Persons with Disabilities (PWDs). Category of disability – HH(PD) *

Note 1: The posts at SI No 1 & 2 are 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.

#Note 2: The post at SI. No. 4 is reserved for Persons with Disabilities (PWDs). Category of disability – HH(PD*). In the event of non-availability of suitable PWD candidates with the prescribed disability i.e. HH(PD*), candidates with OH(OA,OL*) disability will also be considered for the post.

- Candidates with not less than 40% disability are only eligible to apply against post no. 4.
- Candidates should submit the certificate of disability issued by a medical board duly constituted by the Central or State Govt .

*PD- partially deaf, OA-one arm, OL –one leg

Essential Educational Qualification & Post Qualification Experience

The prescribed educational qualification (Regular full time course only) should be from a Govt. recognized Indian University/Institutes only, with minimum 50% marks for General & OBC Candidates (45% marks for SC/ST candidates against reserved positions) in aggregate, **except for the post at SI. No. 4 reserved for PWDs**. The essential educational qualification and required minimum post qualification experience as on **01.01.2016** for each post is given below:

1. Name of the Post: Jr. Engineering Assistant-IV (Production)

Essential Educational Qualification: 3 (three) Years regular full time Diploma in Chemical/Refinery & Petrochemical Engg. or BSc (Math, Physics, Chemistry or Industrial Chemistry) from a Govt. recognized Indian university/Institute.

Prescribed Post Qualification Experience: Minimum one year of post qualification experience in operation (rotating shift) of Pump House, Fired Heater, Compressor, Distillation Column, Reactor, Heat exchanger etc. in a Petroleum Refinery/ Petrochemicals / Fertilizer/Heavy Chemical/Gas Processing Industry.

2. Name of the Post: Jr. Engineering Assistant -IV (Power & Utilities)

Essential Educational Qualification: 3 (Three) Years regular full time Diploma in Mechanical or Electrical Engineering from a Govt. recognized Indian university/Institute and possessing Boiler Competency Certificate with class as prescribed by the Boiler Authority of the State.

However, in case of non-availability of sufficient number of candidates meeting the parameters prescribed above, candidates possessing the following qualification may also be considered, in order of preference as given below:

- Matric with ITI (Fitter) with Boiler Competency Certificate (with class as may be prescribed by the Boiler Authority of the State).
- B.Sc (PCM) with an Apprenticeship Training in Boiler Trade.
- 3 years Diploma in Mechanical or Electrical Engg. from recognized Institute/ University

Subject to the condition below for candidates under Cat (2) & (3) above :

- a) It will be the responsibility of the selected candidate to acquire Boiler Competency certificate within two years of joining the services of the Corporation.
- b) The selected candidate / employee will not be considered for promotion to the next higher grade/scale of pay till he acquires the Boiler Competency certificate.

Prescribed Post Qualification Experience:

- a) For candidates possessing Diploma or Matric with ITI (Fitter) & holding Boiler Competency Certificate, no experience shall be required.
- b) For candidates possessing a Diploma : Minimum one year post qualification experience in operation/maintenance of industrial Boiler/HRSG / Thermal Power Station (DM plant /RO Plant / Air Compressors /Steam Turbines / Gas turbines/ Cooling tower / RO Plant / Air compressor in Petroleum Refinery / Petrochemicals / Heavy Chemical / Fertilizers / Power Plants / *large industrial establishments.

3. Name of the Post: Jr. Engineering Assistant – IV (Instrumentation)

Essential Educational Qualification: 3 (Three) Years regular full time Diploma in Instrumentation/ Instrumentation & Electronics / Instrumentation and Control Engineering from a Govt. recognized Indian university/Institute.

Prescribed Post Qualification Experience: Minimum one year post qualification experience in Maintenance of Modern Instrumentation control system like DCS,PLC with electronic field instrumentation , control valve, smart positioners , loop configuration, online analyzers condition monitoring, cabling, earthing etc. in a Petroleum Refinery/Petrochemicals /Heavy Chemical/ Fertilizers/Power Plants/ Oil & Natural Gas Exploration / *large industrial establishments.

