



Chennai Petroleum Corporation Limited (A group Company of IndianOil)

Chennai Petroleum Corporation Limited (CPCL), is a 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, having Refineries located in Chennai and Nagapattinam, in Tamil Nadu.

CPCL invites applications from bright, young and energetic persons of Indian Nationality for the post of **OFFICER (SECRETARIAL) (Unreserved)** in entry level Grade 'A'.

Essential Qualification: First class Graduation in any discipline with Pass in the Final Company Secretaryship Examination conducted by the Institute of Company Secretaries of India (ICSI). **Preference will be given to ACS qualified candidates with Law degree, having relevant work experience.**

Compensation & Benefits: The above post is in the Scale of Pay of Rs.23000 – 46500 (Provisional) in entry Grade "A" in Supervisory cadre. In addition to the Basic Pay and Industrial pattern of DA, the other allowances / benefits include HRA / Self-Lease, PF, Gratuity, LTC / LFA, Reimbursement of Medical expenses and other benefits including Superannuation benefits, etc., would be provided according to the rules of the Company.

Age Limit: Maximum 30 years as on 31st March 2010.

General:

1. Candidates fulfilling the eligibility criteria and desiring to offer their services should send their typed application on a plain paper (A-4 Size) duly signed with date, indicating (1) Post applied for (2) Name (in block letters) (3) Father's / Spouse's name, (4) Address for communication (5) Date of Birth (6) Age as on 31.03.2010 (7) Religion (8) whether belongs to General/SC/ST/OBC/Persons with Disabilities (9) Qualifications {Academic, Technical or Professional and Computer related, if any, (Give details of examination, course duration, year of passing, Institute/University, percentage of marks / Class obtained)} (10) Post Qualification experience (highlighting the nature of job performed, employer's name and duration of work) in a Tabular form. (11) Option to take the interview in English or Hindi. A Passport size photograph may please be affixed on the right hand side top corner of the application. The application format is available at our web site www.cpcl.co.in
2. All the qualifications should be full time regular courses from a Government recognized University / Institute.
3. The candidates should attach photocopies of original certificates, attested by a Gazetted Officer, in support of age, educational qualification and experience along with their applications, failing which their application will be rejected.
4. In order to restrict the number of candidates to be called for Personal Interview, if so required, the Management reserves the right to raise the minimum eligibility standards / criteria. Management may also relax / lower the qualifying standards / criteria in case suitable candidates are not available.
5. Candidates serving in Government Departments / PSUs should apply through "Proper Channel" or bring NO OBJECTION CERTIFICATE at the time of interview. Advance copies of applications will not be entertained.
6. Incomplete / unsigned applications or applications received after the due date will be rejected.
7. Selection and Appointment of candidates is subject to verification of Caste / Character & Antecedents from authorities concerned.
8. SC / ST candidates called for Personal Interview will be reimbursed single Second Class Railway / Bus fare from the nearest railway station of the mailing address to the place of 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 ticket(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.
9. 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 interview.
10. Canvassing in any form is liable to render the candidate ineligible for the above post.
11. Applications complete in all respects in the prescribed manner, should be sent by **ORDINARY POST ONLY**, superscribing on the envelope – Application for the post of Officer (Secretarial) to **CPCL, Post Box No.1, Manali, Chennai 600 068** so as to reach latest by **31st March 2010**. Please note that the applications sent through registered post or couriers are not accepted on Post Box Number. The applications received after due date shall not be considered on any account.
12. For any clarifications, Shri K. Chandrasekaran, Deputy Manager (Personnel) or Shri Tuhin Dutta, Officer (Personnel) may be contacted at 044-25944282 during office hours from Monday to Friday or email at recruitment@cpcl.co.in

SENIOR MANAGER (PERSONNEL)