



INDIAN OIL CORPORATION LIMITED
(Refineries Division)
HALDIA REFINERY
(A Govt. of India Undertaking)

Advertisement No. PH/R/01/2016

Applications are invited from Indian Nationals fulfilling the eligibility criteria for the under mentioned posts at Indian Oil Corporation Ltd, Haldia Refinery.

Post Code	POST	DISCIPLINE	PAY SCALE (Rs)	NO. OF VACANCIES	RESERVATION
111	Jr. Engg. Asstt.-IV (PROD)	Chemical	11,900 - 32000	20	UR- 11, SC - 03, ST - 01, OBC(NCL) - 05
112	Jr. Engg. Asstt.-IV (F&S)	Fire & Safety	11,900 - 32000	01	UR-01
113	Jr. Engg. Asstt.-IV (MECH)	Mechanical	11,900 - 32000	05	UR- 03, SC - 01, OBC(NCL) - 01
114	Jr. Engg. Asstt.-IV (INST)	Instrumentation	11,900 - 32000	02	UR-02
115	Jr. Engg. Asstt.-IV (ELEC)	Electrical	11,900 - 32000	04	UR- 02, SC - 01, OBC(NCL) - 01
116	Jr. Engg. Asstt.-IV(P&U)	Electrical / Mechanical	11,900 - 32000	03	UR- 02, SC - 01
117	Laboratory Analyst(Pathology)-IV	Medical	11,900 - 32000	01	PH-(OH-Deformity of legs OR HH)

NCL-Non-Creamy Layer OH-Orthopedically Handicapped HH-Hearing Handicapped

The indicated number of vacancies may increase or decrease at the discretion of management and accordingly the reservation requirement will also undergo change.

Note: Posts with Post Code No. 111, 112 & 116 are for operation in rotating shifts including evening shift and night shift operated beyond 7pm attracting relevant provisions of Factories Act,1948 regarding restrictions on deployment of women.

Qualification & Experience: All the prescribed qualifications should be from Govt. recognized Indian university/Institute as a full time regular course. The required percentage (%age) of marks, minimum post-qualification experience as on **30/04/2016** for each post is given below.

Post Code	Post	Qualification	Minimum Post Qualification Experience as on 30/4/2016
111	JEA-IV(PN)	Minimum 3 years full time, regular/sandwich Diploma course in Chemical/Refinery & Petrochemical Engg. or BSc (Maths, Physics, Chemistry or Industrial Chemistry) from a recognized Institute/University with minimum of 50% marks in aggregate for General & OBC candidates and 45% in case of SC/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.
112	JEA-IV(F&S)	Matric plus Sub-Officer's 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 without glasses, colour vision normal, Free from any vertigo problem, disease of heart, lungs, kidney and abnormal blood pressure, free from Knock Knee, Flat Feet, Squint eye and stammering.	Minimum one year of post qualification experience in Fire & Safety 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-chemicals/Heavy Chemical/ Gas Processing Industry/Fertilizers/Power Plants/large industrial establishments*.
113	JEA-IV(MECH)	Minimum 3 years full time, regular/sandwich Diploma course in Mechanical Engineering from a recognized Institute/University with minimum of 50% marks in aggregate for General & OBC candidates and 45% in case of SC/ST candidates against reserved positions or Matric with ITI in Fitter Trade.	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/ Petrochemicals/Heavy Chemical/Fertilizers/Power Plants/large industrial establishments*.

