



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



**Advt. No. - JR/01/2019**

- On-line registration of application commences on **07.01.2019 (10:00 Hrs)** and closes on **27.01.2019(17:00 Hrs)**.
- The link to the on-line registration of the application has been hosted on the website [www.iocl.com](http://www.iocl.com)
- The Written Test is likely to be held in the month of **February 2019 at Vadodara**.

**Requirement of Experienced Non-Executive Personnel at Gujarat Refinery, Vadodara**

Indian Oil Corporation Limited the largest commercial undertaking in India and a Fortune "Global 500" company requires result oriented experienced personnel with initiative and enterprise for its refinery unit at Vadodara (Gujarat).

**On-line Applications** are invited from bright, young and energetic persons of Indian Nationality for the following posts in the pay scale of **Rs.11,900-32,000/-**:

Code	Name of Post	Vacancies						EXM
		Total	UR	SC	ST	OBC (NCL)	PwBD	
1	2	3	4	5	6	7	8	9
102	Junior Engineering Assistant-IV (Fire & Safety)	03	02	00	00	01	NA	As per Govt. guidelines
108	Junior Technical Assistant – IV (Materials)	03	00	00	00	00	PL/PH/PV/Multiple/Deaf	

- Positions are operated with work arrangements in one, two or three shifts. Incumbents may be required to perform duties in any of the work arrangements depending upon work exigencies.
- Number 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.
- Petroleum Refining is a complex and hazardous process and candidates belonging to Persons with Benchmark Disabilities category (40% or higher) are not deployed. Such candidates may be considered only against identified positions/numbers, as indicated above.

**The Rights of Persons with Disabilities Act 2016** - Section 2(r) defines "person with benchmark disability" as a person duly certified by the certifying authority with:

- not less than 40% of a specified disability where specified disability has not been defined in measurable terms and
- a disability where specified disability has been defined in measurable terms.

The candidates are required to submit a Disability Certificate issued by competent authority as per the Rights of Persons with Disabilities Rules, 2017, failing which their candidature as PwBD candidates will not be considered. Persons with Benchmark Disabilities must be capable of performing the task assigned to them/take instructions using suitable aids and appliances. Appointment of candidates belonging to PwBD categories will be from categories below against identified posts under categories notified above:

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>PV-Low vision</li> <li>PH-Hard of hearing</li> <li>PL-Musculoskeletal (OH-OA/OL), Dwarfism, Acid attack victim, Cerebral Palsy, Leprosy Cured</li> <li>Multiple (a combination of 1,2 or 3 above)</li> <li>Deaf</li> </ol> | P=Physical; V=Vision; H=Hearing; L=Locomotors;<br>O=Orthopaedic;<br>OA=One Arm;<br>OL=One Leg |
|---|---|

Being a hazardous industry, deployment of PwBDs with other Disabilities may put such PwBDs at risk, hence not included.

**A. Qualification & Experience Criteria:**

Sl. No	Name of Post	Post Code	Qualification (Full Time Regular Courses only from Indian Universities/ Institutes)	Area of Experience
1	Junior Engineering Assistant-IV (Fire & Safety)	102	Matric plus Sub-Officers' Course from NFSC-Nagpur or Equivalent (Regular Course) from any other recognized institute, with <b>Heavy Vehicle Driving License</b> . <b>Physical Standards (Minimum):</b> Height: 165 CM, Weight: 50 Kg, Chest: Normal: 81 CM, Expanded: 86.5 CM, and Eyesight normal (6/6 in both the eyes; without glasses), colour vision normal and Free from -- Vertigo problem, disease of heart/lungs/kidney, abnormal blood pressure, 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 equipment, fire water networks, related communication systems, emergency handling, fire-fighting, operation of fire tenders/ pump-house, etc. in a Petroleum Refinery/ Petro-chemical/ Heavy Chemical/ Gas Processing Industry/ Fertilizers/ Power Plants/ large industrial establishments.
2	Junior Technical Assistant – IV (Materials)	108	3 years Diploma in Mechanical/Electrical/ Instrumentation Engg. from recognized Institute/ University with minimum of 45% for PwBD candidates against reserved/ identified positions.	Minimum one year of post qualification experience in Materials Department (Purchase, Stores & Inventory management) in any industrial establishment with computer proficiency. Working Knowledge of ERP Systems like SAP etc. will be preferred.

