



IndianOil

Indian Oil Corporation Ltd
(A Government of India Undertaking)
(Pipelines Division)

South Eastern Region Pipelines
(Alok Bharati Tower (3rd Floor), Saheed Nagar, Bhubaneswar, Odisha. PIN. 751 007)

Advertisement No.: SERPL/HR/1.0
Date of Notification: 13.01.2017
Last date of receipt of applications: 13.02.2017

1. APPLICATIONS:

1.1. Applications are invited from eligible Indian Nationals for the following positions in workmen category at Raipur & Bhubaneswar in Paradip-Raipur-Ranchi Pipeline under South Eastern Region Pipelines of Indian Oil Corporation Ltd (Pipelines Division), the details of which are as under: -

Sl. No.	Name of Post	Location	Salary Grade	Pay Scale in Rs.	No. of Vacancies	Reservation
1	Engineering Assistant (Electrical)	Raipur	IV	11900- 32000	1	Un-Reserved
2	Junior Office Assistant	Bhubaneswar	IV	11900- 32000	1	Reserved for Person With Disabilities. (OH category)

2. RESERVATION FOR PWDs:

- 2.1. The post of Junior Office Assistant mentioned at Sl. No. 2 above in the table is reserved for Persons with Disabilities in Orthopedically Handicapped (OH) category having the disability of One Arm (OA) / One Leg (OL) / Both Legs (BL) / OAL (One Arm & One Leg) with minimum 40% disability.
- 2.2. This is the second attempt to fill the post reserved for PWD in OH category. The post is also suitable for PWD persons in VH (Low Vision) and Hearing Handicapped (HH) category. In case, suitable PWD candidate in OH category is not available in the second attempt, the post may be filled by interchange with VH/HH category PWD candidate.

3. AGE LIMIT:

- 3.1. Candidate should not be less than 18 years of age and should not be more than 26 years of age as on 13.01.2017. For upper age relaxation to reserved category candidates, refer point no. 7 (Concessions & Relaxations).

4. ESSENTIAL EDUCATIONAL QUALIFICATION:

Name of the Post	Essential Educational Qualification
Engineering Assistant (Electrical) Grade- IV	Three years (or two years through lateral entry after ITI of minimum one year duration) full time Diploma in any of the following disciplines of Engineering from a Government recognized Institute: a. Electrical Engineering b. Electrical & Electronics Engineering Minimum percentage of marks: 55% marks.
Junior Office Assistant Grade-IV	Full Time Bachelors' Degree from a Government recognized Institute/University in the following disciplines:- a. Humanities (B.A.) b. Science (B. Sc) c. Commerce (B.Com) d. Management (BBA) e. Journalism / Mass Communication (B.A. Journalism/ BJMC) f. Computer Applications (BCA) Minimum percentage of marks: Pass marks

5. PAY & PERKS:

5.1. Basic Pay, D.A., HRA and such other benefits admissible as per the rules of Indian Oil Corporation Ltd.

6. APPLICATION FEE:

6.1. Application Fee (non-refundable) of Rs. 100/- (Rupees One Hundred only) through crossed Demand Draft in favour of **INDIAN OIL CORPORATION LIMITED (PIPELINES DIVISION)** payable at **SBI, BHUBNESHWAR (ODISHA)** 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 further reference to the applicant. For relaxation, refer point no. 7 (Concessions & Relaxations).

7. CONCESSIONS & RELAXATIONS:

- 7.1. For the post of Junior Office Assistant reserved for PWD candidates, the upper age shall be relaxable by 10 years (15 years for PWD candidates belonging to SC/ST category and 13 years for OBC non creamy layer PWD candidates).
- 7.2. For the post reserved for PWD candidates, there is relaxation of 10% marks in the qualifying marks in Written Test, CPT and Interview (Please refer point no. 8 below under selection methodology).
- 7.3. SC/ST/PWD candidates are exempted from payment of application fee irrespective of the posts reserved for them or not.
- 7.4. Outstation SC /ST candidates and PWD candidates belonging to SC/ST category, who appear for Written Test, shall be reimbursed to and fro fare limited to Second Class Rail / Bus fare

from their mailing address mentioned OR from the place of actual journey, whichever is nearer to the place of Test, by the shortest route, on submission of tickets as proof of journey.

