



**Indian Oil Corporation Ltd.
(Pipelines Division)
Northern Region Pipelines
PO Panipat Refinery
PANIPAT-132140
(Haryana)**

Advertisement No. NRPL/P&A/P/Rectt/2010

Indian Oil Corporation Limited is the largest commercial undertaking and India's No.1 Company in Fortune magazine's prestigious listing of the world's 500 largest corporations, ranked 125 in the year 2010 based on fiscal 2009 performance. IndianOil's Pipelines Division owns and operates the largest network of over 10000 kms of crude oil, petroleum product and gas pipelines.

Northern Region Pipelines include Product, Crude oil and gas pipelines running through the states of UP, Uttarakhand, Delhi, Rajasthan, Haryana and Punjab.

Applications are invited from eligible Indian Nationals for the following vacancies:

Sr. No.	Name of Post	Pay Scale (Rs.)	No. of Vacancies*	Reservation of Posts			
				Unreserved	SC	ST	OBC
1.	Engineering Assistant – Grade IV (Mechanical)	11900 – 32000	5	3	1	0	1
2.	Engineering Assistant – Grade IV (Electrical)	11900 – 32000	7	4	2	0	1
3.	Engineering Assistant – Grade IV (Telecom & Instrumentation)	11900 – 32000	6	3	1	1	1
4.	Jr. Accounts Assistant-Grade IV	11900 – 32000	1	0	1**	0	0
5.	Technical Attendant-Grade I	10500 – 24500	17	10	2	1	4

*: No. of vacancies may increase or decrease

** : reserved for P.W.D.

Note:

- Vacancies detailed at Sr. No. 1, 2 and 3, are also suitable for such Persons with Disabilities who are Orthopaedically Handicapped i.e. Hunchback/ deformity of chest with not less than 40% disability.
- Vacancy at Sr. No. 4 is reserved for such Person with Disabilities whose disability is: Orthopaedically handicapped: Hunch back/deformity of chest/one leg affected / one hand affected, or Hearing handicapped: partially deaf with not less than 40% deformity
- Vacancies detailed at Sr. No. 5 are not suitable for Persons with Disabilities.
- Reservation for persons with disabilities (P.W.D.) and Ex-servicemen would be as per rules.
- The above vacancies may arise at our installations at Panipat/Kohand/Rewari in Haryana, Jalandhar / Nabha / Bhatinda in Punjab, Tikri Kalan and Bijwasan in Delhi, Najibabad in Uttar Pradesh, Bharatpur in Rajasthan.

In addition to the Basic Pay, DA and HRA, other benefits like Provident Fund, Gratuity, LTC, liberal medical benefits, Productivity / Performance linked incentive, Leave encashment, Superannuation benefits, Post Retirement Medical Attendance benefits etc. shall also be admissible according to the rules of the Corporation.

Prescribed Qualification & Experience :

Post	Qualification	Experience
Engineering Assistant – Grade IV (Mechanical)	3 yrs Full-time Diploma in Mechanical or Automobile Engineering from a Govt. recognized Institute with minimum 55% marks for General/ OBC/PWD candidates and pass class for SC/ST candidates.	Preferably two-year post-qualification, Full-time experience in relevant area. Working Knowledge of computer is desirable.
Engineering Assistant – Grade IV (Electrical)	3 yrs Full-time Diploma in Electrical Engineering from Govt. recognized Institute with minimum 55% marks for General/ OBC/PWD candidates and pass class for SC/ST candidates	
Engineering Assistant – Grade IV (T&I)	3 yrs Full-time Diploma in Electronics & Communication or Electronics & Telecommunication or Electronics & Radio Communication or Instrumentation & Control or Instrumentation & Process Control Engineering from Govt. recognized Institute with minimum 55% marks for General/ OBC/PWD candidates and pass class for SC/ST candidates	
Jr. Accounts Assistant-Grade IV	B.Com degree with minimum 55% from a recognized university having typing speed of English (40 w.p.m.) and Hindi (30 w.p.m.)	One year relevant experience in maintaining / preparing balance sheet / accounts work, preparation of salary, cash handling etc. Hand-on experience in SAP package is desirable.
Technical Attendant-I	Matric /Class X / Madhyamik pass, with ITI from a Govt. recognized institute	Preferably two-years experience in relevant area.

Age limit:

Between 18 to 26 years as on 31.12.2010

Concessions/ Relaxation:

Relaxation in age by 5 years for SC/ ST candidates, 3 years for OBC candidates and 10 years for Persons with Disabilities (P.W.D.). Age relaxation for ex-servicemen is applicable as per rules.

