

- On-line registration of application commences **on 28.09.2019 (10:00 Hrs) and closes on 18.10.2019(17:00 Hrs)**.
- The link to the on-line registration of the application has been hosted on the website **www.iocl.com**
- The Written Test is likely to be held in the month of **November 2019**.

### REQUIREMENT OF EXPERIENCED NON-EXECUTIVE PERSONNEL

Indian Oil Corporation Limited the largest commercial undertaking in India and a Fortune "Global 500" company requires result oriented experienced personnel with initiative and enterprise for its Guwahati Refinery, Assam

On-line Applications are invited from bright, young and energetic persons of Indian Nationality for the following posts in the pay scale of Rs.11,900-32,000/- (pre revised):

Sl No	Post Code	Name of the Post	Vacancies							
			Total	UR	SC	ST	OBC (NCL)	EWS	PwBD	EXM
1	101	Junior Engineering Assistant-IV (Production)	02*	00	00	01*	01*	00	00	As per Govt. guidelines
2	102	Junior Engineering Assistant-IV (Fire & Safety)	01	01	00	00	00	00	00	

\* Represent C/F vacancies from Previous Recruitment Cycle

- Positions are operated with work arrangements in one, two or three shifts. Incumbents may be required to perform duties in any of the work arrangements depending upon work exigencies.
- Number of vacancies indicated above is tentative and may increase or decrease in the relevant categories at the absolute discretion of the management and in compliance with the Presidential Directives on reservation at the time of appointment.
- Petroleum Refining is a complex and hazardous process and candidates belonging to Persons with Benchmark Disabilities category (40% or higher) are not deployed. Such candidates may be considered only against identified positions/numbers.

### A. Qualification & Experience Criteria:

Sl. No.	Name of Post	Post Code	Qualification (Full Time Regular Courses only from Indian Universities/ Institutes)	Area of Experience
1	Junior Engineering Assistant-IV (Production)	101	3 years Diploma in Chemical / Refinery & Petrochemical Engg. Or B. Sc. (Maths, Physics, Chemistry or Industrial Chemistry) from a recognized Institute / University with minimum of 50% marks in aggregate for OBC candidates and 45% in case of ST candidates against reserved positions	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.
2	Junior Engineering Assistant-IV (Fire & Safety)	102	Matric plus Sub-Officers' Course from NFSC-Nagpur or Equivalent (Regular Course) from any 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 (6/6 without glasses), colour vision normal. Free from - Vertigo problem, disease of heart/lungs/kidney, abnormal blood pressure, Knock Knee, Flat Feet, Squint eye and stammering.	Minimum one year of post qualification experience in Fire & Safety Engineering set-up involving handling of fire-fighting equipments, fire water networks, related communication systems, emergency handling, fire-fighting, operation of fire tenders/pump-house, etc. in a Petroleum Refinery/ Petro-chemical/Heavy Chemical / Gas Processing Industry/ Fertilizers/ Power Plants/large industrial establishments

### B. Important Instructions:

- A candidate is allowed to apply for only one discipline. In case of receipt of more than one application for more than one discipline, all the applications will be rejected.
- For Post Code 101 & 102, the prescribed qualification should be from a recognized Indian University/Institute as a regular full time course / Diploma course (including a sandwich diploma course with industrial training as part of the course; with no break).
- Candidates possessing Diploma under recognized lateral entry scheme (Class-XII (Sc.)/ ITI admitted in 2nd year of Diploma course) shall also be considered eligible subject to meeting prescribed percentage of marks on the basis of aggregate of 4 semesters in the diploma course.
- Candidates possess higher professional qualifications such as Engineering Graduates/MBA/MCA/ CA/CS/ICWA/LLB or those claiming possession of a Qualification equivalent to the Qualification prescribed shall not be considered for any of the above posts.
- Qualification for the purpose of this clause would mean the qualification based on which candidature is offered or considered claimed by a candidate. Prescribed qualification shall be strictly adhered to.
- The criteria for full time regular course shall not be insisted upon in case of Ex-Servicemen, provided they possess a requisite EQUIVALENT qualification that has been acquired during the service period and is recognized by AICTE/MHRD, Gol and have secured the prescribed minimum percentage of marks.
- Ex-servicemen claiming an equivalence in qualification shall be required to produce a copy of equivalence certificate by the concerned Ministry.
- The candidature of the applicant would be provisional and subject to subsequent verification of certificates/ testimonials, etc.

