



INDIAN OIL CORPORATION LIMITED
(Refineries Division)
HALDIA REFINERY

Advertisement No. PH/R/01/2017

- On-line registration of application commences from 29.04.2017 and closes on 19.05.2017.
- The link to the online registration of the application has been hosted on the website www.iocrefrecruit.in
- The written test is likely to be held on 02.07.2017

Requirement of Experienced Non-Executive Personnel

Indian Oil Corporation Limited, the largest commercial undertaking in India and a Fortune “Global 500” company requires result oriented experienced personnel with initiative and enterprise for it’s Haldia Refinery.

Online 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/-

NAME OF THE POST	DISCIPLINE	POST CODE	LIKELY NO. OF VACANCIES*	RESERVATION				
				UR	SC	ST	OBC (NCL)	PwD (40%& high)
Jr. Engineering Assistant-IV (Production)	Chemical	171	30	16	6	1	7	-
Jr. Engineering Assistant-IV (Power & Utilities)	Electrical / Mechanical	172	9	5	1	-	3	-
Jr. Engineering Assistant-IV (Electrical)	Electrical	173	6	3	2	-	1	-
Jr. Engineering Assistant-IV (Mechanical)	Mechanical	174	15	7	3	1	3	1 OH (OA/OL)
Jr. Engineering Assistant-IV (Instrumentation)	Instrumentation	175	3	2	1	-	-	-
Jr. Engineering Assistant-IV (Fire & Safety)	Fire & Safety	176	3	2	-	-	1**	-
Jr. Materials Assistant-IV	Electrical / Mechanical/ Instrumentation	177	4	1	1	-	1	1 VH(LV)
Jr. Quality Control Analyst-IV	Quality Control	178	4	1	1	1	-	1 OH (OA/OL)

Abbreviations: OH= Orthopedically Impaired, OA=One Arm, OL=One Leg, VH=Visually Impaired, LV=Low Vision.

** 1 OBC(NCL) vacancy in Fire & Safety (Post Code-176) will be kept vacant as per the Hon’ble High Court of Calcutta order dated 02.12.2016 in W.P. No. 10104(W) of 2014+ CAN 9987 of 2016. Hence out of 3 vacancies only 02 UR vacancies will be filled up in this recruitment exercise.

1. Positions are operated with work arrangements in one, two or three shifts. Incumbents may be required to perform duties in any of the work arrangements depending upon work exigencies.
2. *Number 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.
3. Petroleum Refining is a complex and hazardous process and candidates belonging to Persons with Disabilities (40% or higher) category are not deployed. Such candidates may be considered only against identified positions/numbers, as indicated above.

A. Qualification & Experience Criteria

Sl. No	Name of Post	Post Code	Qualification(Full time regular/Sandwich courses only from Indian Universities/Institutes)	Area of experience
1	Jr. Engineering Assistant-IV (Production)	171	3 years full time, regular/sandwich Diploma in Chemical/Refinery & Petrochemical Engg. or BSc (Maths, Physics, Chemistry or Industrial Chemistry) from a recognized Institute/University with minimum of 50% marks in aggregate for General & OBC candidates and 45% in case of SC/ST candidates against reserved positions	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	Jr. Engineering Assistant-IV (Power & Utilities)	172	<p>3 years full time, regular/sandwich Diploma course in Mechanical or Electrical Engineering from a recognized Institute/University and Boiler Competency Certificate (with minimum 2nd Class),provided that in case of non-availability of sufficient number of candidates meeting the prescribed parameters, candidates possessing the following qualification may also be considered:</p> <ol style="list-style-type: none"> 1. Matric with ITI(Fitter) with Boiler Competency Certificate (with minimum 2nd Class) 2. BSc (PCM) with an Apprenticeship Training in Boiler Trade. 3. 3 years full time, regular/sandwich Diploma in Mechanical or Electrical Engineering from a recognized Institute/University with minimum of 50% marks in aggregate for General & OBC candidates and 45% in case of SC/ST candidates against reserved positions <p>Subject to the condition below (for candidates under Category(2) & (3) :</p> <ol style="list-style-type: none"> (a) Candidates selected under Category (2) above and posted in Boiler Operations shall undertake to acquire Boiler Competency certificate within 04 years of joining the services of the Corporation. (b) Candidates selected under Category (3) above shall be encouraged to acquire BCC to help further their career interest. 	<p>For candidates possessing Diploma/ Matric with ITI (Fitter) & holding Boiler Competency certificate or B.Sc with Boiler Apprenticeship, no experience shall be required.</p> <p>For candidates possessing the Diploma : Minimum one year post qualification experience in operation 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 establishments.</p>
3	Jr. Engineering Assistant-IV (Electrical)	173	3 years full time, regular/sandwich Diploma course in Electrical Engineering from a recognized Institute/University with minimum of 50% marks in aggregate for General & OBC candidates and 45% in case of SC/ST candidates against reserved positions.	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/Petro-chemicals/Heavy Chemical/Fertilizers/Power Plants/large industrial establishments.

