



CPCL

**Chennai Petroleum Corporation Limited
(A group Company of IndianOil)**

Chennai Petroleum Corporation Limited (CPCL) - is a Public Sector Undertaking and a Group Company of Indian Oil Corporation Ltd., in the field of Hydro-carbon processing with a refining capacity of 11.5 MMTPA, having Refineries located in Chennai and Nagapattinam, in Tamil Nadu.

CPCL invites applications from bright, young and energetic candidates of Indian Nationality for the following Non-supervisory positions. The number of vacancies indicated are tentative which may increase or decrease in the relevant categories at the absolute discretion of the Management.

Position Code	Position	Vacancies	Reservation				
			UR	OBC	SC	ST	Reservation for PwD
1	Jr. Engineering Assistant-IV (Production) - Trainee	22	12	6	4	0	-
2	Jr. Quality Control Analyst-IV (Quality Control) - Trainee	4	2	1	1	0	One position is reserved for OH (OA/OL)
3	Jr. Engineering Assistant-IV (Electrical) – Trainee	3	2	1	0	0	-
4	Jr. Engineering Assistant-IV (Instrumentation) – Trainee	2	1	0	1	0	-
5	Jr. Engineering Assistant-IV (Mechanical) – Trainee	7	3	2	1	1	-
6	Jr. Engineering Assistant-IV (P&U-Mechanical) – Trainee	6	3	2	1	0	-
7	Jr. Technical Assistant-IV (Fire & Safety) – Trainee	4	2	1	1	0	-
8	Jr. Marketing Assistant-IV (Marketing) – Trainee	1	1	0	0	0	-
9	Hindi Translator-IV – Trainee	1	1	0	0	0	-
10	Jr. Account Assistant (Finance) – Trainee	3	1	1	1	0	One position is reserved for HH
11	Jr. Office Assistant (HR) – Trainee	3	1	1	1	0	One position is reserved for VH (LV)
Total		56	29	15	11	1	

- Positions at Sl. No. 1, 2, 6 & 7 are operated on round-the-clock rotating shift, and thus, they attract relevant provisions of the Factories Act, 1948 regarding restrictions on employment of women.
- Positions at Sl. No. 3, 4, 5 & 8 are operated on day as well as rotating shifts depending upon the work exigency.
- Position at Sl. No. 9, 10 & 11 are operated on day shift.
- The following posts are identified suitable for the categories of disabled specified: Position Code 4 : OA, OL, BL / Position Code 5 & 6 : OA, OL / Position Code 7: HH / Position Code 8 & 9: OA, OL, OAL, BL, B.LV, HH.
- Even if there is no vacancy reserved for SC/ST/OBC category candidates, such candidates can still apply. However, they will not be eligible for any concession/ relaxation etc. SC/ST candidates are exempt from payment of application fee even in such case.

ABBREVIATIONS USED: Jr.=Junior, P&U=Power & Utilities, PwD=Persons with Disabilities, OH=Orthopedically Handicapped, OA=One Arm, OL=One Leg, OAL=One Arm and One Leg, BL=Both Leg, HH=Hearing Handicapped, VH=Visually Handicapped, B=Blind, LV=Low Vision.

1. ELIGIBILITY CRITERIA

Position Code	Position	QUALIFICATION
01	Junior Engineering Assistant-IV (Production) - Trainee	First Class Diploma in Chemical / Petroleum / Petro-Chemical Engg. / Technology (or) a graduation in B.Sc. with Chemistry as a major subject with 60% and above mark in aggregate of all Semesters / Years. SC/ST candidates need to score a minimum 55%.
02	Junior Quality Control Analyst - IV (Quality Control) - Trainee	
03	Junior Engineering Assistant-IV (Electrical) - Trainee	First Class Diploma in Electrical / Electrical & Electronics Engineering with 60% and above mark in aggregate of all Semesters / Years.