1. Minimum percentage requirement (55%) for the qualification prescribed above may be relaxed at the discretion of the management for PWD / Ex-servicemen category candidates in the event of non-availability of such suitable candidates.
2. SC / ST candidates called for test / interview will be reimbursed single 2nd class railway fare limited to rail fare from the nearest railway station of the mailing address to the place of test / interview and back by the shortest route on production of bus ticket/rail ticket, provided the distance is not less than 30 kms. each side.
3. SC / ST / PWD candidates are exempted from payment of application fee.

Selection Methodology:

- The selection methodology will comprise written test. Candidates short-listed on the basis of their performance in the written test would be called for Trade test and Personal Interview. Candidates will have to pass at each stage including medical fitness for being adjudged as suitable for selection
- 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/insufficient number of candidates.

General Instructions:

1. Candidates are advised to carefully read the full advertisement for details of eligibility criteria before submission of the application. Incomplete applications, applications not received in the prescribed format or applications received after the due date will be rejected.
2. The vacancies mentioned above are likely vacancies which may increase or decrease.
3. Service is transferable to anywhere in India. No preference for posting would be entertained.
4. Candidates serving in Government/ Semi Government Departments / Public Sector Organizations/Local Bodies must send their application through proper channel or produce "No objection Certificate" at the time of appearing in the Test/ Interview. In case the candidate fails to submit/ produce the certificate, his/her candidature will not be considered.
5. Candidates from SC/ST/OBC/EX-Servicemen category should submit their caste/Ex-Servicemen certificate issued by Competent Authority along with the application form, in support of their claim of belonging to SC/ST/OBC/EX-Servicemen category.
6. OBC applicants must ensure that their caste certificate is as per prescribed format and should be issued by the competent authority **on or after 1st January 2010.**
7. Format of prescribed OBC Certificate may be accessed by clicking [here](#) .
8. Format prescribed SC/ST Certificate may be accessed by clicking [here](#).
9. Applicants under the category of Persons with Disabilities (P.W.D.) should attach copy of Medical Certificate issued by a Medical Board attached to the Special Employment Exchange/Vocational Rehabilitation Centre for P.W.D. or Head of concerned Department of a Government Civil Hospital satisfying the prescribed disability criteria.
10. SC/ST/OBC candidates applying against un-reserved posts shall be considered under general standards and no relaxation in age, qualification marks etc. shall be extended to them.
11. **Copies of all certificates in support of educational qualifications, Date of birth, past employment, reservation etc., duly attested by a gazetted officer, must be attached failing which candidature would not be considered.**
12. The decision of the management in all matters relating to eligibility, acceptance or rejection of the application, mode of selection will be final and Management will not entertain any enquiry or correspondence in this regard.
13. A candidate can apply for one post only, which must be super-scribed on the envelope. If a candidate applies for more than one post, the candidature will be cancelled and he will not be considered for any post.
14. Application of a candidate having higher qualification than the prescribed qualification shall be rejected.
15. Canvassing in any form shall disqualify the candidature.
16. In case large numbers of applications are received, Management reserves the right to fix/increase the minimum percentage of cut-off marks in the prescribed qualification for calling the candidates for test/interview.
17. Candidates short-listed for written test will have the option to take the test in either English or Hindi. They are required to mention the medium for taking the written test in their application form itself in the place provided for that purpose.
18. Application fee (non-refundable) of Rs. 100/- (Rs. One hundred only) through crossed Demand Draft in favour of INDIAN OIL CORPORATION LTD. – PIPELINES DIVISION payable at State Bank of India, Panipat (Branch Code No. 8706) should be enclosed along with application form. Any other mode of payment is not acceptable and application not accompanying the application fee will be rejected without any reference to the applicant. SC/ST/P.W.D. candidates are exempted from payment of application fee.
19. No claim for refund of application fee would be entertained under any circumstances.

Application along with fee (wherever applicable) should be sent **ONLY BY ORDINARY POST** in the prescribed format super-scribing on the envelope – **NAME OF THE POST APPLIED FOR**
TO CHIEF HUMAN RESOURCE MANAGER, NORTHERN REGION PIPELINES, PO
PANIPAT REFINERY, PANIPAT-132140 so as to reach by **31st January 2011.**

Queries, if any, may be addressed to anurag@iocl.co.in

Please appreciate that only such queries would be replied to which are relevant and have not been addressed in the above advertisement. Also, applicants are requested not to send any query which is not connected with the vacancies advertised herein.

[Download Application Format](#)

[Download Certificate Format for OBC](#)

[Download Certificate Format for SC / ST](#)