



Indian Oil Corporation Ltd.
(A Government of India Undertaking)
(Pipelines Division)
Northern Region Pipelines
P.O. Panipat Refinery, Baholi
Panipat-132140

Advertisement No. : NRPL/HR/P/C/4(2016)
Date of Notification : 20.08.2016
Last date of receipt of applications : 19.09.2016

1.0 APPLICATIONS:

Applications are invited from eligible Indian Nationals for the following positions in workmen category in various locations of Northern Region Pipelines of Indian Oil Corporation Limited (Pipelines Division) as per details given below:

Sl.	Post Code	Name of the Post	Salary Grade	Pay Scale (in Rs.)	Location	No. of Vacancies	Reservation
1	01	Engineering Assistant (Electrical)	IV	11900-32000	Rewari	1	1 Un-reserved
					Bijwasan	1	1 OBC
					Roorkee	1	1 Un-reserved
2	02	Engineering Assistant (T&I)	IV	11900-32000	Meerut	1	1 OBC
					Jalandhar	1	1 OBC
					Bijwasan	1	1 Un-reserved
3	03	Technical Attendant-I	I	10500-24500	Kohand	1	1 Un-reserved
					Panipat	2	1 OBC and 1 Un-reserved
					Meerut	2	1 OBC and 1 Un-reserved
					Bhatinda	1	1 Un-reserved
					Tikrikalan	1	1 Un-reserved

1.1 RESERVATION FOR EX-SERVICEMEN:

- i. Out of 7 posts of "Technical Attendant-I" in Group 'D' mentioned at Sl No. 3 above in the table, 1 post is reserved for Ex-servicemen.

2.0 AGE LIMIT:

Candidate should not be less than 18 years of age and should not be more than 26 years of age as on **20.08.2016**. For age relaxation, refer point no 6.0 (Concessions & Relaxations).

3.0 ESSENTIAL EDUCATIONAL QUALIFICATION :

Name of the Post	Essential Educational Qualification
Engineering Assistant (Electrical)	Three years (or two years through lateral entry after ITI of minimum one year duration) full time Diploma in any of the following disciplines of Engineering from a Govt. recognized Institute : 1. Electrical Engineering 2. Electrical & Electronics Engineering Minimum percentage of marks: 55% marks.
Engineering Assistant (T&I)	Three years (or two years through lateral entry after ITI of minimum one year duration) full time Diploma in any of the following disciplines of Engineering from a Govt. recognized Institute : 1. Electronics & Communication Engineering ; 2. Electronics & Telecommunication Engineering ; 3. Electronics & Radio Communication Engineering ; 4. Instrumentation & Control Engineering ; 5. Instrumentation & Process Control Engineering ; 6. Electronics Engineering. Minimum percentage of marks: 55% marks.
Technical Attendant-I	Matric / 10 th pass and ITI pass from a Govt. recognized Institute in the specified ITI Trades and duration as mentioned below* from a Govt. recognized Institute / Board. Candidates should possess <i>Trade Certificate / National Trade Certificate (NTC) issued by NCVT.</i>

*ITI Trades & duration :

For the post of Technical Attendant in Salary Grade-I, candidate should possess Trade Certificate / National Trade Certificate (NTC) issued by NCVT in any of the following Trades with minimum duration as mentioned in years. Before doing ITI, the candidates should have passed 10th class.

Code No.	ITI Trade	Minimum duration of course required (in years)
1	Electrician	2
2	Electronic Mechanic	2
3	Fitter	2
4	Instrument Mechanic	2
5	Instrument Mechanic (Chemical Plant)	2
6	Machinist/ Machinist (Grinder)	2
7	Mechanic-cum-Operator Electronics Communication System	2
8	Turner	2
9	Wiremen	2
10	Draughtsman (Mechanical)	2
11	Mechanic Industrial Electronics	2
12	Information Technology & ESM	2
13	Mechanic (Refrigeration & Air Conditioner)	2
14	Mechanic (Diesel)	1

4.0 PAY & PERKS:

Basic Pay, D.A., HRA and such other benefits admissible as per the rules of Indian Oil Corporation Limited.

5.0 APPLICATION FEE:

- i. Application Fee (non-refundable) of Rs.100/- (Rupees One Hundred only) through crossed Demand Draft in favour of "INDIAN OIL CORPORATION LIMITED (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 further reference to the applicant. SC/ST candidates are exempted from payment of application fee irrespective of the posts reserved for them or not.

