



IndianOil



Refineries Division-Bongaigaon Refinery
P.O. Dhalgaon, Dist. Chirang, Dhalgaon - 783385

ADVT. NO: BGR/01/2016

DATE: 26/02/2016

RECRUITMENT OF NON-EXECUTIVES AT BONGAIGAON REFINERY

Indian Oil Corporation Limited, the largest commercial undertaking in India and a Fortune "Global 500" company, invites applications from Indian nationals meeting the following educational qualifications and other parameters for the under mentioned posts in the pay-scale of ₹11,900/- - ₹ 32,000/- in Grade-IV, at Indian Oil Corporation Limited, Bongaigaon Refinery.

Post Code	Name of the Post *	Total number of Posts #	Number of Posts reserved category-wise			UR
			SC	ST	OBC (NCL)	
A1	Junior Engineering Assistant-IV (Power & Utilities) **	03	Nil	Nil	Nil	03
A2	Junior Engineering Assistant-IV (Instrumentation)	05	Nil	Nil	02	03
A3	Jr. Quality Control Analyst-IV	06	Nil	Nil	01	05
A4	Junior Engineering Assistant-IV (Mechanical)	08	01	01	02	04
A5	Junior Engineering Assistant-IV (Production) **	07	01	Nil	02	04

* 03 (three) identified posts reserved for Person With Disability (02-HH and 01-VH). PWD candidates can apply for Post Code A1, A2, A3 and A4 only

NOTE:

The indicated number of posts may either increase/ decrease at the sole discretion of Management. Management of IOCL (BGR) reserves the right to change/ modify/ cancel the selection process at its sole discretion without assigning any reason.

** The post code A1 and A5 are operated in Rotating Shifts including evening shift and night shift operated beyond 7 pm attracting relevant provisions of Factories Act, 1948 regarding restrictions on deployment of women.

AGE LIMIT:

- Minimum 18 years and maximum 26 years as on 25.02.2016 for General candidates, relaxable by 5 years for SC/ ST and 3 years for OBC candidates against reserved positions
- PWD candidates will be given age-relaxation up to 10 years (up to 15 years for SC/ ST and up to 13 years for OBC (NCL) candidates) against reserved positions
- Age relaxation for Ex-serviceman would be applicable as per Govt. guidelines.
- Age relaxation to the maximum extent of 01 (One) year duration only will be given to such candidates having experience in the relevant trade irrespective of total amount of relevant work experience in that trade.

QUALIFICATION & EXPERIENCE:

The prescribed qualification (regular full time course only) from Govt. recognized Indian University/ Institutes only, with 50% marks for General and OBC candidates (45% marks for SC/ ST/ PWD candidates against reserved positions) in aggregate and the required minimum post qualification experience as on 25.02.2016 for each post is given below: (Other than the post code A3 for JQCA-IV where separate standard has been mentioned as under).

