



# Indian Oil Corporation Limited

(A Government of India Undertaking)

**Requires Boiler Operation Engineers, Medical Officers, Quality Control Officers, Human Resource Officers, Assistant Officers (Health, Safety & Environment) & Assistant Hindi Officers for its various Divisions**

Indian Oil Corporation Limited, the largest commercial enterprise in India and the leading Indian Company in Fortune's prestigious 'Global 100' listing, is looking for bright result-oriented professionals to join its journey of growth.

## **Positions to be filled**

1. Boiler Operations Engineer	:	26 Posts
2. Medical Officer	:	20 Posts
3. Quality Control Officer	:	17 Posts
4. Human Resource Officer	:	32 Posts
5. Assistant Officer (Health, Safety & Environment)	:	50 Posts
6. Assistant Hindi Officer	:	11 Posts

1. **Boiler Operation Engineer (Grade A) :** **Post Code 01**

### **A Job Responsibilities (indicative)**

- Responsible for operation of Oil & Gas fired Boilers, HRSG (Heat Recovery Steam Generators), D.M. / RO Plant, Air Compressors, Fuel handling system, Cooling Towers, boiler feed water system including De-aerator operation, steam turbines & steam network.
- Responsible for operation through DCS / PLC Operator Work Station as well as field supervision of Boiler and its auxiliaries.
- Responsible for the safe shut down & start up of Boilers and Boiler auxiliaries, handing over of equipment for Maintenance & Inspection and taking over after maintenance, issuance of work permits for hot & cold jobs including vessel entry permission, coordination with IBR authority for IBR Inspection of Boilers & HRSGs.
- Generation of daily, weekly and monthly MIS reports on operation of Thermal Power Plant through Computer.

### **B Qualification**

- 4 year B.E. / B.Tech / B.Sc. Engineering in Mechanical/Electrical discipline (Regular full time Engineering course from recognized Indian University / Institute) with minimum 60% marks (55% for SC/ST candidates). The candidate must possess Boiler Engineer's Certificate (1<sup>st</sup> Class Proficiency) issued by the State Boiler Authorities.

**C** **Experience requirement**

- Minimum one year post BOE experience in operation of large size Thermal Power Plant having Coal/Oil/Gas Fuelled Boiler.

**D** **Age** – 30 years

**E** Selected candidates may be posted in any of the locations of **Refineries Division**.

**2. Medical Officer (Grade A) : Post Code 02**

**A** **Job Responsibilities (indicative)**

- Attend and treat all patients in Refinery Hospitals, First Aid Centres.
- Perform emergency duty as & when required / advised.
- Manage and treat accident/injury/emergency cases as and when required.
- Assist Hospital administration/OHC in carrying out the health check-up.
- Supervise nursing, para-medical & administrative staff in discharging their duties.
- Carry out duties in the area of specialization.
- Monitor, maintain & ensure proper usage of medical equipments, accessories & inventories in Refinery Hospitals / First Aid Centres.
- Undertake any assignment as directed by CMO/Management from time to time.

**B** **Qualification**

<b>Sl. No.</b>	<b>Specialization</b>	<b>No. of Posts</b>	<b>Minimum Qualification</b>
1	General Physician	4	MD (General Medicine)
2	General Physician (with OHC background)	4	MD (General Medicine) preferably with specialization in Occupational / Industrial Health
3	General Physician	1	MD (General Medicine) with Cardiac experience
4	Surgeon	4	MS (General Surgery)
5	Anaesthetist	4	MD (Anaesthesia)
6	Gynaecologist & Obestrician	2	MD/MS (Gynaecology & Obestrics)
7	Orthopaedician	1	MS (Ortho)

**C** **Experience requirement**

- Candidates must have 2 years of relevant experience in the respective areas of specialization.