4	Jr. Engineering Assistant-IV (Mechanical)	174	3 years full time, regular/sandwich Diploma course in Mechanical Engineering from a recognized Institute/University with minimum of 50% marks in aggregate for General & OBC candidates and 45% in case of SC/ST/PwD candidates against reserved /identified for PwD positions or Matric with ITI in Fitter Trade with pass class.	Minimum one year of post qualification experience for Diploma and 2 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/ Petro-chemicals/Heavy Chemical/Fertilizers/Power Plants/large industrial establishments.
5	Jr. Engineering Assistant-IV (Instrumentation)	175	3 years full time, regular/sandwich Diploma course in Instrumentation/ Instrumentation & Electronics / Instrumentation and Control from a recognized Institute/University with minimum of 50% marks in aggregate for General & OBC candidates and 45% in case of SC/ST candidates against reserved positions.	Minimum one year post qualification experience in Maintenance of Modern Instrumentation control system like DCS,PLC with electronic field instrumentation , control valve, smart positioners , loop configuration, online analyzers condition monitoring, cabling, earthing etc. in a Petroleum Refinery/Petrochemicals /Heavy Chemical/ Fertilizers/Power Plants/ Gas processing industry / large industrial establishments.
6	Jr. Engineering Assistant-IV (Fire & Safety)	176	Matric plus Sub-Officer's 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 - vertigo problem, disease of heart/ lungs/ kidney, abnormal blood pressure, 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-chemicals/Heavy Chemical/ Gas Processing Industry/Fertilizers/Power Plants/large industrial establishments.
7	Jr. Materials Assistant-IV	177	3 Years full time regular/sandwich Diploma in Mechanical / Electrical / Instrumentation Engineering from a recognized Institute/University with minimum of 50% marks in aggregate for General and OBC candidates & 45% in case of SC/ST/PwD candidates against reserved/identified for PwD positions.	Minimum one year post qualification experience in Materials Department (Purchase, Stores & Inventory management) in any industrial establishment with computer proficiency. Working knowledge of ERP systems like SAP etc. will be preferred.
8	Jr. Quality Control Analyst-IV	178	BSc with Physics, Chemistry & Mathematics from a recognized Institute/University with minimum of 50% marks in aggregate for General & OBC candidates and 45% in case of SC/ST/PwD candidates against reserved /identified for PwD positions or M.Sc (Chemistry-Regular course) from a recognized Institute/University with minimum 45% marks in aggregate for General and OBC candidates and 40% in case of SC/ST/PwD candidates against reserved /identified for PwD positions.	Minimum one year post qualification experience in handling instruments like HPLC,XRF,WDXRF,GC,ICAP,AAS,Auto Analysers, Flash Points, etc. in a Petroleum Refinery/Petro-chemical/Heavy Chemical/Gas processing Industry/Fertilizers/Power Plants/large industrial establishments.

B. Important Instructions

1. A candidate is allowed to apply for only one discipline. In case of receipt of more than one application for more than one discipline, all the applications will be rejected.
2. Qualification for the purpose of this clause would mean the qualification based on which candidature is offered or considered claimed by a candidate. Prescribed qualification shall be strictly adhered to.

