



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

Recruitment of Non-Executive Personnel

Chennai Petroleum Corporation Limited (CPCL) is a leading profit making Public Sector Organization and a Group Company of Indian Oil Corporation Ltd., in the field of Hydro-carbon processing with a refining capacity of 10.5 MMTPA located in Chennai, Tamil Nadu.

CPCL invites applications from young, self-motivated and energetic persons of Indian Nationality for the following posts. The number of vacancies indicated are tentative which may increase or decrease in the relevant categories at the absolute discretion of the Management and in compliance with the Presidential Directives on reservation at the time of appointment.

Position Code	Position	Total Vacancies	Reservation					Backlog		
			UR	OBC	SC	EWS	PwBD	OBC	SC	PwBD
CPCL01	Junior Engineering Assistant -IV (Production)	17	7	3	2	1	-	2	2	-
CPCL02	Junior Engineering Assistant -IV (Production) Trainee	16	8	4	1	2	-	1	-	-
CPCL03	Junior Engineering Assistant -IV (Mechanical)	4	1	-	-	1	-	1	1	-
CPCL04	Junior Engineering Assistant -IV (Mechanical) Trainee	5	2	1	1	-	1 (HH)	1	-	1 (HH) 2 nd Attempt)
CPCL05	Junior Engineering Assistant - IV (Electrical)	4	4	-	-	-	-	-	-	-
CPCL06	Junior Engineering Assistant - IV (Electrical) Trainee	4	3	-	-	1	1 (MD)	-	-	1 (MD) 2 nd Attempt)
CPCL07	Junior Engineering Assistant -IV (Instrumentation)	3	2	-	1	-	-	-	-	-
CPCL08	Junior Engineering Assistant -IV (Instrumentation) Trainee	2	2	-	-	-	-	-	-	-
CPCL09	Junior Engineering Assistant -IV (P&U–Mechanical) Trainee	2	2	-	-	-	-	-	-	-
CPCL10	Junior Engineering Assistant - IV (P&U- Electrical) Trainee	1	1	-	-	-	-	-	-	-
CPCL11	Junior Technical Assistant -IV (Fire & Safety)	8	6	-	1	-	-	1	-	-
CPCL12	Junior Technical Assistant -IV (Fire & Safety)Trainee	6	3	1	-	1	-	1	-	-
Total		72	41	9	6	6	-	7	3	-

Notes to the table:

- a) All the backlog posts reserved for Person with Benchmark Disabilities are the unfilled posts of previous recruitment cycle, having advertised in 2017. This is the 2nd attempt to fill up the PwBD post reserved for the categories earmarked against the respective positions. Therefore, if suitable PwBD candidates belonging to the categories specified are not available for selection, the post shall be filled in by PwBD candidates belonging to other identified disabilities. Hence, candidates belonging to other identified disabilities specified against the respective positions can apply for the above mentioned reserved posts.
- b) The vacancies which were reserved and remained unfilled during the previous recruitment cycle are treated as backlog vacancies and are advertised in this recruitment cycle. The backlog vacancies are as shown against the respective positions.
- c) Positions are operated with work arrangements in one, two or three shifts. Incumbents may be required to perform duties in any of the work arrangements depending upon work exigencies.

Opportunity for Women:

- a) No woman is permitted to work in or allowed to enter any building in which the generation of gas from dangerous petroleum as defined in the Petroleum Act 1934, is carried on. No women is allowed to work in LPG storage and handling area.
- b) Accordingly, Women candidates will not be considered for vacancies in Production and also against the cadres / work areas that require shift operations, 365 days in a year or necessitates undertaking work beyond 07.00 pm (& up to 06.00 am), like P&U Operations (Boiler & Electrical) & Fire & Safety or Maintenance services normally performed in shifts. However, subject to limitations above, exemptions if any, work & work performance requirements and availability of identified positions, women may be appointed.

