



INDIAN OIL CORPORATION LIMITED
(Refineries Division)
PARADIP REFINERY, PARADIP

Advertisement No. PDRP/HR/01/Rectt-16

Date : **03-06-2016**

SPECIAL RECRUITMENT DRIVE FOR SCHEDULED TRIBE CANDIDATES

Indian Oil Corporation Limited, the largest commercial undertaking in India and a Fortune "Global 500" Company requires result oriented personnel with initiative and enterprise for its Grassroot Refinery at Paradip, Odisha. Applications are invited from **candidates belonging to Scheduled Tribe** with prescribed qualification and minimum one year of post qualification experience (as on **31.05.2016**) indicated against each position.

Post Code	Post	Discipline	Pay Scale	No. of Vacancies (Scheduled Tribe)
101	Junior Engineering Assistant-IV (Production)	Chemical	Rs.11,900-32,000/-	15
102	Junior Engineering Assistant-IV (Instrumentation Maintenance)	Instrumentation	Rs.11,900-32,000/-	2
			Total	17

Note: The posts mentioned above are operated in rotating shifts, including evening shift and night shift operated beyond 7.00 pm, attracting relevant provisions of Factories Act, 1948 regarding restrictions on deployment of women.

Qualification & Experience: The prescribed qualification from Govt. recognized Indian University/Institute as a **full time regular / sandwich course** and the required percentage (%age) marks, experience as on **31.05.2016** for each post is given below:

Post code	Post	Essential Qualification & Experience
101	Junior Engineering Assistant-IV (Production) Discipline-Chemical	3 years Diploma in Chemical / Refinery & Petrochemicals Engineering or B.Sc.(Physics, Mathematics & Chemistry or Industrial Chemistry) from a recognized Institute/University with minimum 45% marks in aggregate. 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.
102	Junior Engineering Assistant IV (Instrumentation Maintenance) Discipline-Instrumentation	3 years Diploma in Instrumentation / Instrumentation & Electronics / Instrumentation & Control Engineering from a recognized Institute/University with minimum of 45% marks in aggregate. Minimum one year of post qualification experience in Maintenance of Modern instrumentation control system like DCS, PLC with electronic field instrumentation, Control Valve, Smart Positioners, loop configuration, online Analysers condition monitoring, cabling, earthing etc. in a Petroleum Refinery / Petrochemicals / Heavy Chemical/Fertilisers/Power Plants/Oil & Natural Gas Exploration/large industrial establishments.

Note: 1. Candidates possessing higher professional qualifications such as BE or equivalent, MBA or equivalent, MCA shall not be considered for the above notified posts. Suppression of information regarding possession of 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.

2. Large Industrial Establishment shall mean an industrial / manufacturing unit whose investment in plant & machineries exceeds Rs. 10 crores and which has been in operation. Copy of the relevant page of the last published Balance Sheet of the establishment must be attached with the physical application under self certification by the candidate.

AGE LIMIT:

- Minimum 18 years and maximum 31 years as on **31.05.2016** (relaxable by 1 year for candidates having requisite experience of one year).
- Age relaxation applicable for Ex-Serviceman as per Govt. directives.

PAY & PERKS:

- In addition to the Basic Pay, DA , other benefits like Provident Fund, Employees' Pension Scheme under PF, Gratuity, HRA or Company Quarters, Children Education Allowance, LTC / LFA, 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.

SELECTION METHODOLOGY:

- Selection would be based on written test of 3 hours duration. The candidate will have to obtain minimum qualifying marks (35% marks) in the written test.
- Shortlisted candidates will be required to undergo Skill / Proficiency / Physical Test and only those candidates who qualify shall be considered in order of merit.
- Candidates will have to qualify successfully through each stage of the selection process and pre-employment medical fitness for being adjudged suitable for selection.
- Candidates are advised to ensure that they are medically fit as per Indian Oil's pre-employment medical standards. 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 in this regard are placed on our website www.iocrefrecruit.in

CONCESSIONS/RELAXATION:

- ST candidates appearing for **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 Written Test and Skill / Proficiency / Physical Test and back by the shortest route on production of ticket, provided the distance is not less than 30 KMs.
- No application fee is to be paid by the applicant.

GENERAL INSTRUCTIONS:

- Candidates are advised to carefully read the full advertisement for details of educational qualification and other eligibility criteria before submission of on-line application.
- The prescribed qualification should be from a **Govt. recognized Indian University/Institute as a full time regular / sandwich course. Qualifications obtained through Correspondence / distance mode or part time course shall not be considered.**
- Training period shall 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 **in any of IOCL Refineries or Industries as specified above** in the Essential Qualification & Experience criteria for the relevant post shall be considered as experience **for the above posts**. Age relaxation equivalent to the period of Apprenticeship training shall be given to Apprentices. However, in such case no further relaxation will be granted on account of experience.
- **The vacancies notified above involve working in operations and maintenance activities in Plant area (rotating shifts). Petroleum Refining is considered as complex and hazardous process and hence vacancies notified above are not identified for Persons with Disabilities.**
- Applicants from Govt. /Semi Govt. /PSU will be required to submit their application through proper channel (after on-line application) and produce **"No Objection Certificate" at the time of Skill / Proficiency / Physical Test, failing which the candidate will not be allowed to appear in the Skill / Proficiency / Physical Test.** Such candidates must also submit proper release order from their employer at the time of joining.
- The candidate must have the prescribed qualification, experience and age as on **31.05.2016**.