**D** **Age** – 32 Years

**E** Selected candidates may be posted in any of the locations of **Refineries Division**.

**3. Quality Control Officer (Grade A) : Post Code 03**

**A Job Responsibilities (indicative)**

- Testing of Petroleum Fuels/ lubricants (finished/used) /greases & additives samples as per specification requirements and Lubes packaging material testing etc, Polymers & Petrochemicals; furnishing quality certificates of finished products & raw materials.
- Working on and maintenance of computer aided instruments like UV/GC/GLC/HPLC/ Spectrophotometer/ AAS/ FTIR/ ICP/ Micro-coulometer/ ED XRF/ WD XRF / DRES/ Auto-viscometers/ Titrimeters.
- Water testing relating to Refinery i.e COD,BOD,Oil /mineral content,PH,suspended solid etc.
- Testing of chemical raw materials.
- Interface with Petroleum Refinery/Petrochemicals/Polymers/Bulk Fuel Terminals/Aviation Fuel terminals/ Lube & grease plant operations including synthetic lube plants operations / quality assurance aspects related to fuels/lubes, storage/ transportation by pipelines/ tankers/ tank wagons/ road tankers, storage/ dispensing at outlets,water and waste water quality management, Technical services etc for quality assurance;
- NABL accreditation, evaluation and optimization of process chemicals and additives.
- Exposure to Melt flow Index, Colour Spectrometer, APS, Bulk Density Apparatus, Lab Extruder Operation, UTM Operation.
- Calibration of laboratory equipments, trouble shooting/ rendering technical assistance to process/ production / various functions.

**B Qualification**

- Ph.D in Chemistry from a recognized Indian University/Institute with minimum 60% marks in Graduation and Post-Graduation level {(55% for SC/ST and (PWD) Persons with Disabilities (OH (OL,OA) candidates only)}.

**C Experience requirement**

- Minimum 2 years of research / laboratory experience in Petroleum/Petrochemical/ Polymer Laboratories as Quality Control Officer/Research Officer.
- Candidates conversant with testing of petroleum and petrochemical products / polymers, lube oil, water and waste water samples, ambient air monitoring , process chemicals / catalysts, hazardous wastes etc in a chemical / Petroleum industry / Research institute and having knowledge of computer operations will be desirable.
- Candidates having researched or published papers on Organic or Analytical Chemistry or Petroleum / Petrochemical related topic / subject shall be given due weightage.

**D Age – 30 years**

**E Selected candidates may be posted in any of the locations of **Refineries Division**.**

**4. Human Resource Officer (Grade A) - Post Code 04**

**A Job Responsibilities (indicative)**

- Compliance of all statutory provisions relating to Labour Laws governing employment / engagement of manpower & RTI.
- Liaison with various enforcement agencies.
- Managing Industrial Relations & liaison with governmental agencies.
- Manpower Planning, recruitment / induction and placement of employees as per requirement.
- Managing performance appraisal & career growth of employees.
- Implementation of HR policies of the company.
- Managing Time Office activities.
- Administration of various welfare related services for employees / ex-employees and their families.

**B Qualification**

- 2 year full time regular post graduate Diploma / Masters Degree in Human Resource / Personnel Management & Industrial Relations/ Social Work or equivalent qualification from a recognized Indian Institute / University with minimum 60% marks or equivalent grade (55% for SC/ST and (PWD) Persons with Disabilities OH(OA,OL,OAL,BL), HH ,VH(B,LV)) candidates only.

**C Experience requirement**

- Minimum 2 years work experience in HR functional areas of Industrial Relations, Recruitment, Collective Bargaining, factory welfare administration, Contract labour management, liaison and statutory compliance under various statutes etc.

**D Age – 30 Years**

**E** Selected candidates may be posted in one of the Divisions of Indian Oil – **Refineries, Marketing, Pipelines and Business Development.**

**5. Assistant Officer (Health, Safety & Environment) (Grade A<sub>0</sub>) : Post Code 05**

**A Job Responsibilities (indicative)**

- Looking after safety and security of the location and to create safe and secure work environment.
- Conducting various safety checks on location facilities & equipments and ensure conformity to prevalent norms at all times.

- M&R of Fire & Safety facilities / equipments.
- Conducting regular mock drills / DCMP drill and preparation of Fire organization chart / DCMP and other statutes related to fire & safety and trainings.
- Monitoring and compliance of safety related issues raised in various safety audits / inspections.
- Carrying out safety related trainings as per OISD standards and maintaining records.
- Any other job / responsibility prescribed in Factories Rules / Safety Officer Rules as promulgated by respective State Govts. As per provisions of section 40 B (2) & 41 of the Factories Act, 1948 and not covered above.

