



**INDIAN OIL CORPORATION LIMITED**  
**(REFINERIES DIVISION)**  
**(MATHURA REFINERY)**  
**(A Govt. of India Undertaking)**



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1. Indian Oil Corporation Limited is the largest commercial enterprise in India and a Fortune's "Global 500" company with a Global ranking of 96.

Mathura 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 of Rs 11,900 – Rs 32,000/-

POST CODE	NAME OF POST	NO. OF VACANCIES	CATEGORY WISE LIKELY RESERVATION			
			SC	ST	OBC	UNRESERVED
01	Jr. Engineering Assistant-IV (Production)	17	03	-	05	09
02	Jr. Engineering Assistant-IV (Power & Utility)	02	01	-	-	01
03	Jr. Engineering Assistant-IV (Mechanical Maintenance)	10	02	-	03	05
04	Jr. Engineering Assistant-IV (Instrumentation)	05	01	-	01	03
05	Jr. Engineering Assistant-IV (Fire & Safety)	07	01	-	02	04

**Note:**

- The indicated number of vacancies may either increase or decrease at the discretion of management.
- Candidates possessing professional qualifications such as BE/ B. Tech. / B.Sc. (Engineering)/MBA or similar professional qualification applicable in IOCL for recruitment in induction level post of Engineer/Officer in Grade 'A' shall NOT be considered as eligible.
- Candidates with Two Years Diploma/ Sandwich Diploma Course/ Qualification acquired through Distance Learning Mode or Part Time Mode shall not be considered
- Reservation of vacancies for Ex-servicemen candidates as per Govt. Directives issued from time to time.

2. **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 **01-01-2015 for each post is given below:**

Post Code	Name of Post	Essential Qualifications and Experience	
01	Jr. Engineering Assistant-IV (Production)	Qualification	3 years Diploma in Chemical /Refinery & Petrochemical Engineering or B.Sc (Maths, Physics, Chemistry or Industrial Chemistry) from a recognized Institute /University.
		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/ Fertilizer / Heavy Chemical/ Gas Processing Industry
02	Jr. Engineering Assistant-IV (Power & Utility)	Qualification	3 years Diploma in Mechanical or Electrical Engg. From recognized Institute /University Preference will be given to candidates possessing Boiler Competency Certificate.
		Experience	Minimum one year of post qualification experience (after diploma) in DM plant, Industrial Air Compressor, Steam Turbine, Gas Turbine, Cooling Tower Operation , Raw Water Treatment Plant in Petroleum Refinery / Petrochemicals /large industrial units.
		<b>Note:</b> Candidates with B.Sc. (PCM) who have successfully completed Apprenticeship Training for 3 years in Boiler Attendant Trade under The Apprenticeship Act are also eligible.	

Post Code	Name of Post	Essential Qualification and Experience	
03	Jr. Engineering Assistant-IV (Mechanical Maintenance)	Qualification	3 years Diploma in Mechanical Engg from a recognized Institute / University or Matric with ITI in Fitter Trade
		Experience	Minimum one year of post qualification experience for Diploma Holders and two years for candidates with ITI qualification in Installation , Maintenance of Pumps, Compressor, Gas / Steam Turbines etc and stationary equipment like Boilers, Heat Exchangers, column vessels, piping etc in Petroleum Refinery / Petrochemicals / Gas Processing / large industrial units
04	Jr. Engineering Assistant-IV (Instrumentation)	Qualification	3 yrs Diploma in Instrumentation / Instrumentation & Electronics / Instrumentation Control from recognized Institute / University
		Experience	Minimum one year post qualification experience in Maintenance of modern instrumentation control systems like DCS, PLC with electronic field instrumentation , Control Valve, Smart Positioners, loop configuration, on line analyzers condition monitoring in a modern Chemical / Petroleum / Petrochemical / Fertilizer / Power Plants / Oil & Natural Gas exploration companies / large industrial units.
05	Jr. Engineering Assistant-IV (Fire & Safety)	Qualification	Matric plus Sub-Officers' Course from NFSC Nagpur or from 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, 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.
		Experience	Minimum one year of post qualification experience of working in Fire & Safety set up of handling fire fighting equipments, fire water networks, related communication systems, emergency handling, fire fighting, operation of fire tenders / pump house etc in a Petroleum / Petrochemical / Chemical / Fertilizer / Gas Processing / large industrial units.