3. The prescribed qualification should be from a recognized University/Institute as a regular full time/sandwich Diploma course (Industrial training as part of the course with no break) with minimum 50% marks (45% for SC/ST and PwD category candidates against reserved positions) in aggregate. For ITI (Fitter), only a pass class is required.
4. Candidates possessing Diploma under recognized lateral entry scheme (Class -XII(Sc) admitted in 2nd year of Diploma course shall also be considered eligible subject to meeting prescribed percentage of marks on the basis of aggregate of 4 semesters in Diploma course.
5. Regular full time ITI(Fitter) course recognized by NCVT/SCVT shall also be considered.
6. The criteria for full time regular course shall not be insisted upon in case of Ex-Servicemen, provided they possess a requisite EQUIVALENT qualification that has been acquired during the service period and is recognized by AICTE/MHRD, GoI and have secured the prescribed minimum percentage of marks.
7. No claim of possession of a qualification equivalent to a prescribed qualification shall be entertained.
8. Candidates possessing higher professional qualifications such as Graduate Engineers, MBA/MCA/CA/CS/ICWA/LLB or those claiming possession of a Qualification equivalent to the Qualification prescribed shall not be considered for any of the above posts.
9. The candidature of the applicant would be provisional and subject to subsequent verification of certificates/testimonials, etc.
10. 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.
11. Large Industrial Establishment would mean industrial/ manufacturing Units whose investment in plant & machinery exceed Rs.10 crores and which has been in operation.
 - Candidates shall be required to attach a copy of the relevant page of the last published Balance sheet of the establishment with the physical application under self-certification by the candidate.
 - Candidates employed, directly or by or through any agency (including a contractor) by a Large Industrial Establishment shall also be eligible to apply, provided they furnish copy of the work order issued to the agency/contractor alongwith the page of the balance sheet.

C. Opportunity for Women

1. No woman is permitted to work in or allowed to enter any building in which generation of gas from dangerous petroleum as defined in the Petroleum Act 1934, is carried on. No woman is allowed to work in LPG storage and handling area.
2. Accordingly, Women candidates will not be considered for vacancies in Production and also against the cadres/work areas that require shift operations, 365 days in a year or necessitates undertaking work beyond 07:00pm (& upto 06:00 am), like P&U Operations (Boiler & Electrical), Quality Control and Fire & Safety or maintenance services normally performed in shifts.
3. However, save as provided above, women can be employed against identified posts/positions in other work areas.

D. Reservation for SC/ST/OBC(Non-Creamy Layer)/ExSM/PwD:

1. Reservation of Posts for SC/ST/OBC(Non-Creamy Layer)/ExSM/PwD candidates and relaxation thereof categories will be in terms of numbers indicated above.
2. SC/ST/OBC candidates can be considered under General standard of merit against the un-reserved posts provided no relaxation in age, qualification etc. is availed of/extended to them.
3. For claiming the benefit of OBC category, the candidate should submit a latest caste certificate in 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 & Training, Government of India OM No. **36012/22/93-Estt (SCT) dtd. 08/09/1993**).
4. 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 UR candidates and indicate their category as "UR". Indian Oil Corporation Ltd. being a Central Public Sector Undertaking, only those communities that are mentioned in the common list of

OBC approved by Central Government shall be treated as OBC for the purpose of reservation. Relevant List can be viewed at <http://www.ncbc.nic.in>

5. Prescribed reservations for PwD & Ex-servicemen will be applied on horizontal basis as per Govt. guidelines. Candidates belonging to Persons with Disabilities(PwD) category shall be considered only against the identified numbers and positions. The identified posts along with categories of disability for engagement of PwD candidates are as under:

Serial No.	Posts	Category of disability
1	Jr. Engineering Assistant-IV (Mechanical)	OH(OA/OL)
2	Jr. Materials Assistant-IV	VH(LV)
3	Jr. Quality Control Analyst-IV	OH (OA/OL)

Abbreviations: OH= Orthopedically Impaired, OA=One Arm, OL=One Leg, VH=Visually Impaired, LV=Low Vision

6. PwD candidates with less than 40% of permanent disability are not eligible. The PwD candidates are required to submit a Disability Certificate issued by 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. Persons with Disabilities[VH and OH] must be capable of performing the task assigned to them.

E. Other concessions/Relaxations to SC/ST/OBC/PwD & Ex-servicemen

1. The minimum qualifying marks will be relaxed by 5% for candidates belonging to SC/ST/PwD categories considered with relaxation against reserved positions.
2. SC/ST/PwD candidates called for Written Test and Skill/Proficiency/Physical Test will be reimbursed single IInd class rail fare from the nearest railway station of the mailing address to the place of Written Test and Skill/Proficiency/Physical Test and back by the shortest route on production of ticket, provided the distance is not less than 30kms.
3. SC/ST/PwD/ExSM candidates are exempted from payment of application fee.