04	Junior Engineering Assistant-IV (Instrumentation) - Trainee	First Class Diploma in Instrumentation / Instrumentation & Control / Electronics & Instrumentation / Electronics & Communications Engineering with 60% and above mark in aggregate of all Semesters / Years. SC/ST candidates need to score a minimum 55%.
05	Junior Engineering Assistant-IV (Mechanical) - Trainee	First Class Diploma in Mechanical Engineering with 60% and above mark in aggregate of all Semesters / Years. SC/ST candidates need to score a minimum 55%.
06	Junior Engineering Assistant-IV (P&U-Mechanical) - Trainee	10 th pass with minimum 50% marks from a Board or an Institute recognized by State / Central Govt.
07	Junior Technical Assistant-IV (Fire & Safety) - Trainee	Candidates must possess Fireman's Certificate Course of not less than three months duration from a Board or an Institute recognized by the State / Central Govt. Candidate must possess valid Heavy Motor Vehicle Driving License.
08	Junior Marketing Assistant-IV (Marketing) - Trainee	First Class Bachelor's Degree in Business Administration (BBA / BBS / BBM / BMS) with 60% and above mark in aggregate of all Semesters / Years. Computer Literacy: Operating and working knowledge in computer systems is mandatory i.e. candidates should have Certificate/Diploma/Degree in computer operations/Language or should have studied Computer / Information Technology as one of the subjects in the High School/College/Institute.
09	Hindi Translator - IV – (Trainee)	Master's Degree in Hindi of recognized University with English as a compulsory subject or as medium of examination at Degree level. or Master's Degree in English of recognized University with Hindi as a compulsory subject or as medium of examination at Degree level.
10	Jr. Account Assistant (Finance) – Trainee	First Class Bachelor's / Master's Degree in Commerce with 60% and above mark in aggregate of all Semesters / Years. SC/ST candidates need to score a minimum 55%. Computer Literacy: Operating and working knowledge in computer systems is mandatory i.e. candidates should have Certificate/Diploma/Degree in computer operations/Language or should have studied Computer / Information Technology as one of the subjects in the High School/College/Institute.
11	Jr. Office Assistant (HR) – Trainee	First Class Bachelor's Degree with 60% and above mark in aggregate of all Semesters / Years. SC/ST candidates need to score a minimum 55%. Computer Literacy: Operating and working knowledge in computer systems is mandatory i.e. candidates should have Certificate/Diploma/Degree in computer operations/Language or should have studied Computer / Information Technology as one of the subjects in the High School/College/Institute.
<p>Age Limit: 27 years as on 31.05.2017 Age Relaxation for SC/ST/OBC Candidates: 5 years for SC/ST candidates, 3 years for OBC candidates Age Relaxation for PwD Candidates: 10 years for General, 13 years for OBCs and 15 years for SCs/STs. Age Relaxation for Ex-servicemen: As per the Government Directives.</p>		

Note:

1. Reservation of vacancies for Ex-servicemen as per Govt. Directives issued from time to time.
2. Qualification of M.Sc (Chemistry) for the post Jr. Engineering Assistant-IV Trainee (Production & Quality Control) and qualification of MA/M.Com/M.Sc for the post of Jr. Office Assistant (HR) Trainee shall not be

considered a disqualification. However, percentage requirement shall be applied on graduation level exam only.

3. All the educational qualifications mentioned should be from a University/ Institution/ Board recognised by Govt. of India/ approved by Govt. Regulatory Bodies.

3. Pay & Emoluments:

The selected candidates, subject to medical fitness, will be paid gross monthly stipend of ₹24,000/- (Rupees Twenty Four Thousand only). The applicable deductions including Employee Provident Fund will be as per the statute. On successful completion of training and being found suitable for the job, they will be appointed in the IDA Pay Scale of ₹11,900-32,000 (due for revision w.e.f. 01.01.2017) on a basic pay of ₹11,900/- (Rupees Eleven Thousand Nine Hundred only) in Grade IV in Non-Supervisory cadre.

4. Mode of Selection:

A. For all position except post code 07 (Fire & Safety):

The selection will be made on the basis of the performance in the Written Test followed by verification of certificates of the shortlisted candidates. The candidates will be finally selected subject to their being found medically fit.

B. For post code 07 (Fire & Safety):

In addition to the Written Test, the candidates will have to undergo Physical and Endurance Tests followed by verification of certificates of the short listed candidates. The candidates shortlisted on the basis of the performance in Written Test shall undergo Physical and Endurance Tests as given below:

1) Physical Test:

- Height (Min.): 165 cm, (Relaxable by 5 cm. for candidate from hilly areas).
- Weight (Min.): 50 kg,
- Chest (Min.): Normal- 81 cm, Expanded- 86.5 cm.

2) Endurance Test:

- i) One Mile Run: Run 1.6 km in 6 minutes.
- ii) Load Carrying: Run a distance of 100 meters with dummy load of 30 kg, within 30 seconds.
- iii) Vertical Rope Climbing: Climbing rope using Hands & Feet upto 4 meters.

