



INDIAN OIL CORPORATION LIMITED
(Refineries Division)
HALDIA REFINERY
(A Govt. of India Undertaking)

Special Recruitment Drive for Persons with Disability

Advertisement No. PH/R/04/2015

Applications are invited from Indian Nationals fulfilling the eligibility criteria for the under mentioned post at Indian Oil Corporation Ltd, Haldia Refinery.

SL. NO.	POST	DISCIPLINE	PAY SCALE (Rs)	LIKELY NO. OF VACANCIES	RESERVATION
1	Jr. Materials Assistant-IV	Materials	11,900 – 32,000	05	All 05 (five) posts are reserved for PH-[OH(OA, OL) or HH(PD)] out of which 01 (one) post is for candidates belonging to OBC category and 01 (one) post is for candidates belonging to SC category.

Note :

OH - Orthopedically Handicapped

OL - One Leg affected

PD - Partially Deaf

OA - One Arm affected

HH - Hearing Handicapped

Qualification & Experience: The prescribed qualification(s) should be from Govt. recognized Indian university/Institute as a regular fulltime course. The required qualification and post-qualification experience as on **31/07/2015** for the post is given below.

Sl. No.	Post	Qualification	Minimum Post Qualification Experience as on 31/07/2015**
1	Jr. Materials Assistant-IV	3 Years full time Diploma in Mechanical / Electrical / Instrumentation Engineering from a recognized Indian institute/University as a regular course.	01 (one) year post qualification experience in operation and maintenance of an industry or of handling various types of materials used in large industrial units.

** In the event of non-availability of candidates / sufficient number of candidates with prescribed qualification but without prescribed experience, candidates may be considered to be appointed as Trainees for a period of 18 months on a consolidated stipend of Rs. 15250/- pm. Upon satisfactory completion of the training in the respective functional areas, they shall be absorbed in regular scale of pay (Rs.11,900-32,000).

Candidates should specifically indicate the nature of disability in the appropriate box in the prescribed application form. Disability of the candidates should not be less than 40% of relevant disability. Candidates should enclose an attested copy of disability certificate issued by a Competent Authority.

AGE LIMIT:

Minimum 18 years and maximum 26 years as on 31.07.2015. Since the post is reserved only for PWD candidates, relaxation of 10 years for Persons with Disability (PWD). Relaxable by additional 5 years for PWD candidates belonging to SC category and by 3 years for PWD candidates belonging to OBC category. Age Relaxation applicable for Ex-servicemen as per govt. Directives.

SELECTION METHODOLOGY:

- Selection would be based on Written Test and Personal interview. The candidates will have to pass successfully through each stage of the selection process including medical fitness for being adjudged suitable for selection. The candidature of the applicant would be provisional and subject to verification of certificates / testimonials, experience etc.
- 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 vacancies are not filled due to unsuitability/insufficient number of candidates.

CONCESSIONS/RELAXATION:

- In case of candidates who have successfully completed Apprenticeship training under Apprentices Act 1961 and Apprentices (Amendment) Act 1973 & 1986 in the relevant discipline & area of Training, requisite experience would be condoned to the extent of apprenticeship period undergone.
- Eligible candidates appearing for written test / interview shall be reimbursed second class Rail / Bus fare by the shortest route as per rules on production of tickets.

- Since the post is reserved for PWD candidates only; candidates are exempted from payment of application fee.

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:

- Candidates are advised to carefully read the full advertisement for details of educational qualification and other eligibility criteria before submitting the application.
- For posts not reserved for SC/ST/OBC candidates, the SC/ST/OBC candidates shall be considered under General standard of merit and no relaxation in age / qualification etc shall be extended to them on the basis of belonging to SC/ST/OBC category.
- Applicants from 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 candidature will not be considered.
- Diploma in the trade is to be of 3 years duration.
- **Age, Qualification and period of Experience** will be determined as on **31/07/2015**.
- Canvassing in any form is liable to render the candidate ineligible for any of the above posts.
- Incomplete applications, not supported by attested copies of relevant documents, not fulfilling the eligibility criteria or those received after the last date of receipt of applications shall not be considered and shall be treated as "Rejected".
- Candidates possessing professional qualifications such as B.E. or equivalent, MBA or equivalent / MCA shall not be considered for the above notified post.
- 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 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 decision of the Management in all matters relating to eligibility, acceptance or rejection of the applications, mode of selection etc. will be final and Management will not entertain any enquiry or correspondence in this regard.
- In case it is detected at any stage of recruitment or thereafter, that a candidate does not fulfill the eligibility norms and / or that he has furnished any incorrect / doctored / false information / certificate / documents or has suppressed any material fact(s), his candidature will stand cancelled. If any of these shortcomings is / are detected even after appointment, his services are liable to be terminated.
- The exact date, place and time for Written Test/ Personal Interview will be communicated subsequently.
- Applications should be sent by Ordinary Post ONLY. Applications sent through Speed Post, Registered Post or Courier will not be accepted.

Applications duly filled in the prescribed format (Attached below) supported by all relevant documents (qualification/experience/age/caste/disability etc.) duly attested with latest passport size photograph should reach 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 latest by 28/08/2015. Candidates should superscribe Advt. No. and Name of the Post applied for on the top of the envelope. Applications received after last date shall be summarily rejected. In case of any clarification, please contact Mr. S K Guddu, Manager (Employee Relations) on 03224 – 223258 , email : guddusk@indianoil.in or Ms.Dipti Bhagat, SERO on 03224-223262, email : bhagatd@indianoil.in .



INDIAN OIL CORPORATION LIMITED
(Refineries Division)
HALDIA REFINERY
(A Govt. of India Undertaking)

Advt. No. PH/R/04/2015

APPLICATION FORMAT

(USE CAPITAL LETTERS, LIMIT INFORMATION TO BOXES ONLY)

Post applied for

Category (please tick)

SC	ST	OBC	GEN	EX-SM
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PWD (PH) category
(please tick)

Orthopedically Handicapped (OH) – OA (One Arm affected) / OL (One leg affected)	Hearing Handicapped (HH) – PD (Partially Deaf)	Percentage (%) of Disability (please mention)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Affix latest Passport Size Photograph

Name (in block letters)

Father's name

Postal Address with Pin Code Number

State of Domicile Contact Tel. No.

eMail-id

Date of Birth

Date	<input type="text"/>	<input type="text"/>
------	----------------------	----------------------

Month	<input type="text"/>	<input type="text"/>
-------	----------------------	----------------------

Year	<input type="text"/>	<input type="text"/>	<input type="text"/>
------	----------------------	----------------------	----------------------

 Age as on 31.07.2015

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

Post Qualification Experience as on 31.07.2015

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

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 I do not satisfy the eligibility criteria, my candidature appointment is liable to be cancelled.

Date _____

Place _____

Signature _____