F. Age limit/Relaxation for candidates belonging to SC/ST/OBC/PwD & Ex-servicemen:

1. Certificate issued by a Board of Secondary Education for passing Matriculation/Higher Secondary shall be the only acceptable document in support of proof of age.
2. Minimum 18 years and Maximum age shall be 26 years for General category candidates.
3. Relaxation in age upto 5 years for SC/ST and 3 years for OBC(NCL) candidates considered against reserved positions will be allowed.
4. PwD candidates will be allowed age-relaxation upto 10 years(upto 15 years for SC/ST and upto 13 years for OBC(NCL) candidates),if considered against reserved positions.
5. Relaxation to Ex-servicemen will be allowed as per Govt. guidelines.
6. Age relaxation of a period equal to minimum years of experience notified against a post shall be allowed. Maximum relaxation of 01 (one) year in age may be given to candidates possessing Boiler Competency Certificate (BCC) and being considered for the post of JEA-IV (P&U)
7. Period of an Apprenticeship training in an industry (and an Internship training in IOCL Refinery) covered under the experience criteria notified in this advertisement relevant to a post will be considered for relaxation in age.
8. Further, period of an Apprenticeship training in an industry (and an Internship training in IOCL Refinery) covered under the experience criteria notified in this advertisement relevant to a post may be considered as experience. However, in such cases, relaxation towards age shall not be available.

G. Date of reckoning Eligibility criteria:

1. The date for the purpose of possession of qualification and meeting age criteria shall be **30.04.2017**

H. Pay & Perks

1. 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, 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 Corporation rules.

I. Selection Methodology:

1. The selection methodology will comprise of Written Test and a Skill/Proficiency/Physical Test which will be of qualifying nature.
2. A candidate will have to secure a minimum of 40% marks in the written test to qualify for further consideration.
3. The minimum qualifying marks in the written test will be relaxed by 5% for candidates belonging to SC/ST/PwD categories considered against reserved positions.
4. Obtaining minimum qualifying marks in the written test does not confer any right or claim by the candidate for being shortlisted for further consideration on the final selection, as the same is related to number of positions, ratio applied and relative performance in respective categories.
5. Short listed candidates, in the ratio of 1:2 (two candidates for one post, with due cognizance to no. of reserved posts) subject to securing minimum qualifying marks in the written test, will be required to undergo a Skill/Proficiency/Physical Test (SPPT). The SPPT for each discipline shall be conducted by a duly constituted committee.
6. In case of tie of marks in the written test for the last position on the Shortlist for SPPT, all such candidates shall be called for SPPT even if the total number exceeds the prescribed ratio. If such a situation arises anywhere before the last position while drawing the list, the last name/last few names, in proportion to the prescribed ratio will get eliminated.
7. Category-wise Merit list shall be drawn on the basis of marks obtained in the written test from & out of the said short-list; only for such candidates who qualify in the SPPT.
8. In case of tie of marks for the last position on the Merit List, the candidate with prior date of birth (senior by age) shall find a place in the Merit List. However, the name of the junior shall also be retained in the said Merit List, as the last name. If such a situation arises anywhere before the last position while drawing a list, the last name/last few names in the list, in the proportion to the prescribed ratio, will get eliminated.
9. PwD and Ex-Servicemen candidates, if found suitable, will be considered against reserved vacancy irrespective of their position in the Merit List (in order of merit within the category) on horizontal reservation policy.
10. The candidature of the applicant would be provisional and subject to subsequent verification of certificates/testimonials, experiences etc. At any stage of the selection process, if it is found that the candidate has furnished false or incorrect information, the candidature/ appointment of the candidate will be cancelled.
11. 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 of available candidates or insufficiency in number of candidates.
12. 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.

