



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



Recruitment of Non-Executives against regular posts at Gujarat Refinery, Vadodara

Indian Oil Corporation Limited is the largest commercial enterprise in India and a Fortune's "Global 500" company with a Global ranking of 119.

Gujarat Refinery, the flagship refinery of IndianOil invites applications from bright, energetic and result oriented candidates of Indian Nationality for the following positions in the regular Scale of Pay - Rs.11,900/- – 32,000/-

Post Code	Name of Post	Likely number of Vacancies	Category-wise Reservation Requirement				
			SC	ST	OBC (Non-Creamy Layer)	Un-reserved	PWD
01	Jr. Engineering Assistant-IV (Fire & Safety)	03	-	01	01	01	
02	Jr. Engineering Assistant-IV (Electrical)	01	-	01	-	-	
03	Jr. Engineering Assistant-IV (Mechanical-P&C)	01	-	-	-	-	01(OH)
04	Jr. Materials Assistant-IV	01	-	-	-	-	01(HH)
TOTAL		06					

OH-Orthopedically Handicapped [OA-One Arm; OL-One Leg]; HH–Hearing Handicapped

The indicated number of vacancies may increase or decrease at the discretion of management and accordingly the reservation requirement will also undergo change.

Post mentioned against Post Code 01 is 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.

Reservation for Persons with Disabilities (PWDs) will be as follows and Persons selected against PWD quota will be placed in the appropriate category i.e. SC/ST/OBC/UR:

Post Code	Name of Post	Identified for
03	Jr. Engineering Assistant-IV (Mechanical-P&C)	OH (OA-One Arm, OL-One Leg)
04	Jr. Materials Assistant-IV	HH (Hearing Handicapped)

A. Qualification and Experience:

The Prescribed Qualification from Government Recognized Indian University / Institute as a **Regular Full Time Course** and the required aggregate percentage marks, experience as on **30/04/2016** for each post is given below:

Post Code	Post	Prescribed Parameters – Qualification as Regular Full time course only – (From Indian Universities/ Institutes only) and Essential Experience	
01	Jr. Engineering Assistant-IV (F&S)	Qualification	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, Eye sight 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.
		Experience	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/ Petrochemicals/ Heavy Chemicals/ Gas Processing Industry/ Fertilizers/ Power Plants/ Large Industrial establishments.

Post Code	Post	Prescribed Parameters – Qualification as Regular Full time course only – (From Indian Universities/ Institutes only) and Essential Experience	
02	Jr. Engineering Assistant-IV (Electrical)	Qualification	3 Years Diploma in Electrical Engineering from a recognized Institute/ University with minimum of 50% marks in aggregate for General & OBC candidates & 45% in aggregate in case of SC/ST candidates against reserved positions.
		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 Speed Drives/ Protective Relays including Electromagnetic/ Static/ Numerical Relays in Petroleum Refinery/ Petrochemicals/ Heavy Chemicals/ Fertilizers/ Power Plants/ Large Industrial Establishments.
03	Jr. Engineering Assistant-IV (Mechanical-Pumps & Compressors)	Qualification	3 Years Diploma in Mechanical Engineering from a recognized Institute/ University with minimum of 45% in aggregate for PWD candidates against reserved positions OR Matric with ITI in Fitter Trade.
	Post reserved for Persons With Disabilities (OH) ONLY	Experience	Minimum One year of post qualification experience for Diploma 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/Antifriction), Safety Valves etc. in a Petroleum Refinery/ Petrochemicals/ Heavy Chemicals/ Fertilizers/ Power Plants/ Large Industrial establishments.
04	Jr. Materials Assistant-IV	Qualification	3 Years Diploma in Mechanical/ Electrical/ Instrumentation Engineering from recognized Institute/ University with minimum of 45% in aggregate for PWD candidates against reserved positions.
	Post reserved for Persons With Disabilities (HH) ONLY	Experience	Minimum One year of post qualification experience in Materials Department (Purchase, Stores and Inventory Management) in any Industrial establishments with Computer Proficiency. Working Knowledge of ERP Systems like SAP etc. will be preferred.

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.

B. Age Limit – Minimum 18 years and maximum 26 years **as on 30/04/2016**. Relaxation in age by 5 years for SC/ST candidates and 3 years for OBC candidates against reserved positions. PWD candidates will be given age relaxation upto 10 years (upto 15 years for PWD belonging to SC/ST and 13 years for PWD belonging to OBC for the posts reserved for them). Age relaxation applicable for Ex-Serviceman as per Govt. guidelines. Age relaxation shall be given to the candidates to the extent of period of experience as notified above.