6.0 CONCESSIONS & RELAXATIONS :

- i. Minimum age requirement is 18 years and upper age limit is 26 years as on **20.08.2016**. Upper age relaxation of 3 years to OBC (Non-creamy layer) candidates for the posts reserved for them only.
- ii. For the post reserved for ExSM candidates (Technical Attendant-I), there is relaxation of 10% marks in the qualifying marks in Written Test, Trade Test and Interview (Please refer point No. 7.0 below under selection methodology).
- iii. SC/ST candidates are exempted from payment of application fee irrespective of the posts reserved for them or not.
- iv. Outstation SC /ST candidates, who appear for Written Test, shall be reimbursed to and fro fare limited to Second Class Rail/ Bus fare from their mailing address mentioned OR from the place of actual journey, whichever is nearer to the place of Test, by the shortest route, on submission of tickets as proof of journey.
- v. Age relaxation to Ex-servicemen candidates (ExSM) as per rules.

7.0 SELECTION METHODOLOGY:

7.1 FOR THE POST OF ENGINEERING ASSISTANT (ELECTRICAL) AND ENGINEERING ASSISTANT (T&I)

7.1.1 Selection process shall comprise of the following:-

- a. Written Test : 60 marks
- b. Trade Test : 25 marks
- c. Personal Interview : 15 marks

7.1.2 The minimum qualifying marks for various stages shall be as under:-

Written Test	40%
Trade Test	50 %
Personal Interview	50 %

7.1.3 In the Written Exam, there shall be total 120 objective type questions out of which 80 questions shall be from the concerned discipline of Diploma level and 40 questions on General Aptitude and Reasoning, General English/Hindi, Numerical Aptitude and General Knowledge.

7.1.4 The Trade Test shall be of written form. Maximum marks in Trade Test shall be 25 and the duration of Trade Test shall be of 25 minutes. A list of basic Engineering items / tools & instruments used in Engineering/ITI shall be displayed during Trade Test and the short-listed candidates will be asked to identify these tools and write its name and usages/characteristics in the answer sheet.

7.2 FOR THE POST OF TECHNICAL ATTENDANT:

7.2.1 Selection process shall comprise of the following:-

- a) Written Test : 60 marks
- b) Trade Test : 25 marks
- c) Personal Interview : 15 marks

7.2.2 The minimum qualifying marks for various stages shall be as under:-

Written Test	40% (30% for ExSM candidates for reserved post)
Trade Test	50 % (40% for ExSM candidates for reserved post)
Personal Interview	50 % (40% for ExSM candidates for reserved post)

7.2.3 In the Written Exam, there shall be total 120 objective type questions out of which 80 questions on Technical discipline shall be from General Science and on basic ITI trades. The remaining 40 questions will be on General Aptitude and Reasoning, General English/Hindi, Numerical Aptitude and General Knowledge.

7.2.4 The Trade Test shall be of written form. Maximum marks in Trade Test shall be 25 and the duration of Trade Test shall be of 25 minutes. A list of basic Engineering items / tools & instruments used in Engineering / ITI shall be displayed during Trade Test and the short-listed candidates will be asked to identify these tools and write its name and usages / characteristics in the answer sheet.

8.0 GENERAL CONDITIONS FOR SELECTION PROCESS :

8.1.1 Written Test shall be of Objective Type Multiple Choice Questions (MCQs) consisting of 4 options with one correct option. Candidate has to choose the correct option.

8.1.2 There shall be 120 questions in the Written Test and the Total marks shall be 60. Each correct answer shall carry 0.5 marks and there shall be no negative marking for wrong answers.

8.1.3 The candidates will mandatorily have to qualify each individual stage of the selection process for being adjudged suitable for selection.

8.1.4 Candidates, who qualify the Written Test, shall be shortlisted for Trade Test in the ratio of 1:10 for one vacancy. Trade Test shall be conducted tentatively on next day of Written Test.

8.1.5 Candidates, who qualify the Trade Test, shall be short-listed for Personal Interview in the ratio of 1:5 for one vacancy.

- 8.1.6 Final merit list will be prepared, based on the cumulative marks scored by the candidate in Written Test, Trade Test and Personal Interview. Offer of appointment will be issued to the selected candidates as per the merit list.
- 8.1.7 List of short-listed candidates from Written Test to Trade Test and Trade Test to Personal Interview shall be displayed at Examination Center. The list shall also be displayed on the IOCL website along with time and venue of the Trade Test / Personal Interview, either on the same day or the next working day. No other separate communication shall be sent to the candidates for informing the results of the Written Test / Trade Test. Time and venue of declaration of result of Written Test shall also be announced in the Examination Center immediately after the Test is over.
- 8.1.8 List of finally selected candidates to whom offer of appointment shall be issued, shall also be displayed on the IOCL website after issuance of offer of appointment.
- 8.1.9 Venue of Written Test, Trade Test and Personal Interview is at **Panipat (Haryana)**. The exact dates of Written Test, Trade Test and Interview shall be communicated in the Admit Card for Written Test and also shall be displayed in the IOCL website. The tentative dates are as under:-

1	Displaying list of candidates in IOCL website (www.iocl.com) eligible for Written Test to whom Admit cards shall be sent by Registered / Speed post. Detailed terms & conditions of selection methodology, test dates and venue address shall also be displayed in the website, which shall be mentioned in the Admit cards to be sent to the candidates.	By 17.10.2016
2	Written Test	20.11.2016 (Sunday)
3	Trade Test	21.11.2016
4	Personal Interview	22.11.2016 / 23.11.2016

- 8.1.10 Candidates are advised to visit IOCL website i.e. www.iocl.com from time to time for any change in the above dates, selection process and other modalities / corrigendum.

