

Date of notification of Advertisement: 08/11/2013



**Indian Oil Corporation Ltd.  
(Pipelines Division)  
Northern Region Pipelines  
PO Panipat Refinery  
PANIPAT-132140  
(Haryana)**

**Advertisement No. NRPL/P&A/P/Rectt./2013**

**Indian Oil Corporation Limited** is the largest commercial undertaking and India's No.1 Company in Fortune magazine's prestigious listing of the world's 500 largest Corporations, ranked 88<sup>th</sup> in the year 2013 based on last year's fiscal performance. IndianOil's Pipelines Division owns and operates the largest network of over 11,000 km of Crude oil, Petroleum product and Gas pipelines.

**Northern Region Pipelines** of Indian Oil Corporation Limited transports Crude oil, Petroleum products, LPG and Natural gas through its network of pipelines running through the states of **UP, Uttarakhand, Delhi, Rajasthan, Haryana** and **Punjab**.

Applications are invited from eligible Indian Nationals for the following vacancies:

Sr. No.	Name of Post	Pay Scale (Rs.)	No. of Vacancies*	Reservation of Posts			
				Unreserved	SC	ST	OBC
1.	Engineering Assistant – Grade IV (Mechanical)	11900-32000	1	1	0	0	0
2.	Engineering Assistant – Grade IV (Electrical)	11900-32000	6	3	1	1	1
3.	Engineering Assistant – Grade IV (T&I)	11900-32000	3	2	1	0	0
4.	Technical Attendant-I	10500-24500	6	4	1	0	1

**\*: No. of vacancies may increase or decrease**

- Vacancies detailed at Sr. No. 1, 2 and 3 (total 10 in no.) are also suitable for such Persons with Disabilities (PWD) who are Orthopedically Handicapped i.e. Hunchback/ deformity of chest with not less than 40% disability. 1 out of these 10 vacancies will be filled by PWD candidate.
- Vacancies detailed at Sr. No. 4 are not suitable for PWD.
- Reservation for Ex-servicemen would be as per rules.
- The above vacancies may arise in the states of Haryana, Punjab, Delhi and Uttar Pradesh.

In addition to the Basic Pay, DA and HRA, other benefits like Provident Fund, Gratuity, LTC, liberalized Medical Benefits, Productivity/Performance Linked Incentive, Leave Encashment, Superannuation Benefits, Post-Retirement Medical Attendance Benefits, etc. shall also be admissible according to the rules of the Corporation.

**Prescribed Education Qualification & Experience:**

Post	Qualification	Experience
<b>Engineering Assistant - Grade IV (Mechanical)</b>	3 years Full-time Diploma in Mechanical/Automobile Engineering from a recognized Institute with minimum 55% marks for General/OBC candidates and pass class for SC/ST candidates.	Preferably two-years post qualification experience in relevant area.  Working knowledge of computer is desirable.
<b>Engineering Assistant - Grade IV (Electrical)</b>	3 years Full-time Diploma in Electrical Engineering from a recognized Institute with minimum 55% marks for General/OBC candidates and pass class for SC/ST candidates	
<b>Engineering Assistant - Grade IV (T&amp;I)*</b>	3 years Full-time Diploma in Electronics & Communication or Electronics & Telecommunication or Electronics & Radio Communication or Instrumentation & Control or Instrumentation & Process Control Engineering from a recognized Institute with minimum 55% marks for General/OBC candidates and pass class for SC/ST candidates.	
<b>Technical Attendant - Grade I</b>	Matric/10 <sup>th</sup> Pass with ITI from a Govt. recognized Institute ( <b>Provisional Trade Certificate or National Trade Certificate issued by NCVT is necessary</b> ) in any of the following 27 disciplines:	
	<b>ITI Trade</b>	<b>Duration (Years)</b>
	Mechanic Machine Tools Maintenance	3
	Mechanic Industrial Electronics	2 (after 12 <sup>th</sup> )
	Fitter	2
	Machinist	2
	Machinist (Grinder)	2
	Draughtsman (Mechanical)	2
	Information Technology & ESM	2
	Mechanic (Motor Vehicle)	2
	Electrician	2
	Wiremen	2
	Mechanic-cum-Operator Electronics Communication System	2
	Electronic Mechanic	2
	Turner	2
	Instrument Mechanic	2
	Marine Fitter	2
	Maintenance Mechanic (Chemical Plant)	2
	Instrument Mechanic (Chemical Plant)	2
	Mechanic (Refrigeration & Air Conditioner)	2
	Attendant Operator (Chemical Plant)	2
	Mechanic (Radio & TV)	2
	Mechanic (Diesel)	1
	Mech. Repair & Maintenance of Light Vehicle	1
	Mech. Repair & Maintenance of Heavy Vehicle	1
	Pump Operator-cum-Mechanic	1
	Armature & Motor Rewinding	1
Mechanical Communication Equipment Maintenance	1	
Marine Engine Fitter	1	