Post code	Post	Essential Educational Qualification & Post Qualification Experience
A1	Junior Engineering Assistant -IV (Power & Utilities)	Essential Educational Qualification: 03 (three) years Diploma in Mechanical or Electrical Engineering and possessing Boiler Competency Certificate (with class as may prescribed by the Boiler Authority of the state), provided that: However, in case of non-availability of sufficient number of candidates meeting the parameters prescribed above, candidates possessing the following qualification may also be considered, in order of preference as given below: 1. Matric with ITI (Fitter) with Boiler Competency Certificate (with class as may be prescribed by the Boiler Authority of the State) 2. B.Sc. (PCM) with an Apprenticeship Training in Boiler Trade 3. (three) years Diploma in Mechanical or Electrical Engineering from recognized Institute/ University Subject to the condition below for candidates under Cat (2) & (3) above: (a) It will be responsibility of the selected candidate to acquire Boiler Competency Certificate within two years of joining the services of the Corporation. (b) The selected candidate/ employee will not be considered for promotion to the next higher grade/ scale of pay till he acquires the Boiler Competency Certificate. Post Qualification Experience: (1) For candidates possessing Diploma or Matric with ITI (Fitter) and holding Boiler Competency Certificate, no experience shall be required (2) For candidates possessing a Diploma, minimum one year post qualification experience in operation/ maintenance of Industrial Boiler/ HRSG/ Thermal Power Station/ DM Plant/ RO Plant/ Air Compressors/ Steam Turbines/ Gas Turbines Cooling Tower/ Air Compressor in Petroleum Refinery/ Petrochemicals/ Heavy Chemical/ Fertilisers/ Power Plants/ Large Industrial Establishments.
A2	Junior Engineering Assistant - IV	Essential Educational Qualification: 03 (three) years Diploma in Instrumentation/ Instrumentation & Electronics/ Instrumentation & Control Engineering. Post Qualification Experience: 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 Analyzers condition monitoring, cabling, earthing etc., in a Petroleum Refinery/ Petrochemicals/ Heavy Chemicals/ Fertilisers/ Power Plants/ Oil & Natural Gas Exploration/ Large Industrial Establishments.
A3	Junior Quality Control Analyst - IV	Essential Educational Qualification: B.Sc. with Physics, Chemistry and Mathematics with minimum of 50% marks in aggregate for General & OBC candidates & 45% in case of SC/ ST/ PWD candidates for reserved positions or M.Sc. (Chemistry-Regular Course) from a recognized Institute/ University with minimum of 45% marks in aggregate for General & OBC candidates and 40% in case of SC/ ST/ PWD candidates against reserved positions Post Qualification Experience: Minimum one year of post qualification experience in handling instruments like HPLC, XRF, WDXRF, GC, ICAP, AAS, Auto Analyzers, Flash Points, etc in a Petroleum Refinery/ Petrochemical/ Heavy Chemical/ Fertilisers/ Gas Processing Industry/ Power Plants/ Large Industrial Establishments
A4	Junior Engineering Assistant - IV (Mechanical)	Essential Educational Qualification: 03 (three) years Diploma in Mechanical Engineering or Matric with ITI in Fitter Trade Post Qualification Experience: Minimum one year of post qualification experience for Diploma and 2 years experience for Matric with ITI (Fitter) in maintenance/ overhauling of rotary equipments such as Compressors, Gas/ Steam Turbines, Boilers, Columns, Valves, Pumps, Mechanical Seals/ Dry Gas seals, Bearings (Journal/ Anti friction), Safety Valves, etc; in a Petroleum Refinery/ Petrochemical/ Heavy Chemical/ Fertilisers/ Power Plants/ Large Industrial Establishments.
A5	Junior Engineering Assistant - IV (Production)	Essential Educational Qualification: 03 (three) years Diploma in Chemical/ Refinery & Petrochemical Engg. or B.Sc. (Math, Physics, Chemistry or Industrial Chemistry) Post Qualification 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/ Fertilizers/ Heavy Chemicals/ Gas Processing Industry.

NOTE:

- Qualification for the purpose of selection to any post would mean the qualification based on which candidature is offered/ considered as claimed by a Candidate.
- Reservation in post for SC/ ST/ OBC (NCL) candidates will be provided as per rules & regulations notified by Government of India
- Candidates possessing professional qualifications such as B.E/ B.Tech or equivalent, MBA or equivalent or MCA shall not be considered for the above notified posts. Suppression of information regarding possession or pursuing higher qualification shall render a candidate ineligible for consideration at any stage of selection & termination anytime during employment, if recruited.
- "Large Industrial Establishments" would mean industrial/ manufacturing units whose investment in plant & machineries exceed ₹ 10 crores and which has been in operation. Copy of the relevant page of the last published Balance Sheet of the establishment shall be attached with the physical application under self-certification by the candidates.
- Training period (other than apprenticeship training in relevant trade) shall not be counted towards experience.

