

IndianOil

Refineries Division-Bongaigaon Refinery
P.O. Dhaligaon, Dist. Chirang, Dhaligaon -783385

ADVT. NO: BGR/2016-17/02

DATE: 21/12/2016

RECRUITMENT OF NON-EXECUTIVES AGAINST REGULAR POSTS AT BONGAIGAON REFINERY, CHIRANG (ASSAM)

IndianOil Corporation Limited, the largest commercial undertaking in India and a Fortunes “Global 500” company with a Global Ranking of 161. Bongaigaon Refinery, the flagship refinery of IndianOil invites applications from bright, energetic and result oriented candidates of Indian nationality meeting the following educational qualifications and other parameters for the under mentioned posts in the pay-scale of Rs. 11,900/- - 32,000/- in Grade-IV, at Indian Oil Corporation Limited, Bongaigaon Refinery.

Post Code	Name of the Post	Total Posts #	No. of posts reserved				UR
			SC	ST	PwD	OBC (NCL)	
A1	Junior Engineering Assistant–IV (Production)**	28	02 + 01 (Backlog) = 03	03	00	07 + 03 (Backlog) = 10	12
A2	Junior Engineering Assistant–IV (P&U)**	13	01	01	00	03	08
A3	Jr. Engineering Assistant – IV (Electrical)	01	00	00	01 (Backlog) [VH(LV)/HH]^	00	00
A4	Junior Engineering Assistant–IV (Fire & Safety)**	02	00	00	00	00	02
A5	Junior Engineering Assistant–IV (Instrumentation)*	02	00	00	00	01 (Backlog)	01
A6	Junior Materials Assistant-IV*	09	00	01	00	02	06
A7	Junior Quality Control Analyst - IV	01	00	00	01 (Backlog) [VH(LV)/HH]^	00	00
Total number of posts		56	04	05	02	16	29

* Post Codes A5 and A6 have been identified for Persons With Disability [VH (LV) and HH] in addition to 02 posts exclusively reserved for PwD in post codes A3 and A7

^ VH - Visually Handicapped

LV- Low Vision

HH - Hearing Handicapped

NOTE:

The indicated number of posts may either increase/ decrease at the sole discretion of Management.

Management of IOCL (BGR) reserves the right to change/ modify/ cancel the selection process at its sole discretion without assigning any reason.

** The post code A1, A2 and A4 are operated in Rotating Shifts including evening shift and night shift operated beyond 7 pm attracting relevant provisions of Factories Act, 1948 regarding restrictions on deployment of women.

AGE LIMIT:

- Minimum 18 years and maximum 26 years as on **01.10.2016** for General candidates, relaxable by 5 years for SC/ ST and 3 years for OBC candidates against reserved positions
- PWD candidates will be given age-relaxation up to 10 years (up to 15 years for SC/ ST and up to 13 years for OBC (NCL) candidates) against reserved positions
- Age relaxation for Ex-serviceman would be applicable as per Govt. guidelines.
- Age relaxation to the maximum extent of 01 (One) year duration only will be given to such candidates having experience in the relevant trade irrespective of total number of years of relevant work experience in that trade.

CONCESSION AND RELAXATION:

- a. SC / ST / PWD candidates appearing for Written Test and Skill/ Proficiency/ Physical Test will be reimbursed single second-class railway, bus fare from the nearest railway station of the Correspondence Address as mentioned in the Application Form to the place of Written Test and Skill/ Proficiency/ Physical Test and back by the shortest route subject to production of documentary evidence such as rail tickets / bus tickets provided the distance is not less than 30 Kms.
- b. SC/ ST/ PWD/ Ex-Servicemen candidates are exempted from payment of application fee.

QUALIFICATION & EXPERIENCE:

The prescribed educational qualification (regular full time course only) from Govt. recognized Indian University/ Institutes only, with 50% marks for General and OBC candidates (45% marks for SC/ ST/ PWD candidates against reserved positions) in aggregate and the required minimum post qualification experience as on 01.10.2016 for each post is given below:

