



**INDIAN OIL CORPORATION LTD.**  
**(Refineries Division)**  
**PANIPAT REFINERY & PETROCHEMICAL COMPLEX**

- On-line registration of application commences from **11.04.2016 and closes on 25.04.2016.**
- The link to the on-line registration of the application has been hosted on the website [www.panipatrefinery.in](http://www.panipatrefinery.in)
- The Written Test/Skill/Proficiency/Physical Assessment is likely to be held in the month of May-2016

**Special Recruitment Drive for Persons with Disabilities for Non-Executive Personnel**

Indian Oil Corporation Limited, the largest commercial undertaking in India and a Fortune "Global 500" company requires bright, result oriented experienced Persons with Disabilities with initiative and enterprise for its Panipat Refinery & Petrochemical Complex.

**On-line Applications** are invited from Persons with Disabilities of Indian Nationality for the following post in the pay scale of Rs.11,900-32,000/-:

<b>S. No</b>	<b>Name of Post</b>	<b>Code No.</b>	<b>Vacancies</b>	<b>Qualification</b>	<b>Area of Experience ( As on 31.03.2016) (Including Apprenticeship period)</b>
1.	Jr. Engineering Assistant-IV (Mechanical-Fitter-cum-Rigger)	121	(03) Three - <b>Reserved for PwDs – 02 - OH (OA, OL), 01 – HH</b>	3 years Diploma in Mechanical Engg. from recognized Institute/ University  OR  Matric with ITI in Fitter Trade.	<b>Minimum one year of post qualification experience for Diploma holders and two years experience for Matric with ITI (Fitter)</b> 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 /Petrochemical/ Heavy Chemical/ Fertilizers/ Power Plants/large industrial establishments.

**Note :**

**No. 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.**

Persons with Disability (PwD) candidates with less than 40% of permanent disability are not eligible. PwD i.e. Orthopedically Handicapped - OA (One Arm), OL-(One Leg) and Hearing Handicapped must be capable of performing the task assigned to them/take instructions using suitable aids and appliances.

Candidates possessing higher professional qualifications such as Graduate Engineers or equivalent, MBA/MCA/CA/CS/ICWA/LLB or equivalent etc. shall not be considered for any of the above posts. 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.

In the event of non-availability of candidates/sufficient number of candidates with prescribed qualification but without prescribed experience, candidates may be considered to be appointed as trainee for a period of 18 months on a consolidated stipend of Rs.15250/- p.m. Upon satisfactory completion of the training in the respective functional areas, they shall be absorbed in regular scale of pay.

The Period of Apprenticeship training in the relevant trade undertaken by a candidate shall be considered towards experience.

Qualification for the purpose of this clause would mean the qualification based on which candidature is offered/considered as claimed by a candidate.

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 under self-certification by the candidate shall be submitted at the time of Written Test/ Skill/Proficiency/Physical Assessment.

### **Eligibility criteria and other details for all posts:**

**Qualification and Experience:** The prescribed qualification (**full time**) from **recognized** Indian University/Institute/Directorate as a **regular student** and the required minimum one / two year post qualification experience as mentioned above.

### **Age limit:**

1. Minimum 18 years and Maximum 36 years as on 31.03.2016
2. Age relaxation for Ex-Servicemen (EXSM) as per Govt. directives.
3. Age-relaxation shall be given to the candidates to the extent of period of experience (as notified in the advertisement).
4. Candidates who have completed Apprenticeship training in the relevant trade from IOCL Refineries or from other industrial establishment under the Apprenticeship Act 1961/Apprentices (Amendment) Act, 1973 will be given age relaxation to the extent of the period for which the apprentice had undergone apprenticeship training. If the period of Apprenticeship training is considered as experience, additional age-relaxation will not be allowed.

### **Concessions/Relaxation:**

1. Reservation of Posts for SC/OBC (Non – Creamy Layer)/EXSM candidates and relaxations thereof as per Govt. Directives.
2. PwD candidates called for Written Test/Skill/Proficiency/Physical Assessment will be reimbursed single IInd class railway fare from the nearest railway station of the mailing address to the place of Written Test/ Skill/Proficiency/Physical Assessment and back by the shortest route on production of ticket, provided the distance is not less than 30 Kms.
3. PwD candidates are exempted from payment of application fee.