8. SELECTION METHODOLOGY:

8.1. FOR THE POST OF ENGINEERING ASSISTANT (ELECTRICAL):-

8.1.1. Selection process shall comprise of the following:-

- a. Written Test : 60 marks
- b. Trade Test : 25 marks
- c. Personal Interview : 15 marks

8.1.2. The minimum qualifying marks for various stages shall be as under:-

- a. Written Test : 40% (24 marks)
- b. Trade Test : 50% (12.5 marks)
- c. Personal Interview : 50% (7.5 marks)

8.1.3. In the Written Exam, there shall be total 120 objective type questions out of which 80 questions shall be from the concerned discipline of Diploma level and 40 questions on General Aptitude and Reasoning, General English/Hindi, Numerical Aptitude and General Knowledge.

8.1.4. The Trade Test shall be of written form. Maximum marks in Trade Test shall be 25 and the duration of Trade Test shall be of 25 minutes. A list of basic Engineering items/ tools & instruments used in Engineering shall be displayed during Trade Test and the short-listed candidates will be asked to identify these tools and write its name and usages/characteristics in the answer sheet. There shall be no negative marking in Trade Test.

8.2. FOR THE POST OF JUNIOR OFFICE ASSISTANT:-

8.2.1. Selection process shall comprise of the following:-

- a. Written Test : 60 marks
- b. Computer Proficiency Test (CPT) : 25 marks
- c. Personal Interview : 15 marks

8.2.2. The minimum qualifying marks for various stages shall be as under:-

- a. Written Test : 30% (18 marks)
- b. Computer Proficiency Test (CPT) : 40% (10 marks)
- c. Personal Interview : 40% (6 marks)

8.2.3. In the Written Examination there shall be total 120 objective type questions on General Aptitude and Reasoning, General English/Hindi, Numerical Aptitude and General Knowledge.

8.2.4. The Computer Proficiency Test (CPT) shall be for 60 minutes and consist of the following three components:

- a. MS Word (10 marks)
- b. MS Excel Test (10 marks)
- c. MS PowerPoint Test (5 marks)

8.2.5. The CPT will be conducted in Microsoft Office in computer.

8.2.6. The total marks of the CPT shall be 25 with duration of 60 minutes for completing all the three parts. The candidate shall be given the matter in the Question Paper which they have to type/ reproduce in the Computer including formatting of text and use of formulae etc. as per instructions given in the Question Papers.

9. USE OF SCRIBE & COMPENSATRY TIME FOR PWD CANDIDATES:

- 9.1.1. The scribe will be allowed to be used as per the guidelines issued vide Office Memorandum F.No.16-110/2003-DDIII dated February 26, 2013 of Government of India, Ministry of Social Justice and Empowerment, Department of Disability Affairs, New Delhi.
- 9.1.2. The facility of scribe would be allowed to a person who has disability of 40% or more if so desired by the person and is meant for only those persons with disability who have physical limitation to write including that of speed. In all such cases where a scribe is used, the following rules will apply:
- 9.1.3. Candidates eligible for and who wish to use the services of scribe in the examination should carefully indicate the same in the application form.
- 9.1.4. Such candidates who are eligible for use of a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination (Written Test only) whether availing the facility of scribe or not.
- 9.1.5. The candidate will have to arrange his/ her own scribe at his/ her own cost.
- 9.1.6. The scribe arranged by the candidate should not be candidate for examination.
- 9.1.7. A person acting as a scribe for one candidate cannot be a scribe for another candidate.
- 9.1.8. The candidate will have to give a suitable undertaking, in the prescribed format at the time of Written Test. Further, in case it transpires that he/ she did not fulfill any laid down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the examination.

10. GENERAL CONDITIONS FOR SELECTION PROCESS :-

- 10.1. Duration of all Written Test shall be 120 minutes i.e 2hrs. Each Question shall be for 0.5 marks and there shall be no negative marking.
- 10.2. The candidates will mandatorily have to qualify each individual stage of the selection process for being adjudged suitable for selection.
- 10.3. Candidates who qualify the Written Test, shall be shortlisted for Trade Test/Computer Proficiency Test (CPT) in the ratio of 1:10 for one vacancy. Trade Test/CPT shall be conducted tentatively on next day of Written Test.
- 10.4. Candidates who qualify the Trade Test/CPT shall be short-listed for Personal Interview in the ratio of 1:5 for one vacancy.
- 10.5. Final merit list will be prepared based on the cumulative marks scored by the candidate in Written Test, Trade Test/CPT and Personal Interview. Offer of appointment will be issued to the selected candidates as per the merit list.
- 10.6. List of short-listed candidates from Written Test to Trade Test/CPT and Trade Test/CPT to Personal Interview shall be displayed at Examination center. The list shall also be displayed on the IOCL website along with time and venue of the Trade Test/CPT/Personal Interview, either on the same day or the next working day. No other separate communication shall be sent to the candidates for informing the results of the Written Test/Trade Test/CPT. Time and venue of declaration of result of Written Test shall also be announced in the Examination Center immediately after the Test is over.
- 10.7. List of finally selected candidates to whom offer of appointment shall be issued, shall also be displayed in the IOCL website after issuance of offer of appointment.
- 10.8. Venue of Written Test, Trade Test/CPT and Personal Interview is at **Bhubaneswar**. The exact dates of Written Test, Trade Test/CPT and Interview shall be communicated in the Admit Card for Written Test and also shall be displayed in the IOCL website. The tentative dates are as under:-

