



Advertisement No. DR/R3/2016

ADVERTISEMENT FOR RECRUITMENT OF NON EXECUTIVE POSTS AT IOCL (AOD)

Applications are invited from Indian Nationals fulfilling the eligibility criteria for the under mentioned posts in the pay scale of ₹11,900-32,000 at Indian Oil Corporation Ltd (Assam Oil Division), Digboi Refinery.

Sl. No.	Name of the Post	Discipline	No. of Vacancies*	Reservation
1	Jr. Engg. Asstt-IV (Production)	Chemical	09	SC-1; ST-1; OBC-2
2	Jr. Engineering Assistant – IV (Electrical)	Electrical	04	ST-1
3	Jr. Quality Control Analyst-IV	Quality Control	02	OBC-1

* No. of vacancies may vary at the sole discretion of IOCL(AOD) management.

Note: The post against Sl. No.-1 is operated in Rotating Shifts, including evening shift and night shift operated beyond 7 pm, thereby attracting relevant provisions of Factories Act, 1948 regarding restrictions on deployment of women.

Essential Educational Qualification & Post-Qualification Experience

The prescribed educational qualification (Regular full time course only) should be from a Govt. recognized Indian University/Institutes only, with minimum 50% marks for General & OBC Candidates (45% marks for SC/ST/PWD candidates against reserved positions) in aggregate. The essential educational qualification and required minimum post-qualification experience as on 01-10-2016 for each post is given below:

1. Name of the Post: Jr. Engineering Assistant - IV (Production)

Essential Educational Qualification: 3 (Three) Years full time regular/Sandwich Diploma in Chemical/ Refinery & Petrochemical Engg. or B.Sc (Math, Physics, Chemistry or Industrial Chemistry) from a Govt. recognized Indian university/Institute.

Prescribed Post-Qualification Experience: 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.

2. Name of the Post: Jr. Engineering Assistant - IV (Electrical)

Essential Educational Qualification: 3 (Three) Years full time regular/Sandwich Diploma in Electrical Engineering from a Govt. recognized Indian university/Institute.

Prescribed Post-Qualification Experience: Minimum one year post-qualification experience in Operation/Maintenance of power generators/distribution Substations (LT&HT at 0.4KV & 6.6 KV Level or above respectively) / Maintenance of HT/LT Switch gears (PCC/MCC)/Transformers/Motors/ ACBs/VCBs/UPS/Battery chargers/Variable speed drives/protective relays, including electromagnetic/ static/numerical relays in Petroleum Refinery/ Petro – Chemicals/ Heavy Chemicals/Fertilizers/power plants/Large Industrial establishments.

3. Name of the Post: Jr. Quality Control Analyst - IV

Essential Educational Qualification: 3 (Three) Years full time B.Sc. with Physics, Chemistry & Maths or M.Sc. (Chemistry -Regular Course) from a recognized Institute /University (The cut off marks for M.Sc (Chemistry) candidates shall be minimum of 45% marks in aggregate for General & OBC candidates and 40% in case of SC/ST & PWD candidates against reserved positions.)

Prescribed Post Qualification Experience: Minimum one year of post qualification experience in handling state of the art instruments viz. HPLC, XRF, WDXRF, GC, ICAP, AAS, Auto analyzers, Flash points, etc. in a Petroleum Refinery/Petrochemical/Heavy Chemical/ Gas processing Industry/ Fertilizers/Power Plants/ Large Industrial Establishments.

Note: Large Industrial Establishment would mean industrial/manufacturing units whose investment in plant & machinery exceed ₹10 Crores and which has been in operation. Copy of the relevant page of the last published Balance Sheet of the establishment shall be attached with the physical application under self-certification by the candidate.

AGE LIMIT:

- Maximum 26 years as on 01/10/2016 (Relaxable by 5 years for SC/ST candidates and 3 years for OBC candidates for the posts reserved for them). Age relaxation for PWD candidates for reserved post shall be 10 years for candidates belonging to General category, 15 years for SC/ST and 13 years for OBC. Age relaxation for Ex-servicemen shall be as per Govt. directives.
- An age relaxation of 01 (one) year, covering the minimum prescribed post-qualification experience of one year duration, will be given to all the candidates having the requisite experience as stipulated against each post. The period of apprenticeship / internship undertaken by a candidate shall be considered towards post-qualification experience and relaxation shall be given to that extent.
- No further age relaxation will be granted to a candidate on account of any other work experience, if relaxation in age is availed on the basis of apprenticeship / internship undertaken by him/her.