- Incomplete applications, not supported by self authenticated copies of relevant documents, not fulfilling the eligibility criteria or those received after the last date of receipt of applications shall not be considered and shall be treated as "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.
- 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 candidates and no claim will arise for appointment, if some of these vacancies are not filled due to unsuitability/insufficient number of candidates.
- The candidature of the applicants would be provisional and subject to subsequent verification of certificates/ testimonials. At any stage of the selection process, if it is found that any candidate has furnished false or incorrect information then the candidature / appointment of the candidate is liable to be cancelled.

Requirement before filling on-line application form

The candidate must have an active email ID which must be valid for at least one year as all future communication (including issue of admit card), with candidate will take place only through email. Candidates are advised to mention their correct e-mail id and keep checking their e-mail messages as all future communication including e-mail messages to download Call letters for written test shall be sent only through e-mail. All the candidates are also advised to keep a printout of the online application form as candidates must mention their Application No. and Date of Birth for downloading Call letters from the website www.iocrefrecruit.in The candidate should have **relevant documents/certificates pertaining to age, qualification, caste, experience, scanned copy of recent passport size colour photograph (Height: 125pixels , Width: 95 pixels, Size : not less than 10 kb, Format : .JPG) and signature in black ink (Height: 40pixels , Width: 150 pixels, Size : not less than 4 kb, Format : .JPG) etc. ready before applying on-line.** The signature placed on the application form must be the same as uploaded in the online recruitment package.

How to Apply

- Candidates meeting the above prescribed eligibility criteria may visit website www.iocrefrecruit.in and **apply on-line from 10-06-2016 to 04-07-2016.**
- After successfully applying/registering on-line application, **candidate must take a print out of the filled-in on-line application form, put his signature in the space provided for the purpose and send the same along with all supporting documents as mentioned in the checklist attached to the application form by ordinary post to Indian Oil Corporation Limited, Paradip Refinery, Post Box No. 145, General Post Office (GPO), Bhubaneswar-751001, Odisha.** The last date of receipt of printout of online application form along with supporting documents **at the above address is 14-07-2016.** Print-out of online application received after last date shall be summarily rejected. **Candidates who submit separate applications without submitting their application through online mode and print-out thereof shall not be considered.**
- Canvassing in any form is liable to render the candidate ineligible for any of the above posts.
- Queries, if any, may be addressed to the e-mail id : pdrp-recruitment@indianoil.in or 06722 - 252040
- Amendments, if any, to this advertisement shall be hosted on website www.iocl.com and www.iocrefrecruit.in
Candidates are advised to refer to the above-website periodically for updates.

IMPORTANT DATES

DATE OF OPENING OF ONLINE APPLICATION	: 10-06-2016
LAST DATE OF SUBMISSION OF ONLINE APPLICATION	: 04-07-2016
LAST DATE OF RECEIPT OF PRINTOUT OF ONLINE APPLICATION FORM ALONG WITH SUPPORTING DOCUMENTS	: 14-07-2016

CHECKLIST OF DOCUMENTS TO BE SUBMITTED ALONGWITH THE APPLICATION FORM

Please tick (√) mark in appropriate box

1.	Proof of Date of Birth: 10 th Standard Mark Sheet by State or Central Board mentioning the date of birth or School Leaving Certificate.	
2	Photo Identity Proof : Driving Licence/Voter Id/PAN Card/Aadhaar Card/Passport.	
3.	Essential Qualification: Post Code : 101 – Minimum 3 years full time regular / sandwich Diploma in Chemical / Refinery & Petrochemicals Engineering or B.Sc.(Physics, Mathematics & Chemistry or Industrial Chemistry) Post Code : 102 – Minimum 3 years full time, regular / sandwich Diploma in Instrumentation / Instrumentation & Electronics / Instrumentation & Control Engineering.	
3.1	Self Attested copies of all the Mark sheets and Pass Certificate issued by the respective Board/ University:	
3.1	10 th Standard	
3.2	12 th Standard	
3.3	For Post Code : 101 – Junior Engineering Assistant-IV (Production)	
3.3.1	Mark sheet of B.Sc. 1 st Year or mark sheet of Diploma 1 st Year or Diploma 1 st & 2 nd Semester	
3.3.2	Mark sheet of B.Sc. 2 nd Year or mark sheet of Diploma 2 nd Year or Diploma 3 rd & 4 th Semester	
3.3.3	Mark sheet of B.Sc. 3 rd Year or mark sheet of Diploma 3 rd Year or Diploma 5 th & 6 th Semester	
3.3.4	Final Degree Certificate / Final Diploma Certificate (as applicable)	
3.4	For Post Code : 102 – Junior Engineering Assistant-IV (Instrumentation Maintenance)	
3.4.1	Mark sheet of Diploma 1 st Year / Diploma 1 st & 2 nd Semester	
3.4.2	Mark sheet of Diploma 2 nd Year / Diploma 3 rd & 4 th Semester	
3.4.3	Mark sheet of Diploma 3 rd Year / Diploma 5 th & 6 th Semester	
3.4.4	Final Diploma Certificate.	
4.0	Proof of Experience :	
4.1	Offer of Appointment or experience certificate and latest pay slip, release order issued by the employer.	
5.0	Copy of Scheduled Tribe Certificate.	
6.0	Certificate from the Organisation / Industry where the Apprenticeship Training has been completed.	
7.0	No Objection Certificate from employer in case employed with Govt./ Semi Govt./ PSU.	
8.0	Copy of relevant page of Balance Sheet as proof that the company is a Large Industrial Establishment under self certification wherever post qualification experience mentioned in the detailed advertisement is required to be in a Large Industrial Establishment.	