



INDIAN OIL CORPORATION LIMITED
(REFINERIES DIVISION)
(MATHURA REFINERY)
(A Govt. of India Undertaking)

1. Indian Oil Corporation Limited is the largest commercial enterprise in India and a Fortune “Global 500” company with a Global ranking of 161.

Mathura 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 of Rs. 11,900 – Rs. 32,000/-

POST CODE	NAME OF POST	NO. OF VACANCIES	CATEGORY WISE LIKELY RESERVATION			
			UR	SC	ST	OBC
A1	Jr. Engineering Assistant-IV (Production)	34	17	08	01	08
A2	Jr. Engineering Assistant-IV (Power & Utility)	10	05	02	Nil	03
A3	Jr. Engineering Assistant-IV (Electrical)	22	11	05	Nil	06
A4	Jr. Engineering Assistant-IV (Mechanical)	17	09	03	Nil	05
A5	Jr. Engineering Assistant-IV (Instrumentation)	11	06	02	Nil	03
A6	Jr. Engineering Assistant-IV (Fire & Safety)	06	03	01	Nil	02

Note:

- The indicated number of vacancies may either increase or decrease at the discretion of management and accordingly the reservation requirement will also undergo change.
 - Post mentioned against Post Code A1, A2 & A6 are 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.
2. **Qualification and Experience:** The Prescribed Qualification should be regular full time courses only – from Indian Universities / Institutes only) and the required aggregate percentage marks, experience criteria as on **30-09-2016** for each post is given below:

Post Code	Name of Post	Essential Qualification	Experience Criteria
A1	Jr. Engineering Assistant-IV (Production)	Minimum 3 Years full time, regular/sandwich Diploma Course in Chemical/Refinery & Petrochemical Engg. Or BSc (Math, Physics, Chemistry or Industrial Chemistry) from a recognized Institute/University with minimum of 50% marks in aggregate for General & OBC candidates & 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
A2	Jr. Engineering Assistant-IV (Power & Utility)	Minimum 3 Years full time, regular/sandwich Diploma Course in Mechanical or Electrical Engg. From recognized Institute / University and possessing Boiler Competency Certificate (with class as may be prescribed by the Boiler	For candidates possessing Diploma or Matric with ITI (Fitter) & holding Boiler Competency Certificate, no experience shall be required.

Advt No: MR/HR/RECT(JEA)/1/2016

		<p>Authority of the state), 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:</p> <ol style="list-style-type: none"> 1. Matric with ITI (Fitter) with Boiler Competency Certificate (with class as may be prescribed by the Boiler Authority of the state). 2. B Sc (PCM) with an Apprenticeship Training in Boiler Trade. 3. Minimum 3 Years full time, regular/sandwich Diploma Course in Mechanical or Electrical Engg. from recognized Institute / University with minimum of 50% marks in aggregate for General & OBC candidates & 45% in case of SC/ST candidates against reserved positions. <p>Subject to the condition below for candidates under Cat (2) & (3) above:</p> <ol style="list-style-type: none"> 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 candidates / employee will not be considered for promotion to the next higher grade / scale of pay till he acquires the Boiler Competency Certificate. 	<p>For candidates possessing a 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 / Fertilisers / Power Plants / large industrial establishments.</p>
A3	Jr. Engineering Assistant – IV (Elect)	<p>Minimum 3 Years full time, regular/sandwich Diploma Course in Electrical Engineering from recognized Institute / University with minimum of 50% marks in aggregate for General & OBC candidates & 45% in case of SC/ST candidates against reserved positions.</p>	<p>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/UPS/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.</p>
A4	Jr. Engineering Assistant – IV (Mech)	<p>Minimum 3 Years full time, regular/sandwich Diploma Course in Mechanical Engg. from recognized Institute / University with minimum of 50% marks in aggregate for General & OBC candidates & 45% in case of SC/ST candidates against reserved positions or Matric with ITI in Fitter Trade.</p>	<p>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/ Petro chemical/ Heavy chemical/ Fertilizers/Power Plants/ large industrial establishments</p>

A5	Jr. Engineering Assistant – IV (Instrumentation)	Minimum 3 Years full time, regular/sandwich Diploma Course in Instrumentation / Instrumentation & Electronics / Instrumentation & Control from a recognized Institute / University with minimum of 50% marks in aggregate for General & OBC candidates & 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 analysers condition monitoring, cabling, earthing etc., in a Petroleum Refinery/Petrochemicals/Heavy Chemical/fertilizers/Power Plants/ Oil & Natural Gas Exploration/ large industrial establishments
A6	Jr. Engineering Assistant – IV (Fire & Safety)	Matric plus Sub-Officers 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 equipment's, fire water networks, related communication systems, emergency handling, fire fighting, operation of fire tenders / pump house etc in a Petroleum Refinery/ Petrochemical /Heavy Chemical / Gas Processing Industry / Fertilizers/ Power Plants / large industrial establishments