9. Suppression of information regarding possession of or pursuing higher qualification shall render a candidate ineligible for consideration at any stage of selection and termination at any time during employment, if recruited.

- Large Industrial Establishment would mean industrial/manufacturing Units whose investment in plant & machineries exceed Rs. 10 crores and which has been in operation.
  - Candidates shall be required to attach a copy of the relevant page of the last published Balance sheet of the establishment with the physical application under self-certification by the candidate.
  - Candidates employed, directly or by or through any agency (including a contractor) by a Large Industrial Establishment shall also be eligible to apply, provided they furnish copy of the work order issued to the agency/contractor along with the page of the balance sheet of the large industrial establishment.
- Candidates who are registered with Local Employment Exchange(s)/ District Sainik Resettlement Board and meeting the prescribed eligibility criteria, whose names are sponsored to Guwahati Refinery Unit against this notification, are advised to apply Online, failing which their candidature will not be considered.
- Candidates are hereby informed that any Corrigendum/ Addendum etc. with regard to this advertisement will be made available on www.iocl.com only. Candidates are advised to refer to the above website periodically for updates. All future correspondence with respect to the advertised posts will be made only through www.iocl.com.

### C. Opportunity for Women:

- No woman is permitted to work in or allowed to enter any building in which generation of gas from 'Dangerous Petroleum' as defined in the Petroleum Act 1934, is carried on. No woman is allowed to work in LPG storage and handling area. Women candidates are also not considered against the cadres/work areas that requires shift operations 365 days in a year or necessitates undertaking work beyond 07.00 pm (& upto 06.00 am). Accordingly women candidates are not eligible for post code 101 and 102.

### D. Reservation for SC/ST/OBC (Non – Creamy Layer)/EWS/PwBD/ExSM:

- Reservation of Posts for SC/ST/OBC (Non – Creamy Layer)/EWS/PwBD/ExSM candidates and relaxations thereof will be in terms of numbers indicated above / as per Govt. guidelines.
- Post Code 101 is reserved for ST & OBC candidates.
- Candidates belonging to OBC category are required to 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 & Training, Government of India OM No. 36012/22/93-Estt.(SCT) dated 08.09.1993 & OM No. 36033/1/2013-Estt.(Res.) dated 13.09.2017.
- Indian Oil Corporation Ltd. being a Central Public Sector Undertaking, only those communities that are mentioned in the common list of OBC approved by Central Government shall be treated as OBC for the purpose of reservation. Relevant List can be viewed at <http://www.ncbc.nic.in>.
- Prescribed reservations for Ex-servicemen will be applied on horizontal basis as per Govt. guidelines.

### E. Other Concessions/Relaxations to SC/ST/OBC(NCL)/Ex-servicemen (ExSM) :

- The minimum qualifying marks will be relaxed by 5% in written test for candidates belonging to ST categories against reserved positions.
- SC/ST candidates called for Written Test and Skill/Proficiency/Physical Test will be reimbursed single II class rail 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 ticket, provided the distance is not less than 30 Kms.
- SC/ST/ExSM candidates are exempted from payment of application fee.