**B. Important Instructions:**

1. The prescribed qualification should be from a recognized Indian University/Institute as a regular full time course / Diploma course (including a sandwich diploma course with industrial training as part of the course; with no break) with minimum 45% for PwBD category candidates in aggregate.
2. Candidates possessing Diploma under recognized lateral entry scheme (Class-XII (Sc.)/ ITI admitted in 2nd year of Diploma course) shall also be considered eligible subject to meeting prescribed percentage of marks on the basis of aggregate of 4 semesters in the diploma course.
3. Candidates possessing higher professional qualifications such as Engineering Graduates/MBA/MCA/ CA/CS/ICWA/LLB or those claiming possession of a Qualification equivalent to the Qualification prescribed shall not be considered for any of the above posts.
4. A candidate is allowed to apply for only one discipline. In case of receipt of more than one application for more than one discipline, all the applications will be rejected.
5. Qualification for the purpose of this clause would mean the qualification based on which candidature is offered or considered claimed by a candidate. Prescribed qualification shall be strictly adhered to.
6. Criteria for full time regular course shall not be insisted upon in case of Ex-Servicemen, provided they possess a requisite EQUIVALENT qualification that has been acquired during service period and is recognized by AICTE/MHRD, Gol and have secured the prescribed minimum percentage of marks.
7. The candidature of the applicant would be provisional and subject to subsequent verification of certificates/ testimonials, etc.
8. 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.
9. Large Industrial Establishment would mean industrial/manufacturing Units whose investment in plant & machineries exceed Rs. 10 crores and which has been in operation.
  - Candidates shall be required to attach a copy of the relevant page of the last published Balance sheet of the establishment with the physical application under self-certification by the candidate.
  - Candidates employed, directly or by or through any agency (including a contractor) by a Large Industrial Establishment shall also be eligible to apply, provided they furnish copy of the work order issued to the agency/contractor along with the page of the balance sheet.
12. Candidates who are registered with Local Employment Exchange(s)/ District Sainik Resettlement Board and meeting the prescribed eligibility criteria, whose names are sponsored to concerned Refinery Unit against this notification, are advised to apply Online, failing which their candidature will not be considered.
13. Ex-servicemen claiming equivalence in qualification shall be required to produce a copy of equivalence certificate by the concerned Ministry.
14. Offer of Appointment shall be issued according to occurrence of vacancy on being found medically fit.

**C. Opportunity for Women:**

1. No woman is permitted to work in or allowed to enter any building in which the generation of gas from dangerous petroleum as defined in the Petroleum Act 1934, is carried on. No woman is allowed to work in LPG storage and handling area. Women candidates will not be considered for vacancies in the cadres/work areas that require shift operations, 365 days in a year or necessitates undertaking work beyond 07.00 pm (& upto 06.00 am). Hence, Women candidates are not eligible for Post Code 102.

**D. Reservation for SC/ST/OBC (Non – Creamy Layer)/ExSM/PwBD:**

1. Reservation of Posts for SC/ST/OBC (Non–Creamy Layer)/ExSM/PwBD candidates and relaxations thereof will be in terms of numbers indicated above / as per Govt. guidelines.
2. SC/ST/OBC(NCL) candidates can be considered under General standard of merit against the un-reserved posts provided no relaxation in age, qualification etc. is availed of/extended to them.
3. For claiming the benefit of OBC category, the candidate should submit a latest caste certificate in 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 & Training, Government of India OM No. 36012/22/93-Estt.(SCT) dated 08.09.1993 & OM No. 36033/1/2013-Estt.(Res.) dated 13.09.2017.
4. Candidates belonging to OBC category but falling in creamy layer are not entitled to OBC reservation benefits. Accordingly such candidates may choose to apply for the positions provided they meet the age criteria applicable to UR candidates and indicate their category as “UR”. Indian Oil Corporation Ltd. being a Central Public Sector Undertaking, only those communities that are mentioned in the common list of OBC approved by Central Government shall be treated as OBC for the purpose of reservation. Relevant List can be viewed at <http://www.ncbc.nic.in>.
5. Prescribed reservations for PwBD & Ex-servicemen will be applied on horizontal basis as per Govt. guidelines.
6. For Post Code 108: PwBD candidates with less than 40% of permanent disability are not eligible. The PwBD 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, 2017, failing which their candidature as PwBD candidates will not be considered. Persons with Disabilities [VH, HH and OH] must be capable of performing the task assigned to them.

