



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



SPECIAL RECRUITMENT DRIVE FOR PERSONS WITH DISABILITIES (PWDs)

Indian Oil Corporation Limited is the largest commercial enterprise in India and a Fortune's "Global 500" company with a Global ranking of 119. Mathura Refinery, the flagship refinery of IndianOil invites applications from bright, energetic and result oriented 'Persons with Disabilities'(PWDs) of Indian Nationality for the following positions in the regular scale of pay of Rs 11,900 – 32,000 /- :

Post Code	Name of Post	*No. of Vacancies	Essential Qualification	***Post Qualification Experience
01	Jr. Engineering Assistant – IV (Electrical Maintenance)	02 Reserved for PWDs – OH(OA,OL)/ HH	3 years Diploma in Electrical Engg from a recognized Institute / University	Minimum one year of post qualification experience in maintenance and operation of modern electrical systems such as high, medium and low voltage electrical power distribution equipment viz. HT/LT switchgear, transformers, motors, generators, protection systems, UPS, DC systems, lighting, cabling, earthing etc. in Petroleum Refinery/ Petrochemical/ Gas Processing industries/ large industrial units.
02	Jr. Engineering Assistant – IV (Mechanical Maintenance)	02 Reserved for PWDs – OH(OA,OL) / HH	3 years Diploma in Mechanical Engg from a recognized Institute / University or Matric with ITI in Fitter Trade	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 industries / large industrial units.
03	Jr. Engineering Assistant – IV (Instrumentation)	02 Reserved for PWDs – OH(OA,OL) / HH	3 yrs Diploma in Instrumentation / Instrumentation & Electronics / Instrumentation Control from recognized Institute / University	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 industries / large industrial units.
04	Jr. Materials Assistant	01 Reserved for PWDs – OH (OA,OL)/HH	03 yrs Full Time Diploma in Mechanical / Electrical / Instrumentation Engg	Minimum one year post qualification experience in operation & maintenance of an industry or of handling various types of materials used in Chemical / Petroleum / Petrochemical / Fertilizer / Power Plants / Gas Processing/ Oil & Natural Gas exploration industries / large industrial units.

***Candidates not fulfilling the relevant experience criteria can also apply. However, only in the event of non-availability of candidates with prescribed experience, such candidates without experience shall be considered as Trainees for a period of 18 months on a consolidated stipend of Rs 15,250 p.m . Other facilities / benefits will be regulated as per rules in this regard. Upon satisfactory completion of training, they shall be absorbed in the regular scale of pay.

* Out of 07 vacancies, 01 post is reserved for SC and 02 posts are reserved for OBC

Abbreviations:

OH = Orthopedically Handicapped

HH = Hearing Handicapped

OA = One Arm, OL = One Leg

Note:

- a. Only candidates with not less than 40% disability are eligible to apply for the post.
- b. The indicated number of vacancies may either increase or decrease at the absolute discretion of management.
- c. 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.
- d. Candidates with Two Years Diploma/ Sandwich Diploma Course/ Qualification acquired through Distance Learning Mode or Part Time Mode shall not be considered.
- e. Reservation of vacancies for Ex-servicemen candidates as per Govt. Directives issued from time to time.

1. Age Limit:

- a. Minimum 18 years and maximum 36 years (including relaxation by 10 years for PWD candidates), as on **30-09-2015**. Relaxation in age by another 5 years for SC candidates & 3 years for OBC candidates.
- b. 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.
- c. In respect of those who have duly completed apprenticeship training, age-relaxation to the extent of period of Apprenticeship training shall be given. Further, their period of Apprenticeship training shall be considered as 'experience' in relevant disciplines. However, no further age relaxation on account of experience shall be permissible.
- d. Age relaxation for Ex-servicemen as per Government Directives.

2. Selection Methodology:

- a. The candidates meeting the prescribed eligibility criteria with regard to educational qualification, age , experience requirement etc as per the certificates / testimonials / documents / proofs submitted by them alongwith their 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 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

- 3. 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.