\* Candidates having done Diploma in Electronics & Communication or Instrumentation & Control Engineering from Technical Examination Board, Gujarat with minimum 2½ years Full-time course post Higher Secondary Certificate (12<sup>th</sup> pass) or minimum 3½ years Diploma (7 semester system) post- Secondary School Certificate (10<sup>th</sup> pass) are also eligible to apply.

**Age limit:**

Between 18 to 26 years as on 12.12.2013

**Application Fee**

Application fee (non-refundable) of Rs. 100/- (Rs. One hundred only) through crossed Demand Draft in favour of **INDIAN OIL CORPORATION LTD. – PIPELINES DIVISION** payable at State Bank of India, Panipat Refinery branch (Branch Code No. 8706) should be enclosed along with application form. Any other mode of payment is not acceptable and application not accompanying the application fee will be rejected without any reference to the applicant.

**Concessions/ Relaxation:**

1. Relaxation in age by 5 years for SC/ ST candidates, 3 years for OBC candidates and 10 years for Persons with Disabilities (PWD) in respect of posts reserved for them. Age relaxation for ex-servicemen is applicable as per rules.
2. Minimum percentage requirement (55%) for the qualification prescribed above may be relaxed at the discretion of the management for PWD / Ex-servicemen category candidates in the event of non-availability of such suitable candidates.
3. SC / ST / PWD candidates called for written test / interview will be reimbursed single 2<sup>nd</sup> class railway fare limited to rail 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 bus ticket/rail ticket, provided the distance is not less than 30 km each side.
4. SC / ST / PWD candidates are exempted from payment of application fee.

**Selection Methodology:**

- The selection procedure will comprise Written Test, Trade Test & Personal Interview for Engineering Assistant (Mechanical, Electrical and T&I discipline) and Written Test, Physical Fitness Test & Personal Interview for Technical Attendant-I. Candidates shortlisted on the basis of their performance in the Written Test would be called for Personal Interview and Trade / Physical Fitness Test. The candidates will have to pass through each stage including medical fitness for being adjudged as suitable for selection.
- Filling up of vacancies is solely at the discretion of the Management and is based on suitability of the candidates. No claim will arise for appointment, if vacancies are not filled due to unsuitability/insufficient number of candidates.

**General Instructions:**

1. Candidates are advised to carefully read the full advertisement for details of eligibility criteria before submission of the application. Incomplete applications, applications not received in the prescribed format or applications received after the due date will be rejected.
2. The vacancies mentioned above are likely vacancies which may increase or decrease.
3. Candidates fulfilling the eligibility criteria should send their neatly hand-written/typed and duly signed application in the prescribed Performa only along with the application fee, latest passport-sized **coloured** photograph affixed on the application form. **One additional passport size coloured photograph with name and signature on the back side** should also be sent. In addition, **photocopies** of following documents duly attested by a Gazetted Officer should also be enclosed with the application form:

- i) SSC / 10<sup>th</sup> Mark sheet
- ii) Semester-wise Diploma Mark sheets & Certificate (for posts in S No. 1, 2 & 3)
- iii) ITI Mark sheet & Certificate (for posts in S No. 4)
- iv) Birth Certificate /proof of date of birth (PAN card / High school certificate issued by state / central board)
- v) Caste Certificate (for SC / ST / OBC candidates)
- vi) Disability Certificate (for Persons with Disabilities issued by competent authority as detailed in General Instruction Number 8)
- vii) Discharge Certificate (for Ex-Servicemen)
- viii) Crossed Demand draft towards application fee (if applicable)

No other enclosures apart from those mentioned above are required at this stage.