### F. Age limit/ Relaxation for candidates belonging to ST/OBC(NCL)/Ex-servicemen (ExSM) :

- Certificate issued by a Board of Secondary Education for passing Matriculation/ Higher Secondary shall be the only acceptable document in support of proof of age.
- Minimum 18 years and Maximum age shall be 26 years for General candidates as on 31.08.2019.
- Relaxation in age upto 05 years for ST candidates and 03 years for OBC(NCL) candidates considered against reserved positions only will be allowed.
- Relaxation to Ex-servicemen will be allowed as per Govt. Guidelines i.e in case of EXM, Period of actual military service will be deducted from his actual age and if the resultant age does not exceed the maximum age limit by more than three years, he shall be considered to be fulfilling the age criteria.
- ExSM candidates shall be eligible for grant of cumulative age relaxation under the categories.
- Age relaxation of a period equal to minimum years of experience notified against a post shall be allowed.
- Period of an Apprenticeship training in an industry covered under the experience criteria notified in this advt. relevant to a post will be considered for relaxation in age.
- Further, period of an Apprenticeship training in an industry covered under the experience criteria notified in this advt. relevant to a post may be considered as experience. However, in such cases, relaxation towards age shall not be available.

### G. Date of reckoning Eligibility criteria:

- The date for the purposes of possession of qualification & experience and meeting age criteria shall be 31.08.2019.

### H. Pay & Perks:

- Besides Basic Pay and Industrial pattern of DA, the other allowances / benefits include HRA/subsidized housing accommodation (as per availability), Medical Facilities, Productivity/ Performance Related Pay, Gratuity, Contributory Provident Fund, Employees' Pension Scheme, 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 Corporation rules.

### I. Selection Methodology:

- The selection methodology will comprise of Written Test and a Skill/Proficiency/ Physical Test (SPPT) which will be of qualifying nature.
- A candidate will have to secure a minimum of 40% marks in the written test to qualify for further consideration.



- The minimum qualifying marks in the written test will be relaxed by 5% for candidates belonging to ST categories considered against reserved positions.
- Obtaining minimum qualifying marks in the written test does not confer any right or claim by the candidate for being shortlisted for further consideration or the final selection, as the same is related to number of positions, ratio applied and relative performance in respective categories.
- Short listed candidates, in the ratio of 1:2 (two candidates for one post, with due cognizance to number of reserved posts) subject to securing minimum qualifying marks in the written test, will be required to undergo a Skill/Proficiency/Physical Test (SPPT). The SPPT for each discipline shall be conducted by a duly constituted committee.
- In case of tie of marks in the written test for the last position on the Shortlist for SPPT, all such candidates shall be called for the SPPT, even if the total number exceeds the prescribed ratio. If such a situation arises anywhere before the last position while drawing a list, the last name/last few names, in proportion to the prescribed ratio, will get eliminated.
- Category-wise Merit list shall be drawn on the basis of marks obtained in the written test from & out of the said short-list; only for such candidates who qualify in the SPPT.
- In case of tie of marks for the last position on the Merit List, the candidate with prior date of birth (senior by age) shall find a place in the Merit list. However, the name of the junior shall also be retained in the said Merit List, as the last name. If such a situation arises anywhere before the last position while drawing a list, the last name/last few names in the list, in proportion to the prescribed ratio, will get eliminated.
- Ex-Servicemen candidates, if found suitable, will be considered against reserved vacancy irrespective of their position in Merit list (in order of merit within the category) on horizontal reservation policy.
- The candidature of the applicant would be provisional and subject to subsequent verification of certificates/ testimonials, experience etc. At any stage of the selection process, if it is found that the candidate has furnished false or incorrect information, the candidature/appointment of the candidate will be cancelled.
- Filling up of vacancies is solely at the discretion of the management based on suitability of candidates and no claim will arise for appointment, if some of these vacancies are not filled due to unsuitability of available candidates or insufficiency in number of candidates.
- The decision of the Management will be final and binding on all candidates on all matters relating to eligibility, acceptance or rejection of the application, mode of selection, cancellation of the selection process either in part or full, etc. No correspondence will be entertained in this regard.

