



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 persons 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) | 41 | 21 | 10 | 10 | - | - |
| 2 | Jr. Quality Control Analyst-IV (Quality Control) | 7 | 4 | 2 | 1 | - | {One position is reserved for OH (OA/OL) and one for HH} |
| 3 | Jr. Engineering Assistant-IV (Mechanical) | 12 | 6 | 3 | 2 | 1 | {One position is reserved for OH (OA/OL) and one for HH} |
| 4 | Jr. Engineering Assistant-IV (Electrical) | 6 | 3 | 2 | 1 | - | One position is reserved for HH |
| 5 | Jr. Engineering Assistant-IV (Instrumentation) | 4 | 2 | 1 | 1 | - | One position is reserved for HH |
| 6 | Jr. Engineering Assistant-IV (P&U-Mechanical) | 12 | 6 | 3 | 3 | - | - |
| 7 | Jr. Engineering Assistant-IV (P&U - Electrical) | 1 | 1 | - | - | - | - |
| 8 | Jr. Technical Assistant-(IV) (Fire & Safety) | 7 | 4 | 2 | 1 | - | - |
| 9 | Jr. Materials Assistant-(IV) (Purchase / Store) | 1 | 1 | - | - | - | Reserved for VH (LV) |
| 10 | Jr. Marketing Assistant-(IV) (Marketing) | 3 | 1 | 1 | 1 | - | One position reserved for OH (OA/OL) and one for VH (LV) |
| Total | | 94 | 49 | 24 | 20 | 1 | |

- 1) Positions at Sl. No. 1, 2, 6, 7 & 8 are operated in round-the-clock rotating shift, and thus, they attract relevant provisions of the Factories Act, 1948 regarding restrictions on employment of women.
- 2) Positions at Sl. No. 3, 4 & 5 are operated in day as well as rotating shifts depending upon the work exigency.
- 3) Position at Sl. No. 9 & 10 are operated in day shift.

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

1. ELIGIBILITY CRITERIA

| Position Code | Position | QUALIFICATION | EXPERIENCE (Refer Note 1 & 2) |
|---------------|---|---|---|
| 01 | Junior Engineering Assistant-IV (Production) | First Class Diploma (55% for SC candidates) in Chemical / Petroleum / Petro-Chemical Engg. / Technology. (OR) First Class Degree (55% for SC candidates) in B.Sc. with Chemistry as a major subject. | Minimum two years of relevant post qualification work experience of Process Units in Refining / Chemical / Petro-chemical / Fertilizer plant having work experience related to operation of Fired Heaters, Exchangers, Compressors, Distillation Columns, Reactors, High-Pressure Vessels, Effluent Treatment Plant, Cooling towers, Tank farm, Pressurized storage bullets, Pump House, etc. |

| | | | |
|----|---|---|---|
| 02 | Junior Quality Control Analyst -IV (Quality Control) | First Class Graduate (55% for SC candidates) in Science (B.Sc.) with Chemistry as a major subject. (OR) First Class Diploma (55% for SC candidates) in Chemical / Petroleum / Petro-Chemical Engineering / Technology. | Minimum two years of relevant post qualification experience preferably in testing of Petroleum products / Petrochemicals, in the laboratories of Refinery / Petro-chemical / R&D Centres. Hands on experience in sophisticated analytical equipments such as GC, HPLC, Flame Photometer / AAS, ICP AES, Spectrophotometer, Octane Engine etc. will be an added advantage. Desirable: Experience in ISO Quality Systems, TQM / TPM activities, conversant with NABL Quality Systems, etc. |
| 03 | Junior Engineering Assistant-IV (Mechanical) | First Class Diploma (55% for SC/ST candidates) in Mechanical Engineering. | Minimum two years of relevant post qualification work experience in maintenance of rotary equipments such as Process Pumps / Compressors / Turbine, Stationery equipments such as boilers, heat exchangers, column vessels, piping, valves and tanks etc. in a Process Industry including Refinery / Petro-chemical / Chemical / Fertilizer / Power Plant. |
| 04 | Junior Engineering Assistant-IV (Electrical) | First Class Diploma (55% for SC candidates) in Electrical / Electrical & Electronics Engineering. | Minimum two years of relevant post qualification Work experience in maintenance activities of Electrical equipment like Motors, Transformers, Generators, HT (6.6kv and above) and LT (415V) switchgear control & protection, UPS, Battery banks, battery chargers, Variable frequency drives. Should be capable of reading, understanding and trouble-shooting the control circuits of above equipment. Experience should be in a process industry like Refinery / Petrochemical / Chemical / Fertilizer / Power plants. |
| 05 | Junior Engineering Assistant-IV (Instrumentation) | First Class Diploma (55% for SC candidates) in Instrumentation / Instrumentation & Control / Electronics & Instrumentation / Electronics & Communications Engineering. | Minimum two years of relevant post qualification work experience in maintenance of process control instrumentation in a process industry including Refinery / Petro-chemical / Chemical / Fertilizer sector with a knowledge of Preventive and breakdown Maintenance / trouble-shooting and rectification of Field instruments- transmitters / control valves. Familiarity with Distributed control system / PLCs – Ability to read P&ID and logic control diagrams - able to generate calibration reports. |
| 06 | Junior Engineering Assistant-IV (P&U-Mechanical) | First Class Diploma (55% for SC candidates) in Mechanical Engineering. | Minimum two years of relevant post qualification work experience in operation (in rotating shifts) of water tube boilers and other utility systems such as DM Plant, Cooling Tower, etc. in a Power / Utility plant of any industrial complex. <u>Candidates with certificate in BOE / BOA will be preferred.</u> |
| 07 | Junior Engineering Assistant-IV (P&U-Electrical) | First Class Diploma in Electrical / Electrical & Electronics Engineering. | Minimum two years of relevant post qualification work experience in operation of Steam driven TG sets / Gas Turbine / Heat Recovery Steam Generators / parallel operation of Generators with State Electricity Grid / Electrical Sub-Stations 415 volts & 6.6 KV / 110 KV Switchyard, etc. in a Power Plant of any industrial complex. <u>Candidates with 'C'-certificate will be preferred.</u> |
| 08 | Junior Technical Assistant-IV (Fire & Safety) | 10 th pass with minimum 50% marks from a Board or an Institute recognized by State / Central Govt. | Two years post qualification work experience in Fire & Safety set-up of handling firefighting equipments, Fire water networks, related communication systems, emergency handling, Fire |