***Note :** Large Industrial Establishment would mean industrial/manufacturing units whose investment in plant & machinery exceed Rs. 10 crores and which has been in operation. Copy of the relevant page of the last published Balance Sheet of the establishment shall be attached with the physical application under self-certification by the candidate.

4. Name of the Post: Jr. Materials Assistant – IV (Reserved for PWDs – HH(PD)

Essential Educational Qualification: 3 (Three) Years regular full time Diploma in Mechanical/ Electrical/ Instrumentation Engineering from a Govt. recognized Indian university/Institute.

Prescribed Post Qualification Experience: Must have experience in operation & maintenance of an industry or handling various types of materials used in large industrial units.

Note: Candidates possessing the prescribed qualification but without prescribed experience may also apply for this post. In the event of non-availability of sufficient no. of candidates with prescribed qualification and prescribed experience for this post, candidates with prescribed qualification but without prescribed experience will also be considered. Such candidates shall be considered for appointment as Trainee for a period of 18 months on a consolidated stipend of Rs.15,250/-p.m. Upon satisfactory completion of the training in the respective functional areas, they shall be absorbed in regular scale of pay of Rs.11,900-32,000.

AGE LIMIT:

- Minimum 18 years and maximum 26 years as on **01/01/2016** (Relaxable by 5 years for SC/ST candidates and 3 years for OBC candidates for the posts reserved for them) . Age relaxation for PWD candidates for reserved post shall be 10 years for candidates belonging to General category, 15 years for SC/ST and 13 years for OBC. Age relaxation for Ex-servicemen shall be as per Govt. directives.
- Age relaxation of prescribed 1 (one) year duration will be given to all candidates with the requisite experience as stipulated above for the posts at sl. nos. 1,2 and 3.

SELECTION METHODOLOGY:

- Selection would be based on Written Test of 3 hours duration and Skill/ Proficiency/ Physical Test, the later being of 'qualifying nature' only. Every candidate will have to secure a minimum of 40% marks at each stage for qualifying the selection process, relaxable by 5% for candidates belonging to SC/ST/PWD against reserved positions.
- 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" before they commence the application process. The guidelines are available at the following link :
http://www.iocl.com/PeopleCareers/Preemployment_Guiding_Principles11th_mar_2011.pdf.

- Filling up of vacancies is solely at the discretion of the management based on suitability of candidates and no claim will arise for appointment, if vacancies are not filled due to unsuitability of candidates / insufficient number of candidates.
- The candidature of the applicant for the above post shall be treated as provisional and is subject to subsequent verification of all supporting certificates/ testimonials meeting the above stipulated eligibility criteria.
- Written Test and Skill/ Proficiency/ Physical Test shall be conducted at Digboi, Assam.

CONCESSIONS/RELAXATION:

- The criteria of minimum qualifying marks in the prescribed educational qualification shall not apply for PWD candidates applying against the post of Jr. Materials Assistant –IV which is reserved for them.
- SC/ST/PWD candidates appearing in the Written Test and Skill/ Proficiency/ Physical Test will be reimbursed single second class railway fare from the nearest railway station of the mailing address to the place of test and back by the shortest route on production of ticket, provided the distance is not less than 30 KMs.
- SC/ST/PWD candidates are exempted from payment of application fee.

OPPORTUNITY TO APPRENTICES:

- The period of Apprenticeship Training in the relevant trade under the Apprenticeship Act of 1961 & Apprenticeship (Amendment) Act 1973 undertaken by a candidate shall be considered towards experience. The apprenticeship period will also be considered for grant of age relaxation; however, in such cases no further age relaxation shall be granted on account of experience. In no case, the period will be considered for both, in full or in parts.
- Apprentices, who have completed apprenticeship training in the relevant trade under the Apprenticeship Act of 1961 & Apprenticeship (Amendment) Act 1973 at other refinery locations of IOCL will also be considered eligible without reference to the qualification parameters with respect to minimum percentage of marks in qualification. However, they will have to fulfill the prescribed parameters/ criteria with respect to age.

