



INDIAN OIL CORPORATION LTD.
(Refineries Division)
PANIPAT REFINERY & PETROCHEMICAL COMPLEX

- On-line registration of application commences from **11.01.2016** and closes on **25.01.2016**.
- The link to the on-line registration of the application has been hosted on the website www.panipatrefinery.in
- The Written Test/ Skill/Proficiency/Physical Assessment is likely to be held in the month of February/March' 2016.

Requirement of Experienced Non-Executive Personnel

Indian Oil Corporation Limited the largest commercial undertaking in India and a Fortune "Global 500" company requires bright, result oriented experienced personnel with initiative and enterprise for its Panipat Refinery & Petrochemical Complex.

On-line Applications are invited from bright, young and energetic persons of Indian Nationality for the following posts in the pay scale of **Rs.11,900-32,000/-**:

Sl. No.	Name of the Post	Post Code #	Discipline	Vacancies \$	SC	OBC (Non Creamy Layer)	UR
1.	Jr. Engineering Assistant-IV (Fire & Safety)+	118	Fire & Safety	01	0	0	1
2.	Junior Engineering Assistant – IV (Instrumentation)	119**	Instrumentation	01	0	0	1
3	Junior Engineering Assistant – IV (Power & Utilities - O&M) +	120	Electrical	34	6	9	19
4	Junior Engineering Assistant -IV (Mechanical- Fitter cum Rigger)	121**	Mechanical	13	2	3	8
5	Junior Engineering Assistant -IV (Production) +	123	Chemical	61	18	16	27

\$ No. of vacancies indicated above is tentative and may increase or decrease in the relevant categories at the absolute discretion of the management and in compliance with the Presidential Directives on reservation at the time of appointment.

+ Positions are operated in rotating shift. The Other positions are normally operated in General (day) shift but the incumbents are likely to observe rotating shift duty depending upon work exigencies.

#Candidates possessing higher professional qualifications such as Graduate Engineers or equivalent, MBA/MCA/CA/CS/ICWA or equivalent etc. shall not be considered for any of the above 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.

** For Post Code 119 & 121 Persons with Disability (PWD) i.e. OH – OA (One Arm), OL (One Leg) & HH can apply. PWD candidates with less than 40% of permanent disability are not eligible. Persons with Disabilities (OH & HH) must be capable of performing the task assigned to them/take instructions using suitable aids and appliances.

Qualification & Experience:

S. No.	Name of Post	Post Code	Qualification (Regular Full Time Courses only from Indian Universities/Institutes)	Area of Experience (Including Apprenticeship/Training period) as on 31.12.2015
1.	Junior Engineering Assistant – IV (Fire & Safety)	118	Matric plus Sub-Officers' Course from NFSC-Nagpur or Equivalent (Regular Course) from any other recognized institute, with Heavy Vehicle Driving License. Physical Standards (Minimum) : Height 165 cm, Weight:50 Kg, Chest: Normal :81 CM, Expanded:86.5 cm, Eyesight normal without glasses, colour vision normal, Free from any vertigo problem, disease of heart, lungs, kidney and abnormal blood pressure, Free from Knock Knee, Flat Feet, Squint eye and stammering.	Minimum one year of post qualification experience in Fire & Safety set up involving handling of fire fighting equipments, fire water networks, related communication systems, emergency handling, fire-fighting, operation of fire tenders/pump-house, etc. in a Petroleum Refinery/Petro-chemical/ Heavy Chemical / Gas Processing Industry/Fertilizers /Power Plants/large industrial establishments.
2.	Junior Engineering Assistant – IV (Instrumentation)	119	3 yrs. Diploma in Instrumentation/Instrumentation & Electronics / Instrumentation & Control from a recognized Institute/University with minimum of 50% marks in aggregate for General, OBC, SC & ST candidate and 45% marks in case of PWD candidates.	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/ Fertilizers/Power Plants/Oil & Natural Gas Exploration/ large industrial establishments.
3.	Junior Engineering Assistant – IV (Power & Utilities -O&M)	120	3 years Diploma in Electrical Engineering from recognized Institute/ University with minimum 50% marks in aggregate for General, OBC & ST Candidate and 45% marks in case of SC candidates. <u>Subject to the following conditions :</u> a) It will be the responsibility of the selected candidate to acquire Boiler Competency Certificate within two years of joining the services of the Corporation.	Minimum one year of post qualification experience in operation/maintenance of Power Generators/Distribution Sub-Stations (LT & HT at 0.4 KV & 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/Petrochemicals/Heavy Chemical/ Fertilizers /Power Plants/large industrial establishments. OR