114	JEA-IV(INST)	Minimum 3 years full time, regular/sandwich Diploma course in Instrumentation/ Instrumentation & Electronics / Instrumentation and Control from a recognized Institute/University with minimum of 50% marks in aggregate for General & OBC candidates and 45% in case of SC/ST candidates against reserved positions.	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 Chemical/ Fertilizers/Power Plants/ Oil & Natural Gas Exploration / large industrial establishments*.
115	JEA-IV(ELEC)	Minimum 3 years full time, regular/sandwich Diploma course in Electrical Engineering from a recognized Institute/University with minimum of 50% marks in aggregate for General & OBC candidates and 45% in case of SC/ST candidates against reserved positions.	Minimum one year of post qualification experience in operation/maintenance of Power Generators/Distribution Sub stations (LT & HT at 0.4 KV & 6.6. KV level or above respectively)/Maintenance of HT/LT Switch gears (PCC/MCC)/Transformers/Motors/ACBs/VCBs/UP S/Battery Chargers/Variable speed drives/protective relays including electromagnetic/ Static/Numerical relays in Petroleum Refinery/Petro-chemicals/Heavy Chemical/Fertilizers/Power Plants/large industrial establishments*.
116	JEA-IV(P&U)	Minimum 3 years full time, regular/sandwich Diploma course in Mechanical or Electrical Engineering from a recognized Institute/University and possessing Boiler Competency Certificate (with minimum 2nd Class),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 minimum 2nd Class) 2. BSc (PCM) with an Apprenticeship Training in Boiler Trade. 3. Minimum 3 years full time, regular/sandwich Diploma course in Mechanical or Electrical Engineering from a recognized Institute/University with minimum of 50% marks in aggregate for General & OBC candidates and 45% in case of SC/ST candidates against reserved positions Subject to the conditions below for candidates under Cat(2) & (3) above: (a) It will be the 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 Boiler Competency Certificate.	For candidates possessing Diploma or Matric with ITI(Fitter) & holding Boiler Competency certificate, no experience shall be required. For candidates possessing 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 / RO Plant / air compressor in Petroleum Refinery / Petrochemicals / Heavy Chemical / Fertilizers / Power Plants / large industrial establishments*.

117	Laboratory Analyst(Pathology)-IV	Full time, regular Diploma in Medical Laboratory Technology or B.Sc+ Certificate in Clinical Pathology or B.Sc with Microbiology, from a recognized Indian university/Institute	Two years relevant post qualification experience in a reputed Hospital/Path Lab.
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Part-time or Diploma obtained through correspondence / distance education mode is not allowed.

*Large industrial establishment would mean industrial/manufacturing units whose investment in plant and machineries exceed Rs.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 candidate.

AGE LIMIT:

- ❑ Minimum 18 years and maximum 26 years as on 30.04.2016 (relaxable by 5 years for SC/ST and 3 years for OBC for the posts reserved for them).
- ❑ Persons with Disability shall be given age relaxation upto 10 years (upto 15 years for SC/ST and upto 13 years for OBC candidates) for the posts reserved for them.
- ❑ Age Relaxation applicable for Ex-servicemen as per Govt. Directives.
- ❑ Age relaxation shall be given to the candidates to the extent of period of experience (as notified in the advertisement)
- ❑ The period of Apprenticeship training and the period of internship undertaken by a candidate shall be considered towards experience. Relaxation to that extent shall be allowed to them in recruitment. The Apprenticeship/Internship period may also be considered for grant of age relaxation; however in such cases, no further relaxation will be granted on account of experience. In no case, the period will be considered for both, in full or in parts.

SELECTION METHODOLOGY:

- ❑ Selection would be based on Written Test followed by skill/proficiency/physical test. The candidates will have to pass successfully through each stage of the selection process including medical fitness for being adjudged suitable for selection. The candidature of the applicant would be provisional and subject to verification of certificates / testimonials, experience etc.
- ❑ 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 vacancies are not filled due to unsuitability/insufficient number of candidates.
- ❑ 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 :
https://iocl.com/PeopleCareers/Pre-employment_Guiding_Principles11th_mar_2011.pdf

CONCESSIONS/RELAXATION:

- ❑ SC/ST/PWD candidates appearing for written test and skill/proficiency/physical test shall be reimbursed second class Rail / Bus fare by the shortest route as per rules on production of tickets.
- ❑ SC/ST/PWD/EXSM candidates are exempted from payment of application fee. Candidates from other categories should enclose a crossed Demand Draft of Rs.100/- (Rs. One Hundred Only) as application fee (non-refundable) in favour of **Indian Oil Corporation Ltd., Payable at State Bank of India, Haldia Refinery Campus Branch. (Branch Code: 7090)**. Candidates must write their full name and address on the back side of the Demand Draft.

PAY & PERKS:

- ❑ In addition to the Basic Pay, D.A., HRA and other benefits like Provident Fund, 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 carefully read the full advertisement for details of educational qualification and other eligibility criteria before submission of on-line application.
- ❑ Candidates are hereby informed that any Corrigendum/Addendum etc. issued 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 and/or the email id provided by the candidate.

