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**Advertisement No - IOCL/MKTG/WM/1/2011**

Indian Oil Corporation Limited is the largest commercial undertaking in India and a Fortune's "Global 500" Company with 125<sup>TH</sup> global ranking in 2010. IndianOil's Marketing Division, requires young and energetic Junior Business Assistant, Junior Operator (Field) and Junior Chargeman at its various locations with details as given below.

**GROUP – WCW (White Collar Workman)**

Post	S. No.	State	#No. of Vacancies	Category#
Junior Business Assistant – Grade-III	1	Punjab	1	Gen-01
	2	Rajasthan	4	Gen-04
	3	UP	11	Gen-07, SC-02, OBC-02
	4	J&K	3	Gen-03
	5	Himachal Pradesh	1	Gen-01
	6	Bihar	8	Gen-04, SC-01, OBC-03
	7	Tripura	1	Gen-01
	8	Orissa	1	Gen-01
	9	Maharashtra	2	Gen-02
	10	Madhya Pradesh	7	Gen-03, SC-01, ST-02, OBC-01
	11	Chhattisgarh	1	Gen-01
	12	Andhra Pradesh	12	Gen-06, SC-02, ST-01, OBC-03
	13	Karnataka	7	Gen-04, SC-01, OBC-02
	14	Kerala	2	Gen-01, OBC-01
	15	Tamilnadu	4	Gen-03, OBC-01

**GROUP – BCW (Blue Collar Workman)**

Post	S. No.	State	#No. of Vacancies	Category#
Junior Operator Grade I	1	Punjab	6	Gen-02, SC-03, OBC-01
	2	Rajasthan	3	Gen-03
	3	Uttar Pradesh	12	Gen-07, SC-02-, OBC-03
	4	J&K	7	Gen-06, OBC-01
	5	Himachal Pradesh	3	Gen-03
	6	Haryana	4	Gen-03, OBC-01
	7	Tripura	10	Gen-05, SC-01, ST-04
	8	Andaman & Nicobar	2	Gen-01, OBC-01
	9	Sikkim	2	Gen-02
	10	West Bengal	10	Gen-04, SC-02, OBC-04



	11	Maharashtra	2	Gen-01, OBC-01
	12	Madhya Pradesh	16	Gen-08, SC-02, ST-04, OBC-02 [1 PWD (HI) is reserved from these 16 vacancies, whichever category the candidate belongs to]
	13	Dadra & Nagar Haveli	5	Gen-03, ST-02
	14	Goa	5	Gen-04, OBC-01
<b>Post</b>	<b>S. No.</b>	<b>State</b>	<b>#No. of Vacancies</b>	<b>Category#</b>
Junior Operator Grade I	15	Andhra Pradesh	23	Gen-11, SC-03, ST-03, OBC-06
	16	Karnataka	6	Gen-03, SC-01, OBC-02
	17	Kerala	19	Gen-12, SC-02, OBC-05
	18	Tamilnadu	25	Gen-13, SC-05, OBC-07
<b>Post</b>	<b>S. No.</b>	<b>State</b>	<b>#No. of Vacancies</b>	<b>Category#</b>
Junior Chargeman Grade III	1	Punjab	9	Gen-06, SC-02, OBC-01
	2	Rajasthan	4	Gen-04
	3	Uttar Pradesh	1	Gen-01
	4	Himachal Pradesh	1	Gen-01
	5	Tripura	1	Gen-01
	6	Madhya Pradesh	5	Gen-04, ST-01
	7	Andhra Pradesh	2	Gen-02
	8	Karnataka	1	Gen-01
	9	Kerala	1	Gen-01
	10	Tamilnadu	15	Gen-08, SC-03, OBC-04

Gen – General , OBC – Other Backward Class; SC – Scheduled Caste; ST – Scheduled Tribe; OBC – Other Backward Class; PWD – Person with disability, OH – Orthopedically Handicapped, VI – Visually Impaired, HI – Hearing Impaired, PSU – Public Sector Undertaking;

**Pay Scale is of ` 11900 – 32000 for GROUP- WCW & GROUP- BCW (Grade-III) and ` 10500 – 24500 for GROUP BCW (Blue Collar Workman) – Grade I respectively.**

**# The vacancies and reservation indicated above is tentative and may increase or decrease in the relevant categories at the absolute discretion of Management and in compliance with Presidential Directives on reservation at the time of appointment.**

**Qualification & Experience:-** The prescribed qualification is from Govt. recognized University/ Institute as a regular student and the required minimum post qualification experience excluding training and apprenticeship period as on **01.02.2011** for each post is given below:-