C. Selection Methodology:

- The candidates prima facie meeting the prescribed eligibility criteria with regard to qualification, age and experience requirement as per the details submitted by them in their Application Form and documents submitted along with the Application Form will undergo Written Test. The Written Test comprising of 100 marks will be of duration not less than three hours.
- Candidate will have to secure a minimum of 40% of marks for qualifying in the Written Test (relaxed by 5% for candidates belonging to SC/ST/PWD categories against reserved positions)
- Candidates shortlisted on the basis of their performance in the Written Test shall be subjected to Skill/Proficiency/Physical Test, which will be of qualifying nature.
- Candidates who have been short-listed on the basis of their performance in the Written Test for **Jr. Engineering Assistant – IV (Fire & Safety) (Post Code-01)** will have to first successfully meet the Minimum Physical Standards in order to qualify for Skill/Proficiency/Physical Test.
- Candidates are advised to ensure that they are Medically Fit as per IndianOil'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

D. Perquisites / Other Benefits: Besides Basic Pay and industrial pattern of DA, the other allowances/ benefits include HRA/subsidized housing accommodation (as per availability), Medical Facilities, Productivity/Performance Linked Incentive, Gratuity, Contributory Provident Fund, Employees Pension Scheme, Leave Encashment, Leave Travel Concession / LFA, Contributory Superannuation Benefit Fund Scheme, House Building Advance, Conveyance Advance, Children's Education Allowance etc., as per rules.

E. Concessions and Relaxations:

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

F. General Instructions:

1. Candidates are advised to carefully read the full advertisement for details of educational qualification and other eligibility criteria before submission of Application Form.
2. The **cut-off date** for reckoning educational qualification, experience, age etc. shall be **30/04/2016**.
3. Candidates are hereby informed that any **Corrigendum/ Addendum** etc. with regard to this advertisement will be made available on www.iocl.com **only**. Candidates are advised to refer to the above website periodically for updates. All future correspondence with respect to the advertised posts will be made only through www.iocl.com and / or the e-mail id provided by the candidate.
4. Candidates who are registered with Local Employment Exchange(s)/ District Sainik Resettlement Board/ Vocational Rehabilitation Centre for Persons With Disabilities (PWD) and meeting the prescribed eligibility criteria, whose names are sponsored to Gujarat Refinery against this notification are advised to send their Application Form alongwith required documents, failing which their candidature will not be considered.
5. Candidates with Sandwich Diploma Course/ Qualification acquired through Distance Learning Mode or Part Time Mode or Correspondence Mode shall not be considered.
6. Wherever CGPA/OGPA or Letter Grade is awarded in the Diploma/Degree examination, its equivalent percentage of marks and class/division must be indicated in the application form as per the norms adopted by University/Institute.
7. Candidates possessing higher professional qualifications such as BE 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 termination at any time during employment, if recruited.
8. Latest Caste Certificate is required to be produced by reserved category candidates in the proforma prescribed by the Govt. and issued by Competent Authority only.
9. For claiming the benefit of OBC category, the candidate should submit latest caste 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 8.9.1993 and revised guidelines issued from time to time. Candidates belonging to OBC Category but falling in creamy layer are not entitled to OBC reservation benefits. Accordingly such candidates may choose to apply under "Unreserved" category for the positions provided they meet the age criteria applicable to unreserved candidates and indicate their category as "UR". Ours being a Govt. of India, Public Sector Undertaking, only those community that are mentioned in the common / Central list of OBC prepared by Central Govt. shall be treated as OBC for the purpose of reservation.
10. Reservation of vacancies for Ex-servicemen candidates as per Govt. Directives issued from time to time. Ex-servicemen fulfilling eligibility criteria can apply against the above posts along with relevant service certificates, Discharge Certificate and qualification documents prescribed above. Ex-servicemen applying for the above vacancies must submit a certificate indicating the equivalence of their qualification to that advertised along with the Application Form and also at the time of Skill/Proficiency/Physical Test, if they qualify, in the Written Test.
11. 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 (OH and HH) must be capable of performing the task assigned to them/ take instructions using suitable aids and appliances.
12. **Training period will not be counted towards experience.** However, the period of apprenticeship training in respect of candidates who have successfully completed Apprenticeship training under Apprentices Act, 1961 / Apprentices (Amendment) Act, 1973 in the relevant trade /discipline (except Fire & Safety) in any of IOCL Refineries or Industries as specified above in the Essential Qualification & Experience criteria for the relevant post shall be considered as experience. Age relaxation equivalent to the period of Apprenticeship training shall be given to Apprentices. However, no additional age relaxation will be allowed on account of experience.
13. Candidates employed in Govt. Dept'/PSUs/Autonomous bodies should forward/ submit the Application Form with necessary enclosures through proper channel. Such candidates will also be required to submit "**No Objection Certificate**" at the time of Skill/Proficiency/Physical Test and Release Order from the employer at the time of joining.