1	Displaying list of candidates in IOCL website (www.iocl.com) eligible for Written Test to whom Admit cards shall be sent by Registered/Speed post. Detailed terms & conditions of selection methodology, test dates and venue address shall also be displayed in the website which have been mentioned in the Admit cards sent to the candidates	By 24.02.2017
2	Tentative date of Written Test	26.03.2017 (Sunday)
3	Trade Test/ Computer Proficiency Test	27.03.2017
4	Personal Interview	27.03.2017 (Tentatively)

10.9. Candidates are advised to visit IOCL website www.iocl.com from time to time for any change in the above dates, selection process and other modalities/corrigendum.

11. GENERAL INSTRUCTIONS:

- 11.1. Candidates are advised to carefully read the full advertisement for details of eligibility criteria and selection modalities before submission of application.
- 11.2. Service is transferable to anywhere in India.
- 11.3. Candidates possessing higher qualification of *Graduate and above* Degree in Engineering, Degrees of - MCA, MBA or its equivalent 2-year Post-Graduate Diploma in Marketing/Finance/Human Resource/MSW/Personnel Management & Industrial Relations, CA/ICWA, Master's Degree in Journalism/Public Relations & Mass Communication, PhD, M.A.(Hindi), MBBS, LLB and any other graduate and above professional qualification which is considered as induction level qualification for officer's post in Indian Oil Corporation Ltd. need not apply as they have higher qualifications than the prescribed induction level qualification for the post as their candidature shall not be considered.
- 11.4. Only those candidates who meet all the aforementioned eligibility criteria for the post shall be called for Written Test. However, the candidature of the applicant will be provisional and subject to verification of Certificates /Testimonials submitted by him/her.
- 11.5. Admit card for Written Test shall be sent to the eligible candidate by registered/ speed post at the address given by them in their application form.
- 11.6. Admit Cards to the eligible candidates shall be dispatched tentatively by 24.02.2017. **Names of the eligible candidates for written test shall also be displayed in the IOCL website under "Careers - Latest Job Openings" section of Indian Oil's website www.iocl.com on 24.02.2017.** A copy of Terms & Conditions mentioned in the Admit Card shall also be displayed in the IOCL website along with the list of short-listed candidates for Written Test. Candidates are advised to visit IOCL Website from time to time for updates.
- 11.7. Non-receipt of Admit Cards sent at the address furnished by the candidates, shall not be attributable to the Corporation in any way whatsoever. However, if the name of the candidate is appearing in the list of eligible candidates for written Test in the IOCL Website, but he has not received the Admit Card, or if the admit card has got misplaced, the candidate should reach at the Examination center on the due date before the reporting time, along with a proof of ID for issuance of Duplicate admit card to him.
- 11.8. Candidates employed in Government/Semi Government/Public Sector Organization must send their application through proper channel or produce "No Objection Certificate" at the time of appearing in the Interview. In case the candidate fails to do so, his/her candidature will not be considered.
- 11.9. Candidates should apply in the prescribed format *only* which is attached. Along with the application form, self-attested copies of mark sheets of educational qualification certificates, Caste certificate (for SC/ST/OBC candidates), Disability Certificate (PWD