**E. Other Concessions/Relaxations to SC/ST/OBC/PwBD & Ex-servicemen (EXM) :**

1. The minimum qualifying marks will be relaxed by 5% in written test for candidates belonging to PwBD category against reserved positions.
2. SC/ST/PwBD candidates called for Written Test and Skill/Proficiency/Physical Test will be reimbursed single IIInd class rail fare from the nearest railway station of the mailing address to the place of Written Test and Skill/Proficiency/Physical Test and back by the shortest route on production of ticket, provided the distance is not less than 30 Kms.
3. SC/ST/PwBD/EXM candidates are exempted from payment of application fee.

**F. Age limit/ Relaxation for candidates belonging to SC/ST/OBC/PwBD/ Ex-servicemen (EXM) :**

1. Certificate issued by a Board of Secondary Education for passing Matriculation/Higher Secondary shall be the only acceptable document in support of proof of age.
2. Minimum 18 years and Maximum age shall be 26 years for General candidates as on **31.12.2018**.
3. Relaxation in age upto 3 years for OBC (NCL) candidates considered against reserved positions will be allowed. Candidates belonging to PwBD categories will be allowed age-relaxation upto 10 years (upto 15 years for SC/ST and upto 13 years for OBC(NCL) candidates).
4. Relaxation to Ex-servicemen will be allowed as per Govt. Guidelines i.e in case of EXM, Period of actual military service will be deducted from his actual age and if the resultant age does not exceed the maximum age limit by more than three years, he shall be considered to be fulfilling the age criteria.
5. EXM candidates shall be eligible for grant of cumulative age relaxation under the categories.
6. Age relaxation of a period equal to minimum years of experience notified against a post shall be allowed.
7. Period of Apprenticeship training in an industry covered under the experience criteria notified in this advt. relevant to a post will be considered for relaxation in age.
8. Further, period of an Apprenticeship training in an industry covered under the experience criteria notified in this advt. relevant to a post may be considered as experience. However, in such cases, relaxation towards age shall not be available.

**G. Consideration for Ex-Apprentices (for Post Code 108)**

1. Apprentices of IOCL completing apprenticeship training in any of IOCL Refineries **on or before 31.12.2018** are also eligible to apply.

**H. Date of reckoning Eligibility criteria:**

1. The date for the purposes of possession of qualification & experience and meeting age criteria shall be **31.12.2018**.

**I. Pay & Perks:**

1. 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, Employees' Pension Scheme, Group Savings Linked Insurance, Group Personal Accident Insurance, 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.

**J. Selection Methodology:**

1. The selection methodology will comprise Written Test and a Skill/Proficiency/Physical Test (SPPT) which will be of qualifying nature.
2. A candidate will have to secure a minimum of 40% marks in the written test to qualify for further consideration.
3. The minimum qualifying marks in the written test will be relaxed by 5% for candidates belonging to PwBD categories considered against reserved positions.
4. Obtaining minimum qualifying marks in the written test does not confer any right or claim by the candidate for being shortlisted for further consideration or the final selection, as the same is related to number of positions, ratio applied and relative performance in respective categories.
5. Short listed candidates, in the ratio of 1:2 (two candidates for one post, with due cognizance to number of reserved posts) subject to securing minimum qualifying marks in the written test, will be required to undergo a Skill/Proficiency/Physical Test (SPPT). The SPPT for each discipline shall be conducted by a duly constituted committee.
6. In case of tie of marks in the written test for the last position on the Shortlist for SPPT, all such candidates shall be called for the SPPT, even if the total number exceeds the prescribed ratio. If such a situation arises anywhere before the last position while drawing a list, the last name/last few names, in proportion to the prescribed ratio, will get eliminated.
7. Category-wise Merit list shall be drawn on the basis of marks obtained in the written test from & out of the said short-list; only for such candidates who qualify in the SPPT.
8. In case of tie of marks for the last position on the Merit List, the candidate with prior date of birth (senior by age) shall find a place in the Merit list. However, the name of the junior shall also be retained in the said Merit List, as the last name. If such a situation arises anywhere before the last position while drawing a list, the last name/last few names in the list, in proportion to the prescribed ratio, will get eliminated.
9. PwBD and Ex-Servicemen candidates, if found suitable, will be considered against reserved vacancy irrespective of their position in Merit list (in order of merit within the category) on horizontal reservation policy.
10. The candidature of the applicant would be provisional and subject to subsequent verification of certificates/ testimonials, experience etc. At any stage of the selection process, if it is found that the candidate has furnished false or incorrect information, the candidature/appointment of the candidate will be cancelled.
11. 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 of available candidates or insufficiency in number of candidates.
12. 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.