Post Code	Post Name	Essential Educational Qualification and Post Qualification Experience @
A1	Junior Engineering Assistant - IV (Production)	<p>Essential Educational Qualification: 03 (three) years full time, regular /sandwich Diploma in Chemical/ Refinery & Petrochemical Engg. or B.Sc. (Math, Physics, Chemistry or Industrial Chemistry)</p> <p>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/ Fertilizers/ Heavy Chemicals/ Gas Processing Industry/ Large Industrial Establishments</p>
A2	Junior Engineering Assistant –IV (Power & Utilities)	<p>Essential Educational Qualification: 03 (three) years full time, regular /sandwich Diploma in Mechanical or Electrical Engineering and possessing Boiler Competency Certificate (with class as may prescribed by the Boiler Authority of the state), provided that:</p> <p>However, in case of non-availability of sufficient number of candidates meeting the parameters prescribed above, candidates possessing the following qualification may also be considered, in order of preference as given below:</p> <ol style="list-style-type: none"> 1. Matric with ITI (Fitter) with Boiler Competency Certificate (with class as may be prescribed by the Boiler Authority of the State) 2. B.Sc. (PCM) with an Apprenticeship Training in Boiler Trade 3. Minimum 03 (three) years full time, regular/sandwich Diploma in Mechanical or Electrical Engineering from recognized Institute/ University <p>Subject to the condition below for candidates under Cat (2) & (3) above:</p> <p>(a) It will be responsibility of the selected candidate to acquire Boiler Competency Certificate within two years of joining the services of the Corporation.</p> <p>(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.</p> <p>Post Qualification Experience:</p> <p>(1) For candidates possessing Diploma or Matric with ITI (Fitter) and holding Boiler Competency Certificate, no experience shall be required</p> <p>(2) For candidates possessing a Diploma, 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/ Air Compressor in Petroleum Refinery/ Petrochemicals/ Heavy Chemical/ Fertilisers/ Power Plants/ Large Industrial Establishments.</p>
A3	Junior Engineering Assistant – IV (Electrical)	<p>Essential Educational Qualification: 03 years full time regular / sandwich Diploma in Electrical Engineering from a recognised institute / University.</p> <p>Post Qualificaton Experience:- Minimum One year of post qualification experience in operation/ maintenance of Power Generators/ Distribution Sub-Stations (LT&HT at 0.4 KV and 6.6 KV level or above respectively)/ maintenance of HT/LT Switch Gears (PCC/MCC)/ Transformers / Motors/ ACBs/ VCBs/ UPS/Battery Chargers/ Variable</p>

		Speed Drives/ Protective Relays including Electromagnetic/ Static/ Numerical Relays in Petroleum Refinery/ Petrochemicals/ Heavy Chemicals/ Fertilizers/ Power Plants/ Large Industrial Establishments
A4	Junior Engineering Assistant - IV (Fire & Safety)	<p>Essential Educational Qualification: Matric plus Sub-Officers Course from NFSC Nagpur or equivalent (Regular Course) from any other recognized institute, with Heavy Vehicle Driving License</p> <p>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</p> <p>Post Qualification Experience:- Minimum one year of post qualification experience in Fire & Safety set up involving handling of fire fighting equipment's, fire water networks, related communication systems, emergency handling, fire fighting, operation of fire tenders / pump house etc in a Petroleum Refinery/ Petrochemical /Heavy Chemical / Gas Processing Industry / Fertilizers/ Power Plants / large industrial establishments</p>
A5	Junior Engineering Assistant - IV (Instrumentation)	<p>Essential Educational Qualification: 03 (three) years full time, regular /sandwich Diploma in Instrumentation / Instrumentation & Electronics / Instrumentation & Control Engineering.</p> <p>Post Qualification Experience: 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 Analyzers condition monitoring, cabling, earthing etc., in a Petroleum Refinery/ Petrochemicals/ Heavy Chemicals/ Fertilisers/ Power Plants/ Oil & Natural Gas Exploration/ Large Industrial Establishments.</p>
A6	Junior Materials Assistant -IV	<p>Essential Educational Qualification: 03 (three) years full time, regular /sandwich Diploma in Mechanical/Electrical/Instrumentation Engineering from recognised Institute/University.</p> <p>Post Qualification Experience: Minimum one year of 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.</p>
A7	Junior Quality Control Analyst-IV	<p>Essential Educational Qualification: B.Sc. with Physics, Chemistry and Mathematics.</p> <p>Post Qualification Experience: Minimum one year of post qualification experience in handling instruments like HPLC, XRF, WDXRF, GC, ICAP, AAS, Auto Analyzers, Flash Points, etc in a Petroleum Refinery/ Petrochemical/ Heavy Chemical/ Fertilisers/ Gas Processing Industry/ Power Plants/ Large Industrial Establishments</p>

@ Large Industrial Establishment would mean an industrial/ manufacturing units whose investment in plant & machineries exceeds Rs. 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 at the time of submission of Application Form, as and when advised.

