



**INDIAN OIL CORPORATION LIMITED**  
(Refineries Division)  
**PARADIP REFINERY PROJECT, PARADIP**

**Advertisement No. PDRP/HR/02/Rectt-15**

**Date : 23-11-2015**

Indian Oil Corporation Limited, the largest commercial undertaking in India and a Fortune "Global 500" Company requires result oriented personnel with initiative and enterprise for its Grass root Refinery at Paradip, Odisha. Applications are invited from candidates with prescribed qualification and minimum one year of post qualification experience (as on **30.11.2015**) indicated against each position.

Post Code	Post	Discipline	Pay Scale	No. of vacancies	SC	ST	OBC (Non Creamy Layer)	UR
1	Jr. Engg Asstt-IV (Production)	Chemical	Rs.11,900-32,000/-	55	4	30	3	18
2	Jr. Engg. Asstt-IV (P&U-O&M)	Electrical	Rs.11,900-32,000/-	14	2	3	2	7
3	Jr. Engg. Asstt-IV- (Instrumentation Maintenance)	Instrumentation	Rs.11,900-32,000/-	5	1	2	0	2
4	Jr. Accounts Asstt-IV	Finance	Rs.11,900-32,000/-	14	2	3	2	7
5	Jr. Office Assistant-IV	HR	Rs.11,900-32,000/-	10	2	2	1	5
		<b>Total</b>		<b>98</b>	<b>11</b>	<b>40</b>	<b>8</b>	<b>39</b>

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

**Note: Posts mentioned against Post Code 1 to 3 are operated in rotating shift.**

- The above vacancies include unfilled vacancies from previous Recruitment exercises
- Reservation for Persons with Disability will be as follows:  
Junior Office Assistant-IV, Post Code 5 : VH-2, HH-1  
Junior Accounts Assistant-IV, Post Code 4, VH : 1, HH-1, OH-1 (One arm affected or one leg affected).  
Persons with Disabilities [VH, OH and HH] must be capable of performing the task assigned to them / take instructions using suitable aids and appliances.

**Qualification & Experience:** The prescribed qualification from Govt. recognized Indian University/Institute as a **regular full time course** and the required percentage (%age) marks, experience as on **30.11.2015** for each post is given below:

Post code	Post	Essential Qualification & Experience
1	Jr. Engg Asstt-IV (Production) Discipline-Chemical	3 years Diploma in Chemical / Refinery & Petrochemicals Engineering or B.Sc.(Physics, Mathematics & Chemistry or Industrial Chemistry) from a recognized Institute/University with minimum 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. Engg. Asstt-IV (P&U-O&M) Discipline-Electrical	3 years Diploma in Electrical Engineering from a recognized Institute/University with minimum 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/Petrochemicals / Heavy Chemical/Fertilizer/Power Plants/ large industrial establishments.

		<b>Note:</b> It will be the responsibility of the selected candidate to acquire Boiler Competency Certificate within two years of joining the service of the Corporation.
3	Jr. Engg. Asstt-IV- (Instrumentation Maintenance) Discipline- Instrumentation	3 years Diploma in Instrumentation / Instrumentation & Electronics / Instrumentation & Control Engineering from recognized Institute/University with minimum of 50% marks in aggregate for General & OBC candidates & 45% in case of SC/ST candidates against reserved positions.  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/Fertilisers/Power Plants/Oil & Natural Gas Exploration/large industrial establishments.
4	Jr. Accounts Assistant-IV Discipline : Finance	B.Com with minimum of 55% marks in aggregate for General & OBC candidates and 50% in case of SC/ST/PWD candidates for reserved positions or M.Com from a recognized Institute/University Minimum one year of post qualification experience in Accounts, Finance, Taxation, Purchase Department in any office/establishment with computer proficiency. Working knowledge of ERP Systems like SAP etc. will be preferred.
5	Jr. Office Assistant-IV Discipline : Human Resource	Graduate in any discipline with minimum of 55% marks in aggregate for General & OBC candidates & 50% in case of SC/ST/PWD candidates for reserved positions from a recognized Institute/University with Typing speed of 40 WPM (Relaxable to 35 wpm for SC/ST/PWD candidates against reserved positions).  Minimum one year of post qualification experience in ministerial & office management in any office/establishment with computer proficiency. Working knowledge of ERP systems like SAP etc. will be preferred.

**Note: 1. Candidates possessing higher professional qualifications such as BE or equivalent, MBA or equivalent, MCA, CA, ICWA or CS shall not be considered for the above notified 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.**

**2. Large Industrial Establishment would mean an industrial / manufacturing unit 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 must be attached with the physical application under self certification by the candidate.**

**AGE LIMIT:**

- Minimum 18 years and maximum 26 years (relaxable by 1 year for candidates having requisite experience of 1 year) as on **30.11.2015** (Relaxable by 5 years for SC/ST, 3 years for OBC, for the posts reserved for them). Relaxable by 10 years for Persons with Disabilities (PWD) belonging to Unreserved category, 13 years for PWD belonging to OBC (Non creamy layer) and 15 years for PWD belonging to SC/ST) for the posts reserved for them. Age relaxation applicable for Ex-Serviceman as per Govt. directives.

**PAY & PERKS:**

- In addition to the Basic Pay, D.A. and other benefits like Provident Fund, Employees' Pension Scheme under PF, Gratuity, Company Quarters or HRA, Children Education Allowance, LTC / LFA, 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.

