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SPECIAL RECRUITMENT DRIVE FOR PERSON WITH DISABILITIES

Indian Oil Corporation Limited is the largest commercial undertaking in India and a Fortune's "Global 500" Company. IndianOil is conferred with 'Asia's Best Employer Brand Award-2010'. Indian Oil's Mathura Refinery a modern Public Sector Refinery with state of art technology, requires young and energetic Junior Materials Assistant as indicated below.

Post & Pay scale	No of vacancies #/ Reservation	Age requirement	Qualification Requirement	Desirable Post qualification Experience as on 01.07.2010 (Excluding Apprenticeship & Training)
Junior Materials Assistant-IV Pay scale 5400-10850/- (due for revision w.e.f. 01.01.2007)	One Post - reserved for person with Hearing impairment. (candidates with not less than 40% disability are only eligible to apply.)	Maximum 42, 45 & 47 years as on 01.07.2010 for General, OBC & SC/ST candidates respectively. Age relaxation for Ex-Servicemen (EXSM) as per Govt. directives.	Three Years full time regular Diploma in Mechanical Engineering or Electrical Engineering.	Knowledge of computer application and two years of working experience in Purchase / Stores departments of a process or manufacturing industry.

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.

Description of Duties :- Working in Purchase Section or Stores Section of Materials Department with responsibility of procurements and/ or stores management .

Note:- Graduate Engineers will not be considered for the above post.

- **Concessions/Relaxation:** Outstation SC/ST and Ex-Servicemen candidates called for test/interview will be reimbursed to and fro second class rail/Bus fare by shortest route on production of ticket provided the distance is not less than 30 kms.
- **Any other relevant information:** - Other things being equal, trained apprentices who have completed apprenticeship training in Mathura Refinery will be given preference over other candidates. Relaxation will be given in the age limit to the extent of the period for which the apprentice had undergone training.
- **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 organisations should apply through proper channel. (3) Advt. No. and post applied for should be superscribed on the envelope. (4) Candidates should attach photocopies of testimonials (proof of age, education qualification, experience and caste certificate) duly attested by a gazetted officer failing which the applications are liable to be rejected. (5) Candidates belonging to OBC category should submit proper caste certificate as per the proforma of Govt. of India, 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. (5) Applications without supporting documents/Incomplete/not fulfilling the prescribed criteria in any respect or those received late are liable to be rejected. (6) Applications complete in all respects should be sent by **ORDINARY POST ONLY** to **Chief Human Resource Manager, Mathura Refinery, Indian Oil Corporation**

Ltd, Mathura-281005, Uttar Pradesh so as to reach latest by **07.09.2010**. Please note that applications sent through courier or registered post or in person will not be accepted. The Corporation will not be responsible for any application lost in transit. (7) Only candidates with not less than 40% disability is eligible to apply for the above post. 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 disability criteria.

- Application form can also be downloaded from our corporate website : www.iocl.com

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