



Chennai Petroleum Corporation Limited
(A Govt. of India Enterprise and Group Company of IOCL)



Advt.No.4 of 2022 – CPCL/HRD:03:056 dated 13.12.2022

Recruitment of Experienced Professional in Corporate Communication

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 position in Corporate Communication.

1). Name of the Post & Vacancy: Senior Manager (Corporate Communication)

2). No. of Vacancy: 1 (One) – Unreserved (UR) Category.

3). Eligibility Criteria:

(i) Essential Qualifications: (As on 01.12.2022).

Candidate should have acquired Post-Graduate Degree or Post Graduate Diploma in Communication / Journalism with at least 60% marks from recognized University / Institution.

(ii) Experience: (As on 01.12.2022).

Candidate must possess minimum 12 years of Post qualification experience in Public Relations in the areas of Corporate Communication / Mass Communication / Social - Media / Press & Media Release / Publication of Journals / Media Relations / Guest Relations / Event Management / Stake Holder Relations / Brand Building / Visual Communication functions in a Govt. / Public Sector Undertaking or Large Private Company.

Work experience in the areas of developing and implementing brand image building strategy, managing & building relationship with print & visual media, editing & publishing in-house magazine /newsletters /journals/ articles /press release etc., organizing exhibitions, trade fairs etc., proactive relationship with internal & external stake holders and creative writing.

4). Age Limit: Not exceeding 45 years as on 01.12.2022

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

Sl. No	Category	Relaxation in Age
(i)	Persons with Disabilities (PWD)	By 5 years
(ii)	Ex-Servicemen ECO / SSCO	To the extent of service rendered by them in Armed Forces plus an additional period of 3 years' subject to maximum of 50 years.
(iii)	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

5). Candidates belonging to SC/ST/OBC/EWS/PwBD/Ex-Servicemen:

- (i) SC/ST/OBC/EWS/Ex-Servicemen candidates can also apply subject to meeting the eligibility criteria (Age, Qualification & Experience) specified as above.
- (ii) This post is identified suitable for the persons with benchmark disabilities (PwBD) detailed as below. Therefore, PwBD candidates with the functional disability mentioned can apply even though the post is not reserved.

Suitable Category of Benchmark Disability	Functional Requirements
a) B, LV b) D, HH c) OA, OL, OAL, CP, LC, Dw, AAV d) SLD e) MD Involving (a) to (d) above	S, ST, W, BN, RW, SE, H, C

Functional Requirement Abbreviations used:

S=Sitting, ST=Standing, W=Walking, BN=Bending, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication

Category Abbreviations used:

B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, OAL=One Arm and One Leg, CP=Cerebral Palsy, LC=Leprosy Cured, Dw =Dwarfism, AAV=Acid Attack Victims, SLD= Specific Learning Disability, MD=Multiple Disabilities.

6). Mode of Selection:

The selection shall be made through Personal Interview. Candidates will be short-listed for Personal Interview based on their qualification, experience and overall suitability.

In case of receipt of larger number of applications, CPCL reserves right to short-list candidates based qualification, experience and overall suitability.

7). Pay and Emoluments:

Candidates will be appointed in the IDA Pay Scale of Rs. 90,000-2,40,000/- on a basic pay of Rs. 90,000/- (Rupees ninety thousand only) in Grade D Supervisory cadre, subject to medical fitness

Besides Basic Pay, Industrial pattern of DA, HRA, Cafeteria, Conveyance Maintenance, Performance Related Pay (PRP), Contributory Provident Fund, Gratuity, LFA (lumpsum) / LTC, Reimbursement of Medical expenses for Self and dependents and other benefits including Superannuation benefits would be provided according to the rules of the Corporation.

8). How to Apply:

The candidates will have to apply online through the website of Chennai Petroleum Corporation Limited. To apply visit: www.cpcl.co.in. The candidate must possess a valid e-mail ID. The site will be functional from **10:30 hours of 14.12.2022 to midnight of 09.01.2023**. Once the candidates submit their data Online, system will display a print option to generate the online Application Form. The candidates will have to download the form and keep it safe with them for future reference.

9). Service Bond:

Candidates selected for the post will have to execute a bond to serve the Corporation for a minimum period of three years from the date of joining the corporation as under:

Category	Officers/ Engineers
General	Rs. Three Lakhs only
EWS/OBC(NCL)/SC/ST/ PwBD	Rs. Fifty Thousand only

10). General Rules/Instructions:

(i) A candidate is allowed to apply for ONLY one discipline/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. No enquiry asking for advice as to eligibility will be entertained.

(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 recognised 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) 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 Interview. 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/ST/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 recognised as SC/OBC/EWS and the village/town where the candidate is originally a resident.

(viii) 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.

(ix) 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.

(x) 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.

(xi) Canvassing in any form will be a disqualification.

(xii) 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 written test / physical test / document verification / interview can be sent.

(xii) 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.

(xiii) Candidate's admission to the Interview / 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.

(xiv) 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.

(xv) 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.

(xvi) 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.

(xvii) 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 written test / interview.

(xviii) For any clarifications, please email at recruitment@cpcl.co.in

General Manager (Personnel)

Important Dates:

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| a. | Opening of online application | 14.12.2022 |
| b. | Closing of online application | 09.01.2023 |