



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



**Recruitment of Non-Executives against regular posts at Gujarat Refinery, Vadodara**

Indian Oil Corporation Limited is the largest commercial enterprise in India and a Fortune's "Global 500" company with a Global ranking of 161.

Gujarat Refinery, the flagship refinery of IndianOil invites applications from bright, energetic and result oriented candidates of Indian Nationality for the following positions in the regular Scale of Pay - Rs.11,900/- – 32,000/-

Post Code	Name of Post	Likely number of Vacancies	Category-wise Reservation Requirement				
			SC	ST	OBC (Non-Creamy Layer)	Un-reserved	PWD
102	Jr. Engineering Assistant-IV (Fire & Safety)	03	01	01	-	01	NA
103	Jr. Engineering Assistant-IV (TPS)	23	01	03	07	12	NA
107	Jr. Materials Assistant-IV*	13	-	01	03	09	03 (OH) & 01(HH)
<b>TOTAL</b>		<b>39</b>					

OH-Orthopedically Handicapped [OA-One Arm; OL-One Leg]; HH-Hearing Handicapped

Persons selected against PWD quota will be placed in the appropriate category i.e. SC/ST/OBC/UR.

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

Post mentioned against **Post Code 102** and **Post Code 103** is operated in 'rotating shifts' including evening shift and night shift operated beyond 7 pm attracting relevant provisions of Factories Act, 1948 regarding restrictions on deployment of women.

**A. Qualification and Experience:**

The Prescribed Qualification from Government Recognized Indian University / Institute as a **Regular Full Time Course** and the required aggregate percentage marks, experience **as on 31/08/2016** for each post is given below:

Post Code	Post	Prescribed Parameters – Qualification as <b>Regular Full time course only</b> – (From Indian Universities/ Institutes only) and Essential Experience	
102	Jr. Engineering Assistant-IV (F&S)	Qualification	Matric plus Sub-Officers' Course from NFSC - Nagpur or Equivalent (Regular Course) from any other recognized Institute, <b>with Heavy Vehicle Driving License</b> .  <b>Physical Standards (Minimum)</b> Height-165 CM, Weight-50 Kg., Chest: Normal – 81 CM, Expanded – 86.5 CM, Eye sight 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.
		Experience	<b>Minimum One year</b> 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/ Petrochemicals/ Heavy Chemicals/ Gas Processing Industry/ Fertilizers/ Power Plants/ Large Industrial establishments.

Post Code	Post	Prescribed Parameters – Qualification as <b>Regular Full time course only</b> – (From Indian Universities/ Institutes only) and Essential Experience	
103	Jr. Engineering Assistant-IV (TPS)	Qualification	<p>Minimum 3 years full time, regular/ sandwich Diploma course in Mechanical <b>OR</b> Electrical Engineering from a recognized Institute/ University and possessing 1<sup>st</sup> Class Boiler Competency Certificate.</p> <p>However, <u>in case of non-availability of sufficient number of candidates meeting the parameters prescribed above</u>, candidates possessing the following qualification may be considered, <b>in order of preference</b> as given below:</p> <p>(1) Matric with ITI (Fitter) with 1<sup>st</sup> Class Boiler Competency Certificate <b>OR</b></p> <p>(2) B.Sc. (PCM) with an Apprenticeship Training in Boiler Trade <b>OR</b></p> <p>(3) Minimum 3 years full time, regular/ sandwich Diploma course in Mechanical <b>OR</b> Electrical Engineering from a recognized Institute/ University with minimum of 50% marks in aggregate for General &amp; OBC candidates &amp; 45% in aggregate in case of SC/ST candidates against reserved positions.</p> <p>Subject to the condition below for candidates under Cat (2) &amp; (3) above:</p> <p>a) It will be the responsibility of the selected candidate to acquire Boiler Competency Certificate <u>within two years of joining the services</u> of the Corporation.</p> <p>b) The selected candidate / employee <u>will not be considered for promotion to the next higher grade / scale of pay till he acquires the 1st Class Boiler Competency Certificate.</u></p>
		Experience	<p>For candidates possessing regular/ sandwich Diploma <b>OR</b> Matric with ITI (Fitter) &amp; holding 1<sup>st</sup> Class Boiler Competency Certificate, <b>no experience is required.</b></p> <p>For candidates possessing regular/ sandwich Diploma, <b>minimum One year</b> 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 in a Petroleum Refinery/ Petrochemicals/ Heavy Chemicals / Fertilizers / Power Plants/ Large Industrial establishments.</p>
107	Jr. Materials Assistant-IV	Qualification	<p>Minimum 3 years full time, regular/ sandwich Diploma course in Mechanical/ Electrical/ Instrumentation Engineering from recognized Institute/ University with minimum of 50% marks in aggregate for General &amp; OBC candidates &amp; 45% in aggregate in case of SC/ST/PWD candidates against reserved positions.</p>
		Experience	<p><b>Minimum One year</b> of post qualification experience in Materials Department (Purchase, Stores and Inventory Management) in any Industrial establishments with Computer Proficiency. Working Knowledge of ERP Systems like SAP etc. will be preferred.</p>

**Large Industrial Establishment** would mean an industrial/ manufacturing units whose investment in plant & machineries exceeds 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 at the time of submission of Application Form, as and when advised.

