



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

Chennai Petroleum Corporation Limited (CPCL), is a leading profit making Public Sector Organization, 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. The Company had achieved a turnover of `26,284 Crore and profit of `790 Crore for the year 2015-16.

CPCL invites applications from young, self-motivated and energetic persons of Indian Nationality for the following 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	Vac.	Reserved for				PwD Reservation
			UR	OBC	SC	ST	
01	Engineer (Chemical)	14	7	4	2	1	
02	Engineer (Mechanical)	5	2	1	1	1	
03	Engineer (Electrical)	2	1	0	1	0	
04	Engineer (Civil)	2	1	1	0	0	
05	Engineer (Metallurgy)	2	1	1	0	0	
06	Marketing Officer	2	1	0	0	1	
07	Human Resources Officer	1	1	0	0	0	Reserved for VH (B, LV)
08	Law Officer	1	0	1	0	0	
<b>Total</b>		<b>29</b>	<b>14</b>	<b>8</b>	<b>4</b>	<b>3</b>	

**Note:** Vacancies at Position Code 01 to 06 are identified as suitable for OH/HH, and, vacancy at Position Code 08 is identified as suitable for OH/HH/VH.

**ABBREVIATIONS USED:** OH=Orthopedically Handicapped, HH=Hearing Handicapped, VH=Visually Handicapped, LV=Low Vision, B=Blind.

### 1. Qualification & Experience:

Position Code	Position	Qualification	Experience <i>(Refer note 1 &amp; 2 below)</i>
01	Engineer (Chemical)	First class Degree in Engineering / Technology in Chemical / Petroleum / Petrochemicals with not less than 60% mark in aggregate of all Semesters / Years. SC/ST candidates need to score a minimum 55%.	Minimum two years of relevant post qualification work experience in Process Units preferably in a Crude Oil Refining / Chemical / Petro-Chemicals / Fertilizer industries, etc. Exposure to commissioning, start-up, day-to-day operations, shutdown & trouble shooting and knowledge of DCS, PFDs, P&IDs, Logic Descriptions, Instrument Data Sheets, Cause and Effect Diagram, HAZOP and Safety norms pertaining to Process Units in a Refining / Chemical / Petro-Chemicals / Fertilizer Hydro-carbon processing Industry will be an added advantage.
02	Engineer (Mechanical)	First class Degree in Engineering / Technology in Mechanical with not less than 60% mark in aggregate of all Semesters / Years. SC/ST candidates need to score a minimum 55%.	Minimum two years of post-qualification work experience in any process industry preferably in Petroleum / Petro-chemical / Chemical / Fertilizers / Power Industry having worked with Mechanical equipment of Static & Rotary type like Pumps / Compressors / Heaters / Columns / Exchangers etc.,  Knowledge on condition monitoring of equipment / inspection techniques / routine and shutdown planning and computer literacy with familiarity to software based maintenance systems will be an added advantage.
03	Engineer (Electrical)	First class Degree in Engineering / Technology in Electrical / Electrical & Electronics with not less than 60% mark in aggregate of all Semesters / Years. SC candidates need to score a minimum 55%.	Minimum two years of post-qualification work experience in any process industry preferably in Petroleum / Petro-chemical / Chemical / Fertilizers / Power Industry in maintenance of Electrical Equipment like LT/HT motors, LT/HT transformers, LT/HT breakers, PCCs, MCCs, Battery charge system etc.  Conversant with control circuit drawings of Electrical control panels / relay panels / Switchgears panels, conventional Electro-magnetic relays, numeric relays and computer literacy with familiarity to software based maintenance systems will be an added advantage.

04	<b>Engineer (Civil)</b>	First class Degree in Engineering / Technology in Civil with not less than 60% mark in aggregate of all Semesters / Years.	Minimum two years of relevant post qualification work experience in any Process Units preferably in a crude oil Refining / Chemical / Petro-Chemicals / Fertilizer / Hydro-carbon processing Industry.  Exposure in structural design, civil erection work, planning & monitoring of projects with hands-on experience in PRIMAVERA and MS PROJECT, rate analysis, tendering & contract management process, etc. will be an added advantage.
05	<b>Engineer (Metallurgy)</b>	First class Degree in Engineering / Technology in Metallurgy with not less than 60% mark in aggregate of all Semesters / Years.	Minimum two years of relevant post qualification work experience in any Process Units. Preference will be given to candidates having experience in a crude oil Refining / Chemical / Petro-Chemicals / Fertilizer / Hydro-carbon processing Industry.
06	<b>Marketing Officer</b> <i>(Refer note 3 &amp; 4 below)</i>	Engineering Graduate in either Chemical or Mechanical discipline with a) Two years full-time regular course leading to Post Graduate Diploma in Marketing Management, with not less than 60% mark in aggregate of all Semesters / Years or, b) Two years full-time regular course leading to Masters Degree in Business Administration (MBA) with specialization in Marketing Management with not less than 60% mark in aggregate of all Semesters / Years, or c) Any equivalent full-time regular course with specialization in Marketing Management with not less than 60% mark in aggregate of all Semesters / Years.  ST candidates need to score a minimum 55% in Management Course.	Minimum two years of relevant post qualification experience in sales & marketing. Preference will be given to candidates with marketing exposure in petroleum / petrochemical / fertilizers / coal industry of large volume products including customer identification, product launching, market segmentation, product positioning, market scanning, formulation of marketing strategies for maintaining / improving sales volume, after sales support / feedback, etc.  Direct experience in product launching and positioning of a large volume product in petroleum / petro-chemical / fertilizer / coal Industry in a competitive market will be an added advantage.
07	<b>Human Resources Officer</b> <i>(Refer note 2 &amp; 4 below)</i>	Graduate in any discipline with two years full-time regular course leading to Post Graduate Diploma / Masters Degree in Human Resource Management / Personnel Management / Industrial Relations / Labour Welfare / Social Work / Masters Degree in Business Administration (MBA) or equivalent with specialization in Personnel Management & Labour Welfare / Human Resources with not less than 60% mark in aggregate of all Semesters / Years.	Minimum two years of relevant post qualification experience. Candidates having experience in HR policy formulation / Labour Laws & IR / Manpower Planning & Recruitment / Training & Development / Employee Relations including establishment matters / etc. will be given preference.  Experience in large industrial organizations, will be an added advantage.
08	<b>Law Officer</b> <i>(Refer note 3 &amp; 4 below)</i>	Bachelor's Degree in Law (LLB or equivalent) with not less than 55% mark in aggregate of all Semesters / Years.	Minimum two years of relevant post qualification experience under employment with Private / Public Organizations or with Central / State Governments.