Note:

- *Qualification for the purpose of this clause would mean the qualification based on which candidature is offered/considered as claimed by the candidate.*
- *Large Industrial Establishment would mean industrial/manufacturing units whose investment in plant & 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 attached with the physical application under self certification by the candidate*

3. Age Criteria:

- Minimum 18 years and maximum 26 years, **as on 30-09-2016**. Relaxation in age by 5 years for SC/ST candidates & 3 years for OBC candidates against reserved positions.
- Age relaxation shall be applicable to ex-servicemen as per Govt. guidelines.
- Age relaxation shall be given to the candidates to the extent of period of experience (as notified in the advt.), in addition to age relaxation otherwise applicable for SC/ST/OBC.

4. Concessions and Relaxations:

- SC / ST candidates appearing for Written Test and Skill/Proficiency/Physical Test will be reimbursed single second-class railway, bus fare from the nearest railway station of the Correspondence Address as mentioned in the Application Form to the place of Written Test and 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.
- SC / ST / Ex-Servicemen candidates are exempted from payment of application fee.

Note: Candidates belonging to Reserved Category applying against 'un-reserved' vacancies shall not be given any relaxations otherwise applicable to such categories.

5. 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.

6. General Instructions:

- a) Candidates are advised to carefully read the full advertisement for details of educational qualification and other eligibility criteria before filling up / furnishing particulars / details / information in the online application format and its final submission.
- b) The cut off date for reckoning educational qualification, post qualification experience, age etc shall be **30-09-2016**
- c) Candidates are hereby informed that any Corrigendum/ Addendum etc. 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.
- d) Candidates who are registered with Local Employment Exchange(s)/ District Sainik Resettlement Board and meeting the prescribed eligibility criteria, whose names are sponsored to Mathura Refinery against this notification are advised to apply Online, failing which their candidature will not be considered.
- e) Candidates with Qualification acquired through Distance Learning Mode or Part Time Mode shall not be considered
- f) 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.
- g) Candidates possessing professional qualifications such as B E, B.Tech or equivalent, M B A 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 the employment, if recruited.
- h) Latest Caste certificate to be produced by reserved category candidates in the proforma prescribed by the Govt. and issued by Competent Authority only.
- i) 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 unreserved positions provided they meet the age criteria applicable to UR candidates and indicate their category as "UR". Indian Oil Corporation Ltd. (Mathura 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.
- j) Reservation of vacancies for Ex-servicemen candidates shall be as per Govt. Directives issued from time to time. Ex-servicemen fulfilling eligibility criteria can apply against the above posts along with relevant service certificates, Discharge Certificate and educational qualification documents prescribed above. Ex-servicemen applying for the above vacancies must submit a certificate indicating the equivalence of their educational qualification to that of the educational qualification advertised at the time of document submission.
- k) 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, to the extent of period of experience (as notified in the advt.). However, no additional age relaxation will be allowed on account of experience.
- l) Candidates employed in Govt. Dept'/PSUs/Autonomous bodies shall be required to submit "No Objection Certificate" at the time of Skill/Proficiency/Physical Test and Release Order from the employer at the time of joining.
- m) 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.

- n) Canvassing in any form will be considered a disqualification.
- o) 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
- p) 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.
- q) Candidates must ensure that the applications are complete in all respect. Incomplete application in any respect or applications received after the due date will be rejected without any notice.
- r) 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.
- s) Applications submitted through on-line application system only will be accepted.

7. Application Fee

- a) Candidates belonging to General and OBC categories are required to deposit Rs 150 /- as application fees. (SC/ST/Ex-Servicemen candidates are exempted from payment of Application Fee)
- b) The Bank Charges as applicable have to be borne by the candidates.
- c) The fee is to be submitted on-line using either Debit/Credit Card or through Net-Banking. (No other mode of payment shall be accepted)
- d) Fees, once paid, will not be refunded under any circumstances.