4. The cut-off date for reckoning educational qualification, experience, age, etc. shall be **12.12.2013**.
5. Wherever CGPA/OGPA or Letter Grade is awarded in the Diploma Examination, its equivalent percentage of marks and class/division must be indicated in the application form as per the norms adopted by University/Institute.
6. SC/ST candidates should submit their caste/tribe certificate issued by Competent Authority in the prescribed format along with the application form, in support of their claim to avail relaxation/concession.
7. For claiming the benefit of OBC category, the candidate must ensure that their Caste certificate is as per prescribed format and has been issued recently by the Competent Authority. The Caste Certificate should be as per the Performa 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 IOM No. 36012/22/93-Estt. (SCT) dated 08/9/1993. Ours being a Public Sector Undertaking under Govt. of India, only those communities shall be treated as OBC for the purpose of reservation that are mentioned in the common list of OBC prepared by Central Govt.
8. Applicants under the category of Persons with Disabilities (PWD) should attach copy of Medical Certificate issued by a Medical Board attached to the Special Employment Exchange/Vocational Rehabilitation Centre for PWD or Head of concerned Department of a Government Civil Hospital satisfying the prescribed disability criteria.
9. SC /ST / OBC candidates applying against un-reserved posts shall be considered under general standards and no relaxation in age, qualification marks etc. shall be extended to them.
10. Formats of prescribed certificates for claiming reservation under SC / ST and OBC category are available on the website for the benefit of the candidates.
11. Ex-servicemen fulfilling eligibility criteria can apply against the above post along with relevant service certificates and qualification documents prescribed above.
12. Candidates serving in Government / Semi-Government Departments / Public Sector Organizations / Local Bodies must send their application through proper channel or produce "No Objection Certificate" at the time of appearing in the Written Test / Interview. In case the candidate fails to submit / produce the certificate, his / her candidature will not be considered.
13. Service is transferable to anywhere in India. No preference for posting would be entertained.
14. The decision of the Management in all matters relating to eligibility, acceptance or rejection of the application, mode of selection will be final and Management will not entertain any enquiry or correspondence in this regard.
15. **Application of a candidate having higher qualification than the prescribed qualification shall be rejected.**
16. Canvassing in any form shall disqualify the candidature.
17. In case large numbers of applications are received, Management reserves the right to fix / increase the minimum percentage of cut-off marks in the prescribed qualification for calling the candidates for test / interview.
18. Candidates short-listed for written test will have the option to take the test in either **English** or **Hindi**. They are required to mention the medium for taking the written test in their application form itself in the place provided for that purpose.
19. **A candidate can apply for one post only**, which must be super-scribed on the envelope. If a candidate applies for more than one post, the candidature will be cancelled and he / she will not be considered for any post.
20. No claim for refund of application fee would be entertained under any circumstances.
21. Written test of short-listed candidates is likely to be conducted at Panipat (Haryana) on a Sunday during January 2014. However, exact date and venue would be announced later on IndianOil website, i.e. [www.iocl.com](http://www.iocl.com)
22. Admit card for written test shall be sent to the eligible short-listed candidates by post. The name of such candidates will also be displayed in "Career – Latest Job Openings" section of IndianOil website [www.iocl.com](http://www.iocl.com)
23. **All future announcements in connection with these vacancies including corrigendum (if any) would be made only on [www.iocl.com](http://www.iocl.com)** Candidates are advised to visit the website regularly for updates.

Application along with fee (wherever applicable) should be sent **ONLY BY ORDINARY POST** in the prescribed format super-scribing on the envelope – **NAME OF THE POST APPLIED FOR \_\_\_\_\_ TO HUMAN RESOURCE MANAGER, NORTHERN REGION PIPELINES, P.O. PANIPAT REFINERY, PANIPAT-132140** so as to reach by **12<sup>th</sup> December 2013**.

Queries, if any, may be addressed to [recruitmentnrpl@indianoil.in](mailto:recruitmentnrpl@indianoil.in)

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 send any query which is not connected with the vacancies advertised herein.