			b) The Selected candidate /employee will not be considered for promotion to the next higher grade/scale of pay till he acquires the Boiler Competency Certificate.	Minimum one year post qualification experience in operation/maintenance of Industrial Boiler/HRSG/Thermal Power Station (DM plant / RO plant/ Air compressors/ Steam Turbines/Gas turbines Cooling tower/RO Plant/ air compressor in Petroleum Refinery/ Petrochemicals/ Heavy Chemical/ Fertilizers/ Power Plants/large industrial establishment.
4.	Junior Engineering Assistant -IV (Mechanical-Fitter cum Rigger)	121	3 years Diploma in Mechanical Engg. from recognized Institute/ University with minimum of 50% marks in aggregate for General, OBC & ST candidates & 45% marks in case of SC/PWD candidates. OR Matric with ITI in Fitter Trade.	Minimum one year of post qualification experience for Diploma holders and two years experience for Matric with ITI (Fitter) in maintenance/ overhauling of rotary equipments such as Compressors, Gas/ Steam Turbines, Boilers, Columns, Valves, Pumps, Mechanical Seals/Dry Gas Seals, Bearings(Journal/Anti-friction), Safety Valves, etc. in a Petroleum Refinery /Petrochemical/ Heavy Chemical/ Fertilizers/ Power Plants/large industrial establishments.
5.	Junior Engineering Assistant -IV (Production)	123	3 year Diploma in Chemical / Refinery & Petrochemical Engg. or B.Sc.(Math, Physics, Chemistry or Industrial Chemistry) from a recognized Institute / University with minimum of 50% marks in aggregate for General, OBC & ST candidates & 45% marks in case of SC Candidates.	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.

Note :

1. The period of Apprenticeship training and the period of internship in the relevant trade undertaken by a candidate shall be considered towards experience.
2. Large Industrial Establishment would mean industrial/manufacturing units whose investment in plant & Machineries exceed Rs. 10 crores and which has been in operation. Copy of the relevant page of the last published Balance Sheet of the establishment under self-certification by the candidate shall be submitted at the time of Written Test/Skill/Proficiency/Physical Assessment.

Eligibility criteria and other details for all posts:

Qualification and Experience as on 31.12.2015 : The prescribed qualification (**full time**) from **recognized** Indian Universities/Institutes as a **regular student** and the required **post qualification experience** as mentioned above.

Age limit:

1. **Minimum 18 years and Maximum 26 years** as on **31.12.2015**. Relaxation in age by **five** years for SC candidates and **three** years for OBC candidates for post code **120, 121 & 123**.
2. Age relaxation for Ex-Servicemen (EXSM) as per Govt. directives.
3. Age -relaxation shall be given to the candidates to the extent of period of experience (as notified in the advertisement).
4. Candidates who have completed Apprenticeship training in the relevant trade from IOCL Refineries or from other industrial establishment under the Apprenticeship Act, 1961/Apprentices (Amendment) Act, 1973 will be given age relaxation to the extent of the period for which the apprentice had undergone apprenticeship training. If the period of Apprenticeship training is considered as experience, additional age-relaxation will not be allowed.
5. For Post Code **119**, **relaxation** in age by **ten years** for PWD candidates. For Post Code **121**, relaxation in age by **ten years** for PWD candidates belonging to Unreserved category, **thirteen years** for PWD candidates belonging to OBC (Non Creamy Layer) category and **fifteen years** for PWD candidates belonging to SC category.

Concessions/Relaxation:

1. Reservation of Posts for SC/OBC (Non – Creamy Layer)/EXSM candidates and relaxations thereof as per Govt. Directives.
2. The % marks is relaxable to 45% pass marks in the prescribed qualification for SC/PWD Candidates for reserved positions.
3. SC/ST/PWD candidates called for Written Test/Skill/Proficiency/Physical Assessment will be reimbursed single IInd class railway fare from the nearest railway station of the mailing address to the place of Written Test/Skill/Proficiency/Physical Assessment and back by the shortest route on production of ticket, provided the distance is not less than 30 Kms.
4. SC/ST/PWD/EXSM candidates are exempted from payment of application fee.

Pay & Perks

Besides Basic Pay and Industrial pattern of DA, the other allowances / benefits include HRA/subsidized housing accommodation (as per availability), Medical Facilities, Productivity/ Performance Related Pay, Gratuity, Contributory Provident Fund, Group Personal Accident Insurance Scheme, Leave Encashment, Leave Travel Concession/LFA, Contributory Superannuation Benefit Fund Scheme, House Building Advance, Conveyance Advance/Maintenance Reimbursement, Children Education Allowance etc., as per Corporation rules.