- candidates) and with a recent passport size colored photograph affixed on the application form.
- 11.10. SC/ST/OBC (Non Creamy Layer)/PWD candidates should submit self attested copies of their caste/disability certificate issued by Competent Authority in the prescribed format along with the application form, in support of their claim to avail relaxations/ concessions.
 - 11.11. OBC candidates should submit non-creamy layer OBC certificate recently issued by the Competent Authority in the prescribed format. Only the OBC castes listed in the Central list of Government of India in the respective State shall be treated as OBC for the purpose of reservation.
 - 11.12. Incomplete application(s) or applications received after last date or applications not received in the prescribed format will not be considered.
 - 11.13. SC/ST/OBC candidates applying against un-reserved posts shall be considered against general standards of merit and no relaxation in age, qualification cut-off marks, cut-off marks prescribed in various selection process of above posts etc shall be extended to them.
 - 11.14. Candidates who are short-listed for Trade Test / CPT and Personal Interview must produce qualification certificate in original along with one self attested photocopy of the same at the time of Interview. Candidature of the candidate will be summarily rejected if he/she is unable to produce the same on the date of Interview. No relaxation whatsoever will be granted.
 - 11.15. Candidates applying for the above vacancies should ensure that they fulfill all the prescribed eligibility criteria for the posts. Admission to all stages of selection process shall be purely provisional subject to fulfilling the prescribed eligibility criteria. Mere issue of Admit Card will not imply that candidate is finally selected.
 - 11.16. A candidate can apply for one post only. If a candidate applies for more than one post, his candidature shall be cancelled and will not be considered for any post.
 - 11.17. In case it is found/known at any stage of recruitment or thereafter that a candidate does not fulfill the eligibility norms and / or that he has furnished any incorrect / false information / certificate / documents or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of the information or material particulars as furnished by the candidate to the Corporation are found to be untrue or incorrect at any stage before or after his/her selection, then the same shall amount to misrepresentation/ fraud and his/her services shall be liable to be terminated unilaterally by the Corporation, at any time.
 - 11.18. Prospective candidates seeking employment with Indian Oil should fulfill the physical /medical standards mentioned in Pre-employment Medical Guidelines and Criteria for Physical Fitness. The Pre-employment medical Guidelines are attached. The same is also available at www.iocl.com under Career section.
 - 11.19. Candidates have to make their own arrangement for lodging and boarding for appearing in Written Test, Trade Test/CPT and Personal Interview.
 - 11.20. Candidates will be required to carry a Photo ID Proof for the Written Test/Trade Test/CPT and as well as Personal Interview. The original Photo ID shall be checked and verified during the Tests. A self-attested photocopy of the same shall also be collected along with the admit card after the Written Test and Interview. Valid Photo ID proof like Aadhar Card, PAN Card, Driving License, Voter ID Card, Passport etc. shall be accepted.
 - 11.21. The candidates will have the option to appear for Written Test/Personal Interview either in Hindi or English.
 - 11.22. Canvassing in any form shall disqualify the candidature.
 - 11.23. The decision of the Management in all matters relating to eligibility, qualification, acceptance or rejection of the application, mode of selection etc. will be final and no enquiry will be entertained in this regard.

- 11.24. Candidates should keep at least 06 copies of recent photograph which they need to paste on application, call letter and for various stages of selection procedure to avoid complication at later stage.
- 11.25. All disputes would be subject to jurisdiction of Courts/Tribunals in Cuttack.
- 11.26. Success in the examination confers no right of appointment unless it is satisfied after such enquiry, as may be considered necessary, that the candidate is suitable in all respects of appointment to the service/post.

12. HOW TO APPLY:

- 12.1. Candidates need to send the application form duly filled in and signed in all respect super scribing on the envelop, *Name of the Post and Advertisement No.*, along with self attested photocopies of testimonial (proof of age, education qualification Matric onwards, experience, application fee, wherever applicable, caste certificate, disability certificate etc. as applicable) to **Senior Human Resource Manager, Indian Oil Corporation Limited (Pipelines Division), Post Box No. 96, Bhubaneswar - 751001, Odisha** through **post** only.
- 12.2. For any queries, candidates can write to prpplrecruitment@indianoil.in

13. IMPORTANT DATES:

1	Last date of receipt of applications	13.02.2017
2	Displaying list of candidates in iocl website (www.iocl.com) eligible for Written Test to whom Admit cards shall be sent by post. Detailed terms & conditions of selection methodology, test dates and venue address shall also be displayed in the website which have been mentioned in the Admit cards sent to the candidates.	By 24.02.2017
3	Written Test	26.03.2017 (Sunday)
4	Trade Test/Computer Proficiency Test	27.03.2017
5	Personal Interview	27.03.2017 (Tentatively)
6	Offer of Appointment to finally selected candidates	Tentatively by 31.03.2017

We hereby *caution* the general public not to fall prey to the dubious agencies/organizations/individuals/aiming at fleecing money from the innocent public. Do not believe any advertisement/job announcement of Indian Oil circulated through e-mail, social media etc. Please rely on information hosted on our official website www.iocl.com for any job/career related information pertaining to Indian Oil Corporation Ltd.

It is again reiterated that only the Application Form enclosed with this website notification shall be accepted for the above posts and all future announcements pertaining to these vacancies including list of eligible candidates, dates of tests/interview etc. would be published in IOCL website www.iocl.com only and not on any other website/medium.