SELECTION METHODOLOGY:

- Selection would be based on Written Test of 3 hours duration and Skill/ Proficiency/ Physical Test, the later being of "qualifying nature" only. Every candidate will have to secure a minimum of 40% marks at each stage for qualifying the selection process. The minimum qualifying marks will be relaxed by 5% for candidates belonging to SC/ ST/ PWD categories against reserved positions.
- Candidates are advised to ensure that they are medically fit as per IndianOil's Pre-Employment Medical Standard. 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 are available in the following link: http://www.iocl.com/PeopleCareers/Preemployment_Guiding_Principles11th_mar_2011.pdf
- Written Test and Skill/ Proficiency/ Physical Test shall be conducted only at Dhalgaon/ Bongaigaon, Assam.

OPPORTUNITY TO APPRENTICES:

- The period of Apprenticeship Training in the relevant trade under the Apprenticeship Act of 1961 & Apprenticeship

(Amendment) Act 1973 undertaken by a candidate shall be considered towards experience. The apprenticeship period will also be considered for grant of age relaxation; however, in such cases no further age relaxation shall be granted on account of experience. In no case, the period will be considered for both, in full or in parts.

- Apprentices, who have completed apprenticeship training in the relevant trade under the Apprenticeship Act of 1961 and Apprenticeship (Amendment) Act of 1973 at other refinery locations of IOCL, will also be considered eligible without reference to the qualification parameters with respect to minimum percentage of marks in qualification. However, they will have to fulfil the prescribed parameters/ criteria with respect to age.

PAY & PERKS:

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

GENERAL INSTRUCTIONS:

- Candidates are advised to read the full advertisement for details of educational qualification and other eligibility criteria before submission of the application.
- Age, Educational Qualification & Experience will be determined as on 25.02.2016
- Wherever CGPA or Grade is awarded in the examination, its equivalent percentage of marks and class/ division must be indicated in the application form as per the norms adopted by the University/ Institute
- 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 and Training in the Govt. of India OM No. 36012/22/93-Estt. (SCT) dated 08.09.1993. 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 General candidates and indicate their category as "UR". Indian Oil Corporation Limited (Bongaigaon Refinery) being a Central Public Sector Undertaking, only those communities that are mentioned in the common list of OBC approved by Central Govt. shall be treated as OBC for the purpose of reservation.
- Persons with Disabilities (PWD) are required to submit a Certificate issued by a Medical Board constituted by the Central/ State Government, failing which their candidature as PWD candidates will not be considered.
- Applicants from Govt./ Semi-Govt./ PSU will be required to submit their application through proper channel and produce 'No Objection Certificate' at the time of Written Test and Skill/ Proficiency/ Physical Test and 'Release Order' from their employers at the time of joining. In case the candidate fails to do so, his/ her candidature will not be considered.
- Ex-Servicemen applying for the above vacancies must submit a certificate indicating the equivalence of their qualification to that advertised, failing which the application will be rejected, without further reference in this regard.
- One candidate can apply for one post only. Candidates applying for more than one post will not be considered and their applications 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, and cancellation of the selection process either in part or full etc. No enquiry/ correspondence will be entertained in this regard. Filling up of the posts is solely at the discretion of the Management based on suitability of candidates and no claim will arise for selection
- The candidature of the applicants should be provisional and subject to subsequent verification of certificates/ testimonials. At any stage of the selection processes, if it is found that the candidate has furnished false or incorrect information or suppressed any relevant/ material facts then the candidature/ appointment of the candidate is liable to be cancelled.
- Canvassing in any form is liable to render the candidate ineligible for any of the above posts.
- Mere selection in Written Examination or Skill/ Proficiency/ Physical Test or empanelment after the selection process shall not confer any right of appointment to the applicants.
- SC/ ST/ PWD candidates appearing for Written Test and Skill/ Proficiency/ Physical Test will be reimbursed single second class railway fare from the nearest railway station of the mailing address to the place of Written Test and Skill/ Proficiency/ Physical test and back by the shortest route on production of tickets, provided the distance is not less than 30 KMs.
- Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Court situated at Chirang (BTAD), Assam.