**B Qualification**

- Regular full time BE / B.Tech. degree in Chemical, Civil, Electrical and Mechanical Engineering with minimum 65 % marks or equivalent grade from a recognized Indian University / Institute (55% for SC / ST candidates) **and** one year one year full time diploma in Industrial Safety from one of the Central / Regional Labour Institutes.

**C Experience requirement**

- Minimum 2 years post qualification relevant experience preferably in a Chemical Industry.

**D Age – 30 Years**

**E** Selected candidates may be posted in any of the locations of **Marketing Division**.

**6. Assistant Hindi Officer (Grade A<sub>0</sub>) : Post Code 06**

- Implementation of statutory & administrative requirements regarding the use of Hindi in Official language.
- Organisation of Hindi workshop/Hindi function/Hindi fortnight /Hindi competitions periodically to popularize the use of hindi in day to day official work.
- Prepare help & reference materials/ literature for facilitating the use of Hindi in noting & drafting
- Prepare roster of non Hindi employees and organize teaching classes for them.
- Organising Official language committee meeting and prepare Agenda papers for the meeting
- To prepare Hindi speeches, articles for the senior executives
- Translation of Official documents/papers/technical articles/manuals/Code etc from English to Hindi & vice-versa

- Co-ordination with Official language Dept., MOPNG & Parliamentary committee's secretariat for Hindi Implementation
- Organisation of Kavi Sammelan/Hindi functions/cultural programme etc. for popularizing Hindi language.
- Responsibility for publication in house E-Hindi magazines.

**B Qualification**

- First Class M.A. in Hindi (Second Class for SC/ST/PWD candidates) with English as subject at Graduation Level or First Class Master's Degree in English (Second Class for SC/ST and PWD {OH(OL,BL,OA,) , {VH(B,LV)}},HH candidates only with higher Hindi at Graduation level. Candidates with Ph.D qualification shall be given preference.

**C Experience requirement**

- 3 years experience in Hindi implementation / translation or Media.

**D Age – 30 Years**

**E** Selected candidates may be posted in one of the Divisions of Indian Oil – **Refineries, Marketing, Pipelines and Business Development.**

**Concessions / Relaxations**

- Reservation of posts for SC/ST/OBC (Non-Creamy Layer)/PWD (degree of disability 40% or more in respective category against identified vacancies mentioned below) as per Govt. Directives.
- Age relaxation by 5 years for SC/ST, 3 years for OBC and 10 years for PWD candidates.
- Age relaxation by 5 years for candidates domiciled in Jammu & Kashmir between 1.1.1980 and 31.12.1989.
- Age relaxation by 5 years for Ex-servicemen & Commissioned officers (including ECOs & SSCOs) subject to rendering minimum 5 years' military service and fulfillment of other conditions prescribed by Government of India.
- PWD/EXM candidates belonging to SC/ST/OBC categories shall be eligible for grant of cumulative age relaxation under the categories.
- Exemption from payment of application fee for SC/ST and PWD candidates.
- Reimbursement of 2nd Class Rail fare by the shortest route, to outstation SC/ST & PWD candidates for appearing in written test provided the distance traveled is not less than 30 km.

**Selection Process**

- The selection process for the posts of Quality Control Officers, Human Resource Officers, Assistant Officers (Health, Safety & Environment) & Assistant Hindi Officers will comprise

Written Test (objective type consisting of two parts - General Aptitude and Discipline Knowledge) , Group Discussion/Group Task and Personal Interview.

- Candidates will have to qualify through each stage of selection process successfully before being adjudged as suitable for selection.
- The candidates should secure minimum 40% qualifying marks (35% for SC/ST/OBC/PWD candidates) in each stage i.e. Written Test, GD/GT/Personal Interview, wherever applicable, for consideration of next stage of selection process and finally adjudged suitable for selection. Securing the minimum qualifying marks does not confer any right or claim by the candidates for consideration for next stage of selection process/final selection, as the same is related to number of positions & relative composite merit applicable for each categories.
- The Selection process for the posts of Boiler Operation Engineers & Medical Officers will comprise Personal Interviews only.