**Age Limit:** 30 years as on **31.07.2016**

**Age Relaxation for SC/ST/OBC:** Relaxable by 5 years for SC/ST candidates, 3 years for OBC candidates

**Age Relaxation for PwD:**

1) **For Position Code 01 to 05:** 10 years for PwD - General, 13 years for PwD-OBCs and 15 years for PwD-SCs/STs.

2) **For Position Code 06 to 08:** 5 years for PwD - General, 8 years for PwD-OBCs and 10 years for PwD-SCs/STs.

**Age Relaxation for Ex-servicemen:** As per the Government Directives.

**Note:**

1. The Apprenticeship Training under the Apprenticeship Act, 1961, shall be considered as work experience, wherever applicable.

2. Only full-time work experience will be considered from the date of joining the employment after announcement of result of the Qualifying Degree Examination. Internships during continuation of studies or before announcement of result of the qualifying degree examination will not be considered as experience.
3. Subjects in the required specialization should have been part of the examination cleared and find mention in the final mark-sheet / degree certificate or the specialization should be certified by the concerned University / Institute attended by the candidates. In absence of the above, CPCL shall be at liberty to decide the specialization based on the courses opted by the candidates during their post graduation study of the qualifying course. The candidates appearing for Marketing must have majority of the elective papers from Marketing Management. Similarly, candidates for Human Resource Management must have majority of the elective papers from Human Resource Management.
4. The candidates under employment with any organization and willing to apply for the position of HR / Marketing / Law Officer in CPCL need to produce the following documents while sending their applications as proof of their having qualification and work experience in the respective field:
  - a) Certificate evidencing award of degree as mentioned above
  - b) Experience certificate from the employer(s) {last salary slip, joining letter, Offer of Appointment, etc.}

## **2. Pay & Emoluments:**

Candidates will be appointed in the IDA Pay Scale of `24,900-50,500 on a basic pay of `24,900/- (Rupees Twenty Four Thousand Nine Hundred only) in Grade 'A' in Supervisory cadre, subject to medical fitness.

In addition to the Basic Pay, Industrial pattern of DA, HRA / Self-lease / Contributory Provident Fund, Gratuity, LFA (lumpsum) / LTC, Reimbursement of Medical expenses and other benefits including Superannuation benefits would be provided according to the rules of the Corporation. The Cost to Company, including performance related pay, works out to about ` 11.5 lakhs per annum.

## **3. Mode of Selection:**

- a) **For the Position Codes 01 to 05**, the selection shall be made through **Written Test (to be held in Chennai only) and Personal Interview** of the short listed candidates for assessment of different facets of Knowledge, Skills, Attitude, Aptitude, etc.
- b) **For the Position Codes 06 to 08**, the selection shall be made through **Personal Interview** of the eligible candidates only.

## **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](http://www.cpcl.co.in) . The candidate must possess a valid e-mail ID. The site will be functional from **10:00 hours of 06.07.2016 to midnight of 30.07.2016**. 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 (last salary slip, joining letter, Offer of Appointment, etc.) and send them by ORDINARY / SPEED POST ONLY, superscribing on the envelope – **Application for the position of (Name of the Position) to Chennai Petroleum Corporation Limited, Post Box No. 99, GPO, Kolkata 700001** so as to reach latest by **03.08.2016**.
- 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 2KB 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](http://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 [SBCollect 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 [30.07.2016](#) 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 full time regular courses 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) All successfully enrolled candidates for the position code 01 to 05 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](http://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](http://www.cpcl.co.in) .
- i) Candidates applying for the **[Position Code 01 to 05](#)** will be intimated about the details of written test by email and as well as through website latest by [13.08.2016](#). For **[Position Code 06 to 08](#)** the date of interviews will be intimated by email and as well as through website.
- 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 [31.07.2016](#).
- 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](http://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) 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](http://www.cpcl.co.in) will prevail.
- t) No printed / hard copy of the filled Application Form or any other supporting documents is to be sent before shortlisting based on Written Test unless asked to submit specifically.
- u) For any clarifications, please contact at **044-25944282** during office hours (10:00 am to 04:00 pm) from Monday to Friday or email at [epostcpcl@gmail.com](mailto:epostcpcl@gmail.com)

SENIOR MANAGER (PERSONNEL)

**Important Dates:**

- |                                     |                   |
|-------------------------------------|-------------------|
| a. Opening of online application:   | <u>06.07.2016</u> |
| b. Closing of online application:   | <u>30.07.2016</u> |
| c. Deposit of payment by Challan:   | <u>30.07.2016</u> |
| d. Submission of registration slip: | <u>03.08.2016</u> |
| e. Intimation of Written Test:      | <u>13.08.2016</u> |

(For Position Code 01 to 05)