HOW TO APPLY:

- Applications in the prescribed format (NEATLY TYPED), supported by one copy of all relevant self attested documents (qualification/ experience/ age/ caste etc) with latest passport size photograph affixed, should be sent by only ORDINARY POST to Chief Human Resource Manager, IOCL (Bongaigaon Refinery), Post Office - Dhalgaon, District - Chirang, Pin code - 783385, Assam so as to reach us latest by 28.03.2016. Candidates should super scribe Advt. No. and Name of the Post applied for on the top of the envelope.
- Incomplete applications, not supported by self authenticated copies of relevant documents, not mentioning the post applied for, not fulfilling the eligibility criteria or those received after the last date shall be treated as "Rejected".
- General and OBC candidates are required to attach a crossed Demand Draft of ₹100/- (Rs. One hundred only) as application fee (non-refundable) in favour of Indian Oil Corporation Limited, Bongaigaon Refinery payable at State Bank of India, BRPL Complex Branch (Branch Code: 7171, IFSC Code : SBIN0007171) along with the application form. Candidates must write their full name and address on the back side of Demand Draft. SC/ ST/ PWD/ ESM candidates are exempted from payment of application fee.
- Candidates are requested to keep themselves updated about any changes/ modifications/ announcements/ notices regarding this recruitment exercise by regularly visiting our website: <https://www.iocl.com/PeopleCareers/job.aspx>.

For any clarification(s), please contact our dealing section at Telephone No. 03664 - 253157 [during 0900 - 1600 hrs on all working days (Monday-Friday)]

PROFORMA OF APPLICATION (POST CODE APPLIED FOR -.....)

Post applied for: _____ at Bongaigaon Refinery

1. Name in full (Block letters)	:	
2. Parent's name	:	
3. Date of birth (As recorded in the Matric)	:	
4. Age as on 25.02.2016 (Years-Months-Days)	:	
5. Employment Exchange Reg. No.	:	
6. Mailing address	:	
7. Permanent address	:	
8. State of Domicile	:	
9. Email Id. (Mandatory)	:	
10. Mobile Number (Mandatory)	:	
11. Nationality	:	
12. Religion	:	
13. Category whether SC/ST/ OBC	:	
14. Whether ESM/ PWD	:	
15. Gender	:	
16. Apprentice (Yes/ No, if Yes, give the name of the Organization):	:	
17. Apprenticeship Period (date)	:	From: To:
18. Preferred language for written test	:	Hindi <input type="checkbox"/> English <input type="checkbox"/> (Put Tick mark)
19. Qualification from Matriculation onwards:	:	

Affix your recent passport size photograph duly attested by a Gazetted Officer

Sl. No.	Examination Passed	Name of the University/ Institution	Year of admission	Year of Passing	Percentage of marks obtained	Duration of course in years

20. Details of Experience:

Sl. No.	Name & Address of Employer	Post held	Areas of work (detailed description to be provided)	Period of service (date)	
				From	To

21. Details of Application Fee, if Applicable:

Demand Draft No.	Name of issuing bank	Date of issue

I certify that I have read all the conditions mentioned in the advertisement and I fulfill the same. The statements made in this application are true, complete and correct to the best of my knowledge and belief.

Date: _____ Place: _____ Signature of the Applicant

NOTE:

- Application must accompany the following documents (NO OTHER CERTIFICATES TO BE ATTACHED)
 - Copies of Matric, Diploma, Graduation Certificates along with Marks Sheets of all years/ semesters
 - Caste certificate of SC/ ST/ OBC and PWD/ ESM in the prescribed Govt. of India format (if applicable)
 - Experience certificate from employer containing documentary proof of having worked in the relevant (to the post applied for) job area
 - NOC (in case you are presently employed in Govt./ Semi-Govt./ PSU)
 - Apprenticeship Completion Certificate (if applicable)
 - Age proof certificate (Birth Certificate or Matriculation Admit Card)
 - Demand Draft (if applicable)
- Application received after 28-03-2016 would be summarily rejected.