1. Reservation for candidates belonging to SC/OBC (Non-Creamy Layer) & EWS Category

- a) Candidates seeking reservation as SC/OBC, shall have to produce a certificate in the prescribed proforma ONLY, meant for appointment to posts under the Government of India from the designated authority indicating clearly the candidate's caste, the Act/Order under which the caste is recognized as SC/OBC and the Village/Town where the candidate is ordinarily a resident. They must also ensure that the name of their caste/community and its spelling in their caste/community certificate should be exactly as mentioned in the lists notified by the central government from time to time (for OBC category list of castes recognized by the Govt. of India as OBC castes in the central list is available on the site <http://www.ncbc.nic.in> and for SC category the list of castes for each state is available on the site <http://www.socialjustice.nic.in>). A certificate containing any variation in the caste name will not be accepted. Further the OBC certificate should also clearly indicate that the candidate does not belong to creamy layer as defined by the Government of India for applying to posts and services under the Central Government.
- b) Candidates belonging to OBC category but falling in creamy layer are not entitled to OBC reservation benefits. Accordingly, such candidates may choose to apply against the UR positions provided they meet the age criteria applicable to General category candidates and indicate their category as "UR".
- c) Candidates belonging to EWS category are required to submit an Income and Asset certificate issued by Competent Authority prescribed under point no.5 of Department of Personnel and Training's O.M No. 36039/1/2019-Estt.(Res) dated 31.01.2019. Format for the same can be downloaded from the CPCL website.
- d) SC/OBC candidates can be considered under General standard of merit against the un-reserved posts provided no relaxation in age, qualification etc. is availed of/extended to them.
- e) No change in the community status already indicated in the on-line application by a candidate for this examination will be allowed.

- f) If the SC/ST/OBC-NCL/EWS certificate has been issued in a language other than English/Hindi, the candidates will be required to submit a notarized translated copy of the same either in English or Hindi.

2. Reservation for Persons with Benchmark Disabilities (PwBD):

- a) Section 2(r) of The Rights of Persons with Disabilities Act 2016, defines "person with benchmark disability" as a person duly certified by the certifying authority with:
- (i) not less than 40% of a specified disability where specified disability has not been defined in measurable terms and
 - (ii) a disability where specified disability has been defined in measurable terms.
- b) Reservations for PwBD category will be extended on horizontal basis, only in identified cadres/disciplines against number of identified posts notified, as prescribed below and as per Govt. guidelines. The candidates are required to submit a Disability Certificate issued by competent authority as per the Rights of Persons with Disabilities Rules, 2017, failing which their candidature as PwBD candidates will not be considered. Persons with Benchmark Disabilities must be capable of performing the task assigned to them/take instructions using suitable aids and appliances. CPCL is engaged in hazardous operation. Deployment of PwBD to the posts other than those "Disability Categories with functional disability" identified for the posts as shown below is likely to put them at serious risk. The PwBD candidates having the following functional disability & meeting the physical requirements under the disability categories mentioned are therefore eligible to apply for the posts.
- c) In addition to the posts reserved for specific functional disabilities under the disability category identified for certain posts, PwBD candidates with the other functional disabilities & meeting the physical requirements under each disability category are also eligible to apply to the posts as identified above even if no vacancies are specifically reserved for them. Such candidates will be considered for selection with applicable age relaxation/concession.

Position Code	Post	Disability Categories for which identified	Functional Disability	Physical requirements
CPCL03, CPCL04, CPCL05 & CPCL06	Junior Engineering Assistant - IV (Mechanical) & Trainee / Junior Engineering Assistant-IV (Electrical) & Trainee	Physical Hearing Impairment	Hard of Hearing (HH)	Sitting, Standing, Walking, Bending, Kneeling & Crouching, Manipulation by Fingers, Seeing, Read & Writing, Hearing and Communication.
		Physical Locomotor disability including Leprosy Cured, Dwarfism & Acid Attack Victims	Leprosy Cured & One Arm (OA) and One Leg (OL).	
		Multiple disabilities	Combination of Hard of Hearing with any of the Locomotor disability including Leprosy Cured	

- d) PwBD candidates having the relevant functional disability as under the disability category identified and applying against a vacancy specifically reserved for them shall be eligible for the benefit of reservation/concessions, if they are suffering from not less than 40 % of the relevant disability.
- e) The candidates are required to submit a Disability Certificate issued by competent authority as per the Rights of Persons with Disabilities Rules, 2017, failing which their candidature as PwBD candidates will not be considered.
- f) If the PwBD certificate has been issued in a language other than English/Hindi, the candidates will be required to submit a notarized translated copy of the same either in English or Hindi.