J. Pre-Employment Medical and Physical Fitness

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 "Guidelines and Criteria for Physical Fitness for Pre-Employment medical Examination" and satisfy themselves of meeting the fitness criteria before starting the application submission process or before they commence the application process. The guidelines are available in the following link:

https://iocl.com/PeopleCareers/Pre-employment_Guiding_Principles11th_mar_2011.pdf

For Fire & Safety Discipline, candidates should ensure that they fulfill both the physical standard mentioned in the eligibility criteria in the table (clause A) as well as the pre-employment medical fitness standard available in the link above.

K. Liability to Declare

1. Candidates with reported ailments, deficiencies or abnormalities and also those with finding of not meeting the physical fitness criteria as above, shall make a declaration to this effect while submitting their application.
2. A candidate found UNFIT during medical examination conducted by any Refinery Unit while seeking engagement as an apprentice in the past shall also be required to declare the same with reasons for being declared UNFIT.

L. 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. A candidate employed in Govt./Govt. Departments/PSUs/Autonomous Bodies will be required to submit '**No Objection Certificate**' at the time of Written Test, failing which the candidates will not be allowed to appear in the Skill/Proficiency/Physical Test. Such candidates, if offered an appointment, shall be required to submit proper '**Release Order**' from the employer at the time of joining, without which they will not be allowed to join.
3. General and OBC candidates are required to pay Rs.150/- (Rs. One hundred and fifty only) as application fee (non-refundable) by way of a crossed Demand Draft in favour of **Indian Oil Corporation Ltd., Payable at State Bank of India, Haldia Refinery Campus Branch. (Branch Code: 7090)**, the number/details of which are required to be furnished in the online Application form. Payment in any other form will not be accepted.

M. How to Apply: On-Line Application form

1. Before applying on-line, a candidate must have an active email Id and a mobile phone no. which must remain valid for at-least twelve month period for future communication (including issue of call letters).
2. The candidate should have the relevant documents/ certificates pertaining to age, qualification, caste, experience, Disability Certificate (where applicable), demand draft (if required) and scanned copy of colour photograph and signature in jpg format (size not exceeding 50 KB) ready before applying online. The photo and signature in digital form will be required to be uploaded.
3. Candidates meeting the prescribed eligibility criteria for a post, may visit the website www.iocrefreuit.in and apply on-line on IOCL website which will remain open from 29.04.2017 to 19.05.2017. Only online mode of applications will be accepted.
4. After successfully applying/registering on-line applications, the candidates must take a printout of the filled in on-line application form. The print out along with all supporting documents as mentioned in the checklist attached to the application form including demand draft (if applicable) with name, address, post code and Application No. written on the reverse of the DD is required to be sent by ordinary post to Chief

Human Resource Manager, Indian Oil Corporation Limited, Haldia Refinery, P.O.: Haldia Oil Refinery, Dist.: Purba Medinipur, West Bengal, Pin Code-721 606. Online applications whose printouts are not received OR received after last date 29.05.2017 shall be treated as "Rejected"

5. Candidates are advised to carry a copy of the application with originals and self-authenticated copies of all testimonials and produce the same at the time of SPPT for verification.
6. Incomplete applications, applications not supported by copies of relevant documents, applications not fulfilling the eligibility criteria or applications received after the last date of receipt of applications (in physical form) shall be treated as "Rejected".
7. Candidates shall note that the documents sent to any other address or sent as a registered letter/courier, shall stand automatically rejected.
8. Further information regarding written examination, call letters, results, etc. shall be made available through IOCL website/ over email. Candidates are therefore, advised to keep visiting the website regularly.
9. Canvassing in any form is liable to render the candidate ineligible. Queries, if any, may be addressed to the following email id: **HRRECTT@indianoil.in** or **Contact No 03224-223236/223262.**

Important Dates for Candidates:

DATE OF OPENING OF ONLINE APPLICATION :	29.04.2017
LAST DATE OF SUBMISSION OF ONLINE APPLICATION :	19.05.2017
LAST DATE OF RECEIPT OF PRINTOUT OF ONLINE APPLICATION ALONG WITH SUPPORTING DOCUMENTS :	29.05.2017
LIKELY DATE OF WRITTEN TEST :	02.07.2017

For Clarification(s)

Contact on Phone No.03224-223236/223262 or email to **HRRECTT@indianoil.in**

Canvassing in any form is liable to render a Candidate Ineligible.

Be Aware of Frauds

Recruitment in Indian Oil are undertaken only through Employment Exchange/Press Notifications