| | | | |
|--|---|---|---|
| | | 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. | Fighting, Operation of Fire Tenders / pump house etc. Preference will be given to candidates having experience Petroleum Refinery / Hydro-carbon / Petrochemical / Fertilizer. Knowledge of English (reading & writing) is preferable. Preference will be given to candidates with certificate in " <u>Diploma in Industrial Safety</u> " from a Board or an Institute recognized by State / Central Govt. |
| 09 | Junior Materials Assistant-IV (Purchase & Store) | First Class Diploma in Civil / Mechanical / Electrical Engineering. | Minimum two years post qualification experience in materials procurement process or planning and stores handling or handling various types of materials used in a process industries including Chemical / Petroleum / Petrochemical / Fertilizer / Power Plants / Gas Processing / Oil & Natural Gas exploration industries / large industrial units. |
| 10 | Junior Marketing Assistant-IV (Marketing) | First Class (55% for SC candidates) Bachelor's Degree in Arts or Commerce with Economics or Marketing Management as a major subject or any other equivalent Bachelor's Degree with Economics or Marketing Management as one of the major subject. | Minimum two years post qualification experience in sales & marketing of petroleum / petrochemicals / chemicals products in any process industries including Refineries / Petrochemicals / Chemicals / Fertilizers. |
| <p>Age Limit: 30 years as on 31.01.2017</p> <p>Age Relaxation for SC/ST/OBC Candidates: 5 years for SC/ST candidates, 3 years for OBC candidates</p> <p>Age Relaxation for PwD Candidates: 10 years for General, 13 years for OBCs and 15 years for SCs/STs.</p> <p>Age Relaxation for Ex-servicemen: As per the Government Directives.</p> | | | |

Note:

- The Apprenticeship Training under the Apprenticeship Act, 1961, shall be considered as work experience.
- Reservation of vacancies for Ex-servicemen as per Govt. Directives issued from time to time.

2. Pay & Emoluments:

Candidates will be appointed in the IDA Pay Scale of ₹11,900-32,000 on a basic pay of ₹11,900/- (Rupees Eleven Thousand Nine Hundred only) in Grade IV in Non-Supervisory cadre, subject to medical fitness.

In addition to the Basic Pay, candidates selected will be entitled for DA, HRA / Self-Lease, PF, Gratuity, LTC / LFA, Reimbursement of Medical expenses, Superannuation benefits, etc., as per the rules of the Corporation.

3. Mode of Selection:

A. For all position excluding post code 08 (Fire & Safety):

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

B. For post code 08 (Fire & Safety):

In addition to the Written Test, the candidates will have to undergo Physical Test and Endurance Test 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 Test 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 Physical Fitness for Pre-Employment Medical Examination" before they commence the application process. The guidelines are available on our website www.cpcl.co.in .

4. 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.

5. 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 28.01.2017 to midnight of 27.02.2017**. For General and OBC candidates, once they submit their data Online, system will display a unique 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 unique 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, experience (either last salary slip or joining letter or Offer of Appointment or any other supporting documents) 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 **04.03.2017**.
- c) **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)**.
- d) **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)**.

- e) While making the Payment, system will again ask the details of Name, Mobile No. etc. and Reference Number, which were generated at the time of applying online.
- f) **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 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.
- g) 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).
- h) 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.
- i) 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 **27.02.2017** will not be valid.

6. 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 / interview 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 done.
- 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 **15.03.2017**. 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 apparently 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) For all posts the period of experience will be determined upto **31.01.2017**.
- l) 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.
- m) 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.
- n) Candidates serving in Government Departments / PSUs should furnish “**NO OBJECTION CERTIFICATE**” at the time of interview, failing which they will not be allowed to appear for the interview.

- o) Selection and Appointment of candidates is subject to verification of Caste / Character & Antecedents from authorities concerned.
- p) SC / ST candidates called for Written test / Personal Interview will be reimbursed single Second Class Railway / Bus fare from the nearest railway station of the mailing address to the place of test / interview 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.
- q) **Candidates possessing higher qualification viz. Graduate Engineering Degree or equivalent are not eligible to apply. However, candidates pursuing higher qualification need to declare while applying online.** Furnishing false / incorrect information or suppression of material fact(s), if detected at any stage even after appointment, shall invite termination of the service without any notice.
- r) 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 / interview.
- s) 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.
- t) For any clarifications, please email at recruitment@cpcl.co.in

SENIOR MANAGER (PERSONNEL)

Important Dates:

- | | |
|-------------------------------------|--------------------------|
| a) Opening of online application: | <u>28.01.2017</u> |
| b) Closing of online application: | <u>27.02.2017</u> |
| c) Deposit of payment by Challan: | <u>27.02.2017</u> |
| d) Submission of registration slip: | <u>04.03.2017</u> |