**K. Pre-Employment Medical and Physical Fitness:**

1. 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" and satisfy themselves of meeting the fitness criteria before starting the application submission process 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)

Candidates applying for the post of Jr. Engineering Assistant-IV (Fire & Safety) shall be required to meet the parameters of Physical Standards prescribed under 'Qualification' Sl.No. A – 1 mentioned above, in addition to physical standard prescribed under K (1).

**L. Liability to Declare :**

1. Candidates with reported ailments, deficiencies or abnormalities and also those with finding of not meeting the physical fitness criteria as above, shall make a declaration to this effect while submitting their application.
2. A candidate found UNFIT during medical examination conducted by any refinery unit while seeking engagement as an apprentice in the past shall also be required to declare the same with reasons for being declared UNFIT.

**M. 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. A candidate employed in Govt/Govt Departments/PSUs/Autonomous Bodies will be required to submit '*NO OBJECTION CERTIFICATE*' at the time of Written Test, failing which the candidate will not be allowed to appear in the Skill/Proficiency/Physical Test. Such candidates, if offered an appointment, shall be required to submit proper '*RELEASE ORDER*' from their employer at the time of joining, without which they will not be allowed to join.
3. General and OBC candidates are required to pay Rs.150/- (Rupees One hundred and fifty only) as application fee (non-refundable) through **SBI e- collect** only.

**N. How to Apply: On-Line Application Form**

1. Before applying on-line, a candidate must have an active email ID and a mobile phone number which must remain valid for at-least twelve month period for future communication (including issue of call letters).
2. The candidate should have the relevant documents/certificates pertaining to age, qualification, caste, experience, Disability Certificate (where applicable), scanned copy of color photograph and signature in jpg format (size not exceeding 50 KB) ready before applying on-line. The photo and signature in digital form will be required to be uploaded.
3. Candidates meeting the prescribed eligibility criteria for a post, may visit the website of IOCL [www.iocl.com](http://www.iocl.com) and apply on-line. The website will remain open from **07.01.2019 (10:00 Hrs) and closes on 27.01.2019(17:00 Hrs)**. Only online mode of applications will be accepted.

Candidates meeting the prescribed eligibility criteria for a post, may visit the website [www.iocl.com](http://www.iocl.com) go to '**What's New**' > **click on Requirement of Experienced Non-Executive Personnel at Gujarat Refinery**. All future communication with candidate will take place only through website / email / mobile phone. Applications submitted through on-line mode will only be accepted.

After successfully applying / registering on-line applications, the candidates are advised to send the print out of on-line application form, duly signed by him/her along with all supporting documents (as Mentioned in the Checklist attached as **Annexure A**) & a photograph under self attestation, **by ordinary post** to **Dy. General Manager (HR), Indian Oil Corporation Limited, P.O. Jawahar Nagar, Dist. Vadodara -391 320(Gujarat)** so as to reach us by **08.02.2019**.

4. If printout of the online application of a candidate is not received by the refinery unit applied for, by **08.02.2019**, his/her candidature shall be summarily rejected. Candidates should super scribe the Name of Post Applied for, name of the Refinery Unit and Post Code on the top of the envelope.
5. The Candidates shall ensure that the printout of the online applications is sent to the concerned authority at the Refinery Unit applied for. Application of candidate submitting online application for one Unit and sending the printout of the online application to other Unit shall be summarily rejected.
6. Candidates are advised to carry a copy of the online application form with originals & self-authenticated copies of all testimonials and produce the same at the time of SPPT for verification.
7. Incomplete applications, applications not supported by copies of relevant documents, applications not fulfilling the eligibility criteria or applications received after the last date of receipt of applications (in physical form) shall be treated as "Rejected".
8. Candidates shall note that the documents sent to any other address or sent as a registered letter, shall stand automatically rejected.
9. Further information regarding written examination, call letters, results, etc. shall be made available through this website/ over email. Candidates are, therefore, advised to keep visiting the website regularly.
10. Canvassing in any form is liable to render the candidate ineligible. Queries, if any, may be addressed to the following e-mail ids & Contact Nos. given below.