**B. Age Limit** – Minimum 18 years and maximum 26 years **as on 31/08/2016**. Relaxation in age by 5 years for SC/ST candidates and 3 years for OBC candidates against reserved positions. PWD candidates will be given age relaxation upto 10 years (upto 15 years for PWD belonging to SC/ST and 13 years for PWD belonging to OBC for the posts reserved for them). Age relaxation applicable for Ex-Serviceman as per Govt. guidelines. Age relaxation shall be given to the candidates to the extent of period of experience as notified above.

**C. Selection Methodology:**

- The candidates prima facie meeting the prescribed eligibility criteria with regard to qualification, age and experience requirement as per the details submitted by them in their Online Application Form will undergo Written Test. The Written Test comprising of 100 marks will be of duration not less than three hours.
- Candidate will have to secure a minimum of 40% of marks for qualifying in the Written Test (relaxed by 5% for candidates belonging to SC/ST/PWD categories against reserved positions)

3. Candidates shortlisted on the basis of their performance in the Written Test shall be subjected to Skill/Proficiency/Physical Test, which will be of qualifying nature.
4. Candidates who have been short-listed on the basis of their performance in the Written Test for **Jr. Engineering Assistant – IV (Fire & Safety) (Post Code-102)** will have to first successfully meet the Minimum Physical Standards in order to qualify for Skill/Proficiency/Physical Test.
5. 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: [http://www.iocl.com/PeopleCareers/Preemployment\\_Guiding\\_Principles11th\\_mar\\_2011.pdf](http://www.iocl.com/PeopleCareers/Preemployment_Guiding_Principles11th_mar_2011.pdf)

**D. Perquisites / Other Benefits:** Besides Basic Pay and industrial pattern of DA, the other allowances/ benefits include HRA/subsidized housing accommodation (as per availability), Medical Facilities, Productivity/Performance Linked Incentive, Gratuity, Contributory Provident Fund, Employees Pension Scheme, Leave Encashment, Leave Travel Concession / LFA, Contributory Superannuation Benefit Fund Scheme, House Building Advance, Conveyance Advance, Children's Education Allowance etc., as per rules.

**E. Concessions and Relaxations:**

1. SC/ST/PWD candidates appearing for Written Test and Skill/Proficiency/Physical Test will be reimbursed second-class rail/bus fare from the nearest railway station of the mailing address as mentioned in the Application Form to the place of Written Test/ Physical Test (For Post Code 102 only)/ Skill/Proficiency/Physical Test and back by the shortest route subject to production of documentary evidence of rail tickets / bus tickets provided the distance is not less than 30 Kms.
2. SC/ ST/ Ex-Servicemen/PWD candidates are exempted from payment of application fee.

**F. 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 on [www.iocrefrecruit.in](http://www.iocrefrecruit.in)
2. Candidates are hereby informed that any **Corrigendum/ Addendum** etc. if any with regard to this advertisement will be made available on [www.iocl.com](http://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](http://www.iocl.com) and / or the e-mail id provided by the candidate.
3. All the candidates are also advised to keep a printout of the Online Application Form for reference as candidates are required to mention their Application No. and Date of Birth for downloading Call letters from the website [www.iocrefrecruit.in](http://www.iocrefrecruit.in)
4. The **cut-off date** for reckoning educational qualification, experience, age and any other eligibility criteria shall be **31/08/2016**.
5. Candidates who are registered with Local Employment Exchange(s)/ District Sainik Resettlement Board/ Vocational Rehabilitation Centre for Persons With Disabilities (PWD) and meeting the prescribed eligibility criteria, whose names are sponsored to Gujarat Refinery against this notification **are advised to apply Online, failing which their candidature will not be considered.**
6. Candidates with qualification acquired through Distance Learning Mode or Part Time Mode or Correspondence Mode shall not be considered.
7. Latest Caste Certificate is required to be produced by reserved category candidates in the proforma prescribed by the Govt. and issued by Competent Authority only.
8. 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. 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. (Gujarat Refinery) 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.
9. **For Post Code 107:** 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 candidates will not be considered. Persons with Disabilities (OH and HH) must be capable of performing the task assigned to them / take instructions using suitable aids and appliances.
10. Wherever CGPA/OGPA or Letter Grade is awarded in the Diploma/Degree examination, its equivalent aggregate percentage of marks must be indicated in the Online Application Form as per the norms adopted by University/Institute.
11. Candidates **possessing higher professional qualifications** such as BE or equivalent, MBA or equivalent, or MCA or CA/CS/ICWA **shall not be considered**. Suppression of information regarding possession 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.
12. **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 Apprentices 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 & Experience criteria for the relevant

post shall be considered as experience. Age relaxation equivalent to the period of Apprenticeship training shall be given to Apprentices. However, no additional age relaxation will be allowed on account of experience.

