



IndianOil

Indian Oil Corporation Limited
(A Government of India Undertaking)
(Pipelines Division)
(Indian Oil Bhawan, A-1, Udyog Marg,
Sector-1, Noida, 201301)

**SPECIAL RECRUITMENT DRIVE FOR PERSONS WITH DISABILITIES (PWDs) IN
GROUP C AND D POSTS**

Advertisement No. : PL/HR/Estb/24
Date of Notification :23.11.2015
Last date of receipt of applications :14.12.2015

1.0 APPLICATIONS:

Applications are invited from eligible Indian Nationals exclusively from Persons with Disabilities (PWDs) for the following positions in workmen category in Indian Oil Corporation Ltd (Pipelines Division) as per details given below-

Sl No	Post Code	Name of the Post	Salary Grade	No of vacancies for PWD Category Wise *	Location of vacancy	Written Test Centre
1	01	Jr. Office Assistant	IV	1 VH	Northern Regions Pipelines, Panipat (Haryana)	Panipat
2	02	Jr. Office Assistant	IV	1 OH	Northern Regions Pipelines, Panipat (Haryana)	Panipat
3	03	Jr. Office Assistant	IV	1 OH	Paradip- Haldia-Barauni Pipelines, Paradip (Odisha)	Bhubaneswar
4	04	Jr. Office Assistant	IV	1 VH	Western Region Pipelines, Gauridad (Rajkot)	Ahmedabad
5	05	Office Attendant	I	1 VH	Northern Regions Pipelines, Panipat	Panipat
6	06	Office Attendant	I	1 OH	Western Region Pipelines, Gauridad ,Rajkot (Gujarat)	Ahmedabad
7	07	Office Attendant	I	1 OH	Southern Region Pipelines, Chennai (Tamil Nadu)	Chennai

*VH- Visually Handicapped, OH- Orthopedically Handicapped

2.0 PAY SCALE:

- 1) Jr. Office Assistant, Salary Grade IV (Group C) : Rs. 11900-32000
- 2) Office Attendant, Salary Grade I (Group D) : Rs. 10500-24500

3.0 NATURE & DEGREE OF DIABILITY:

Only such PWD candidates would be eligible for concession / reservation who suffer from not less than 40 percent of relevant disability. A person who wants to avail of benefit of reservation would have to submit a disability certificate issued by the competent authority in the prescribed format. Disability certificate should be in the revised format as issued by Department of Personnel & Training Government of India vide OM No. 36035/1/2012- Estt (Res) dated 29.11.2013. Disability certificate format along with DOPT OM is attached.

The following types of disability under each category are eligible to apply for the posts reserved for PWD category:

Name of the Post	Type of Disability
Jr. Office Assistant, Salary Grade IV	VH – Visually Handicapped (<i>LV-Low Vision</i>) OH – Orthopedically Handicapped (<i>OA- One Arm , OL-One Leg, BL – Both Legs , OAL – One Arm and One Leg</i>)
Office Attendant, Salary Grade I	VH – Visually Handicapped (<i>LV – Low Vision</i>) OH – Orthopedically Handicapped (<i>OA- One Arm , OL-One Leg</i>)

4.0 AGE AS ON 23.11.2015 (Including Upper Age relaxation for PWDs):

Minimum age shall not be less than 18 years and upper age shall not be more than 36 years. For PWD candidates belonging to SC/ST category, the upper age limit shall be 41 years and for OBC non creamy layer PWD candidates, the upper age limit shall be 39 years.

5.0 ESSENTIAL EDUCATIONAL QUALIFICATION:

Name of the Post	Essential Educational Qualification
Jr. Office Assistant Salary Grade-IV	Full Time Bachelors' Degree from a Govt. recognized institute/University in any of the following disciplines:- 1. Humanities (B.A.) 2. Science (B. Sc) 3. Commerce (B.Com) 4. Management (BBA) 5. Journalism / Mass Communication(B.A. Journalism/BJMC) 6. Computer Applications (BCA)
Office Attendant-1 Salary Grade-I	12 th standard pass as a regular student from a Govt. recognized Board/Institute

6.0 CONCESSIONS & RELAXATIONS:

- 1) Minimum age requirement is 18 years and upper age limit is 26 years. As already prescribed at point 4.0, upper age limit for PWD candidates is relaxable by 10 years (15 years for PWD candidates belonging to SC/ST category and 13 years for OBC non creamy layer PWD candidates). Relaxation to Ex-servicemen as per rules.
- 2) PWD candidates are exempted from payment of application fee.
- 3) Outstation 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.

7.0 PAY & PERKS:

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

8.0 SELECTION METHODOLOGY:

Selection process shall comprise of the following:

For the post of Jr. Office Assistant :-

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

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

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|------------------------------|---|--------------------------|
| a. Written Test | : | 30% (18 marks out of 60) |
| b. Computer Proficiency Test | : | 40%(10 marks out of 25) |
| c. Personal Interview | : | 40%(6 marks out of 15) |

For the post of Office Attendant:-

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| a. Written Test | : | 85 marks |
| b. Personal Interview | : | 15 marks |

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

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| a. Written Test | : | 30% (26 marks out of 85) |
| b. Personal Interview | : | 40%(6 marks out of 15) |

The candidates will have to mandatorily qualify each individual stage of the selection process for being adjudged suitable for selection.