14. General and OBC category candidates are required to submit the **ORIGINAL DEMAND DRAFT / BANKER'S CHEQUE of Rs.150/- (Non-refundable)** in favor of '**ACCOUNTS OFFICER, GUJARAT REFINERY**', **payable at State Bank of India, Bajwa Branch, (Branch Code – 0568), (IFSC Code – SBIN000568) Vadodara**, towards the payment of Application Fee. No other mode of payment shall be accepted. No claim for refund of application fee would be entertained under any circumstances.
15. The decision of the management will be final and binding on all candidates on all matters relating to eligibility, acceptance or rejection of the applications, 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 the candidates and no claim will arise for employment, if some of these vacancies are not filled due to unsuitability/ insufficient number of candidates.
16. Canvassing in any form will be considered a disqualification.
17. The candidature of the applicant would be provisional and subject to meeting prescribed eligibility criteria as stipulated above alongwith consequent verification of certificates/ testimonials. At any stage of the selection process, if it is found that the candidate has furnished false or incorrect information or suppressed any factual information at any stage of recruitment process, then the candidature of the candidate is liable to be cancelled.
18. Candidates have to apply for **ANY ONE POST ONLY**. Candidates applying for more than one post/discipline will not be considered and such applications will be rejected.
19. Applications duly filled in the **PRESCRIBED FORMAT ONLY** shall be accepted. Resume/applications in any other format shall not be considered.
20. Incomplete application in any respect, applications without supporting documents or applications received after the due date will be rejected without any notice.
21. Filling up of vacancies is solely at the discretion of the management based on suitability of candidates and no claim for appointment by the candidate or any other person shall be entertained.
22. All the fields of the Application Form are mandatory and no field should be kept blank.
23. Candidates are advised to mention their correct e-mail id and mobile number (10 digits) and keep checking their e-mail messages as all future communication with candidate will take place through e-mail/SMS.
24. Candidates are advised to keep a photocopy of the Application Form for their reference and records.
25. The candidate should ascertain the correctness of the information being provided in 'Application Form' before dispatch. The candidate shall be wholly responsible for the information so provided in the Application Form.

G. How to Apply:

1. Candidates meeting the above prescribed eligibility criteria in all respect may download the Application Form from www.iocl.com.
2. The duly completed Application Form in the prescribed Proforma alongwith recent passport sized photograph affixed at the space provided, attested copies of all the following documents and Original Demand Draft (if applicable) are required to be submitted to **Chief Human Resource Manager, Gujarat Refinery, Indian Oil Corporation Ltd., PO: Jawaharnagar, Dist: Vadodara – 391 320, latest by 09th May 2016:**
 - i. Proof of Date of Birth (Birth Certificate/ High School Certificate issued by State/Central Board)
 - ii. Photo Identity Proof (Driving License/Voter Id/ PAN Card/ Adhaar Card/ Passport)
 - iii. Mark-sheets of **all years/ semesters** starting from 10th Standard (Boards)
 - iv. Final Degree/ Diploma Certificate.
 - v. Latest Caste Certificate (applicable for SC/ST/OBC candidates) / Latest Disability Certificate (applicable for PWD candidates)/ Discharge Certificate (applicable for XSM candidates) in the prescribed proforma
 - vi. Proof of requisite **post qualification experience** as stipulated above. Experience may be supported with Experience Certificate or Appointment Letter and Last Salary Slip/ Latest Salary Slip or Release Order etc. issued by the employer.
 - vii. Copy of the relevant page of the last published Balance Sheet of the establishment **must be attached** with the physical application under self certification by the candidate wherever post qualification experience (mentioned above) is required to be in Large Industrial Establishments.
 - viii. Certificate from Organization/ Industry where the Apprenticeship Training has been completed **and**
 - ix. **ORIGINAL Demand Draft / Banker's Cheque** towards payment of Application Fee (applicable for GEN & OBC candidates only)
3. Candidates should **super scribe the Name of Post Applied for & Post Code** on the top of the envelope.
4. For clarification/queries, if any, candidates may refer to FAQ available on the website or may send relevant queries to the following e-mail id - jr-recruitment@indianoil.in

IMPORTANT DATES

LAST DATE of receipt of Application Form complete in all respect	: 9th May 2016
Likely date of Written Test	: 29th May 2016
Likely date of Skill/Proficiency/Physical Test (short-listed candidates)	: 30th May – 1st June 2016

Please appreciate that only such queries would be replied to which are relevant and have not been addressed in the above advertisement. Also, applicants are requested not to send any query which is not connected with the vacancies advertised herein.

[CLICK TO DOWNLOAD APPLICATION FORM](#)

Advt. No.: JR/04/2016