4. Concessions and Relaxations:

- a. The applicant must have prescribed qualification (Full Time) from recognized Indian University / Institute / Board as a regular course
- b. SC / ST candidates appearing for Written Test / Personal Interview will be reimbursed sleeper 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.

5. General Instructions:

- a. Candidates are advised to carefully read the full advertisement for details of age , experience requirement etc and other eligibility criteria before filling up / furnishing particulars / details / information in the application format.
- 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 as per procedure, failing which their candidature will not be considered.
- c. Experience should be post-qualification only. 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 shall be considered as experience (Also refer to clause 1 C).

- d. 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.
- e. The cut-off date for reckoning educational qualification, experience, age etc. shall be **30-09-2015**.
- 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 contained in DoPT OM No 36036/2/2013-Esstt.(Res.) dated 30-05-2014 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 position 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. 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.
- l. Canvassing in any form will be considered a disqualification.
- m. 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.
- n. Incomplete application in any respect or applications received after the due date will be rejected without any notice.
- o. 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.
- p. The candidature of the applicant shall be provisional subject to meeting prescribed eligibility criteria.

6. How to Apply:

- a. Candidates should send their application duly signed with date in the prescribed proforma given below (Candidates employed in Govt. Dept / Public Sector organizations should apply through proper channel).
- b. Advt. No. and Name of Discipline applied for should be superscribed on the envelope.
- c. Candidates should attach self attested photocopies of all relevant certificates / testimonials / documents / proofs mentioned below failing which the applications are liable to be rejected.
- d. Applications complete in all respects should be sent by Registered / Speed Post Only to **Chief Human Resource Manager, Mathura Refinery (IOCL), Mathura, U.P - 281005 so as to reach latest by 16-11-2015**. The Corporation will not be responsible for any application lost in transit.

Applications without supporting documents/Incomplete/not fulfilling the prescribed criteria in any respect or those received late are liable to be rejected

7. List of documents to be submitted by candidates:

Photograph

- Two latest passport size photographs

Date of Birth

- Tenth(Xth) class mark sheet or Birth certificate issued by the authorized authority
- Twelfth(XIIth) class mark sheet(if applicable)

Qualification Document

- Final/Provisional Diploma Certificate
- Final/Provisional Diploma equivalency Certificate (if applicable)
- Mark sheets of all semesters/years of Diploma Course

Post Qualification Experience document

- Offer of Appointment
- First and Last pay slip
- Release Order
- Experience / Service certificate
- Large Industry Unit Certificate (refer to clause 5 d)

Disability Certificate

- Candidates should specifically mention the nature of handicap and enclose an attested copy of the certificate issued by medical board attached to special employment exchange / vocational rehabilitation centre for PH or Head of concerned department of a Govt Civil Hospital satisfying the prescribed eligibility criteria.

Caste Certificate (applicable for SC/ST/OBC)

- Caste certificate (applicable for SC/ST/OBC only) in the prescribed format (in the proforma prescribed by the Govt and issued by competent authority only)

Others

- No Objection Certificate from employer (applicable to candidate presently employed in State / Central Govt, PSU, Govt Organization / department or autonomous body)
- Service certificates and discharge certificate (applicable to ex servicemen only)

Apart from the specified documents, candidates are required to submit any other relevant documents with respect to various criteria's mentioned in our detailed Advertisement

Note:

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

Clarifications / Queries: For clarification/queries, if any, candidates may contact over Phone No: 0565-2418153 / 7137 / 7135

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.

Advertisement No: MR/HR/RECT(PWD)/3/2015



IndianOil

INDIAN OIL CORPORATION LIMITED
(Refineries Division)
MATHURA REFINERY

**APPLICATION FORMAT**

Advt No: MR/HR/RECT(PWD)/3/2015

(USE CAPITAL LETTERS / LIMIT INFORMATION TO BOXES ONLY / NO OVERWRITING IS ALLOWED)

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 / OL - One Leg)	Hearing Handicapped (HH)	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

Month

Year

Age as on 30-09-2015

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 30-09-2015

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 for appointment is liable to be cancelled.

Date _____

Place _____

Signature _____