8. Selection Methodology:

- a) In the first stage, the candidates prima facie meeting the prescribed eligibility criteria with regard to age, caste, educational qualification, post qualification experience requirement etc as per the details submitted by them in their online application form shall undergo Written Test of duration not less than three hours. Candidates shortlisted for the Written Test shall be required to submit self attested copies of all documents related to age, caste, educational qualification, post qualification experience requirement etc on the day of the Written Test.
- b) In the second stage, candidates shall be shortlisted for the Skill/Proficiency/Physical Test (which will be of qualifying nature) on the basis of performance in the Written Test, subject to documents being found in order w.r.t various criteria's i.e. age, caste, educational qualification, post qualification experience requirement etc as mentioned in the advertisement.
- c) In the third stage, candidates shall be shortlisted on the basis of cumulative performance in the Written Test and Skill/Proficiency/Physical Test (subject to documents being found in order) for undergoing pre employment medical examination. 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://www.iocl.com/PeopleCareers/Pre-employment_Guiding_Principles11th_mar_2011.pdf
- d) Candidates who have been shortlisted for Jr. Engineering Assistant – IV (Fire & Safety) - Post Code A6, will also have to successfully meet the Minimum Physical Standards [as indicated at S no: 2]
- e) Candidates will have to qualify at each stage of the selection process successfully and will have to meet the parameters of pre employment medical fitness for being adjudged suitable for final selection.

9. Requirement Before Filling up Online Application Form:

- a) Each applicant / candidate must have an active e-mail ID and mobile number and the same must remain valid for at least one year as all communications to them will take place only through e-mail and SMS alerts.
- b) The candidate should have the relevant certificates / testimonials / documents / proofs pertaining to age, caste, educational qualifications, post qualification experience, large industry establishment balance sheet etc. ready before applying online.
- c) General and OBC candidates must have a Debit/Credit card or Net Banking access for payment of application fee.

- d) The candidate must ascertain the correctness of each information/details before filling in the 'Online Application Form' and its final submission. The candidate shall be wholly/exclusively responsible for the information/details so filled/provided in his online Application Form.

10. How to Apply:

Candidates undertaking the responsibility of correctness of particulars/details furnished in the Online Application Format will ensure that he/she possess all the relevant certificates/testimonials/proofs/supporting documents especially for age, educational qualifications, post qualification experience, caste and such other particular/information at the time of submission of online application form. Candidates interested to submit Online Application for any one of the above mentioned post will follow the steps mentioned below:

Application Procedure for SC/ST/Ex Servicemen candidates

a. 1st Step

Log on to **IndianOil** website www.iocl.com and access the relevant application link

b. 2nd Step

Furnish particulars/details of their age, educational qualifications, post qualification experience, caste, etc. and such other information as sought in the online application format. After submission of particulars by the candidate, the system will generate a Registration Number for each candidate.

c. 3rd Step

Log into the portal with the generated Registration No. and Date of Birth and upload photograph and signature

d. 4th Step

Candidates should take a print out of completed application and keep the same with them safely for future reference. Candidates need not send this printout to any office of IndianOil.

Application Procedure for General & OBC candidates

a. 1st Step

Log on to **IndianOil** website www.iocl.com and access the relevant application link

b. 2nd Step

Furnish particulars/details of their age, educational qualifications, post qualification experience, caste, etc. and such other information as sought in the online application format. After submission of particulars by the candidate, the system will generate a Registration Number for each candidate.

c. 3rd Step

Log into the portal with the generated Registration No. and Date of Birth and deposit application fee through Debit Card or Credit Card or Net Banking. Bank charges, as applicable, will be borne by the candidates.

d. 4th Step

After the payment is successfully realized, an email, confirming the payment status will be sent to the candidates within 48 hours. The candidates should log into the portal again and complete the remaining application process i.e. uploading photograph and signature on receipt of the confirmation mail.

e. 6th Step

Candidates should take a print out of completed application and keep the same with them safely for future reference. Candidates need not send this printout to any office of IndianOil.

Note:

- Only online mode of application / registration will be accepted. Applications / registration received in any other form / mode shall be liable for rejection.
- Incomplete online applications or online application received after the due date or multiple online applications for more than one post will be liable for rejection.
- For raising any query / enquiry, the candidate must refer / mention the registration number.
- General & OBC candidates are advised to complete the preliminary registration atleast two days prior to the closing date of online application, to enable sufficient time for payment of application fee and photo & signature upload.