8.1 For the post of Jr. Office Assistant in Salary Grade IV, the Written Test shall be of total 120 objective type questions on General Aptitude and Reasoning, General English/Hindi, Numerical Aptitude, General Knowledge. The duration for Written Test will be 120 minutes with additional 40 minutes of Compensatory time to PWD candidates. Each Question shall be for 0.5 mark and there shall be no negative marking.

Candidates who qualify the Written Test, shall be shortlisted for Computer Proficiency Test in the ratio of 1:10 for one vacancy. Computer Proficiency Test shall be conducted tentatively on next day of Written Test.

The Computer Proficiency Test shall consist of the following three sections:

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| i) | MS Word Test | : | 10 marks |
| ii) | MS Excel Test | : | 10 marks |
| iii) | MS PowerPoint Test | : | 5 marks |

For Computer Proficiency Test , PWD candidates who qualify in Written Test, shall be allowed to check Computers one day in advance of CPT so that the problems, if any, in the software/system could be rectified.

The Computer Proficiency Test shall be conducted in Microsoft Office on a desktop computer. The total marks of Computer Proficiency Test shall be 25 with duration of 60 minutes with additional 20 minutes of Compensatory time to PWD candidates for completing all the three parts. The candidate shall be given the task 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.

Candidates who qualify the CPT, shall be called for Personal Interview in the ratio of 1:5 for one vacancy. For the candidates who qualify the Personal interview, final merit list will be prepared based on the cumulative marks scored by the candidates in Written Test, Computer Proficiency Test and Personal Interview. Offer of appointment will be issued to the candidates as per the merit list.

8.2 For the post of Office Attendant in Salary Grade I, the Written Test shall be of total 85 objective type questions on General Aptitude and Reasoning, General English/Hindi, Numerical Aptitude, General Knowledge. The duration for Written Test will be 90 minutes with additional 30 minutes of Compensatory time to PWD candidates. Each Question shall carry 1 mark and there shall be no negative marking.

Candidates who qualify the Written Test, shall be shortlisted for Personal Interview in the ratio of 1:5 for one vacancy.

For the candidates who qualify the Personal interview, final merit list will be prepared based on the cumulative marks scored by the candidates in Written Test and Personal Interview. Offer of appointment will be issued to the candidates as per the merit list.

8.3 List of short-listed candidates from Written Test to Computer Proficiency Test/Interview shall be displayed on the same day at Examination center. The list shall also be displayed in the IOCL website along with time and venue of the 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/CPT. Time and venue of declaration of result of Written Test shall also be announced in the Examination Hall immediately after the Test is over.

8.4 List of finally selected candidates to whom offer of appointment shall be issued, shall be displayed in the IOCL website.

8.5 The exact dates of Written Test, Computer Proficiency Test 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 (for respective posts):-

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| i) | Written Test | : | 27 th December 2015 |
| ii) | Computer Proficiency Test | : | 28 th December 2015 |
| iii) | Personal Interview | : | 28 th -29 th December 2015 |

8.6 For list of Examination centers please refer to the last column of the table given on the first page of the notification.

8.7 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.

9.0 GENERAL INSTRUCTIONS:

- 1) Candidates are advised to carefully read the full advertisement for details of eligibility criteria before submission of application.
- 2) Service is transferable to anywhere in India.
- 3) Candidates possessing higher qualification than the prescribed shall not be considered for the above notified posts and should not apply as their candidature shall not be considered.
- a. For the post of Jr. Office Assistant in Grade IV, the induction level qualification is a bachelor's degree as detailed above at point no. 5. Candidates having 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, M.A.(Hindi) , LLB need not apply as they are higher qualifications than the prescribed induction level qualification.
- b. For the post of Office Attendant in Grade I, the induction level qualification is 12th standard pass. In addition to the higher qualifications mentioned at point no. 9.0 3) a. above, candidates having qualifications of Diploma in Engineering, Graduation and above in any discipline, need not apply as they are higher qualifications than the prescribed induction level qualification.
- 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.
- 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.
- 6) Admit Cards to the eligible candidates shall be dispatched tentatively by 16.12.2015. **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 16th /17th December 2015.** Candidates are advised to visit IOCL Website from time to time for updates.
- 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 employees 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.
- 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.
- 9) **The application form is attached.** Candidates should apply in the prescribed format **only**. Along with the application form, self-attested copies of mark sheets of educational qualification certificates, Disability certificate, with a recent passport size coloured photograph affixed on the application form.
- 10) Incomplete application(s) received after the last date will not be considered.
- 11) SC/ST/OBC(Non Creamy Layer) candidates should submit self attested copies of their caste certificate issued by Competent Authority in the prescribed format along with the application form, in support of their claim to avail relaxations/concessions.
- 12) Visually handicapped candidates /those candidates whose writing speed is affected by Cerebral Palsy can avail the assistance of SCRIBE for writing answer on their behalf. The scribe will be allowed to be used as per the guidelines issued vide Office memorandum F No. 16-110/2003-DD III dated February 26, 2013 of Govt. of India, Ministry of Social Justice and empowerment,

