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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'. IndianOil's Mathura Refinery requires young and energetic **Junior Engineering Assistant/ Office Assistant** as indicated below.

S.No	Post	Pay-Scale (Rs.)	# No. Of Vacancies	Reservation#
1	Junior Engineering Assistant-IV- Mechanical Maintenance (Rotary Equipment)	11900-32000	05	UR-02, SC-01 & OBC-02
2	Junior Engineering Assistant-IV (Electrical)	11900-32000	03	UR-02 & SC-01
3	Junior Engineering Assistant-IV (Instrumentation)	11900-32000	02	UR-02
4	Junior Office Assistant-IV (Hindi)	11900-32000	01	UR-01

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.

Qualification & Experience:- The prescribed qualification from Govt. recognized University /Institute as a regular student and the required minimum post qualification experience excluding training and apprenticeship period as on **01.10.2010** for each post is given below:-

S.No	Post	Qualification	Minimum post qualification experience as on 01.10.2010
1	Junior Engineering Assistant-IV- Mechanical Maintenance (Rotary Equipment)	Matric with ITI(Fitter) from a recognized University / Institute with minimum 60% marks. The requirement of percentage for SC/ST candidates may be relaxed to minimum 55%.	Minimum 03 years as on 01.10.2010 in a Refinery / Petrochemical / Fertilizer / Chemical / Thermal Power Plant. Must have worked in maintenance / overhaul of centrifugal / reciprocating / screw pumps, centrifugal / reciprocating compressors, steam turbines, fans and blowers.
2	Junior Engineering Assistant-IV (Electrical)	Matric with ITI in Electrical / Electronics Trade from a recognized University / Institute with minimum 60% marks. The requirement of percentage for SC/ST candidates may be relaxed to minimum 55%.	Minimum 03 years as on 01.10.2010 in operation of Generator / Substation comprising of both HT & LT at 6.6 KV and 0.4 KV level or above and / or maintenance of HT/LT Switchgears (PCC & MCC), Transformers, Motors, Starters, Storage Batteries, Battery Chargers, UPS, variable speed drivers, protection relays etc. Candidates with experience of operation and maintenance of

			Electronic Telephone Exchanges, maintenance of Electronic Meters, Electromagnetic / Static / Numerical Relays will have added advantage.
3	Junior Engineering Assistant-IV (Instrumentation)	Matric with ITI (Electronics trade) from a recognized University / Institute with minimum 60% marks. The requirement of percentage for SC/ST candidates may be relaxed to minimum 55%.	Minimum 03 years as on 01.10.2010 in maintenance of Electronic Instruments of a large Chemical Plant like Petroleum Refinery / Fertilizer / Petrochemical Complex. Knowledge of layout / Installation standard / Cable schedule / Wiring Diagram / Impulse piping /Cu-tubing / Fluid Pressure / Temperature / Level Inst. / Control Valve is essential.
4	Junior Office Assistant-IV (Hindi)	Graduation + proficiency in Hindi Computer Typing, Hindi Computer Applications. The minimum prescribed typing speed in Hindi 30 w.p.m. (25 w.p.m. for SC/ST/OBC/PH candidates). Candidates with knowledge of Hindi Stenography will be given preference.	Minimum 03 years experience of Typing / Stenography in any Government Organization or Government owned company of PSU.

Note:-

1. The requirement of percentage marks in qualification is relaxed to minimum 55% for SC/ST candidates.

2. Diploma Engineers/Graduate Engineers will not be considered for any of the above posts.

3. Candidates who have worked in regular pay scale or been engaged as trainee for not less than a period of two years in any Petroleum Refinery will not be required to meet the experience criteria of 3 years.

4. This recruitment is exclusive to applicants with ITI qualification in relevant trades.

- **Description of Duties :-** (1) **Junior Engineering Assistant- IV- Mechanical Maintenance-(Rotary Equipment):-** Working round the clock in shifts on Maintenance and condition monitoring of Machines. (2) **Jr. Engineering Assistant-IV (Electrical):-** Working in round the clock rotating shift duty at various installations of Mathura Refinery, in operation and maintenance of TPS, Sub-stations, HT/LT switchgears and other industrial electrical equipments (3) **Junior Engineering Assistant- IV (Instrumentation):-** Working round the clock in shifts on Maintenance of Instruments. (4) **Junior Office Assistant-IV (Hindi):-** Office working in ministerial shift on 36.25 hours a week work schedule.
- **Pay Scale & Emoluments:** Above posts are in Salary Grade IV in pay scale of Rs. 11900-32000/-. In addition, to Basic Pay, DA and HRA other benefits like PF, gratuity, LTC, liberalised medical benefits, productivity/performance linked incentive, leave encashment, conveyance allowance, superannuation benefits, post retirement medical benefits, Employees' Pension Scheme under PF, company quarters, children education benefits etc. shall also be admissible as per rules of the Corporation. At present total monthly emoluments at the minimum of the scale will be Rs. 22,000/- approx.
- **Age Limit :** Minimum 18 years and maximum 32 years on 01.10.2010

- **Concessions/Relaxation:** (1) Relaxation in upper age limit by 5 years for SC/ST candidates & 3 years for OBC candidates and Ex-servicemen as per rules (2) The minimum standard of 60% Marks in qualification is relaxed to 55% for SC/ST. (3) 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. (4) SC/ST and Ex-servicemen candidates are exempted from payment of application fee. (5) Candidates who have worked in regular pay scale or been engaged as trainee for not less than a period of two years in any Petroleum Refinery will not be required to meet the experience criteria of 3 years. (6) Candidates who have undergone training or apprenticeship in concerned discipline in Mathura Refinery will be given relaxation in upper age-limit by the length of their training.
- **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.
- **Selection Methodology:** The selection methodology will comprise of written test followed by Interview of the short listed candidates. Written test and interview shall be conducted at Mathura Refinery Nagar, Mathura. Canvassing in any form will be considered a disqualification.
- **Application Fee:** The applications should be accompanied with a crossed **Demand Draft of Rs. 100/-** (Rs. One hundred only) as application fee(non refundable) in favour of **Indian Oil Corporation Ltd, R&P Division, Mathura Refinery payable at Mathura.** Money Order, Postal Order, Cash or any other mode of payment will not be accepted.
- **General Instructions :** (1) Candidates should send their typed/neatly handwritten application on prescribed proforma(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) One candidate can apply for one post only. Candidate applying for more than one post will not be considered. (7) Applications complete in all respects should be sent by **ORDINARY POST ONLY** to **Post Box No. B-15, Head Post Office, Civil Line, Mathura-281001, Uttar Pradesh** so as to reach latest by **28.12.2010**. 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.
- Application form can be downloaded from our corporate website : www.iocl.com

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