3. Reservation for Ex-Servicemen (ExSM)

- a) Reservation for Ex-Servicemen (ExSM) will be applied across all categories including disabled servicemen, as per Govt. guidelines. The reservation shall be applied on Horizontal basis and the vacancies reserved

are not distinct and shall be adjusted against the vacancies specified in the relevant categories of each discipline i.e. UR/SC/OBC/EWS.

- b) Ex-servicemen who have already secured regular employment under any Government Service will be eligible for age relaxation as admissible for ex-servicemen for securing another employment in any higher post or service under any Government Service irrespective of any Group/Post. However, such candidates will not be eligible for the benefit of reservation, if any, for ex-servicemen.
- c) Candidates, who are released / retired from Armed Forces, or whose specific period of engagement is likely to be completed on or before 30.06.2022 only are eligible to apply under this recruitment. They will also be required to submit the release letter along with a self-declaration at the time of joining CPCL that they are entitled to the benefits admissible to Ex-Serviceman in terms of Govt. of India rules. Those candidates, who have already completed their initial period of engagement and are on extended assignment, are required to submit certificates to that effect. If selected, all such candidates mentioned above, should get released and join CPCL on or before 30.06.2022. Forms of the certificates to be submitted by all these candidates are provided in the website and these forms are to be submitted at the time of document verification invariably.
- d) Candidates should satisfy the educational or technical qualification prescribed to the post. If not, should possess a requisite EQUIVALENT qualification that has been acquired during the service period and is recognized by AICTE/MHRD, Gol and have secured the prescribed minimum percentage of marks.
- e) Ex-Servicemen claiming equivalence in qualification shall be required to produce a copy of equivalence certificate issued by the concerned Ministry
- f) Candidates should have identical experience of work as specified for the post in the Armed Forces of the Union. If not, a declaration of same area of work experience will be sufficient and no work experience document will be required.
- g) If sufficient number of eligible and suitable Ex-Servicemen candidates are not available to fill up the posts reserved for them, then the vacant posts may be filled by other candidates.

4. Upper Age Limit and Age Relaxation (as on 01.02.2022):

The Upper Age Limit for **Position Codes CPCL01, CPCL03, CPCL05, CPCL07 & CPCL11** are **30 years**.

The Upper Age Limit for **Position Codes CPCL02, CPCL04, CPCL06, CPCL08, CPCL09, CPCL10 & CPCL12** are **26 years**.

Relaxation in The Upper Age Limit: Upper age limit will be relaxed as under:

S.No	Category	Relaxation in Age
(i)	Scheduled Caste (SC)	By 5 years, if considered against reserved positions.
(ii)	Other Backward Classes (OBC)	By 3 years, if considered against reserved positions.
(iii)	Persons with Benchmark Disabilities (PwBD)	By 10 years (GEN) (13 years for OBC & 15 years for SC, if considered against reserved positions)
(iv)	Ex-Servicemen	To the extent of service rendered by them in Armed Forces plus an additional period of 3 years' subject to maximum of 50 years.
(v)	Disabled Defense Personnel	By 3 years (GEN/OBC) & 8 years (SC)
(vi)	Candidates who had ordinarily been domiciled in Kashmir Division of the State of Jammu and Kashmir between 1st January 1980 and 31st December, 1989.	By 5 years

Candidates in support of proof of age are required to submit copies of necessary certificate(s) at the time of document verification. Certificate issued by a Board of Secondary Education for passing Matriculation/Higher Secondary shall be the only acceptable document

Note: Cumulative Age Relaxation will not be available either under the above items or in combination with any other items.

5. Educational Qualification and Experience (as on 01.02.2022):

Position Code	Position	Qualification	Experience
CPCL01	Junior Engineering Assistant-IV (Production)	3 years Diploma in Chemical / Petroleum / Petrochemical Engineering / Tech. or B.Sc. with Chemistry as a major subject from a recognized Institute / University with minimum of 60% marks in aggregate for General / OBC / EWS candidates & 55% in case of SC / PwBD candidates against reserved positions.	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, Pumps & Compressors, Distillation Columns, Reactors, High-Pressure Vessels, Effluent Treatment Plant, Cooling towers, Tank farm, Pressurized storage bullets, Pump House, etc.
CPCL02	Junior Engineering Assistant-IV (Production) Trainee		-
CPCL03	Junior Engineering Assistant-IV (Mechanical)	3 years Diploma in Mechanical Engineering from recognized Institute/ University with minimum of 60% marks in aggregate for General / OBC / EWS candidates & 55% in case of SC / PwBD candidates against reserved positions.	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 / large industrial establishments.
CPCL04	Junior Engineering Assistant-IV (Mechanical) Trainee		-
CPCL05	Junior Engineering Assistant-IV (Electrical)	3 years Diploma in Electrical / Electrical & Electronics Engineering from recognized Institute/ University with minimum of 60% marks in aggregate for General / OBC / EWS candidates & 55% in case of SC / PwBD candidates against reserved positions.	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 / large industrial establishments.
CPCL06	Junior Engineering Assistant-IV (Electrical) Trainee		-

