



**INDIAN OIL CORPORATION LTD.
(Refineries Division)
PANIPAT REFINERY**

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Special Recruitment Drive for Physically Challenged Candidates in Non Technical Disciplines

Indian Oil Corporation Limited, the largest commercial undertaking in India and a Fortune "Global 500" company requires bright, result oriented **Physically Challenged** personnel for its Panipat Refinery Complex including integrated Paraxylene and PTA complex and its upcoming Naphtha Cracker and Polymer Petrochemical Complex for the following positions:

S.No	Name of Post	Code No.	Vacancies \$
1.	Junior Accounts Assistant - IV	110	04
2.	Stenographer Cum Junior Office Assistant –IV	111	03
3.	Junior Materials Assistant –IV	112	05

No. of vacancies may increase or decrease. The positions are reserved for physically challenged persons i.e. deaf, blind (one eye) & orthopedically handicapped with one leg or limb with required level of deformity.

Scale of Pay: The incumbents shall be placed in the scale of pay of Rs.5400-10850/- (due for revision w.e.f. 01.01.2007). 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, Group Personal Accident Insurance, Leave Encashment, Leave Travel Concession/LFA, Contributory Superannuation Benefit Fund Scheme, House Building Advance, Conveyance Advance/Maintenance Reimbursement, Children Education Allowance etc., as per rules. The cost to company (CTC) at the minimum of the above scale of pay works out to Rs.3.00 lacs approximately per annum.

Eligibility criteria : Only Indian National are eligible.

Qualification and Experience: The prescribed qualification (full time) from recognized Indian University/Directorate as a regular student and the required post qualification experience for each post is given below:

Post	Qualification	Experience (Excluding Apprenticeship & Training) as on 30.04.2009
Junior Accounts Assistant - IV	Essential: Commerce Graduate with not less than 50% marks in aggregate. Desirable: Preference will be given to candidates having Diploma in Computer Application (Equivalent to DOE ACC "A" level.)	Desirable: Two Years working experience in Accounts / Purchase / Taxation Department in a company of repute. Working knowledge in Computer Applications will be added advantage.
Stenographer Cum Junior Office Assistant - IV	Essential: Graduate in any discipline with not less than 50% marks in aggregate. In addition –1. Minimum shorthand/Typing speed in English @ 100/40 w.p.m. (80/35 w.p.m. for SC/ST/PH & OBC candidates). 2. Hindi Shorthand/Typing speed @ 80/30 w.p.m. (60/25 w.p.m. for SC//ST/PH & OBC candidates). #	Desirable: Two years experience of office working including clerical jobs or secretarial assistance with the use of PC preferably in a company of repute. Proficiency in Operation of Personal Computer & Competency in MS Office.
Junior Materials Assistant - IV	Essential: Three Years full time regular Diploma in Mechanical Engineering or Electrical Engineering with minimum 50% marks in aggregate. Desirable: Diploma in Materials Management in addition to the above qualification.	Desirable: Two years working experience in Operation and Maintenance of an industry or of handling various types of materials used in an industry of repute.

In case the candidate fails in the Hindi Proficiency test and is selected on the overall performance, he/she will be appointed provisionally subject to achieving the required proficiency during the period of probation, failing which his/her services are liable to be terminated.

Age limit: Maximum 32, 35 & 37 years as on 30.04.2009 for General, OBC & SC/ST candidates with a further relaxation of 10 years for PH candidates. Age relaxation for Ex-Servicemen (EXSM) as per Govt. directives.

Concessions/Relaxation:

1. Reservation of Posts for SC/OBC (Non - Creamy Layer)/EXSM candidates and relaxations thereof as per Govt. Directives.
2. In the event of non- availability of eligible SC candidates having the required percentage of marks, the same shall be relaxable at the absolute discretion of the competent authority.
3. Candidates called for test/ interview will be reimbursed single IIInd class railway fare from the nearest railway station of the mailing address to the place of test/interview and back by the shortest route on production of ticket, provided the distance is not less than 30 Kms.

Selection Methodology : The selection methodology will comprise of Written Test/Trade Test and Personal Interview of short listed candidates. The candidates will have to pass through each stage including medical fitness successfully for being adjudged as suitable for selection.

General Instructions :

1. Interested candidates fulfilling the eligibility criteria should send their typed application on a plain paper (A-4 size) duly signed with date, as per the prescribed proforma.
2. The candidates will have the option to appear for written test/interview either in Hindi or English.
3. The candidates should attach photocopies attested by a gazetted officer, of original certificates in support of age, educational qualifications, experience and caste (for SC/ST/OBC categories) along with their applications, failing which their applications are liable to be rejected.
4. Wherever CGPA/OGPA or Letter Grade is awarded in the Diploma/Degree (B.Sc.) examination, its equivalent percentage of marks must be indicated in the application form as per the norms adopted by University/Institute.
5. For claiming the benefit of OBC category the candidate should submit a proper 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 08-09-1993. Candidates belonging to OBC category but falling in creamy layer and thus not entitled to OBC reservations should indicate their category as "GENERAL" provided they meet the age criteria specified for general category candidates.
6. The candidate should attach medical certificate issued by a 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.
7. Candidates serving in Govt. Departments / PSUs are required to apply through proper channel.
8. Incomplete applications or applications received after the due date will be rejected.
9. Canvassing in any form is liable to render the candidate ineligible for any of the above posts.
10. A candidate can apply for one discipline only. Candidates applying for more than one discipline will not be considered.
11. Applications complete in all respects in the prescribed format should be sent by ORDINARY POST ONLY, superscribing on the envelope - "Name of the Post with Code No." to Post Box No. 128, Panipat - 132103, Haryana, so as to reach latest by 25.05.2009. Please note that the application sent through registered post, courier or speed post will not be accepted. Application form and other details can also be downloaded from our website www.iocl.com .
12. For any clarifications , Shri Vinit Narain, Manager(HR), Phone No.- 0180-2522038, or Ms. Rensu Joana Minz, ERO, Phone No.-0180-2522059 may be contacted.

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