### **Physical Fitness**

Selected candidates will be required to undergo 'Pre-employment Medical Examination' and should be declared medically fit as per Indian Oil's pre-employment medical standard. Candidates are advised to go through the 'Guidelines and criteria for Physical Fitness for Pre-employment medical examination'. The guidelines are available in the following link :

[http://www.iocl.com/PeopleCareers/Pre-employment\\_Guiding\\_Principles11th\\_mar\\_2011.PDF](http://www.iocl.com/PeopleCareers/Pre-employment_Guiding_Principles11th_mar_2011.PDF)

### **Pay & Perks**

- Selected candidates against Grade A positions will be placed in the pay – scale of Rs. 24,900/- - Rs. 50,500/- and will draw monthly remuneration of Rs. 46189/- p.m (Basic Rs. 24,900 + DA Rs. 21,289/- (current DA) on IDA pattern).
- Selected candidates against Grade A<sub>0</sub> positions will be placed in the pay – scale of Rs. 20,600/- – 46,500/- and will draw monthly remuneration of Rs. 38213/- p.m (Basic Rs. 20,600 + DA Rs. 17,613/- (current DA on IDA pattern).
- Other allowances / benefits include HRA / subsidized housing accommodation (depending upon place of posting), medical facilities, performance related pay, Gratuity, contributory Provident Fund, Employees' Pension Scheme, Group Personal Accident Insurance Scheme, Leave encashment, Leave Travel Concession, (LTC) / LFA, contributory Superannuation Benefit Fund Scheme, Conveyance Advance / Maintenance reimbursement, Performance related Incentive (PRP), etc. as per rules of the Corporation. In addition to these allowances, the candidates selected for the post of Medical Officers will get Non-practising Allowance (NPA) also.
- At present the Cost-to-Company including performance related pay is as under :
  - Officers selected for Grade A positions about Rs. 10.50 lakhs p.a.
  - Assistant Officers selected for Grade A<sub>0</sub> positions about Rs. 8.00 lakhs p.a.

## Service Liability

- Selected candidates shall have all-India transfer liability and may be posted to any Division / Unit / Subsidiary Company / Office of the Corporation.
  - Selected candidates for Grade A positions will have to execute a bond of Rs.Three Lakh (Rs.50000/- for SC/ST/OBC & PWD candidates) to serve the Corporation for a minimum period of three years from the date of joining.
  - Selected candidates for Grade A<sub>0</sub> positions will have to execute a bond of Rs.Two Lakh (Rs.35,000/- for SC/ST/OBC & PWD candidates) to serve the Corporation for a minimum period of three years from the date of joining.
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## General

1. Only Indian Nationals are eligible to apply.
2. Experience and Age requirement will be as on **30<sup>th</sup> June, 2013**
3. PWD candidates will be considered against the post of Quality Control Officer (OH(OL,OA), Medical Officer{OH(OL,OA)- in Non-surgical jobs only}, Human Resource Officer{OH(OA,OL,OAL,BL), HH ,VH(B,LV)}and Assistant Hindi Officer {OH(OL,BL,OA,} , {VH(B,LV)},HH.
4. In case of qualifications acquired from foreign Institutes / Universities, the same are proposed to be treated at par with qualifications offered by Indian Institutes / Universities provided candidates are able to produce equivalent certificate for such qualifications from the Competent Authority.
5. Call letters can be downloaded from IOC's website [www.iocl.com](http://www.iocl.com). Candidates called will be intimated through the e-mail ID supplied by them in the on-line Application Form / website.
6. **Candidates awaiting results** as on date of submission of application **will not be considered** eligible.
7. Only such OBC candidates whose caste/community appears in the Central List of OBCs & who do not belong to Creamy Layer will be entitled to reservation benefit meant for OBC.
8. Candidates employed in Govt. Deptt. / PSUs / Autonomous Bodies should first apply through Online Application Form and forward/submit the printout through proper channel. Alternatively, such candidates are required to submit NOC at the time of interview failing which they will not be allowed to appear for further selection process.
9. Candidates have the option to obtain question papers for Written Test in English or Hindi. The candidates must specify this option in the column provided in the application form.
10. Candidates not found to be meeting the prescribed eligibility criteria shall be rejected at any stage of the selection process.
11. Canvassing in any form during any stage of recruitment process will lead to cancellation of candidature.
12. Management reserves the right to cancel/restrict/enlarge/modify/alter the recruitment/selection process, if need arises, without issuing any further notice or assigning any reason thereof.