CPCL07	Junior Engineering Assistant-IV (Instrumentation)	3 years Diploma in Instrumentation / Instrumentation & Electronics / Instrumentation & Control/ Electronics & Communication from a recognized Institute / University with minimum of 60% marks in aggregate for General / OBC / EWS candidates & 55% in case of SC / PwBD candidates against reserved positions.	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 / large industrial establishments 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.
CPCL08	Junior Engineering Assistant-IV (Instrumentation) Trainee		-
CPCL09	Junior Engineering Assistant-IV (P&U-Mechanical) Trainee	3 years Diploma in Mechanical Engineering from recognized Institute/ University with minimum of 60% marks in aggregate for General / OBC / EWS candidates & 55% in case of SC / PwBD candidates against reserved positions.	-
CPCL10	Junior Engineering Assistant-IV (P&U-Electrical) Trainee	3 years Diploma in Electrical Engineering from recognized Institute/ University with minimum of 60% marks in aggregate for General / OBC / EWS candidates & 55% in case of SC / PwBD candidates against reserved positions	-
CPCL11	Junior Technical 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.	Minimum two years of post qualification experience in Fire & Safety set-up involving handling of firefighting equipment, 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. 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.
CPCL12	Junior Technical Assistant-IV (Fire & Safety) Trainee	ITI with NAC (National Apprenticeship Certificate) with Heavy Vehicle Driving License.	-

- a) Qualification for the purpose of this clause would mean the qualification based on which candidature is offered or considered claimed by a candidate. Prescribed qualification shall be strictly adhered to. All the educational qualifications mentioned should be from a University/ Institution/ Board recognized by Govt. of India/ approved by Govt. Regulatory Bodies.

- b) Qualification of M. Sc. (Chemistry) for the post of Junior Engineering Assistant-IV (Production) & Trainee shall not be considered as a disqualification. However, percentage requirement shall be applied on graduation level exam only.
- c) Diploma under recognized lateral entry scheme (Class -XII(Sc)/ITI admitted in 2nd year of Diploma Course) shall also be considered eligible subject to meeting prescribed percentage of marks on the basis of aggregate of 4 semesters in the Diploma course.
- d) No claim of possession of a qualification equivalent to a prescribed qualification shall be entertained.
- e) Candidates possessing higher professional qualifications such as B.E., MBA, C.A, LLB, MCA or any such equivalent qualification shall not be eligible.
- f) The candidature of the applicant would be provisional and subject to subsequent verification of certificates/testimonials, etc.
- g) Suppression of information regarding possession of 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.
- h) Large Industrial Establishment would mean industrial/ manufacturing Units whose investment in plant & machineries exceed Rs.10 crores and which has been in operation.
- i) Candidates shall be required to produce a copy of the relevant page of the last published Balance sheet of the establishment at the time of certificate verification under self-certification by the candidate.
- j) Candidates employed, directly or by any agency (including a contractor) by a Large Industrial Establishment shall also be eligible to apply, provided they furnish copy of the work order issued to the agency/contractor along with the page of the balance sheet of the Large Industrial Establishment
- k) Candidates who are registered with Local Employment Exchange(s)/ District Sainik Resettlement Board and meeting the prescribed eligibility criteria and whose names are sponsored to CPCL against this notification, are advised to apply Online, failing which their candidature will not be considered.
- l) The Apprenticeship Training under the Apprenticeship Act, 1961, shall be considered as work experience.
- m) The date of passing eligibility will be the date appearing on the mark sheet or provisional certificate issued by the University/ Institute. In case the result of a particular examination is posted on the website of the University/ Institute, a certificate issued by the appropriate authority of the University/ Institute indicating the date on which the result was posted on the website will be taken as the date of passing.
- n) Candidate should indicate the percentage obtained in Graduation calculated to the nearest two decimals in the online application. Where CGPA/OGPA is awarded, the same should be converted into percentage and indicated in online application. If called for document verification, the candidate will have to produce a certificate issued by the appropriate authority inter alia stating the norms of the University regarding conversion of grade into percentage and the percentage of marks by the candidates in terms of norms.
- o) Calculation of Percentage: The percentage marks shall be arrived at by dividing the total marks obtained by the candidate in all the subjects in all the semester(s)/year(s) by aggregating maximum marks in all the subjects irrespective of honors / optional / additional optional subject, if any. The fraction of percentage so arrived will be ignored i.e. 59.99% will be treated as less than 60%.