- ❑ For the unreserved posts, SC/ST/OBC candidates shall be considered under General standard of merit and no relaxation in age/qualification etc. shall be extended to them on the basis of belonging to SC/ST/OBC category.
- ❑ Applicants from Government / Semi Government / Public Sector Organization must send their application through proper channel or produce "No Objection Certificate" at the time of appearing for the Written Test. In case the candidate fails to do so, his candidature will not be considered.
- ❑ **Age, Qualification and period of Experience** will be determined as on **30/04/2016**.
- ❑ Wherever CGPA or Letter Grade is awarded in Diploma/Degree examination, its equivalent percentage of marks and class/division must be indicated in the application form as per the norms adopted by University/Institute.
- ❑ Canvassing in any form is liable to render the candidate ineligible for any of the above posts.
- ❑ Incomplete applications, not supported by attested copies of relevant documents, not fulfilling the eligibility criteria or those received after the last date of receipt of applications shall not be considered and shall be treated as "Rejected".
- ❑ 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 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 dtd. 08/09/1993)** and revised guidelines issued from time to time. Candidates belonging to OBC category but falling in Creamy Layer are not entitled to OBC reservation benefits. Accordingly such candidates may choose to apply under Unreserved category for the positions provided they meet the age criteria applicable to the unreserved candidates and indicate their category as "UR". Ours being a Govt. Of India, Public Sector Undertaking, only those communities that are mentioned in the common/Central list of OBC prepared by the Central Govt. shall be treated as OBC for the purpose of reservation.
- ❑ Ex-servicemen fulfilling eligibility criteria can apply along with relevant service certificates, Discharge Certificate and qualification documents. Ex-servicemen applying for the above vacancies must also submit a certificate indicating the equivalence of their qualification to that advertised along with the printout of the Application Form.
- ❑ PwD candidates with less than 40% of permanent disability are not eligible. The PwD candidates are required to submit a Disability Certificate issued by competent authority as per the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Amended Rules, 2009 failing which their candidature as PwD candidate will not be considered. PwD candidates (OH and HH) must be capable of performing the task assigned to them/take instructions using suitable aids and appliances.
- ❑ Candidates possessing professional qualifications such as B.E. or equivalent, MBA or equivalent / MCA shall not be considered for the above notified posts.
- ❑ Training period will not be counted towards experience. However, the period of Apprenticeship Training in respect of candidates who have successfully completed Apprenticeship Training under Apprenticeship Act 1961 / Apprentices (Amendment Act 1973) in the relevant Trade / Discipline (except Fire & Safety) in any of IOCL Refineries or industries as specified above in the essential qualification and experience criteria for the relevant post shall be considered as experience. Age relaxation equivalent to the period of training shall be given to Apprentices. However, no additional age relaxation shall be allowed on account of experience.
- ❑ One candidate can apply for one post only. Candidates applying for more than one post will not be considered for any of the posts.
- ❑ The decision of the Management in all matters relating to eligibility, acceptance or rejection of the applications, mode of selection etc. will be final.
- ❑ In case it is detected at any stage of recruitment or thereafter, that a candidate does not fulfill the eligibility norms and / or that he has furnished any incorrect / doctored / false information / certificate / documents or has suppressed any material fact(s), his candidature will stand cancelled. If any of these shortcomings is / are detected even after appointment, his services are liable to be terminated.
- ❑ The exact date, place and time of Written Test and skill/proficiency/physical test will be communicated subsequently.
- ❑ Applications filled **Online only will be considered**.

Requirement before filling on-line application form

- ❑ The candidate must have an active email ID which must be valid for atleast one year as all future communication with candidate will take place through email.
- ❑ The candidate should have the relevant documents/certificates pertaining to age, qualification, caste, experience, demand draft (if required), etc. before applying online (Please refer checklist). The photograph of the candidate and the scanned signature will be required to be uploaded while applying. Hence it is advised that the same be kept ready at the time of filling of the online application.

How to apply

- ❑ Candidates meeting above prescribed eligibility criteria may visit our website www.iocrefrecruit.in and apply online between **24.05.2016 to 14.06.2016**. Incomplete on-line applications will be rejected. Candidates applying through online mode of applications only will be considered for the selection process.
- ❑ After successfully applying/registering on-line application, the candidate must take a printout of the filled in on-line application form. The complete online application form supported by all relevant documents (qualification/experience/age/caste etc.), duly self attested, should reach by Ordinary Post only to **Chief Human Resource Manager, Indian Oil Corporation Limited, Haldia Refinery, P.O.: Haldia Oil Refinery, Dist.: Purba Medinipur, West Bengal, Pin Code-721 606 latest by 20.06.2016**. The Candidates should superscribe Advt. No. and Name & Code of the Post applied for on the top of the envelope. Copies of certificates pertaining to age, qualification, caste, experience, demand draft (where applicable) etc. must be attached along with the printout of the online application form submitted (Please refer the checklist). **Application form received without the relevant documents OR after 20.06.2016 will be rejected.**

Queries, if any, may be addressed to e-mail id : HRRECTT@indianoil.in or Contact No 03224-223262

IMPORTANT DATES:

DATE OF OPENING OF ONLINE APPLICATION	:	24.05.2016
LAST DATE OF SUBMISSION OF ONLINE APPLICATION	:	14.06.2016
LAST DATE OF RECEIPT OF PRINTOUT OF ONLINE APPLICATION FORM BY POST	:	20.06.2016

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.