### 3. Age Limit:

- Minimum 18 years and maximum 26 years, **as on 01-01-2015**. Relaxation in age by 5 years for SC candidates & 3 years for OBC candidates, for the posts reserved for them.
- Age relaxation to the extent of experience notified will be given to the candidates of all categories, in addition to age relaxation otherwise applicable for SC/OBC.
- In respect of those who have duly completed apprenticeship training, age relaxation shall be allowed to the extent of relevant apprenticeship period.
- Age relaxation for Ex-servicemen as per Government Directives.

### 4. Selection Methodology:

- a) The candidates prima facie meeting the prescribed eligibility criteria with regard to educational qualification, age , experience requirement as per the details submitted by them in their on-line application form shall undergo Written Test.

- b) Candidates shortlisted on the basis of their performance in the Written Test and meeting the eligibility criteria shall be subjected to Personal Interview.
- c) 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 05**, will have to first successfully meet the Minimum Physical Standards [as indicated at S no: 2(05)] in order to qualify for undergoing Trade Test. Similarly, only those candidates who qualify Trade Test shall be prima facie eligible for Personal Interview
- d) Candidates will have to qualify at each stage of the selection process successfully and will have to meet the parameters of pre- employment medical fitness for being adjudged suitable for final selection.

**5. 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, Group Savings Linked Insurance, Leave Encashment, Leave Travel Concession / LFA, Contributory Superannuation Benefit Fund Scheme, House Building Advance, Conveyance Advance, Children's Education Allowance etc., as per rules.

**6. Concessions and Relaxations:**

- a) The applicant must have prescribed qualification (**Full Time**) from **recognized** Indian University / Institute / Board as a regular course with minimum (i) 60% marks **in aggregate** for Gen/OBC candidates and (ii) 55% marks **in aggregate** for SC candidates only.
- b) Candidates belonging to Reserved Category applying against 'un-reserved' vacancies shall not be given any relaxations otherwise applicable to such categories.
- c) SC / ST candidates appearing for Written Test / Personal Interview will be reimbursed second-class rail / bus fare from the nearest railway station of the Correspondence Address as mentioned in the Application Form to the place of Written Test / Personal Interview 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.
- d) SC / ST / Ex-Servicemen candidates are exempted from payment of application fee.

**7. General Instructions:**

- a. Candidates are advised to carefully read the full advertisement for details of educational qualification and other eligibility criteria before filling up / furnishing particulars / details / information in the online application format and its final submission.
- b. Candidates who are registered with Local Employment Exchange(s)/ District Sainik Resettlement Board and meeting the prescribed eligibility criteria, whose names are sponsored to Mathura Refinery against this notification are advised to apply Online, failing which their candidature will not be considered.
- c. Experience should be **post-qualification only**. Company 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 (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. The candidature of only those candidates who have successfully 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, no additional age relaxation will be allowed.
- d. The **cut-off date** for reckoning educational qualification, experience, age etc. shall be **01-01-2015**.
- e. For the purpose of experience, 'Large Industrial Unit' means Industrial enterprises whose investment in plant & machineries must be exceeding Rs. 10 crore, but should not exceed Rs. 100 crore in fixed capital investment and is in possession of IEM / Letter of Intent / Industrial License issued by competent authority for this purpose and also in possession of Commercial Production Certificate issued by competent authority after commencement of commercial production. The candidates will have to produce a certificate issued by his employer as a proof of service in Large Industrial Unit as defined above.

- f. 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.
  - g. Caste certificate to be produced by reserved category candidates in the proforma prescribed by the Govt. and issued by Competent Authority only.
  - h. 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, apart from other eligibility criteria, they also meet the age criteria applicable to unreserved candidates and indicate their category as "UR". IndianOil 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.
  - i. Candidates employed in Govt. Dept/PSUs/Autonomous Bodies are required to submit "Release Order from the employer at the time of joining.
  - j. Ex-servicemen fulfilling eligibility criteria can apply against the above posts along with relevant service certificates, Discharge Certificate and educational qualification documents prescribed above. Ex-servicemen applying for the above vacancies must submit a certificate indicating the equivalence of their educational qualification to that of the educational qualification advertised at the time of Personal Interview, if they qualify, in the Written Test.
  - k. General and OBC category candidates are required to pay application fee of **Rs. 100 through Crossed Demand Draft drawn in favour of 'Sr. Accounts Officer, Mathura Refinery' payable at Mathura**. No other mode for payment of application fee shall be accepted. *(SC/ST/Ex-Servicemen candidates are exempted from payment of Application Fee)*
  - l. No claim for refund of application fee would be entertained under any circumstances.
  - m. The decision of the management in all matters relating to eligibility, acceptance or rejection of the application and mode of selection will be final and management will not entertain any enquiry or correspondence in this regard.
  - n. Canvassing in any form will be considered a disqualification.
  - o. Furnishing of false information or suppression of any factual information at any stage of recruitment process would be a disqualification, and is likely to render the candidate unfit for employment under the corporation.
  - p. One candidate is allowed to apply for only one post. Candidates applying for more than one post / discipline will not be considered and such applications will be rejected. Candidates must ensure that the applications are complete in all respect. Incomplete application in any respect or applications received after the due date will be rejected without any notice.
  - q. 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.
  - r. The candidature of the applicant shall be provisional subject to meeting prescribed eligibility criteria.
  - s. Applications submitted through on-line application system only will be accepted.
- 8. Requirement Before Filling up Online Application Form:**
- a. Each applicant / candidate must have an active e-mail ID and mobile number and the same must remain valid for at least one year as all communications to them will take place only through e-mail and SMS alerts.
  - b. The candidate should have the relevant certificates / testimonials / documents / proofs pertaining to age, caste, educational qualifications, post qualification experience, type of industry worked etc. ready before applying on-line.