6. Mode of Selection:

a) For all position except post code CPCL11 & CPCL12 (Fire & Safety):

The selection will be made on the basis of the performance in the Online Test followed by verification of certificates of the shortlisted candidates. The candidates will be finally selected subject to their being found medically fit. The online test shall be for 120 marks of two parts viz., General Aptitude (Verbal Ability, G.K, Reasoning / Logical Deductions & Numerical Ability) comprising of 50 Questions and

concerned discipline knowledge with 70 Questions. ¼ mark per wrong answer per question shall be deducted. The questions shall be objective type Multiple Choice Questions with total time duration of 2 hours. The exam is scheduled to be held tentatively in May 2022 at Chennai, Trichy, Madurai and Coimbatore. Candidates are advised to visit our website from time to time for updated details related to the conduct of the online test.

b) For post code CPCL11 & CPCL12 (Fire & Safety):

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

(i) 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.

(ii) Endurance Test:

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

(iii) Medical Fitness Norms:

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

1. Flat feet.
2. Knock knee.
3. Deformity of any limb or extra limb.
4. Any other physical abnormality.
5. Absence of full field of vision in each eye.
6. Color / Night blindness.
7. Squint eyes.
8. Any morbid condition of the eyes or lids of either eye.
9. Deaf / Dumb.
10. Skin / Venereal diseases.
11. Disorders in Nervous System, Respiratory System & Cardio-vascular System.
12. Abnormal medical condition detected by physician, if any.

7. Service Conditions / Career Prospects:

a) Pay & Emoluments – (Position Codes CPCL01, CPCL03, CPCL05, CPCL07 & CPCL11)

- (i) Candidates will be appointed in the IDA Pay Scale of Rs. 25,000-1,05,000/- on a basic pay of Rs. 25,000/- (Rupees Twenty Five Thousand only) in Grade IV in Non-Supervisory cadre, subject to medical fitness.
- (ii) 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.
- (iii) There are reasonable prospects for promotion to higher grades.

b) Pay & Emoluments – (Position Codes CPCL02, CPCL04, CPCL06, CPCL08, CPCL09, CPCL10 & CPCL12)

The selected candidates, subject to medical fitness, will be paid gross monthly stipend of Rs. 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 Rs. 25,000-1,05,000 on a basic pay of Rs. 25,000/- (Rupees Twenty Five Thousand only) in Grade IV in Non-Supervisory cadre.

8. Application Fee:

- (i) General, EWS and OBC candidates are required to pay a non-refundable registration fee of Rs.1000/- (Rupees One Thousand only) as application fee (non-refundable) through Online mode (SBI e-pay) using either Debit/Credit Card or through Net-Banking only. The Bank Charges as applicable have to be borne by the candidates. 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.
- (ii) Fees once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before paying the application fee.
- (iii) SC /ST / PwBD / ExSM / Women candidates are exempted from payment of application fee.

9. How to Apply:

The candidates who are applying for this recruitment can use their current & active E-Mail ID & Mobile Number. Those who do not have an e-mail ID and Mobile No. should create an e-mail ID and to have a Mobile Number.

Important Note 1 : Candidates should fill all the mandatory fields which are marked with red star mark (*).