### **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, Group Personal Accident Insurance Scheme, 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.

### **Selection Methodology:**

1. The selection methodology will comprise Written Test alone.
2. The candidates will have to obtain minimum qualifying marks in the written test.
3. Shortlisted candidates will be required to undergo Skill/Proficiency/Physical Assessment and only those who qualify shall be considered in order of merit.
4. Obtaining minimum qualifying marks in the written test does not confer any right or claim by the candidates for being shortlisted for Skill/Proficiency/Physical Assessment or final selection as the same is related to number of positions & relative performance for each category.
5. 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" 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)
6. The candidature of the applicant would be provisional and subject to subsequent verification of certificates/ testimonials, experience, Disability certificate etc. At any stage of the selection process, if it is found that the candidate has furnished false or incorrect information then the candidature /appointment of the candidate is liable to be cancelled.

### **General Instructions:**

1. Candidates are advised to carefully read the full advertisement for details of educational qualification and other eligibility criteria before submission of on-line application.
2. For the un-reserved posts, SC/OBC candidates shall be considered under General standard of merit and no relaxation in age, qualification etc. shall be extended to them.
3. For claiming the benefit of OBC category, the candidate should submit a certificate as per 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 and Training in the Government of India OM No. 36012/22/93-Estt. (SCT) dated 08-09-1993. Candidates belonging to OBC category but falling in creamy layer and thus not entitled to OBC reservations should indicate their category as "GENERAL" provided they meet the age criteria specified for General category candidates.
4. Candidates presently employed in Govt. Departments / PSUs/ Autonomous Bodies will be required to submit '**NO OBJECTION CERTIFICATE**' at the time of Written Test/Skill/Proficiency/Physical Assessment, failing which the candidate will not be allowed to appear in the Skill/Proficiency/Physical Assessment. Such candidates must also submit proper '**RELEASE ORDER**' from their employer at the time of joining.
5. The candidate must possess the prescribed qualification, experience and age as on **31.03.2016**.
6. Application other than on-line shall not be accepted.
7. PwD candidates with less than 40% of permanent disability are not eligible. The PwD candidates are required to submit a Disability Certificate issued by the 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 candidates will not be considered.

8. 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. 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/insufficient number of candidates.
9. Canvassing in any form is liable to render the candidate ineligible for any of the above posts.

#### **Requirement before filling on-line application form**

1. The candidate must have an active email ID which must be valid at least for six months as all future communication (including issue of admit card) with candidates will take place only through email.
2. The candidate should have the relevant documents /certificates pertaining to age/qualification caste, experience, Disability Certificate etc. ready before applying on-line.

#### **How to Apply**

1. Candidates meeting the above prescribed eligibility criteria may visit the website [www.panipatrefinery.in](http://www.panipatrefinery.in) and apply on-line between **11.04.2016 to 25.04.2016**. Incomplete on-line applications or on-line applications received after the due date will be rejected.
2. After successfully applying/registering on-line applications , the candidate must take a print out of the filled in on-line application form, affix a recent passport size photograph, sign at the specified place and produce the same at the time of Written Test/Skill/Proficiency/Physical Assessment. Copies of certificates pertaining to age, qualification, caste, experience, Disability certificate, etc. must be attached along with the print out of the on-line application form. Original certificates are also required to be brought at the time of Written Test/Skill/Proficiency/Physical Assessment for verification.
3. The Written Test/Skill/Proficiency/Physical Assessment is likely to be held in the month of May, 2016. The exact date, place and time of the Written Test/Skill/Proficiency/Physical Assessment will be intimated by email to the eligible candidates.
4. For any clarification(s), the candidate may contact on Phone No. 0180-2522043/0180-2522048 or email to sahoomamta@indianoil.in/mehradk@indianoil.in

**PR/P/36(2016)**