OPPORTUNITY TO THE APPRENTICES

- Apprentices, who have completed their apprenticeship training in the relevant trade under the Apprenticeship Act 1961 & Apprenticeship (Amendment) Act 1973 at any of 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.
- 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.

PAY & PERKS:

In addition to Basic Pay, D.A., HRA and other allowances/benefits include Company Quarters(as per availability), Medical Facilities, Children Education Allowances, LTC/LFA,PF, Gratuity, Productivity/ Performance Linked incentives, leave encashment, Conveyance Allowance, Superannuation Benefits, Post Retirement Medical Attendance benefits as per Corporation's Rule.

SELECTION METHODOLOGY:

1. Candidates meeting the prescribed eligibility criteria with regard to qualification, age and experience requirement as per the details filled by them in their application form along with supporting documents will undergo Written Test. The Written Test Comprising of 100 marks will be of 3 hours duration.
2. Candidates will have to secure a minimum of 40% of the marks for qualifying in the written Test (relaxable up to 5% for candidates belonging to SC/ ST/ PWD/ ESM categories against reserved position).
3. Candidates shortlisted on basis of their performance in the Written Test shall be subjected to Skill/ Proficiency/ Physical Test, which will be of qualifying nature only.
4. Candidates are advised to ensure that they are medically fit as per IndianOil'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 commencing the application process. The guidelines are available in the following link
http://www.iocl.com/PeopleCareers/Preemployment_Guiding_Principles11th_mar_2011.pdf .
5. 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/documents meeting the eligibility criteria mentioned above.
6. Written Test and Skill/ Proficiency/ Physical Test shall be conducted at Dhaligaon / Bongaigaon, BTAD Assam only.
7. Candidates applying to Jr. Engineering Assistant-IV (F&S) will also have to undergo skill/ proficiency and physical test separately.

GENERAL INSTRUCTIONS:

- Candidates are advised to read the full advertisement for details of educational qualification and other eligibility criteria before submission of the application.
- Age, Educational Qualification & Experience will be determined as on 01.10.2016.
- Wherever CGPA or Grade is awarded in the examination, its equivalent percentage of marks and class/ division must be indicated in the application form as per the norms adopted by the University/ Institute.
- 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.
- 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 and Training in the Govt. of India OM No. 36012/22/93-Estt.(SCT) dated 08.09.1993. 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 General candidates and indicate their category as "UR". Indian Oil Corporation Limited (Bongaigaon Refinery) being a Central Public Sector Undertaking, only those communities that are mentioned in the common list of OBC approved by Central Govt. shall be treated as OBC for the purpose of reservation.
- Persons with Disabilities (PWD) candidates with less than 40% of permanent disability are not eligible. PWD candidates are required to submit a Certificate issued by a Medical Board constituted by the Central/ State Government, failing which their candidature as PWD candidates will not be considered.
- Applicants from Govt./ Semi-Govt./ PSU will be required to submit their application through proper channel and produce 'No Objection Certificate' at the time of Written Test and Skill/ Proficiency/ Physical Test and 'Release Order' from their employers at the time of joining. In case the candidate fails to do so, his/ her candidature will not be considered.
- Ex-Servicemen applying for the above vacancies must submit a certificate indicating the equivalence of their qualification to that advertised, failing which the application will be rejected, without further reference in this regard.
- The applications of the candidates having higher qualifications (e.g. B.E./ B.Tech or equivalent/ MBA or

equivalent/ MCA or CA/ CS/ ICWA shall not be considered in any case. 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.
- One candidate can apply for one post only. Candidates applying for more than one post will not be considered and their applications will be rejected.
- Incomplete applications, not supported by self authenticated copies of relevant documents, not mentioning the post applied for, not fulfilling the eligibility criteria or those received after the last date shall be treated as "Rejected".
- The decision of the Management of IOCL, BGR will be final and binding on all candidates on all matters relating to eligibility, acceptance or rejection of the applications, mode of selection, and cancellation of the selection process either in part or full etc. No enquiry/ correspondence will be entertained in this regard. Filling up of the posts is solely at the discretion of the Management based on suitability of candidates and no claim will arise for selection.
- The candidature of the applicants should be provisional and subject to subsequent verification of certificates/ testimonials. At any stage of the selection processes, if it is found that the candidate has furnished false or incorrect information or suppressed any relevant/ material facts then the candidature/ appointment of the candidate is liable to be cancelled.
- Canvassing in any form is liable to render the candidate ineligible for any of the above posts.
- Mere selection in Written Examination or Skill/ Proficiency/ Physical Test or empanelment after the selection process shall not confer any right of appointment to the applicants.
- Please note that failure in submission of any relevant document/ certificate or any deviation/ discrepancy found in any respect such as age , category, qualification acquired, work experience declared etc, from set guidelines as published in this recruitment advertisement will result into automatic rejection of the application submitted by the candidate without any further clarification / communication whatsoever.
- Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Court situated at Chirang (BTAD), Assam.