NEW USER:

- (i) Candidate needs to select the Post In "Applying for Post" drop down and provide basic personal information during new user signup process. Candidate also needs to validate his/her Mobile No. via OTP process. Candidate must enter his E-Mail ID twice to confirm that candidate is entering a correct e-mail id.
- (ii) After providing the mandatory field details, candidate needs to click the **"SUBMIT"** button in the 'new user sign up' form.
- (iii) On successful submission, User ID & Password will be created and displayed to the user on screen, the User ID along with password will be sent to the candidate's E-Mail ID and Mobile No. The candidate should enter his/her User ID and password in the login page and click the login button to complete the login process. On first successful login, Candidate must change their password.
- (iv) After that, an instruction page will appear. After reading the instructions thoroughly, the candidate needs to give **"DECLARATION"** by selecting the checkbox shown in the screen. Then click the **"CONTINUE"** button to proceed further.
- (v) Now, the Application form for the Post selected will appear on the screen.

APPLICATION FORM CONSISTS OF THE FOLLOWING SECTIONS:

- (i) Personal Details
- (ii) Educational Qualification
- (iii) Work Experience
- (iv) Upload Photo
- (v) Upload Signature
- (vi) Upload Documents
- (vii) Preview
- (viii) Declaration
- (ix) Payment section
- (x) Downloading of application forms

PERSONAL DETAILS:

- (i) In the personal details page, candidate should enter his/her Nativity and Gender. Upon selecting the Gender, a confirmation box will pop up. Click OK to confirm the candidate's gender. The candidate should fill his/her Permanent Address and Communication Address in the respective fields.
- (ii) If the candidate clicks **"Yes"** against the question "Do you possess community certificate issued by Tamil Nadu Govt.?", then the community list will appear in the Community drop down box. Here the candidate has to select his /her community.
- (iii) If he/she clicks **"No"** against the question "Do you possess community certificate issued by Tamil Nadu Govt.?" then OC will appear in the Community field by default.
- (iv) The candidate should fill his/her Nationality and Religion details.
- (v) Once all the mandatory fields of the 'Personal Details page' are entered, click the **"Save & Continue"** button to proceed further and to fill the **"EDUCATIONAL QULIFICATION"**.

EDUCATIONAL QUALIFICATION:

- (i) Here the candidate should fill his/her educational qualification details in the table provided and Qualification Category under which candidate is applying.
- (ii) Then click **"SAVE & CONTINUE"** button and then **"UPLOAD PHOTO"** tab will appear on the screen.

WORK EXPERIENCE:

- (i) Here the candidate should fill his/her Work Experience details in the table provided and period of experience under which candidate is applying.
- (ii) Then click **"SAVE & CONTINUE"** button and then **"UPLOAD PHOTO"** tab will appear on the screen.

UPLOAD PHOTO:

- (i) Here, his/her User ID, Name, Gender and DOB will appear automatically on the screen.
- (ii) The candidate should upload his / her scanned image of recently taken passport size photograph (allowed size 20 kb to 60 kb; allowed format JPG, JPEG).
- (iii) Then the candidate should click the **"CHOOSE FILE"** button and upload the photograph.
- (iv) After uploading the photo, the candidate should click the **"CONTINUE"** button. Then the **"UPLOAD SIGNATURE"** section will appear.

UPLOAD SIGNATURE:

- (i) Here, his/her User ID, Name, Gender and DOB will appear automatically on the screen.
- (ii) The candidate should upload his / her scanned signature image (allowed size 10 kb to 30 kb; allowed format JPG, JPEG, or PNG).
- (iii) Then the candidate should click the **"CHOOSE FILE"** button and upload the signature.
- (iv) After uploading the signature, the candidate should click the **"CONTINUE"** button. After completing all the process, **"Upload Document"** section will appear.

UPLOADING DOCUMENTS:

- (i) Here, his/her User ID, Name, Gender and DOB will appear automatically on the screen.
- (ii) The candidate should upload his / her scanned documents / certificates in PDF.

- (iii) Then the candidate should click the **"CHOOSE FILE"** button and upload the documents / certificates.(allowed size 60 KB to not more than 1MB; allowed format PDF)
- (iv) After uploading the certificates, the candidate should click the **"CONTINUE"** button. After completing all the process, **"Preview"** section will appear.

PREVIEW:

- (i) In this section, all the details filled in the application form will be displayed in a single page with **"Edit"** options for the respective sections. If the candidate wants to edit his/her application, he / she can click the **"Edit"** link against the particular section and 'modify or update' the details.
- (ii) Now the Application Form will be displayed in a single page with **"PROCEED TO SUBMIT FORM"** button at the end.
- (iii) On clicking the **"SUBMIT APPLICATION FORM"** button, the **"Declaration"** pop up box will open. After enabling the checkbox, Click **"SUBMIT"** button to complete the application process.
- (iv) Once the **"SUBMIT" button was clicked**, the candidate will not be able to **change** any of the details in the submitted application.
- (v) Finally, the page moves to the payment section.