SELECTION METHODOLOGY:

- The Selection will be based on a Written Test of 3 hours duration and Skill/ Proficiency/ Physical Test, the later being of 'qualifying nature' only. Every candidate will have to secure a minimum of 40% marks in the written test for General & OBC candidates, relaxable by 5% for candidates belonging to SC/ST/PWD candidates against reserved positions.
- The candidates are advised to ensure that they are medically fit as per Indian Oil's pre-employment medical standard. The 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 are available at the following link: http://www.iocl.com/PeopleCareers/Preemployment_Guiding_Principles11th_mar_2011.pdf.
- Filling up of vacancies is solely at the discretion of the IOCL (AOD) management based on suitability of candidates and no claim will arise for appointment, if vacancies are not filled due to unsuitability of candidates / insufficient number of candidates.
- The candidature of the applicants for the above post shall be treated as provisional and is subject to subsequent verification of all supporting certificates/ testimonials meeting the above stipulated eligibility criteria.
- Written Test and Skill/ Proficiency/ Physical Test shall be conducted at Digboi, Assam.

CONCESSIONS/RELAXATION:

- SC/ST/PWD candidates appearing in the 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 test and back by the shortest route on production of ticket, provided the distance is not less than 30 Kms.
- SC/ST/PWD /Ex-serviceman candidates are exempted from payment of application fee.

OPPORTUNITY TO THE APPRENTICES:

- The period of Apprenticeship Training in the relevant trade under the Apprenticeship Act of 1961 & Apprenticeship (Amendment) Act 1973 undertaken by a candidate shall be considered towards experience and relaxation of age will be given to that extent.
- Apprentices, who have completed their apprenticeship training in the relevant trade under the Apprenticeship Act of 1961 & Apprenticeship (Amendment) Act 1973 at other refinery locations of IOCL will also be considered eligible without reference to the qualification parameters with respect to minimum percentage of marks in qualification. However, they will have to fulfill the prescribed parameters/ criteria with respect to age.

PAY & PERKS:

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

GENERAL INSTRUCTIONS:

- The candidates are required to carefully read the advertisement and ensure that they meet the prescribed eligibility criteria before applying for the above posts.
- The candidates belonging to General & OBC category should enclose a crossed Demand Draft of ₹100/- (Rupees One hundred only) as application fee (non-refundable) in favour of Indian Oil Corporation Ltd. payable at State Bank of India, Digboi Branch. (IFSC Code: SBIN0006000) along with the application. Candidates must write their full name and address on the back side of the Demand Draft.

- Age, Educational qualification & post qualification experience of candidates will be determined as on 01-10-2016.
- The applications of the candidates having higher qualifications (viz. B.E./B.Tech. or equivalent/MBA or equivalent or MCA or CA/CS/ICWA) shall not be considered. Suppression of information regarding possession or pursuing higher qualification shall render a candidate ineligible for consideration at any stage of selection and shall call for termination at any time during the employment, if recruited.
- The candidates with Qualifications, acquired through Distance Learning Mode or Part Time Mode shall not be considered eligible.
- The training period (other than Apprenticeship training in relevant trade) shall not be counted towards experience.
- Wherever CGPA or Grade is awarded in the examination, it's equivalent percentage of marks and class/ division must be indicated in the grade card/marksheet as per the norms adopted by University/ Institute.
- Applicants from Government / Semi Government / Public Sector Organization/Autonomous bodies must send their application through proper channel or produce "No Objection Certificate" at the time of appearing in the Written Test and Skill/ Proficiency/ Physical Test. They will have to produce "Release Orders" from the previous employers at the time of joining. In case, such a selected candidate fails to do so, his / her candidature will be cancelled.
- Applications without supporting documents/incomplete/not fulfilling the prescribed eligibility criteria in any respect or those received late are liable to be rejected.
- One candidate can apply for one post only. The candidates applying for more than one post will not be considered and their applications will be summarily rejected.
- Latest Caste certificate is to be produced by the reserved category candidates in the proforma prescribed by the Govt. of India and issued by the Competent Authority only.
- Candidates belonging to OBC category should submit proper caste certificate as per the proforma of Govt. of India which should, among others, specifically mention that He / She 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 Govt. of India OM No 36012/22/93-Estt (SCT dtd 08/09/1993). The candidates belonging to OBC category, but falling in creamy layer are not entitled to OBC reservation benefits. Accordingly, such candidates may choose to apply for the positions provided they meet the age criteria applicable to unreserved (UR) candidates and indicate their category as "UR". IOCL (AOD) Digboi Refinery being a Central Public Sector Undertaking, only those communities which are mentioned in the common list of OBC prepared by Central Government, shall be treated as OBC for the purpose of reservation.
- The decision of the IOCL (AOD) Management will be final and binding in all matters relating to eligibility, acceptance or rejection of the applications, mode of selection, cancellation of recruitment process etc. and no enquiry/correspondence shall be entertained in this regard.
- At any stage of the selection process or after subsequent selection /appointment, if it is found that a candidate has furnished false or incorrect information, then the candidature of the concerned candidate or selection to the above post will stand cancelled. Canvassing in any form is liable to render the candidate ineligible for the above selection process.
- Mere selection in Written Test or Skill/ Proficiency/ Physical Test or empanelment after selection process shall not confer any right of appointment to the applicants.
- Management of IOCL(AOD) reserves the right to change/ modify/ cancel the selection process at it's sole discretion without assigning any reason.