11. Written Test:

- a) **Display of names of shortlisted candidates for Written Test** : Based on the responsibility undertaken about the correctness of information/particulars/details furnished by candidates in the Online Application Format, their eligibility for appearing in the written test will be decided and accordingly names of all such shortlisted candidates shall be displayed on the IndianOil website www.iocl.com
- b) **Documents for submission on the day of the Written Test** : After completion of the Written Test, candidates would be required to submit self attested copies of the below mentioned documents on the same day at the Written Test Venue :
1. Date of Birth Proof
 - Tenth(Xth) class mark sheet issued by State/Central Board or Birth certificate issued by the authorized authority
 2. Qualification Documents
 - Final/Provisional Diploma/ITI/Sub Officers Course Certificate
 - Final/Provisional Diploma/ITI/Sub Officers Course equivalency Certificate (if applicable)
 - Mark sheets of all semesters/years of Diploma/ITI/Sub Officers Course
 3. Post Qualification Experience document
 - Offer of Appointment
 - First and Last pay slip
 - Release Order
 - Experience/Service certificate
 - Apprenticeship training certificates (if applicable)
 4. Large Industry Establishment balance sheet
 - Copy of the relevant page of the last published balance sheet of the establishment where the candidate has acquired post qualification experience mentioning the investment in plant & machineries exceeding Rs 10 crores is to be submitted under self certification
 5. Caste Certificate(applicable for SC/ST/OBC)
 - Caste certificate (applicable for SC/ST/OBC only) in the prescribed format (in the proforma prescribed by the Govt and issued by competent authority only)
 6. Others
 - No Objection Certificate from employer (applicable to candidate presently employed in State / Central Govt, PSU, Govt Organization / department or autonomous body)
 - Service certificates and discharge certificate (applicable to ex servicemen only)

Apart from the specified documents, candidates may submit any relevant documents with respect to various criteria's mentioned in our detailed Advertisement

Note:

- *The candidature of only the candidates who submit all the necessarily required documents shall be considered. Also, only the documents submitted by the candidate shall be taken into consideration for checking and basing the eligibility of the candidate for the next stage i.e. Skill/Proficiency/Physical Test*
 - *Candidates submitting incomplete documents will be liable for rejection*
- c) **Admit Card for Written Test:** All Candidates whose names have been shortlisted for Written Test and their names have been displayed on the IndianOil website www.iocl.com shall be sent '**Admit Card for Written Test**' advising them to appear in the Written Test on scheduled date/time/venue alongwith self attested copies of documents for submission. For creation/generation of '**Admit Card for Written Test**', such candidates will follow any one of the following steps:

Access the link sent to you through e-mail, enter your details and download & take a print of '**Admit Card for Written Test**' from website and carry the same along with a photo ID proof for verification at the written Test Venue.

Alternatively / or

Log on to IndianOil website www.iocl.com, enter your details and download & take a print of **'Admit Card for Written Test'** from website and carry the same along with a photo ID proof for verification at the written Test Venue.

Candidates shall be required to read the instructions mentioned in the **'Admit Card for Written Test'** carefully and comply each instruction failing which they will not be allowed to appear in the Written Test.

12. Skill/Proficiency/Physical Test:

- a) After the Written Test and Verification of Documents, the eligibility of candidates for calling them for Skill/Proficiency/Physical Test shall be decided and they will be sent **'Admit Card for Skill/Proficiency/Physical Test'** advising them to appear in the Skill/Proficiency/Physical Test on the scheduled date/time/venue. The names of such candidates shall also be displayed on the IndianOil website www.iocl.com. Steps for creation / generation of **'Admit Card for Skill/Proficiency/Physical Test'**, and other requirements for appearing in Skill/Proficiency/Physical Test will be as follows:

Access the link sent to you through e-mail, enter your details, download & take a print of **'Admit Card for Skill/Proficiency/Physical Test'** from website and carry the same along with a photo ID proof for verification at the time of Skill/Proficiency/Physical Test.

Alternatively / or

Log on to IndianOil website www.iocl.com, enter your details, download & take a print of **'Admit Card for Skill/Proficiency/Physical Test'** from website and carry the same along with a photo ID proof for verification at the time of Skill/Proficiency/Physical Test.

- b) Candidates shall be required to read the instructions mentioned in the **'Admit Card for Skill/Proficiency/Physical Test'** carefully and comply each instruction failing which they will not be allowed to appear in the Skill/Proficiency/Physical Test.
- c) Candidates must carry all documents as mentioned above/in the **'Admit Card for Skill/Proficiency/Physical Test'** in original failing which they will not be allowed to appear in Skill/Proficiency/Physical Test.
- d) Candidates called for Skill/Proficiency/Physical Test shall be required to come prepared and make their own arrangement for stay at Mathura for 2/3 days, because in the event of their selection they shall be required to undergo medical examination at Mathura Refinery Hospital on the next day.
- e) The candidature of the candidates shortlisted for Skill/Proficiency/Physical Test shall be provisional subject to their meeting the prescribed eligibility criteria and verification/authenticity of documents submitted by them.
- 13. Clarifications / Queries:** For clarification/queries, if any, candidates may contact over Phone No: 0565-2417160 / 8153 / 7137 / 7134. 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.

APPLYING ONLINE:

DATE OF OPENING OF ONLINE APPLICATION: 30-09-2016

LAST DATE OF SUBMISSION OF ONLINE APPLICATION: 22-10-2016

Note: The Online Application shall be deemed to be submitted only upon payment of Application Fee (for General & OBC candidates) and upload of Photo and Signature