Department of Disability Affairs, New Delhi. In all such cases where a scribe is used, the following rules will apply:

- a. The candidate will have to arrange his/her own scribe at his/her own cost.
 - b. The scribe arranged by the candidate should not be candidate for examination.
 - c. If violation of the above is detected at any stage of the process, candidature of Exam of both the candidate and the scribe will be cancelled.
 - d. A person acting as a scribe for one candidate cannot be a scribe for another candidate.
 - e. Both the candidates as well as scribe will have to give a suitable undertaking confirming that the scribe fulfills all the stipulated eligibility criteria for a scribe mentioned above. 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.
- 13) 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.
 - 14) Prospective candidates seeking employment with Indian Oil should fulfill the physical /medical standards mentioned in Pre-employment Medical guidelines and criteria for physical fitness discounting the disability for which they are having Disability certificate. The Pre-employment medical Guidelines are available on the website www.iocl.com under Careers.
 - 15) Candidates have to make their own arrangement for lodging and boarding for appearing in Written Test/CPT and Personal Interview.
 - 16) Candidates will be required to carry a Photo ID Proof for the Written Test/CPT 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.
 - 17) The candidates will have the option to appear for Written Test/Personal Interview either in Hindi or English.
 - 18) Canvassing in any form shall disqualify the candidature.
 - 19) The decision of the Management in all matters relating to eligibility, acceptance or rejection of the application, mode of selection etc. will be final and no enquiry will be entertained in this regard.
 - 20) 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 complications at later stage.
 - 21) All disputes would be subject to jurisdiction of Courts/Tribunals in the places as mentioned below :

SI No	Post Code	Name of the Post, Location	Court Jurisdiction
1	01, 02	Jr. Office Assistant, Panipat	Chandigarh
2	05	Office Attendant, Panipat	Chandigarh
3	03	Jr. Office Assistant, Paradip	Kolkata
4	04	Jr. Office Assistant, Gauridad (Rajkot)	Ahmedabad
5	06	Office Attendant, Gauridad (Rajkot)	Ahmedabad
6	07	Office Attendant, Chennai	Chennai

- 22) For each Post Code, a separate Application Form shall require to be filled. However, candidates should note that Written Test for the vacancies of respective locations shall be conducted on the same day i.e. 27.12.2015 at different test centers mentioned above. Candidates may submit their Application forms accordingly as per their choice of location.
- 23) The envelope should be super scribed clearly with the advertisement no. and the name of the post applied for with the Post code.
- 24) Candidates need to send the application form duly filled in all respect, along with self attested photocopies of testimonial (proof of age, education qualification Matric onwards , experience, disability certificate) to the specific address given against each post code through Ordinary

post only. Please note that applications sent by any other mode i.e. courier or in person etc. will not be accepted.

Sl No	Post Code	Name of the Post	Location of vacancy	Address to which application is to be sent	Contact for queries
1	01, 02	Jr. Office Assistant	Northern Regions Pipelines, Panipat (Haryana)	Senior Human Resource Manager Indian Oil Corporation Limited, Northern Region Pipelines, Post Box No. 56 G.P.O.Panipat-132103 (Haryana)	nrplrecruitment@indianoil.in
2	05	Office Attendant			
3	03	Jr. Office Assistant	Paradip-Haldia-Barauni Pipelines, Paradip (Odisha)	Senior Human Resource Manager Indian Oil Corporation Limited, Eastern Region Pipelines, Post Bag No: 03 Kolkata-700020	erplrecruitment@indianoil.in
4	04	Jr. Office Assistant	Western Region Pipelines, Gauridad , Rajkot (Gujarat)	Senior Human Resource Manager, Indian Oil Corporation Limited, Western Region Pipelines, Post Box No. 1007, Bedipara Post Office, Rajkot 360003.	wrpl_recruitment@indianoil.in
5	06	Office Attendant			
6	07	Office Attendant	Southern Region Pipelines, Chennai (Tamil Nadu)	Senior Human Resource Officer Indian Oil Corporation Limited Southern Region Pipelines Post Box No: 3309, Chennai - 600034.	srplrecruitment@indianoil.in

10.0 IMPORTANT DATES:

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| 1. | Last date of receipt of applications is | : | 14 th December 2015 |
| 2. | Display of list of eligible candidates for | : | |
| | Written Test in IOCL Website | : | 16 th /17 th December 2015 |
| 3. | Written Test | : | 27 th December 2015 |
| 4. | Computer Proficiency | : | 28 th December 2015 |
| 5. | Personal Interview | : | 28 th -29 th December 2015 |
| 6. | Offer of Appointment | : | 31 st December 2015 |

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