How to Apply: Typed applications as per the prescribed format, along with the Demand Draft (As applicable) as given with the advertisement, supported by self attested photocopies of all relevant documents (qualification/experience/age/caste/category etc.) should be sent by Post only to Chief Human Resource Manager, Indian Oil Corporation Limited (AOD), DIGBOI - 786171 so as to reach on or before 10-01-2017.

Candidates should super scribe the Advt. No. and Name of the post applied for on the top of the envelope. Applications received after the last date shall be summarily rejected.

In case of any query, please contact our recruitment section on 03751-263133/03751-263131.

Advt. No. DR/R3/2016

APPLICATION FORMAT

Affix latest Passport Size Photo

(USE CAPITAL LETTERS, LIMIT INFORMATION TO BOXES ONLY)

1. Post applied for

2. Category (please tick)

SC	ST	OBC	GEN	EX-SM	PWD		
					OH (OA)	OH (OL)	HH (PD)

3. Name (in block letters):

4. Gender

5. Father's name

6. Postal Address

PIN CODE

7. Nationality

8.State of Domicile 9.Contact Mobile No

10. e-Mail-id

Date Month Year

11. Date of Birth Age as on 01.10.2016

12. QUALIFICATION

(Academic, Technical or Professional Qual - from class 10 th onwards)	Duration of Course (in years)	Whether Regular Course (Yes/No)	Marks obtained	Total Marks	% of marks obtained	Month & Year of Passing	Name of University/ Institute/ Board

13. Post Qualification Experience as on 01-10-2016

Name of the Company / Organisation where worked / working	Duration of Experience		Number of		Type of Assignments Handled / specific nature of work / duty performed
	From	To	Years	Months	

14. Details of Application Fee (For Gen/OBC applicants) :

DD No. Name of Issuing Bank

Date of Issue Code No. of the Issuing Bank

I hereby declare that the particulars furnished above are complete and correct to the best of my knowledge and belief. I understand that if at any stage, it is found that the information given in the application is false or incorrect or if I do not satisfy the eligibility criteria stated in the advertisement/Notification, my candidature/appointment is liable to be cancelled/Terminated.

Date Place Signature

Enclosures to be submitted along with the application form so as to reach by 10/01/2017

- Self attested Photostat Copies of academic qualifications of all years/ semesters
- HSLC Admit card / Certificate as proof of Age.
- Certificate of Disability issued by medical board duly constituted by central/ state govt. -applicable for PWD candidates only
- Caste/category Certificate of SC/ST/OBC/PWD/EXSM (wherever applicable)
- NOC/Release order in case presently employed in Govt./Semi Govt./PSU
- Apprenticeship Completion Certificate, if applicable
- Experience Certificate from employer containing documentary proof of having worked in relevant job area, clearly indicating the duration of experience is to be submitted.