INDIAN OIL CORPORATION LIMITED
(Refineries Division)
HALDIA REFINERY

Advertisement No. PH/R/01/2016

CHECKLIST OF DOCUMENTS TO BE SUBMITTED ALONG WITH THE PRINTOUT OF THE ONLINE APPLICATION FORM

Please tick (✓) mark in appropriate box and enclose this checklist along with the application form

1	Proof of Date of Birth (10th Standard Mark Sheet issued by State or Central Board Mentioning the Date of Birth, School Leaving Certificate)	
2	Photo Identity Proof (Driving License/Voter Id/ PAN Card/ Adhaar Card/ Passport)	
3	ESSENTIAL QUALIFICATION: Post Code-111: Minimum 3 years full time, regular/sandwich Diploma in Chemical/Refinery & Petrochemical Engg. or BSc (Maths, Physics, Chemistry or Industrial Chemistry) Post Code-112: Matric plus Sub-Officers' Course from NFSC-Nagpur OR Equivalent (Regular Course) from any other recognized Institute Post Code-113: Minimum 3 years full time, regular/sandwich Diploma in Mechanical Engineering OR Matric with ITI in Fitter Trade. Post Code-114: Minimum 3 years full time, regular/sandwich Diploma in Instrumentation/ Instrumentation & Electronics / Instrumentation and Control Post Code-115: Minimum 3 years full time, regular/sandwich Diploma in Electrical Engineering Post Code-116: Minimum 3 years full time, regular/sandwich Diploma in Mechanical or Electrical Engineering and possessing Boiler Competency Certificate (with minimum 2nd Class) OR Matric with ITI(Fitter) with Boiler Competency Certificate (with minimum 2nd Class) OR BSc (PCM) with an Apprenticeship Training in Boiler Trade OR Minimum 3 years full time, regular/sandwich Diploma in Mechanical or Electrical Engineering Post Code-117: Full time, regular- Diploma in Medical Laboratory Technology or B.Sc+ Certificate in Clinical Pathology or B.Sc with Microbiology, from a recognized Indian university/Institute	
a	10th Standard (Attested Copy)	
b	12th Standard (Attested Copy)	
c	Attested copies of all Mark Sheets and Final Degree/ Diploma Certificate issued by the respective Board/ University	
I	Mark sheet of Matric plus Sub-Officers' Course	
li	Copy of Heavy Vehicle Driving License	
lii	Mark sheet of Diploma 1st Year/1st Semester	
lv	Mark sheet of Diploma 2nd Year/2nd Semester	
v	Mark sheet of Diploma 3rd Year/3rd Semester	
vi	Mark sheet of Diploma 4th Semester	
vii	Mark sheet of Diploma 5th Semester	
viii	Mark sheet of Diploma 6th Semester	
ix	ITI in Fitter Trade Mark sheet	
x	Final Diploma Certificate/ ITI Certificate/ Certificate Course	
4	Latest Caste/ Disability/ Discharge Certificates (wherever applicable)	
I	Caste Certificate (applicable for SC/ST/OBC candidates) in the prescribed proforma	
li	Disability Certificate (applicable for PwD candidates) in the prescribed proforma	
lii	Discharge Certificate (applicable for XSM candidates) in the prescribed proforma	
5	Proof of requisite POST QUALIFICATION EXPERIENCE	
I	Experience Certificate OR Appointment Letter and Last Salary Slip/ Latest Salary Slip OR Release Order etc. issued by the employer.	
li	Copy of Relevant Page of Balance Sheet as proof that the Company is a Large Industrial Establishment under self certification wherever post qualification experience (mentioned in the detailed advt.) is required to be in Large Industrial Establishments.	
iii	Certificate from Organization/ Industry where the Apprenticeship Training has been completed	
lv	No objection Certificate from employer in case employed with Govt./Semi Govt./PSU.	
6	ORIGINAL DEMAND DRAFT of Rs. 100/- (applicable for GEN/OBC candidates only)	