13. Candidates employed in Govt. Dept'/PSUs/Autonomous bodies should will be required to submit "**No Objection Certificate**" at the time of Physical Test (For Post Code 102 only)/ Skill/Proficiency/Physical Test and produce Release Order from the employer at the time of joining.
14. The decision of the management will be final and binding on all candidates on all matters relating to eligibility, acceptance or rejection of the applications, 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 the candidates and no claim will arise for employment, if some of these vacancies are not filled due to unsuitability/ insufficient number of candidates.
15. Canvassing in any form will be considered a disqualification.
16. The candidature of the applicant would be provisional and subject to meeting prescribed eligibility criteria as stipulated above alongwith consequent verification of certificates/ testimonials. At any stage of the selection process, if it is found that the candidate has furnished false or incorrect information or suppressed any factual information at any stage of recruitment process, then the candidature of the candidate is liable to be cancelled.
17. Candidates have to apply for **ANY ONE POST ONLY**. Candidates applying for more than one post/discipline will not be considered and such applications will be rejected.
18. Filling up of vacancies is solely at the discretion of the management based on suitability of candidates and no claim for appointment by the candidate or any other person shall be entertained.
19. General and OBC category candidates are required to submit the **ORIGINAL DEMAND DRAFT of Rs.150/- (Non-refundable)** in favor of '**ACCOUNTS OFFICER, GUJARAT REFINERY**', **payable at State Bank of India, Bajwa Branch, (Branch Code – 0568), (IFSC Code – SBIN000568) Vadodara**, towards the payment of Application Fee **along with the print-out of Online Application Form**. Candidates must write their full name and Online Registration No. on the back side of the Demand Draft, without fail. **No other mode of payment shall be accepted.** No claim for refund of application fee would be entertained under any circumstances.

#### G. Requirements before filling On-line Application Form:

1. The candidate must have an active email ID and Mobile Number which must be valid for at least next one year. All future communication including Corrigendum/ Addendum with regard to this advertisement with candidate will take place only through [www.iocl.com](http://www.iocl.com) /e-mail/SMS Alerts.
2. The candidate should have the relevant documents/certificates pertaining to age, qualification, caste, scanned copy of colour photograph and signature in jpg format (size not exceeding 50 KB), Demand Draft details etc. ready before applying on-line
3. The candidate must ascertain the correctness of all information before filling in the 'Online Application Form' and its final submission. The candidate shall be wholly/exclusively responsible for the information provided in his/her online application form.
4. After successfully applying/registration of Online Application, the candidate must take a print out of the filled-in on-line application and submit the same to **Chief Human Resource Manager, Gujarat Refinery, Indian Oil Corporation Ltd., PO: Jawaharnagar, Dist: Vadodara – 391 320, latest by 30<sup>th</sup> September 2016**. Printout of online application along with Original Demand Draft towards payment of Application Fee (wherever applicable) received after last date shall be summarily rejected.
5. Candidates should super scribe the **Name of the Post applied for** and **Post Code** on the top of the envelope.
6. No other enclosures are required to be submitted at this stage, except for the print-out of the Online Application Form and Original Demand Draft towards payment of Application Fee, wherever applicable.

#### H. How to Apply:

Candidates meeting the above prescribed eligibility criteria may visit our website [www.iocrefrecruit.in](http://www.iocrefrecruit.in) and apply on-line from **23<sup>rd</sup> August 2016 to 18<sup>th</sup> September 2016**.

Only online mode of applications will be accepted.

Queries, if any, may be addressed to the following e-mail id: [jr-recruitment@indianoil.in](mailto:jr-recruitment@indianoil.in)

#### **IMPORTANT DATES**

DATE OF OPENING OF ON-LINE APPLICATION	<b>23<sup>rd</sup> August 2016</b>
LAST DATE OF SUBMISSION OF ONLINE APPLICATION	<b>18<sup>th</sup> September 2016</b>
LAST DATE OF RECEIPT OF PRINTOUT OF ONLINE APPLICATION AND ORIGINAL DEMAND DRAFT (wherever applicable) (No other enclosure/document is required to be submitted with Printout of Online Application Form at this stage)	<b>30<sup>th</sup> September 2016</b>
LIKELY DATE OF WRITTEN TEST FOR ALL POSTS	<b>6<sup>th</sup> November 2016</b>
TENTATIVE SCHEDULE FOR SKILL/PROFICIENCY/PHYSICAL TEST (SPPT)	<b>2<sup>nd</sup> December 2016 onwards</b>

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.

Advt. No.: JR/04-03/2016