PAYMENT SECTION (VIA PAYMENT GATEWAY):

- (i) A page mentioning the post applied and the amount of Fee will appear on the screen. On clicking the "Proceed to Pay" button, system will be redirected to the Payment Gateway page. In the redirected page, Candidate has to select the payment mode to initiate the payment.
- (ii) Please Note all the SC/ ST & EWS Community & Women Candidates/Differently Abled/Ex-serviceman (Irrespective of Community is exempted from payment of application fee
- (iii) In the Payment Gateway page, the following payment mode options are available
a) Net banking b) Credit Card c) Debit card d) Branch Payment
The candidate is allowed to Pay the Fee through Online/Offline (Net banking /Debit card/Credit Card/ Branch Payment)
- (iv) If the transaction gets failed after initiating the payment process for unknown reasons, the candidate can initiate payment transaction again.
- (v) After successfully paid the payment through internet, candidate can check the details of the payment in the home page. Then they can download the application form and payment receipt.
- (vi) **Refund and Cancellation policy.**
Any request for cancellations or refund for fees paid on the website shall not be entertained under any circumstances. However, if the amount is debited more than once due to technical issues, excess amount will be refunded within the TAT as specified by banks.

DOWNLOADING OF APPLICATION FORM:

- (i) The candidate needs to click the **"APPLICATION FORM"** link in the candidate's dashboard to download the filled-in application form.

Declaration:

- (i) I have fully read and understood the notification / advertisement and instructions for online application of Direct Recruitment for the Post before filling the application form and I hereby accept all the rules and norms prescribed for the same.
- (ii) After thoroughly reading and understanding the above instructions, candidate has to click on the Check box **and click on Continue button to move to detailed Application Form.**

☒ I have read and understood and agree to abide by the above Instruction.

10. General Rules / Instructions:

- (i) A candidate is allowed to apply for one discipline post as well one trainee post. While applying for any post, the applicant should ensure that he / she fulfills the eligibility criteria and other norms mentioned, as on the specified dates and that the particulars furnished are correct in all respects.
- (ii) Candidates are hereby informed that any Corrigendum/ Addendum etc. with regard to this advertisement will be made available on www.cpcl.co.in 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.cpcl.co.in.
- (iii) Candidates need not submit /send at any address, application printouts or any certificates or copies thereof at the time of online application. Their candidature will be considered on the strength of the information declared in the application. If at any stage, it is found that any information furnished in the online application is false/ incorrect or if according to CPCL, the candidate does not satisfy the eligibility criteria, his/ her candidature/ appointment is liable to be cancelled/ terminated.
- (iv) All the educational qualifications mentioned should be from a University / Institution/ Board recognized by Govt. of India / approved by Govt. Regulatory Bodies. If grades are awarded instead of marks, candidates should clearly indicate its numerical equivalent (i.e. convert to percentage of marks).
- (v) Candidates are advised in their own interest to apply online much before the closing date and not to wait till the last date for depositing the fee to avoid the possibility of disconnection/ inability / failure to log on to the website on account of heavy load on internet or website jam.
- (vi) CPCL shall not entertain requests from the candidates seeking advice about their eligibility to apply.
- (vii) Candidates will have to visit the same website for downloading **Admit cards**. Intimation for downloading admit card will also be sent through email/SMS. Once the candidate clicks the relevant link, he/she can access the window for admit card download. The candidate is required to use (i) Application Number/Roll Number, (ii) Password / Date of Birth for downloading the call letter. Candidate needs to affix recent recognizable photograph on the admit card preferably the same as provided during registration and appear at the examination centre with (i) Admit Card (ii) Photo Identity Proof as specified in the Admit Card and photocopy of the same Photo Identity Proof as brought in original. **Admit cards will not be sent by post.**
- (viii) The candidates will have to appear for the test and for the document verification at their own cost.
- (ix) SC / ST candidates called for Online 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.
- (x) CANDIDATES REPORTING LATE i.e. after the reporting time specified on the Admit Card for Examination will not be permitted to take the examination. The reporting time mentioned on the admit card is prior to the Start Time of the test. Though the duration of the examination is 2 hours, candidates may be required to be at the venue for about 1 hour including the time required for completion of various formalities such as verification and collection of various requisite documents, giving of instructions, etc.