13. Candidates can go through "Frequently Asked Questions"(FAQ). In case any particular query is not covered in the FAQs, candidates may write to Indian Oil at [ioclrec2014@gmail.com](mailto:ioclrec2014@gmail.com)
14. **Written test for the posts of Quality Control Officer, Human Resource Officer, Assistant Officer (Health, Safety & Environment) & Assistant Hindi Officer, is likely to be held on 06.04.2014** at New Delhi, Mumbai, Kolkata & Chennai. Depending upon number of candidates, number of venues may be increased / reduced.
15. **Interview for the posts of Boiler Operation Engineer and Medical Officer is likely to be held in 2nd week of April 2014** at New Delhi, Kolkata, Mumbai & Chennai for which candidates will be intimated through mail.
16. **Interview for the posts of Quality Control Officer, Human Resource Officer, Assistant Officer (Health, Safety & Environment) & Assistant Hindi Officer, is likely to be held in 2<sup>nd</sup> week of May 2014** at New Delhi, Kolkata, Mumbai & Chennai for which candidates will be intimated through mail.

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### How to Apply ?

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1. Please read the instructions carefully.
2. The Candidate must have an active e-mail ID, which must be valid for at least next 6 months. All future communications with the candidates will take place through e-mail. IOCL will not be responsible for bouncing of any e-mail sent to the candidates.
3. The "Online Application Form" requires details of Demand Draft/Bankers Cheque/Pay Order, caste/sub-caste including date of issue & designation of issuing authority, State of origin, experience etc. and percentage of marks obtained in the qualifying examination. Candidates must have the documents / details readily available at the time of filling the online application form.
4. Wherever CGPA/OGPA/DGPA or Letter Grade in a degree / diploma is awarded, its equivalent percentage of marks as per norms adopted by University / Institute is required to be indicated in the application form. A copy such formula is to be attached with the Marksheets.
5. General & OBC candidates are required to pay a non-refundable application fee of **Rs.300/- (Rupees three hundred only)** by Demand Draft drawn on State Bank of India, Service Branch (**Code No. 7687**) **in favour of INDIAN OIL CORPORATION LIMITED (REFINERIES DIVISION)** payable at New Delhi. Candidates from Delhi may submit Pay Order/ Banker's Cheque instead of Demand Draft. Fee submitted through any other mode except the mode specified will not be accepted and such application will be summarily rejected.  
No application fee is required to be paid by candidates belonging to SC/ST/PWD categories.
6. Click on the link provided for "**On-line applications**" on IOC's Corporate Website [www.iocl.com](http://www.iocl.com)
7. Fill up the online application form giving accurate information.

8. Upon submitting the application, "on-line", if the same is accepted, the system will generate a unique Registration number along with the completed application form. Before submission ensure that all the details are mentioned and Photograph & Signature uploaded.
9. On successfully submitting the "On-line" application, an SMS will be sent to the candidates.
10. Upon completion of such registration process, **candidates are required to take a printout of the Registration Slip, affix your recent passport size photograph, put your signature at the space provided, attach the Original Demand Draft, attested copies of certificates in support of qualification, experience, age, caste, disability etc.** Candidates applying for the post of Medical Officer should also attach copies of Internship completion certificate and registration certificate from State Medical Council.
11. Please **write the post applied** for at the top left-hand corner of the envelope.
12. Please **send the sealed envelope by ordinary post to the Advertiser, Post Box No. 3098, Lodhi Road Head Post Office, New Delhi-110003.** Since the applications will be received through Post Box, **DO NOT SEND THE APPLICATION THROUGH COURIER.**
13. The envelope with documents **must reach the above Post Box latest by 12.02. 2014.**
14. Applications not received within stipulated date or Applications received without photograph/ Demand Draft/ attachments/proper documents will be rejected without any further communication.
15. The **online registration of application** commences on **11.01.2014** and closes on **05.02. 2014.**

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*Values at the core of our Business*

*Care . Innovation . Passion . Trust*

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