**GROUP – WCW**

<b>Post</b>	<b>Essential Qualification</b>	<b>Minimum Post qualification experience as on 01.02.2011</b>
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Junior Business Assistant – Grade-III	<p>i. 2nd Class Graduate or Graduate with minimum 50% marks in aggregate (where University awards no class) from a recognized University. Only regular course (not through distance mode or Part time).</p> <p>ii. Computer typing speed of 40 w.p.m. (35 w.p.m. for SC/ ST/ PWD candidates). Computer Literacy in Microsoft Word &amp; Excel is Essential.</p>	Minimum 1-year, after graduation Work experience (excluding training and apprenticeship period) for General & OBC (8 months for SC/ ST/ PWD) in a commercial enterprise/manufacturing organization/ Govt. dept./ PSU with sound knowledge of computer operation.
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#### GROUP – BCW

Post	Essential Qualification	Minimum post qualification experience as on 01.02.2011
Junior Operator– Grade-I	<p>SSC with ITI Certificate (Govt Recognised 2 years course) in any one of the following trades –</p> <p>i. Electronics/Instrumentation/Electronics Mechanic/Instrument Mechanic/ Instrument Mechanic (Chemical Plant)</p> <p>ii. Electrical/Electrician</p> <p>iii. Mechanical/Equipment</p> <p>iv. Mechanical/Mechanical Equipment (Chemical)/Maintenance Mechanic (Chemical)/Attendant Operator (Chemical)/Mechanic (Motor Vehicle)/Machinist Fitter/Marine Fitter</p>	Minimum 1-year, after ITI Work experience (excluding training and apprenticeship period ) for General, & OBC (8 months for SC/ ST/ PWD) in a manufacturing organization/ Govt. dept./ PSU.
Junior Chargeman - Grade III	Diploma in Engineering (Govt Recognised 3 years course) in any one of the following branches – Electronics/ Electrical/Instrumentation/ Mechanical	Minimum 1-year,after Diploma Work experience (excluding training and apprenticeship period ) for General & OBC (8 months for SC/ ST/ PWD) in a commercial enterprise/manufacturing organization/ Govt. dept./ PSU.

#### Note:-

**Graduate Engineers/ MBAs will not be considered for any of the above posts.**

#### Broad Description of Duties:-

- **Group WCW**

**Junior Business Assistant – Grade-III:-** Typing/making of notes, statements, letters, tables, reports, documents etc on PCs, make copies from/of manuscripts, drafts, documents etc, check and compare typed material for correction, sorts incoming mail and arranges despatch of outgoing correspondence and other documents and materials etc., links and connects incoming correspondence with previous correspondence, filing of papers, prepare and maintain files, registers, etc., notes and take follow up action on the



correspondence, makes enquiries to obtain information, where necessary, for replies; take inventory, maintain records and do tallying work in respect of stationery material, equipments, cylinder etc., keeps records of visitors in office/unit premises, maintain registers of incoming and outgoing equipments, products, cylinder etc, Work on PC for his/her assigned SAP or Other PC Related works including data entry, word processing, data communication etc., Maintain the PC equipment in good condition. Performs any other duty in Cluster 'E' and any duty assigned to him/her from time to time by his/her superiors.

- **Group BCW**

- a. **Junior Operator– Grade-I:-** Perform variety of unskilled and semi-skilled miscellaneous jobs, carryout all the operational work and other allied activities in LPG/Lube/Drum Plants, Terminals, Installations, Depots, AFS, RO's and any other unit. To perform all the duties of a helper in the Tank Truck. To perform duties related to Gauging of tanks/Tank Farm/Pump house Operations & related works. To perform operation of Fire Fighting Equipments & Pumps,DG Sets & related activities. To perform TT/TW loading/unloading, sealing,locking,sampling and other related works. To perform maintenance of various mechanical/electrical/electronics/instrumentation equipments. To carryout cylinder checking,filling,weighing etc, and related works. To perform and participate in security, safety and developmental activities. Performs any other duty within the Cluster and any duty assigned to him/her from time to time by his/her superiors.

- b. **Junior Chargeman– Grade-III:-** Perform variety of semi-skilled & skilled jobs, carryout all the operational work and other allied activities in LPG/Lube/Drum Plants, Terminals, Installations, Depots, AFS, RO's and any other unit. Maintenance of Pumps,motors,pipelines,hose-pipes,gaskets,valves etc. Gauging of Tanks, assisting supervisor in field operations & maintenance, Calibration of volume fillers,tank trucks,tank wagons. Sampling of products, strip open hand operated pumps & assemble the same.Bulk receipt, storage & despatches in tank trucks, tank wagons and bunkering.

- **Pay Scale & Emoluments:** Post under WCW & BCW (in Grade III) is in pay scale of ` 11900 – 32000/- and Post under BCW Grade I is in pay scale of ` 10500 – 24500/- . In addition, to Basic Pay, DA, HRA and other benefits like PF, Gratuity, LTC/LFA, medical benefits, productivity/performance linked incentive, leave encashment, conveyance allowance, superannuation benefits, post retirement medical benefits, Employees' Pension Scheme under PF, children education benefits etc. shall be admissible as per rules of the Corporation. At present total yearly emoluments (CTC – Cost to Company basis) at the minimum of the scale for Jr. Operator will be approx `3.3 Lakhs to `3.6 Lakhs, and for Jr. Chargeman and Jr. Business Assistant will be approx ` 3.8 Lakhs to `4.08 Lakhs.