**SELECTION METHODOLOGY:**

- Selection would be based on written test / typing / trade test (wherever applicable) and personal interview.
- The candidates will have to qualify successfully through each stage of the selection process i.e. Written Test and Personal Interview (Minimum 40% marks, relaxable by 5% for candidates from SC/ST/PWD) and pre-employment medical fitness for being adjudged suitable for selection.
- Candidates are advised to ensure that they are medically fit as per Indian Oil's pre-employment medical standards. 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 in this regard are placed on our website [www.paradiprefinery.in](http://www.paradiprefinery.in)

### **CONCESSIONS/RELAXATION:**

- SC/ST/PWD candidates appearing for written test / interview will be reimbursed single second class railway fare from the nearest railway station of the mailing address to the place of test/interview and back by the shortest route on production of ticket, provided the distance is not less than 30 KMs.
- SC/ST/PWD/XSM candidates are exempted from payment of application fee.

### **GENERAL INSTRUCTIONS:**

- Candidates are advised to carefully read the full advertisement for details of educational qualification and other eligibility criteria before submission of on-line application.
- The prescribed qualification should be from a **Govt. recognized Indian University/Institute as a regular full time course.**
- **Training period shall 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 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 **for Post Code 1 to 3.**

The candidature of only those candidates who have completed Apprenticeship Training and have passed the All India Trade Test conducted by National Council for Vocational Training (NCVT) or Certificate of Proficiency issued by BOPT/BOAT shall be considered. Age relaxation equivalent to the period of Apprenticeship training shall be given to Apprentices. However, in such case no further relaxation will be granted on account of experience.

- **The vacancies notified at Post Codes 1 to 3 above involve working in operations and maintenance activities in Plant area (rotating shifts). Petroleum Refining is considered as complex and hazardous process and hence vacancies notified at Post Codes 1, 2 and 3 are not identified for Persons with Disabilities.**
- 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, HH and OH] must be capable of performing the task assigned to them / take instructions using suitable aids and appliances.
- 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) dated 8.9.1993. 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 UR candidates and indicate their category as "UR". Indian Oil Corporation Ltd. (**Paradip Refinery**) 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.
- Applicants from Govt. /Semi Govt. /PSU will be required to submit their application through proper channel (after on line application) and produce **"No Objection Certificate" at the time of Personal Interview failing which the candidate will not be allowed to appear in the Personal Interview.** Such candidates must also submit proper release order from their employer at the time of joining.
- **The candidate must possess the prescribed qualification, experience and age as on 30.11.2015.**
- OBC & General candidates are required to make a payment of Rs.150/- (Rs. One hundred and fifty only) as application fee (non-refundable) plus transaction charges as applicable and attach the **State Bank e-Collect Payment Receipt** along with a copy of the print-out of the on-line application form. **The online link to SBI e-Collect is available to the candidate while filling up the online application form. Method for payment of application fee through SBI e-Collect and Submission of Application is placed on our website [www.paradiprefinery.in](http://www.paradiprefinery.in).**
- Incomplete applications, not supported by self authenticated 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".
- One candidate can apply for one post only. Candidates applying for more than one post will not be considered and their application will be rejected.
- 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 candidates and no claim will arise for appointment, if some of these vacancies are not filled due to unsuitability/insufficient number of candidates

- The candidature of the applicant would be provisional and subject to subsequent verification of certificates/testimonials. 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.

#### **Requirement before filling on-line application form**

- The candidate must have an active email ID which must be valid for at least one year as all future communication (including issue of admit card), with candidate will take place only through email. Candidates are advised to mention their correct e-mail id and keep checking their e-mail messages as all future communication including e-mail messages to download Call letters for written test shall be sent only through e-mail. All the candidates are also advised to keep a printout of the online application form as candidates must mention their Application No. and Date of Birth for downloading Call letters from our website [www.paradiprefinery.in](http://www.paradiprefinery.in)
- The candidate should have the relevant documents/certificates pertaining to age, qualification, caste, experience if any, scanned copy of recent passport size colour photograph and signature in jpg format (size not exceeding 50 KB for each) etc. ready before applying on-line. **The scanned copy of the photograph uploaded on the website must be the same as affixed on the print-out of the application form. The signature placed on the application form must be the same as uploaded on the online recruitment package.**

#### **How to Apply**

- Candidates meeting the above prescribed eligibility criteria may visit website [www.paradiprefinery.in](http://www.paradiprefinery.in) and **apply on-line from 01-12-2015 to 21-12-2015. Incomplete on-line applications or printed on-line applications received after the due date will be rejected.**

After successfully applying/registering on-line application, **the candidate must take a print out of the filled in on-line application form, affix his photograph, put his signature in the space provided for the purpose and send the same along with all supporting documents as mentioned in the checklist attached to the application form by ordinary post to Indian Oil Corporation Limited, Paradip Refinery Project, Post Box No. 145, General Post Office (GPO), Bhubaneswar-751001.** The last date of receipt of printout of online application form along with supporting documents is **30-12-2015 at the above address. Print-out of online application received after last date shall be summarily rejected. Candidates who submit their handwritten applications or resume without submitting their application through online mode shall not be considered.**

- Canvassing in any form is liable to render the candidate ineligible for any of the above posts. Queries, if any, may be addressed to the e-mail id : [pdrp-recruitment@indianoil.in](mailto:pdrp-recruitment@indianoil.in)
- Amendments, if any, to this advertisement shall be hosted on website [www.paradiprefinery.in](http://www.paradiprefinery.in) Candidates are advised to refer to the above-website periodically for updates.

**DATE OF OPENING OF ONLINE APPLICATION : 01-12-2015**

**LAST DATE OF SUBMISSION OF ONLINE APPLICATION : 21-12-2015**

**LAST DATE OF RECEIPT OF PRINTOUT OF ONLINE APPLICATION FORM ALONG WITH SUPPORTING DOCUMENTS : 30-12-2015**