- c. General and OBC candidates must have a Crossed Demand Draft of Rs 100 drawn in favour of 'Sr. Accounts Officer, Mathura Refinery' payable at Mathura , towards payment of application fee.
- d. The candidate must ascertain the correctness of each information / details before filling in the 'Online Application Form' and its final submission. The candidate shall be wholly / exclusively responsible for the information / details so filled / provided in his on-line Application Form.
- 9. How to Apply:** Candidates undertaking the responsibility of correctness of particulars / details furnished in the **Online Application Format** will ensure that he / she possess all the relevant certificates / testimonials / proofs / supporting documents specially for educational qualifications, post qualification experience, caste and such other particulars / information at the time of submission of online application form. Candidates interested to submit Online Application for any one of the above mentioned post will follow the steps mentioned below:
- a. **1st Step:** Log on to **IndianOil** website [www.iocl.com](http://www.iocl.com)
- b. **2nd Step:** Furnish particulars / details of their educational qualifications, post qualification experience, caste, DD Number (to whomsoever applicable) etc. and such other information as sought in the online application format.
- c. **3rd Step:** Upload his / her Passport size Photograph.
- d. **4th Step:** Submit the Application Form in the system / web site.
- e. **5th Step:** General & OBC candidates, after completing the application registration formalities as required in above 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> steps, are required to take a print out of the Registration / Acknowledgement Slip, write their name & registration number on the back of original DD and attach the Demand Draft with Registration / Acknowledgement Slip and send the same by ordinary post only to **P.O Box Number 1102, Jayanagar – 3<sup>rd</sup> Block, Bangalore – 560011.**
- f. **6th Step:** Take a print of Registration / Acknowledgement Slip which will contain a unique identification / registration number and keep it as your copy of proof for submission of application / registration and the same will be referred by you for all query / any other purpose connected to this recruitment process.

**Note:**

- a. Candidates, other than General & OBC category, need not follow / go to 5th Step as they are exempted from payment of application fee. However, for generation of registration slip / acknowledgement they will be required to follow / go to 6<sup>th</sup> Step.
- b. Only online mode of application / registration will be accepted. Applications / registration received in any other form / mode shall be liable for rejection.
- c. Incomplete online applications or online application received after the due date or multiple online applications for more than one post will be liable for rejection.
- d. For raising any query / enquiry, the candidate must refer / mention the unique identification / registration number.
- 10. Display of names of shortlisted candidates for Written Test :** Based on the responsibility undertaken about the correctness of information / particulars / details furnished by candidates in the Online Application Format, their eligibility for appearing in the written test will be decided and accordingly names of all such shortlisted candidates shall be displayed on the **IndianOil website [www.iocl.com](http://www.iocl.com)**
- 11. Admit Card for Written Test:** All such Candidates whose names have been shortlisted for Written Test and their names have been displayed on the **IndianOil website [www.iocl.com](http://www.iocl.com)** shall be sent '**Admit Card for Written Test**' advising them to appear in the Written Test on scheduled date / time / venue. For creation / generation of '**Admit Card for Written Test**', such candidates will follow any one of the following steps:

- a. Take a print of '**Admit Card for Written Test**' sent to you through email and carry the same along with a valid photo ID proof for verification at the written Test Venue.