9.0 GENERAL INSTRUCTIONS:

- 1) Candidates are advised to carefully read the full advertisement for details of eligibility criteria and selection modalities before submission of application.
 - 2) Service is transferable to anywhere in India.
 - 3) Selected candidate shall be posted in any of the locations mentioned in the notification of the respective posts.
 - 4) Candidates possessing higher qualification than the prescribed shall not be considered for the above notified posts and should not apply as their candidature shall not be considered.
- a. For the post of Engineering Assistant (Electrical) and Engineering Assistant(T&I) in Salary Grade-IV, candidates having qualification of Graduate and above Degree in Engineering, Degrees of - MCA, MBA or its equivalent 2-year Post-Graduate Diploma in Marketing/Finance/Human Resource/MSW/Personnel Management & Industrial Relations, CA/ICWA, Master's Degree in Journalism/Public Relations & Mass Communication, PhD, M.A.(Hindi), MBBS, LL.B. and any other Graduate and above professional qualification which is considered as induction level qualification for Officer's post in Indian Oil Corporation Ltd., need not apply as they have higher qualifications than the prescribed induction level qualifications for the advertised posts.

- b. For the post of Technical Attendant in Salary Grade I, in addition to the higher qualifications mentioned at point no. 10.0 4(a) above, candidates having qualifications of Diploma in Engineering, Graduation and above in any discipline, need not apply as they have higher qualifications than the prescribed induction level qualifications for the advertised posts. However, the aforesaid list of higher qualifications mentioned at 10.0 4a and 4b above is not exhaustive. Management may determine any other qualification as a higher qualification which is/ are not listed at 10.0 4a and 4b above. The decision of the management in this regard shall be final and no further enquiry shall be entertained in this respect.
- 5) Only those candidates who meet all the aforementioned eligibility criteria for the post shall be called for Written Test. However, the candidature of the applicant will be provisional and subject to verification of certificates /Testimonials submitted by him/her.
- 6) Ex-servicemen candidates who, in addition to induction level qualification prescribed for the notified post, possess additional/ higher qualification certificate issued by the Armed Forces during service with them, will be considered for appearing in Written Test and further selection process provided they give a declaration to the effect that he/she will not make any claim for availing any benefit on the basis of additional/ higher qualification issued to him by the Armed Forces.
- 7) Admit card for Written Test shall be sent to the eligible candidate by registered/ speed post at the address given by them in their application form.
- 8) Admit Cards to the eligible candidates shall be dispatched tentatively **by 17.10.2016. Names of the eligible candidates for written test shall also be displayed in the IOCL website under “Careers –Latest Job Openings” section of Indian Oil’s website www.iocl.com on 17.10.2016.** A copy of terms & conditions mentioned in the Admit Card shall also be displayed in the IOCL website along with the list of short-listed candidates for Written Test. Candidates are advised to visit IOCL Website from time to time for updates.
- 9) Non-receipt of Admit Cards sent at the address furnished by the candidates, shall not be attributable to the Corporation in any way whatsoever. However, if the name of the candidate is appearing in the list of eligible candidates for written Test in the IOCL Website, but he has not received the Admit Card, or if the admit card has got misplaced, the candidate should reach at the Examination center on the due date before the reporting time, along with a proof of ID for issuance of Duplicate admit card to him.
- 10) Candidates employed in Government/Semi government/Public Sector Organization must send their application through proper channel or produce “No Objection Certificate” at the time of appearing in the Interview. In case the candidate fails to do so, his/her candidature will not be considered.
- 11) Candidates should apply in the prescribed format **only** which is attached. Along with the application form, self-attested copies of mark sheets of educational qualification certificates, Caste certificate, (for SC/ST/OBC candidates), and discharge certificate (for Ex-servicemen candidates) with a recent passport size colored photograph affixed on the application form.
- 12) SC/ST/OBC(Non Creamy Layer) candidates should submit self attested copies of their caste certificate issued by Competent Authority in the prescribed format along with the application form, in support of their claim to avail relaxations/concessions.
- 13) OBC candidates should submit non-creamy layer OBC certificate recently issued by the Competent Authority in the prescribed format. Only the OBC castes listed in the Central list of Govt. of India in the respective State shall be treated as OBC for the purpose of reservation.
- 14) Incomplete application(s) or applications received after last date or applications not received in the prescribed format will not be considered.