- **Application Fee:** The applications should be accompanied with a crossed **Demand Draft of ` 100/-** (Rs. One hundred only) as application fee (**Non refundable**) in favour of "**Indian Oil Corporation Ltd., MD**", payable at **Mumbai**. Money Order, Postal Order, Cash or any other mode of payment will not be accepted.

- **Age Limit:** **Minimum 18 years and maximum 32 years on 01.02.2011.**

- **Concessions/Relaxation:** (1) Relaxation in upper age limit by 5 years for SC/ST candidates & 3 years for OBC candidates and Ex-servicemen as per rules (2) Outstation SC/ST candidates called for tests/interview will be reimbursed to and fro second class rail/Bus fare by shortest route on production of ticket & attested (by Gazetted Officer) photocopy of Caste Certificate (3) SC/ST and Ex-servicemen candidates are exempted from payment of application fee. (4) Relaxation in upper age limit by 5 years for those who had ordinarily been domiciled in the State Of Jammu & Kashmir during the period from 01.01.1980 to 31.12.1989.

- **Selection Methodology:**



**WCW** - The selection methodology will comprise of written test (language of the test will be English & Hindi - Bilingual) which will be held at 14 locations, namely – New Delhi, Chandigarh, Jaipur, Lucknow, Kolkata, Guwahati, Patna, Bhubaneswar, Mumbai, Bhopal, Hyderabad, Bangalore, Cochin & Chennai. Shortlisted candidates of Written test will be called for Trade Test which will be held at Mumbai, Delhi, Kolkata and Chennai. These candidates will finally be called for Personal Interview which will be conducted at Mumbai, Delhi, Kolkata and Chennai. Canvassing in any form will be considered a disqualification.

**BCW** - The selection methodology will comprise of written test which will be held at 14 locations, namely – New Delhi, Chandigarh, Jaipur, Lucknow, Kolkata, Guwahati, Patna, Bhubaneswar, Mumbai, Bhopal, Hyderabad, Bangalore, Cochin & Chennai. Shortlisted candidates of Written test will be called for Personal Interview which will be conducted at Mumbai, Delhi, Kolkata and Chennai. Canvassing in any form will be considered a disqualification.

- **General Instructions:** (1) Candidates should send their typed/neatly handwritten application on a plain paper (A-4 size) duly signed with date in the prescribed proforma given below. (2) Candidates employed in Govt. Deptt./Public sector organizations should apply through proper channel. (3) Advt. No. and post applied for should be superscribed on the envelope. (4) **Candidates should ensure that he/she is eligible as per the norms stipulated in the advertisement before applying. If the candidates is found ineligible at any stage of selection, he/she will be disqualified and their candidature will be cancelled** (5) Candidates should attach photocopies of testimonials (proof of age, education qualification, experience and caste certificate) duly attested by a gazette officer failing which the applications are liable to be rejected. (6) Candidates belonging to OBC category should submit proper caste certificate as per the proforma of Govt. of India (which should not be more than 6 months old from the date of Written Test) and which should, among others specifically mention that he/she does not belong to the persons/sections (creamy layer) as mentioned in Col. 3 of the schedule to the Department of Personnel & Training in the Govt. of India OM No. 36012/22/93-Estt.(SCT) dated 8.9.93. (7) Candidates belonging to OBC Category, but coming in creamy layer will not be entitled to the benefits of reservation and should apply as General Category Candidate. (8) Applications without supporting documents/Incomplete/not accompanied with Application Fee/not fulfilling the prescribed criteria in any respect or those received late are liable to be rejected. (9) **One candidate can apply for one post and for one state only. Candidate applying for more than one post and/or for more than one state, will be disqualified.** (10) **Candidates registered with Employment Exchange and/or whose names have been sponsored by Employment Exchange, also need to apply as per this advertisement.** (11) Applications complete in all respects should be sent by **ORDINARY POST ONLY** to **POST BOX NO. 7736, BORIVALI(WEST), MUMBAI 400092** so as to reach latest by **19.03.2011**. Please note that applications sent through courier or registered post or speed post or in person will not be accepted. The Corporation will not be responsible for any delay and/or any application lost in transit. (12) Candidates are advised to visit our website [www.iocl.com](http://www.iocl.com) where names of the eligible candidates for appearing in the written test will be uploaded. In case a candidate does not receive the call letter but his/her name appears in the eligible list, he/she should download the call letter from our website: [www.iocl.com](http://www.iocl.com). For downloading the call letter candidate has to click on the link available on our corporate website, enter his/her Roll No & Date of Birth. Roll No can be found from the alpha order list of eligible candidates available on our website. If the candidate does not find his/her name in the list of eligible candidates he/she should check in the list of not eligible candidates, which is also available on our website.
- Application form can also be downloaded from our corporate website: [www.iocl.com](http://www.iocl.com)
- **Contact Person - Manish Patil, Chief MS Manager, Marketing Division HO, Ph no : 022-26447534**

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