#### J. Pre-Employment Medical and Physical Fitness:

- Candidates are advised to ensure that they are medically fit as per Indian Oil's pre-employment medical standard. Candidates are advised to go through the "Guidelines and Criteria for Physical Fitness for Pre-employment medical examination" and satisfy themselves of meeting the fitness criteria before starting the application submission process 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](http://www.iocl.com/PeopleCareers/Preemployment_Guiding_Principles11th_mar_2011.pdf)

#### K. Liability to Declare :

- Candidates with reported ailments, deficiencies or abnormalities and also those with finding of not meeting the physical fitness criteria as above, shall make a declaration to this effect while submitting their application.
- A candidate found UNFIT during medical examination conducted by any refinery unit while seeking engagement as an apprentice in the past shall also be required to declare the same with reasons for being declared UNFIT.

#### L. General Instructions :

- Candidates are advised to carefully read the full advertisement for details of educational qualification and other eligibility criteria before submission of on-line application.
- A candidate employed in Govt/Govt Departments/PSUs/Autonomous Bodies will be required to submit 'NO OBJECTION CERTIFICATE' at the time of Written Test, failing which the candidate will not be allowed to appear in the Skill/Proficiency/Physical Test. Such candidates, if offered an appointment, shall be required to submit proper 'RELEASE ORDER' from their employer at the time of joining, without which they will not be allowed to join.

#### M. How to Apply: On-Line Application Form

- Before applying on-line, a candidate must have an active email ID and a mobile phone number which must remain valid for at-least twelve month period for future communication (including issue of call letters).
- The candidate should have the relevant documents/certificates pertaining to age, qualification, caste, experience, Disability Certificate (where applicable), scanned copy of colour photograph and signature in jpg format (size not exceeding 50 KB) ready before applying on-line. The photo and signature in digital form will be required to be uploaded.
- Candidates meeting the prescribed eligibility criteria for a post, may visit the website of IOCL [www.iocl.com](http://www.iocl.com) and apply on-line. The website will remain open from 28.09.2019 (10:00 Hrs) to 18.10.2019 (17:00 Hrs). Only online mode of applications will be accepted.

Candidates meeting the prescribed eligibility criteria for a post, may visit the website [www.iocl.com](http://www.iocl.com) go to 'What's New' > click on Requirement of Experienced Non-Executive Personnel at Guwahati Refinery. All future communication with candidate will take place only through website / email / mobile phone. Applications submitted through on-line mode will only be accepted.

After successfully applying / registering on-line applications, the candidates are advised to send the print out of on-line application form, duly signed by him, to The Advertiser, Guwahati GPO, Post Box No -21, Meghdoot Bhawan, Panbazar, Guwahati – 781001, Assam along with all supporting documents & a photograph under self attestation, by ordinary post so as to reach us by 28.10.2019

- If printout of the online application of a candidate is not received by Guwahati Refinery on or before 28.10.2019, his candidature shall be summarily rejected. Candidates should super scribe the Name of Post Applied for, Name of the Refinery Unit and Post Code on the top of the envelope.

- The Candidates shall ensure that the printout of the online applications are sent to the concerned authority at the Refinery Unit applied for. Application of candidate submitting online application for one Unit and sending the printout of the online application to other Unit shall be summarily rejected.

- Candidates are advised to carry a copy of the application with originals & self-authenticated copies of all testimonials and produce the same at the time of SPPT for verification.
- Incomplete applications, applications not supported by copies of relevant documents, applications not fulfilling the eligibility criteria or applications received after the last date of receipt of applications (in physical form) shall be treated as "Rejected".
- Candidates shall note that the documents sent to any other address or sent as a registered letter, shall stand automatically rejected.
- Further information regarding written examination, call letters, results, etc. shall be made available through this website/ over email. Candidates are, therefore, advised to keep visiting the website regularly.
- Canvassing in any form is liable to render the candidate ineligible. Queries, if any, may be addressed : Contact No. : 0361-2657001; e- mail ID : [grrecruitment@indianoil.in](mailto:grrecruitment@indianoil.in)