- 15) SC/ST/OBC candidates applying against un-reserved posts shall be considered against general standards of merit and no relaxation in age, qualification cut-off marks, cut-off marks prescribed in various selection process of above posts etc shall be extended to them.
- 16) Candidates who are short-listed for Trade Test and Personal Interview must produce qualification certificate in Original along with one self attested photocopy of the same at the time of Interview. **Candidature of the candidate will be summarily rejected if he/she is unable to produce the same on the date of Interview. No relaxation whatsoever will be granted.**
- 17) Candidates applying for the above vacancies should ensure that they fulfill all the prescribed eligibility criteria for the posts. Their admission to all stages of selection process shall be purely provisional subject to fulfilling the prescribed eligibility criteria. Mere issue of Admit Card will not imply that candidate is finally selected.
- 18) **A candidate can apply for one post only. If a candidate applies for more than one post, his candidature shall be cancelled and will not be considered for any post.**
- 19) In case it is found/known at any stage of recruitment or thereafter that a candidate does not fulfill the eligibility norms and / or that he has furnished any incorrect / false information / certificate / documents or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of the information or material particulars as furnished by the candidate to the Corporation are found to be untrue or incorrect at any stage before or after his/her selection, then the same shall amount to misrepresentation/ fraud and his/her services shall be liable to be terminated unilaterally by the Corporation, at any time.
- 20) Prospective candidates seeking employment with Indian Oil should fulfill the physical /medical standards mentioned in Pre-employment Medical guidelines and criteria for physical fitness. The Pre-employment medical Guidelines are available on the website www.iocl.com under Careers section.
- 21) Candidates have to make their own arrangement for lodging and boarding for appearing in Written Test, Trade Test and Personal Interview.
- 22) Candidates will be required to carry a Photo ID Proof for the Written Test/Trade Test and as well as Personal Interview. The original Photo ID shall be checked and verified during the Tests. A self-attested photocopy of the same shall also be collected along with the admit card after the Written Test and Interview. **Valid Photo ID proof like Aadhar Card, PAN Card, Driving license, Voter ID card, Passport etc. shall be accepted.**
- 23) The candidates will have the option to appear for Written Test/Personal Interview either in Hindi or English.
- 24) Canvassing in any form shall disqualify the candidature.
- 25) The decision of the Management in all matters relating to eligibility, qualification, acceptance or rejection of the application, mode of selection etc. will be final and no enquiry will be entertained in this regard.
- 26) Candidates should keep at least 06 copies of recent passport size photograph which they need to paste on application, call letter and for various stages of selection procedure to avoid complication at later stage.
- 27) All disputes would be subject to jurisdiction of Courts/Tribunals in Chandigarh.
- 28) Success in the examination confers no right of appointment unless it is satisfied after such enquiry, as may be considered necessary, that the candidate is suitable in all respects for appointment to the service/post.

10.0 HOW TO APPLY

Candidates need to send the application form duly filled in and signed in all respect super scribing on the envelop, ***name of the post and advertisement Number***, along with self attested photocopies of testimonial (proof of age, education qualification Matric onwards, application fee, wherever applicable, caste certificate, discharge certificate etc. as applicable) to **Senior Human Resource Manager, Indian Oil Corporation Limited (Pipelines Division), Northern Region Pipelines, Post Box No. 56, G.P.O., Panipat-132103 (Haryana) through post only.**

For any queries, candidates can write to nrplrecruitment@indianoil.in

11.0 IMPORTANT DATES (TENTATIVE):

1	Last date of receipt of applications	19.09.2016
2	Displaying list of candidates in iocl website (www.iocl.com) eligible for Written Test to whom Admit cards have been sent by post. Detailed terms & conditions of selection methodology, test dates and venue address shall also be displayed in the website which have been mentioned in the Admit cards sent to the candidates	17.10.2016
3	Written Test	20.11.2016 (Sunday)
4	Trade Test	21.11.2016
5	Personal Interview	22.11.2016 / 23.11.2016

We hereby *caution* the general public not to fall prey to the dubious agencies/organizations/individuals/aiming at fleecing money from the innocent public. Do not believe any advertisement/job announcement of Indian Oil circulated through e-mail, social media etc. Please rely on information hosted on our official website www.iocl.com for any job/career related information pertaining to Indian Oil Corporation Ltd.

It is again reiterated that only the Application Form enclosed with this website notification shall be accepted for the above posts and all future announcements pertaining to these vacancies including list of eligible candidates, dates of tests/interview etc. would be published in IOCL website www.iocl.com only and not on any other website/medium.

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