3) Medical Fitness Norms:

The following abnormalities shall be deemed to be disqualification for physical fitness of fire operator:-

- i. Flat feet.
- ii. Knock knee.
- iii. Deformity of any limb or extra limb.
- iv. Any other physical abnormality.
- v. Absence of full field of vision in each eye.
- vi. Color / Night blindness.
- vii. Squint eyes.
- viii. Any morbid condition of the eyes or lids of either eye.
- ix. Deaf / Dumb.
- x. Skin / Venereal diseases.
- xi. Disorders in Nervous System, Respiratory System & Cardio-vascular System.
- xii. Abnormal medical condition detected by physician, if any.

The candidates will be finally selected subject to their being found medically fit.

Candidates are advised to ensure that they are Medically Fit as per CPCL's Pre-Employment Medical Standards. Candidates are advised to go through the "Guidelines and Criteria for Pre-Employment Medical Fitness Certificate" before they commence the application process. The guidelines are available on our website www.cpcl.co.in.

5. Application Fee:

Candidate belonging to General / OBC categories are required to pay online a non-refundable registration fee of **₹300/- (Rupees Three hundred only)**. No other means / mode of application shall be accepted. CPCL will not be responsible for non-receipt / bouncing back of any email sent to the candidate. The SC / ST / PWD / Ex-servicemen candidates are exempted from payment of application fee.

6. How to Apply:

- a) The eligible candidates have to apply through online registration system of CPCL only. To apply visit: www.cpcl.co.in. The candidate must possess a valid e-mail ID. The site will be functional from **10:00 hours of 03.05.2017 to midnight of 31.05.2017**. For General and OBC candidates, once they submit their data Online, system will display a six digits Registration Number and a link for Payment of

Application Fee. Candidates have to click on that link and make the payment of Application fee. Only after payment of Application Fee, the Application will be treated as complete and candidate can generate final Registration Slip using the six digits Registration Number.

- b) After downloading the registration slip, the candidates are required to enclose self-attested photocopies of all relevant documents in support of their age, educational qualification, community, physical disablement, etc., and send them by ORDINARY / SPEED POST ONLY, superscribing on the envelope – **Application for the position of (Name of the Position) to The Advertiser (Unit: Chennai Petroleum Corporation Limited), Post Bag No. 99, GPO, Kolkata 700001** so as to reach latest by **06.06.2017**.
- c) **In case the above documents (hard copy) are not received by the CLOSING DATE mentioned, the On-Line application will not be entertained and will be rejected.** CPCL takes no responsibility for any delay in receipt of Application and documents or loss thereof in postal transit.
- d) CPCL does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of any reason beyond the control of the CPCL.
- e) **PHOTOGRAPH:** One recent coloured passport size photograph not more than three months old is to be scanned and uploaded in the space earmarked in the on-line application. The photograph should be minimum 200 dpi (dots per inch) and in **.JPG Format**. The size of the photograph should be between 10KB to 50KB. **(Refer our website for detail).**
- f) **SIGNATURE:** Scanned signature **(in Black ink)** against white background is to be scanned and uploaded in the space earmarked in the on-line application. Candidates must ensure the signature uploaded shall be maintained as same at all places viz. signature up-loaded, appended on Undertaking, Attendance Sheet of written examination, etc. If any variation is found between the signatures, the candidature is liable to be cancelled. ***Candidate is advised to confirm that his / her uploaded signature is clearly visible / identifiable at the appropriate place.*** The signature should be minimum 200 dpi (dots per inch) and in **.JPG Format**. The size of the signature should be between 2KB to 20KB. **(Refer our website for detail).**
- g) While making the Payment, system will again ask the details of Name, Mobile No. etc. and the six digits Reference Number, which were generated at the time of applying online.
- h) **METHOD OF APPLICATION FEE PAYMENT:** A link will be provided on the website for payment, which would take the candidate to **www.onlinesbi** after submitting of online data and generation of the six digits Registration Number. The candidate should then follow the instruction as given on SBI Link to complete the payment. The candidate can make payment through Internet Banking / ATM-cum-Debit Card / Credit Card / Bank Challan. After making the payment a Payment Slip will be generated on screen, and candidates should take the print of that payment slip or save that.
- i) Candidates who wish to make the payment later on should click on the link: *“Acknowledgement – For Registered candidates only”* given on main page to: Reprint Registration Slip / To submit the Bank details and generate Registration Slip / To make the Payment of Application Fee if provisionally Registered. This information will be asked only at ONE time for completing the Application, and after that a candidate can generate and take the print of Registration Slip again (if required).
- j) It is mandatory to submit the details of **SBI Collect Reference Number (10 digit alphanumeric reference number starting with DU)** printed on e-receipt and deposit dates again in online portal by login through Unique Registration Number after making the payment. If a candidate fails to submit these details within due date after making the payment, his / her application shall be treated as incomplete and summarily be rejected.
- k) Bank commission charges shall be borne by the candidate. In case the candidate deposits the fee in a wrong account, CPCL will not be responsible. Registration fee deposited after **31.05.2017** will not be valid.