**Alternatively / or**

Log on to **IndianOil website [www.iocl.com](http://www.iocl.com)**, enter your unique identification / registration number, download & take a print of '**Admit Card for Written Test**' from website and carry the same along with a photo ID proof for verification at the written Test Venue. Candidates not complying with above shall not be allowed to appear in the written test

**12. Display of names of shortlisted candidates for Interview:** After evaluation of Written Test's Answer Sheets of all the candidates, who appeared in the Written Test, category wise lists / names of candidates (SC/OBC/Gen.), shortlisted for interview in order of merit, shall be displayed on the **IndianOil website [www.iocl.com](http://www.iocl.com)**

**13. Uploading of Documents by Candidates Shortlisted For Interview:** All candidates whose names have been shortlisted for Interview and their names have been displayed on the **IndianOil website [www.iocl.com](http://www.iocl.com)**, as mentioned above at sl.no.12, shall be advised to upload following documents using '**Document Upload**' link to be sent to them through email and the same will remain open / active only for a specific period to be indicated in the email.

**A. List of documents to be uploaded by all candidates:**

- a. Proof of Date of Birth (Birth Certificate / High School Certificate (10<sup>th</sup> / 12<sup>th</sup> pass) issued by state / central board having date of birth.
  - b. Educational qualification certificates / Mark-sheets of all years / semester starting from 10th Standard (Boards),
  - c. Proof of requisite post qualification experience as stipulated against each post (1) Work experience certificate or appointment letter and latest salary slip or release order etc. issued by the employer and / or (2) Post qualification relevant Apprenticeship Training Certificate of passing of All India Trade Test conducted by National Council for Vocational Training (NCVT) or Certificate of Proficiency issued by BOPT / BOAT)
- B.** Candidate employed in Govt. Dept / PSUs / Autonomous Bodies will be required to upload No Objection Certificate (NOC) in addition to Sl. no. a, b & c above.
- C.** SC / OBC candidates will be required to upload Caste Certificate in addition to Sl. no. a, b & c above.
- D.** Ex.SM candidates will be required to upload Discharge Certificate in addition to Sl. no. a, b & c above.

**Note:**

- i. Only the candidates who uploaded all the necessarily required documents shall be called for the interview. Also, only the documents uploaded and submitted online by the candidate shall be taken into consideration for checking and basing the eligibility of the candidate and calling them for interview.
- ii. Candidates uploading incomplete documents will be liable for rejection.

**E. Interview / 'Admit Card for Interview':** After the closing date fixed for uploading documents by the candidates shortlisted for Interview as mentioned above at sl.no.13, the uploaded documents shall be scrutinized / verified from the particulars / details furnished by candidates in the online application format. Accordingly the eligibility of such candidates for calling them for interview will be decided and they will be sent '**Admit Card for Interview**' advising them to appear in the interview on scheduled date / time / venue. The names of such candidates shall also be displayed on the **IndianOil website [www.iocl.com](http://www.iocl.com)**. Steps for creation / generation of '**Admit Card for Interview**', and other requirements for appearing in interview will be as follows:

- a. For creation / generation of '**Admit Card for Interview**' candidates are required to take a print of '**Admit Card for Interview**' sent to them through email and carry the same along with a photo ID proof for verification at the time of interview.

**Alternatively / or**

Log on to **IndianOil website [www.iocl.com](http://www.iocl.com)**, enter your unique identification / registration number, download & take a print of '**Admit Card for Interview**' from website and carry the same along with a photo ID proof for verification at the time of interview.

- b. Relaxation for reserved categories candidates in qualifying marks for calling them for interview shall be as per Govt. Directives
- c. Candidates appearing for Post Code No: 05 shall be required to appear for Trade Test followed by Interview.
- d. Candidates shall be required to read the instructions mentioned in the '**Admit Card for Interview**' carefully and comply each instruction failing which they will not be allowed to appear in the interview.
- e. Candidates must carry all documents as mentioned above / in the '**Admit Card for Interview**' in original failing which they will not be allowed to appear in the interview.
- f. Candidates called for interview shall be required to come prepared and make their own arrangement for stay at Mathura for 2/3 days, because in the event of their selection they shall be required to undergo medical examination at Mathura Refinery Hospital on the next day.
- g. The candidature of the candidates shortlisted for interview shall be provisional subject to their meeting the prescribed eligibility criteria and verification / authenticity of documents submitted by them.
- h. **Clarifications / Queries** : For clarification/queries, if any, candidates may contact over Phone No: 0565-2417135 / 7137 / 8153 / 7131.

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 ask any query which is not connected with the vacancies advertised herein.

**APPLYING ONLINE:**

<b>DATE OF OPENING OF ONLINE APPLICATION</b>	<b>: 20-02-2015</b>
<b>LAST DATE OF SUBMISSION OF ONLINE APPLICATION</b>	<b>: 16-03-2015</b>
<b>LAST DATE OF RECEIPT OF APPLICATION FEE DD's</b>	<b>: 23-03-2015</b>

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