**For Queries / Clarification(s)**

Contact No: 0265-2238154; Email ID: jr-recruitment@indianoil.in

**Important Dates for Candidates:**

<b>DATE OF OPENING OF ONLINE APPLICATION</b>	<b>: 07.01.2019</b>
<b>LAST DATE OF SUBMISSION OF ONLINE APPLICATION</b>	<b>: 27.01.2019</b>
<b>LAST DATE OF RECEIPT OF PRINTOUT OF ONLINE APPLICATION FORM ALONGWITH SUPPORTING DOCUMENTS</b>	<b>: 08.02.2019</b>
<b>TENTATIVE DATE OF WRITTEN TEST AT VADODARA</b>	<b>: 10.02.2019</b>
<b>LIKELY DATE OF PUBLICATION OF WRITTEN TEST RESULT</b>	<b>: 13.02.2019</b>

**Be Aware of Frauds  
Recruitment in Indian Oil are undertaken only through Employment Exchange / Press Notifications**

**Canvassing in any form is liable to render a Candidate Ineligible**

### Annexure A

Name: \_\_\_\_\_ Registration No.: \_\_\_\_\_ Signature: \_\_\_\_\_

Sl. No.	Details of the relevant documents to be attached	Put tick (✓) mark
1	<b>Print Out of duly filled Online Application Form</b>	
2	<b>Proof of Date of Birth</b> (Certificate issued by a Board of Secondary Education for passing Matriculation/Higher Secondary shall be the only acceptable document in support of proof of age.)	
3	<b>Photo Identity Proof</b> (Driving License/Voter Id/ PAN Card/ Adhaar Card/ Passport)	
4	Attested copy of 10 <sup>th</sup> /12 <sup>th</sup> (if applicable) Standard Mark Sheet and Board Certificate	
(g)	<b>Post Code 102</b>	
	1. Attested copy of Mark sheet of Matric plus Sub-Officers' Course.	
	2. Attested copy of Heavy Vehicle Driving License.	
(h)	<b>Post Code 108</b>	
	Attested copies of all Year-wise/ Semester-wise Diploma Mark Sheets and Final Diploma Certificate of relevant engineering discipline issued by the respective Board/ University.	
5	Wherever CGPA/OGPA or Letter Grade is awarded in the Diploma/Degree examination, its equivalent aggregate percentage of marks as per the norms adopted by University/Institute must be submitted.	
6	<b>Latest Caste/ Disability/ Discharge Certificates in Prescribed Proforma (wherever applicable)</b>	
	(i) Caste Certificate (OBC (NCL)/SC/ST) in the prescribed Proforma (mentioning applying for appointment to post under the Government of India).	
	(ii) Disability Certificate (applicable for PwBD candidates) in the prescribed proforma	
	(iii) Discharge Certificate (applicable for EXSM candidates) in the prescribed proforma	
7	<b>Proof of requisite <u>POST QUALIFICATION EXPERIENCE</u>:</b>	
	(i) Experience Certificate <b>OR</b> Appointment Letter and Last Salary Slip/ Latest Salary Slip <b>OR</b> Release Order etc. issued by the employer.	
	(ii) 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 successfully	
	(iv) No objection Certificate from employer in case employed with Govt./Semi Govt./PSU.	

**NOTE:**

The above documents **should mandatorily support the correctness** of all information submitted in the 'Online Application Form'. The candidate shall be wholly/exclusively responsible for the information provided & documents submitted.

All attested copies of the above relevant documents should be submitted by the candidate himself/herself in **sealed envelope**. Candidate should write the Post Code & Name of Post Applied For, Roll No. and his/her name on top of the envelope.

**The candidature of those candidates who fail to submit the above documents/submit incomplete documents is liable to be rejected without any further correspondence in this regard.**