HOW TO APPLY:

- Applications in the prescribed format (**NEATLY TYPED**), supported by one copy of all relevant self attested documents (qualification/ experience/ age/ caste etc) **with latest passport size photograph affixed**, should be sent by **POST** only to **Chief Human Resource Manager, IOCL (Bongaigaon Refinery), Post Office – Dhaligaon, District – Chirang, Pin code – 783385, Assam** so as to reach us latest by **23.01.2017**.
- Candidates should super scribe Advt. No. and Name of the Post applied for on the top of the envelope. Applications received after the last date will be summarily rejected.
- General and OBC candidates are required to attach a crossed Demand Draft of Rs. 100/- (Rs. One hundred only) as application fee (non-refundable) in favour of Indian Oil Corporation Limited, Bongaigaon Refinery payable at State Bank of India, BRPL Complex Branch (Branch Code: 7171, IFSC Code : SBIN0007171) along with the application form. Candidates must write their full name and address on the back side of Demand Draft. SC/ ST/ PWD/ ESM candidates are exempted from payment of application fee.
- Candidates are requested to keep themselves updated about any changes/ modifications/ announcements/ notices regarding this recruitment exercise by regularly visiting our website: <https://www.iocl.com/PeopleCareers/job.aspx>.

For any clarification(s), please contact our dealing section at Telephone No. 03664 – 253157 {during 0900 – 1600 hrs on all working days (Monday-Friday)}

PROFORMA OF APPLICATION (POST CODE APPLIED FOR - _____)

Post applied for: _____ at Bongaigaon Refinery

1. Name in full (Block letters) :
2. Parent's name :
3. Date of birth (As recorded in the Matric) :
4. Mailing address :
5. Permanent address :
6. **State of Domicile (Mandatory)** :
7. **Email Id. (Mandatory)** :
8. **Mobile Number (Mandatory)** :
9. Nationality :
10. Religion :
11. Category (SC/ ST/ OBC / UR) :
12. Whether ESM / PWD :
13. Gender (Male / Female) :
14. Apprenticeship (Yes / No, if Yes, give the name of the Organization):
Apprenticeship Period (date) : From: To:
Trade of Apprenticeship along with apprenticeship registration number :
15. Preferred language for written test : Hindi English (Put only one Tick mark)
16. **Qualification from Matriculation onwards:**

Affix your recent
passport size
photograph duly
self attested

Sl. No.	Examination Passed	Name of the University/ Institution	Year of admission	Year of Passing	Percentage of marks obtained	Duration of course in years

17. Details of relevant work experience:

Sl. No.	Name & Address of Employer	Post held	Areas of work (detailed description to be provided)	Period of service (date)	
				From	To

18. Details of Application fee, if applicable:

Demand Draft No.	Name of issuing bank	Date of issue

I certify that I have read all the conditions mentioned in the advertisement and I fulfill the same. The statements made in this application are true, complete and correct to the best of my knowledge and belief. In case any discrepancy is found then my candidature is liable to be cancelled without any communication / claim from my side whatsoever.

Date: _____ Place: _____

Signature of the Applicant

NOTE:

- 1) **Application must accompany the self attested following documents (NO OTHER CERTIFICATES TO BE ATTACHED)**
 - a) Copies of Matric, Diploma, Graduation Certificates along with Marks Sheets of all years / semesters
 - b) Caste certificate of SC/ ST/ OBC and PWD / ESM **in the prescribed Govt. of India format** (if applicable)
 - c) Experience certificate from employer containing documentary proof of having worked in the relevant trade
 - d) NOC (in case you are presently employed in Govt./ Semi-Govt./ PSU)
 - e) Apprenticeship Completion Certificate (if applicable)
 - f) Age proof certificate (Birth Certificate or Matriculation / Class 10th Admit Card)
 - g) Demand Draft (if applicable)
 - h) Last published Balance Sheet of the establishment from where you claim to have acquired relevant work experience
- 2) **Application received after 23-01-2017 would be summarily rejected.**