#### IMPORTANT DATES FOR CANDIDATES:

DATE OF OPENING OF ONLINE APPLICATION	: 28.09.2019
LAST DATE OF SUBMISSION OF ONLINE APPLICATION	: 18.10.2019
LAST DATE OF RECEIPT OF PRINTOUT OF ONLINE APPLICATION FORM ALONGWITH SUPPORTING DOCUMENTS	: 28.10.2019
TENTATIVE DATE OF WRITTEN TEST	: 17.11.2019
LIKELY DATE OF PUBLICATION OF WRITTEN TEST RESULT	: 22.11.2019

Canvassing in any form is liable to render a Candidate Ineligible

**Be Aware of Frauds**  
**Recruitment in Indian Oil are undertaken only through**  
**Employment Exchange / Press Notifications**

Annexure-I	
<b>CHECK-LIST OF DOCUMENTS* TO BE ATTACHED ALONG WITH ON-LINE APPLICATION FORM</b>	
Please tick ( ✓ ) mark in appropriate box	
1	Signed Print out of On - line Application Form
2	Proof of Date of Birth : Certificate issued by a Board of Secondary Education for passing Matriculation/Higher Secondary shall be the only acceptable document in support of proof of age.
3	Passport size photograph
4	Xth Pass & XIIth Pass Certificate and Mark Sheet issued by the respective Board/ University
5	Diploma/BSc (PCM) : Final/ Provisional Pass Certificate issued by the respective Board/University/NCVT/SCVT, as applicable.
6	Documents required for JEA-IV (F&S): Matric plus Sub-Officers' Course from NFSC-Nagpur or Equivalent (Regular Course) from any other recognized institute, with Heavy Vehicle Driving License.
7	All the Mark Sheet (Semesters/Year wise) of Diploma/B.Sc. (PCM) issued by the respective Board/University.
8	Proficiency certificate from BOPT or SCVT/NCVT in case of Apprentices
9	Certificate from the Institute where the candidate has pursued his Degree/Diploma/ ITI/Sandwich Diploma (Industrial Training as a part of course with no break) course indicating that course is a regular full time course and the date of publication of result of the final year/ final semester of the Degree / Diploma course in case the date of Declaration of result is not mentioned in the Mark Sheet/Certificate.
10	Copy of documents related to higher qualification being pursued ( suppression of any information regarding possession or pursuing of any higher qualification shall render a candidate ineligible for consideration at any stage of selection and termination from services, in case recruited)
11	Proof of Qualification ( equivalence) and Service Certificate/ Discharge Certificate etc in case of Ex-Servicemen
12	Experience Certificate or Copy of Offer Letter, Joining Letter, Payslips, Increment Letter, relieving letter etc. proving the continuance in service for the claimed period as experience.
13	'No Objection Certificate' from the employer in case employed with Government/ Semi Government/ PSU Bodies
14	For Large Industrial Establishment proof, relevant page of last published balance sheet under self-certification or documents as detailed at Clause B (10) in the advertisement.
15	Copy of ST/OBC (NCL) certificate in the prescribed format (mentioning applying for appointment to post under the Government of India)
16	Copy of Photo Identity Proof ( Driving License/ Voter Id/ PAN Card/ Passport/ Aadhaar Card etc)
17	Self Declaration on Medical fitness: Documents with reason for being declared UNFIT earlier in case of Medical Examination conducted by any Refinery and Declaration of any ailments, deficiencies or abnormalities, or findings of not meeting the physical fitness criteria as per Indian Oil's Pre-Employment medical standards.
18	Any other relevant documents in support of qualifications, experience, category, medical, age etc. as mentioned in our Advertisement No. GR/P/Rectt./19/II
<b>*All attached documents MUST be Self-Attested</b>	

Signature of the Candidate : \_\_\_\_\_

Name of the Candidate : \_\_\_\_\_

Online Application No. : \_\_\_\_\_

**To be enclosed with Print Out of Online Application form and self-attested copies of all prescribed documents and sent to "The Advertiser, Guwahati GPO, Post Box No -21, Meghdoot Bhawan, Panbazar, Guwahati – 781001, Assam" so as to reach by 28.10.2019**