Selection Methodology:

1. The selection methodology will comprise Written Test alone.
2. The candidates will have to obtain minimum qualifying marks in the written test (40% for General/OBC/ST and 35% for SC/PWD candidates against reserved positions).
3. Shortlisted candidates will be required to undergo Skill/Proficiency/Physical Test and only those who qualify shall be considered in order of merit.

4. Obtaining minimum qualifying marks in the written test does not confer any right or claim by the candidates for being shortlisted for Skill/Proficiency/Physical Test or final selection as the same is related to number of positions & relative performance for each category.
5. Candidates are advised to ensure that they are medically fit as per Indian Oil's pre-employment medical standard. 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 in the following link : http://www.iocl.com/PeopleCareers/Preemployment_Guiding_Principles11th_mar_2011.pdf
6. The candidature of the applicant would be provisional and subject to subsequent verification of certificates/ testimonials, experience etc. At any stage of the selection process, if it is found that the candidate has furnished false or incorrect information then the candidature /appointment of the candidate is liable to be cancelled.

General Instructions:

1. Candidates are advised to carefully read the full advertisement for details of educational qualification and other eligibility criteria before submission of on-line application.
2. For the un-reserved posts, SC/OBC candidates shall be considered under General standard of merit and no relaxation in age, qualification etc. shall be extended to them.
3. For claiming the benefit of OBC category, the candidate should submit a 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 criteria specified for General category candidates.
4. Candidates presently employed in Govt. Departments / PSUs/ Autonomous Bodies will be required to submit '**NO OBJECTION CERTIFICATE**' at the time of Written Test/Skill/Proficiency/Physical Assessment, failing which the candidate will not be allowed to appear in the Skill/Proficiency/Physical Assessment. Such candidates must also submit proper '**RELEASE ORDER**' from their employer at the time of joining.
5. The candidate must possess the prescribed qualification, experience and age as on **31.12.2015**.
6. Application other than on-line shall not be accepted.
7. General and OBC candidates are required to attach with on-line application a crossed Demand Draft of Rs.100/- (Rs. One hundred only) as application fee (non-refundable) in favour of **INDIAN OIL CORPORATION LTD., payable at SBI Baholi, Panipat (Branch Code-8706)**. No other mode of payment is acceptable. The demand draft along with a copy of the on-line application print out is to be brought at the time of Written Test, failing which the candidature shall be rejected. Candidate must write name, address, post code, Roll No. at the reverse of the demand draft.
8. PWD candidates for the post code 119 & 121 with less than 40% of permanent disability are not eligible. The PWD candidates are required to submit a Disability Certificate issued by the competent authority as per the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Amended Rules, 2009, failing which their candidature as PWD candidates will not be considered.
9. A candidate can apply for one discipline only. Candidates applying for more than one discipline shall not be considered.
10. The decision of the Management will be final and binding on all candidates on all matters relating to eligibility, acceptance or rejection of the application, 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.

11. Canvassing in any form is liable to render the candidate ineligible for any of the above posts.

Requirement before filling on-line application form

1. The candidate must have an active email ID which must be valid at least for six months as all future communication (including issue of admit card) with candidates will take place only through email.
2. The candidate should have the relevant documents /certificates pertaining to age/qualification caste, experience, Disability Certificate (where applicable), demand draft (if required) etc. ready before applying on-line.

How to Apply

1. Candidates meeting the above prescribed eligibility criteria may visit the website www.panipatrefinery.in and apply on-line between **11.01.2016 to 25.01.2016**. Incomplete on-line applications or on-line applications received after the due date will be rejected.
2. After successfully applying/registering on-line applications , the candidate must take a print out of the filled in on-line application form, affix a recent passport size photograph, sign at the specified place and produce the same at the time of Written Test/Skill/Proficiency/Physical Assessment. Copies of certificates pertaining to age, qualification, caste, experience, Disability certificate (where applicable), demand draft (if required) etc. must be attached along with the print out of the on-line application form. Original certificates are also required to be brought at the time of Written Test/Skill/Proficiency/Physical Assessment for verification.
3. The Written Test/Skill/Proficiency/Physical Assessment is likely to be held in the month of February/March, 2016. The exact date, place and time of the Written Test/Skill/Proficiency/Physical Assessment will be intimated by email to the eligible candidates.
4. For any clarification(s), the candidate may contact on Phone No. 0180-2522043/0180-2522048 or email to sahoomamta@indianoil.in/mehradk@indianoil.in

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