7. General:

- a) **Candidates can apply for only ONE Post.** While applying for any post, the applicant should ensure that he / she fulfills the eligibility and other norms mentioned above, as on the specified dates and that the particulars furnished are correct in all respects.
- b) All the qualifications should be from a Government recognized University / Institute recognized by AICTE.
- c) Candidates are required to possess a valid e-mail id and mobile no., which are to be entered in the application form, so that intimation regarding downloading of call letter for written test can be sent.
- d) Fees once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before paying the application fee.
- e) Wherever CGPA / OGPA / DGPA or Letter Grade in a Degree is awarded, its equivalent percentage of marks must be indicated in the online application form as per norms adopted by University / Institute.
- f) Only the successfully enrolled candidates who are eligible for the post will be allowed to download the admit card from the site. **Please note that the admit card will not be sent by post.**

- g) All information regarding this recruitment will be made available on the website www.cpcl.co.in and no separate communication with the candidates will be entertained.
- h) Before applying, the candidate should ensure that he / she fulfills the eligibility criteria and other norms mentioned in this advertisement on the web site www.cpcl.co.in .
- i) Candidates will be intimated about the details of written test by email and as well as through website tentatively after **16.06.2017**. Candidates are advised to visit our website from time to time for updated details related to the conduct of the written test.
- j) The admit card indicating roll number, name of the allocated test center and guidelines for the test will be made available on the same site to the candidates found eligible based on the online data. The candidate has to download his Admit card, Test Guidelines etc. for appearing in the test from the website. **Admit cards will not be sent by post.**
- k) Candidates applying against Persons with Disabilities category shall have not less than 40% of relative disability. An attested copy of the Disability Certificate issued by the Competent Authority, viz. a Medical Board duly constituted by the Central or State Government shall be furnished, while applying, failing which their application will be rejected.
- l) For claiming the benefit of OBC category, the candidate should submit a proper Caste Certificate as per the proforma prescribed by the Government of India (copy available on our website www.cpcl.co.in), 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 OM No.36012/22/93-Estt.(SCT) dated 08-09-1993 of the Department of Personnel and Training in the Govt. of India.
- m) Candidates serving in Government Departments / PSUs should furnish **“NO OBJECTION CERTIFICATE”** at the time of verification of documents, failing which their documents verification process will not be carried out.
- n) Selection and Appointment of candidates is subject to verification of Caste / Character & Antecedents from authorities concerned.
- o) SC / ST candidates called for Written Test / Document Verification Process will be reimbursed single Second Class Railway / Bus fare from the nearest railway station of the mailing address to the place of test / document verification and back by the shortest route on production of ticket, provided the distance is not less than 30 kms. Reimbursement will be made subject to submission of TA claim along with original rail ticket / receipt or photocopy thereof or original bus tickets(s) and copy of Community Certificate. Reimbursement of travel claim will not be allowed, if Community Certificate is not produced and if the SC / ST candidate is found ineligible as per Press Advertisement criterion.
- p) **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.**
- q) Management reserves the right to fill or not to fill the posts and mere fulfillment of qualification, experience and other eligibility requirements laid down, does not entitle a candidate to be called for the written test / document verification.
- r) In case of any ambiguity / dispute arising on account of interpretation of versions of advertisement other than English advertised in Newspaper / Employment News, English version given in the web-site www.cpcl.co.in will prevail.
- s) For any clarifications, please email at recruitment@cpcl.co.in

SENIOR MANAGER (PERSONNEL)

Important Dates:

- | | |
|--------------------------------------------|-------------------|
| a) Opening of online application: | <u>03.05.2017</u> |
| b) Closing of online application: | <u>31.05.2017</u> |
| c) Deposit of payment by Challan: | <u>31.05.2017</u> |
| d) Receipt of hard copies of the documents | <u>06.06.2017</u> |