- (xi) Documents relating to Age/Qualification/Experience/Category etc. will have to be submitted at the time of document verification by the candidates who are called for document verification. Selection and Appointment of candidates is subject to verification of Caste / Character & Antecedents from authorities concerned. Caste certificate submitted by candidate seeking reservation as SC/OBC/EWS in the prescribed proforma from the competent authority should clearly indicate the candidate's caste, the Act/Order under which the caste is recognized as SC/OBC/EWS and the village/town where the candidate is originally a resident.
- (xii) Candidates seeking age relaxation are required to submit copies of necessary certificate(s) at the time of document verification.
- (xiii) A declaration is required to be submitted in the prescribed format by candidate seeking reservation as OBC, that he/she does not belong to the creamy layer as on date of document verification, which is made available in the website. Candidates seeking reservation under EWS category are required to submit an Income and Asset certificate issued by Competent Authority prescribed under point no.5 of department of Personnel and Training's O.M No. 36039/1/2019-Estt.(Res) dated 31.01.2019 at the time of document verification.
- (xiv) Candidates employed in Government organizations / Public sector undertakings / Autonomous Bodies owned by the Government, should forward their applications through proper channel. However, they may also produce the **NO OBJECTION CERTIFICATE** at the time of document verification if their applications were not routed through proper channel. If not possible, the candidate if selected must bring clear cut release order from his previous employer.
- (xv) Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and / or an application in response thereto can be instituted only in Chennai and courts/ tribunals/ forums at Chennai only shall have sole and exclusive jurisdiction to try any cause / dispute.
- (xvi) Instances for providing incorrect information and /or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect.
- (xvii) Canvassing in any form will be a disqualification.
- (xviii) 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 admit card for online test / document verification can be sent.
- (xix) 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.
- (xx) The possibility for occurrences of some problem in administration of the examination cannot be ruled out completely which may impact test delivery and /or result from being generated. In that event, every effort will be made to rectify the problem, which may include shifting the candidates to the other centres or to conduct of another examination if considered necessary. Decision of CPCL in this regard shall be final. Candidates not willing to accept such change shall lose his/her candidature for this exam.
- (xxi) Candidate's admission to the test / document verification is strictly provisional. The mere fact that the call letter has been issued to the candidate does not imply that his candidature has been finally cleared by CPCL.
- (xxii) Candidates are advised in their own interest not to bring any of the banned item including mobile phones/ pagers / smart watches / any other communication devices to the venue of the examination, as arrangement for safekeeping cannot be assured.
- (xxiii) Candidates are not permitted to use or have in possession of calculators in examination premises.

- (xxiv) 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 "Pre-Employment Medical Examination Guidelines" before they commence the application process. The guidelines are available on our website www.cpcl.co.in.
- (xxv) Candidate will appear for the examination at an Examination Centre at his/ her own risks and expenses and the corporation will not be responsible for any injury or losses etc. of any nature.
- (xxvi) The candidature of the applicant would be provisional and subject to subsequent verification of certificates/testimonials, experiences etc. At any stage of the selection process, if it is found that the candidate has furnished false or incorrect or incomplete information, the candidature/ appointment of the candidate will be cancelled.
- (xxvii) Filling up of vacancies is solely at the discretion of the Management based on suitability of candidates and no claim will arise for appointment, if some of the vacancies are not filled due to unsuitability/insufficient number of candidates.
- (xxviii) 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 and cancellation of the selection process, etc. No correspondence will be entertained in this regard. It is that mere fulfillment of qualification, experience and other eligibility requirements laid down, does not entail a candidate to be called for the online test / interview.
- (xxix) For any clarifications, please email at chennaipetroleumcorpltd@gmail.com.

General Manager (Personnel)

Important Dates:

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|---|--------------|
| a. Opening of online application | : 24.03.2022 |
| b. Closing of online application | : 14.04.2022 |
| c. Last date for deposit of ONLINE payment | : 13.04.2022 |
| d. Tentative date for downloading Admit Card: | 02.05.2022 |
| e. Tentative date of online Test | : 08.05.2022 |