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Refineries Division - Panipat Refinery

Advt. No. PR/P/26 (2010)

**Recruitment of Stenographer Cum Junior Office Assistant –IV for Panipat Refinery Complex**

Indian Oil Corporation Limited the largest commercial undertaking in India and a Fortune “Global 500” company requires

S.No	Name of Post	Code No.	*Vacancies
1	Stenographer Cum Junior Office Assistant –IV	118	14

\*03 vacancies are reserved for Persons with Disability (PWD) candidates, i.e. deaf, blind (one eye) & orthopedically handicapped with one leg or limb with required level of deformity.

**Scale of Pay :** The incumbents shall be placed in the scale of pay of Rs.5400-10850/- (due for revision w.e.f. 01.01.2007). Besides Basic Pay and Industrial pattern of DA , the other allowances / benefits include HRA/subsidized housing accommodation(as per availability), Medical Facilities, Performance Related Pay , Gratuity, Contributory Provident Fund, Employees Pension Scheme, Group Savings Linked Insurance, Group Personal Accident Insurance, Leave Encashment, Leave Travel Concession/LFA, Contributory Superannuation Benefit Fund Scheme, House Building Advance, Conveyance Advance/Maintenance Reimbursement, Children Education Allowance etc., as per rules. The cost to company (CTC) at the minimum of the above scale of pay works out to Rs.3.00 lacs approximately per annum.

**Eligibility Criteria :** Only Indian Nationals are eligible.

**Qualification and Experience:** The prescribed qualification (full time) from recognized Indian University as a regular student and the required post qualification experience for the post is given below:

Post	Qualification	Experience (Excluding Apprenticeship & Training) as on 01.06.2010
Stenographer Cum Junior Office Assistant - IV	<p>Essential: Graduate in any discipline with not less than 50% marks in aggregate. In addition –1. Minimum shorthand/Typing speed in English @ 100/40 w.p.m. (80/35 w.p.m. for SC/PWD &amp; OBC candidates). 2. Hindi Shorthand/Typing speed @ 80/30 w.p.m. (60/25 w.p.m. for SC/PWD &amp; OBC candidates). # (Transcription shall be on Personal Computer)</p>	<p>Desirable: Two years experience of office working including clerical jobs or secretarial assistance with the use of PC preferably in a company of repute. Proficiency in Operation of Personal Computer &amp; Competency in MS Office.</p>

# In case the candidate fails in the Hindi Proficiency test and is selected on the overall performance he/she will be appointed provisionally subject to achieving the required proficiency during the period of probation , failing which his/her services are liable to be terminated.

**Age limit:** Minimum 18 years & Maximum 32 years as on 01.06.2010. Relaxation in age to SC/ST/OBC/PWD/EXSM will be admissible as per Govt. directives.

**Concessions/Relaxation:**

1. Reservation of Posts for SC/OBC (Non – Creamy Layer)/PWD/EXSM candidates and relaxations thereof as per Govt. Directives
2. In the event of non- availability of eligible SC candidates having the required percentage of marks, the same shall be relaxable at the absolute discretion of the competent authority.
3. SC/ST/PWD candidates called for test/ interview will be reimbursed single IInd class railway 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 ticket, provided the distance is not less than 30 Kms.
4. SC/ST /EXSM/PWD candidates are exempted from payment of application fee.

**Selection Methodology :** The selection methodology will comprise of Written Test/Trade Test and Personal Interview of short listed candidates. The candidates will have to pass through each stage including medical fitness successfully for being adjudged as suitable for selection. The candidature of the applicants would be provisional and subject to subsequent verification of certificates/testimonials, experience etc.

### **General Instructions :**

1. Interested candidates fulfilling the eligibility criteria should send their typed application on a plain paper (A-4 size) duly signed with date, as per the prescribed proforma.
2. The candidates will have the option to appear for written test/ interview either in Hindi or English.
3. The candidates should attach photocopies attested by a gazetted officer, of original certificates in support of age, educational qualifications, experience and caste (for SC/ST/OBC/PWD categories) along with their applications, failing which their applications are liable to be rejected.
4. Wherever CGPA/OGPA or Letter Grade is awarded in the Graduation examination, its equivalent percentage of marks must be indicated in the application form as per the norms adopted by University.
5. For claiming the benefit of OBC category the candidate should submit a proper caste certificate as per the Proforma 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 and Training in the Government of India OM No. 36012/22/93-Estt. (SCT) dated 08-09-1993. Candidates belonging to OBC category but falling in creamy layer and thus not entitled to OBC reservations should indicate their category as "GENERAL" provided they meet the age & other criteria specified for general category candidates.
6. The disability of the PWD candidates should not be less than 40 %.

7. The candidate should attach medical certificate issued by a medical board attached to special Employment Exchange/Vocational Rehabilitation Centre for PWD or Head of Concerned Department of a Govt. Civil Hospital satisfying the prescribed disability criteria.
8. General / OBC candidates are required to pay an application fee (Non-refundable) by crossed Demand Draft of Rs 100/- (Rupees one hundred only) in favour of Indian Oil Corporation Limited payable at SBI , Baholi , Panipat (Branch Code 8706). No other mode of payment is acceptable. Candidates must write their name, address on reverse of demand draft.
9. Candidates serving in Govt. Departments / PSUs/ Autonomous Body are required to apply through proper channel.
10. Incomplete applications or applications received after the due date will be rejected.
11. Canvassing in any form is liable to render the candidate ineligible for the above post.
12. A candidate can submit only one application.
13. Applications complete in all respects in the prescribed format should be sent by **ORDINARY POST ONLY**, superscribing on the envelope – “Name of the Post with Code No.” to Post Box No. 128, Panipat – 132103, Haryana, so as to reach latest by **26 June, 2010**. Please note that the application sent through registered post, courier or speed post will not be accepted. Application form and other details can also be downloaded from our website [www.iocl.com](http://www.iocl.com) .
14. Candidates who have applied against our earlier Advt. no PR/P/24(2009) need not apply again.