PAY & PERKS:

- In addition to the Basic Pay, D.A., HRA and other benefits like Provident Fund, Employees' Pension Scheme under PF, Gratuity, Company Quarters, Children Education Allowance, LTC / LFA, liberalized medical benefits, productivity / performance linked incentive, leave encashment, conveyance allowance, superannuation benefits, Post Retirement Medical Attendance benefits etc. shall also be admissible as per the rules of the Corporation.

GENERAL INSTRUCTIONS:

- Candidates are required to carefully read the detailed advertisement and ensure that they meet the prescribed eligibility criteria before applying for the above posts.
- Candidates belonging to General & OBC category should enclose a crossed Demand Draft of ₹ 100/- (Rs. One hundred only) as application fee (non-refundable) in favour of **Indian Oil Corporation Ltd. payable at State Bank of India, Digboi Branch. (IFSC Code: SBIN006000)** along with the application. Candidates must write their full name and address on the back side of the Demand Draft.
- **Age, Educational qualification & experience** of candidates will be determined as on **01/01/2016**
- Application of a candidate having higher qualification Viz BE or equivalent/MBA or equivalent than the prescribed education qualification mentioned above shall not be considered for the above posts.
- Training period (other than Apprenticeship training in relevant trade) shall not be counted towards experience.
- Wherever CGPA or Grade is awarded in the examination, its equivalent percentage of marks and class/ division must be indicated in the application form as per the norms adopted by University/ Institute
- Applicants from Government / Semi Government / Public Sector Organization/Autonomous bodies must send their application through proper channel or produce "No Objection Certificate" at the time of appearing in the Written Test and Skill/ Proficiency/ Physical Test and produce "Release Order" at the time of joining, from previous employer. In case the candidate fails to do so, his / her candidature will not be considered.
- Applications without supporting documents/Incomplete/not fulfilling the prescribed eligibility criteria in any respect or those received late are liable to be rejected.

- One candidate can apply for one post only. Candidates applying for more than one post will not be considered and their application will be rejected.
- Candidates belonging to **OBC** category should submit proper caste certificate as per the proforma of Govt. of India which should, among others, specifically mention that He / She does not belong to the persons/sections (creamy layer) as mentioned in column 3 of the schedule to the department of personnel and training in the **Govt. of India OM No 36012/22/93-Estt (SCT dtd 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 indicated their category as "UR". IOCL (AOD) Digboi Refinery being a Central Public Sector Undertaking, only those communities that are mentioned in the common list of OBC prepared by Central Government shall be treated as OBC for the purpose of reservation.
- The decision of the Management will be final and binding in all matters relating to eligibility, acceptance or rejection of the applications, mode of selection, cancellation of recruitment process etc. and no enquiry/correspondence shall be entertained in this regard.
- At any stage of the selection process or after subsequent selection /appointment if it is found that the candidate has furnished false or incorrect information then the candidature of the candidate or selection to the above post will stand cancelled. Canvassing in any form is liable to render the candidate ineligible for the above selection process.
- Mere selection in Written Test or Skill/ Proficiency/ Physical Test or empanelment after selection process shall not confer any right of appointment to the applicants.
- Management of IOCL(AOD) reserves the right to change/ modify/ cancel the selection process at it's sole discretion without assigning any reason.

How to Apply : Typed Applications as per the prescribed format along with the Demand Draft (As applicable) as given with the advertisement , supported by self attested photocopies of all relevant documents (qualification/experience/age/caste/category etc.) should be sent by Post only to Chief Human Resource Manager, Indian Oil Corporation Limited (AOD), DIGBOI - 786171 so as to reach on or before [26/02/2016](#)

Candidates should super scribe Advt. No. and Name of the post applied for on the top of the envelope. Applications received after last date shall be summarily rejected.

In case of any query, please contact our recruitment section on [03751-263133/03751-263131](#)