



CHENNAI PETROLEUM CORPORATION LIMITED

MANALI, CHENNAI-600068

SPECIAL RECRUITMENT DRIVE FOR PERSONS WITH DISABILITIES (PWDs) – 2nd Attempt

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 11.5 MMTPA, having Refineries located in Chennai and Nagapattinam, in Tamil Nadu.

CPCL invites applications from Persons with Disabilities of Indian Nationality for the following Supervisory and Non-supervisory positions:

Sl. No.	Position	Grade	Vacancies	Disabilities	Pay Scale
1	Senior Officer (R&D)	B	1	OH (OA, OL) / HH	₹29,100–54,500/-
2	Engineer-Electrical	A	1	OH (OA, OL) / HH	₹24,900–50,500/-
3	Hindi Translator	3	1	OH / HH / VH (LV)	₹5,800–11,100/- (due for revision w.e.f. 01.01.2009)
4	Steno-Typist	3	1	OH / HH / VH (LV)	

Abbreviations used: OH=Orthopaedically Handicapped, HH=Hearing Handicapped, VH=Visually Handicapped, OA=One Arm, OL=One Leg & LV=Low Vision

1. Educational Qualification:

i) Senior Officer (R&D): PhD in Chemistry preferably in the field of Analytical / Organic / Petrochemical / Polymers / Heterogeneous catalysis. Candidates with Mathematics as one of the main subject in Graduation shall be preferred. Candidates having knowledge of handling analytical equipments like Gas chromatographs with advanced detectors / NMR / HPLC / TGA / DSC / ICP-MS / Chemisorption analyser etc., and interpretation of data shall be preferred.

Minimum 60% (55% for SC/ST candidates) marks in Graduation as well as in Post Graduation are essential.

ii) Engineer-Electrical: First class full-time Bachelor's Degree in Engineering / Technology in Electrical from a recognized Indian University / Institute approved by AICTE with not less than 60% marks (55% for SC/ST candidates) in aggregate of all Semesters / Years.

iii) Hindi Translator: Master's Degree in Hindi of recognized University with English as a compulsory subject or as medium of examination at Degree level **or** Master's Degree in English of recognized University with Hindi as a compulsory subject or as medium of examination at Degree level **or** Master's Degree in any subject other than Hindi / English of recognized University with Hindi & English as a compulsory subject or either of the two as medium of examination and other as compulsory subject at Degree level.

iv) Steno-Typist: First Class Graduate with 60% marks (55% for SC/ST candidates) having Shorthand (English) in lower / intermediate grade and Typewriting (English) in higher grade. Preference will be given candidates possessing Shorthand (English) in higher grade.

2. Experience:

i) Senior Officer (R&D): Candidate should have 4 years of relevant R&D experience in **any** of the following areas after completion of PhD:

- Research experience in chemistry especially in the field of Petroleum Products, Polymers, Petrochemicals, Lubricants / Greases, Bitumen, etc.
- Experience in the area of metal supported catalysts, mixed oxides, modification of zeolites and related materials. Familiarization with catalyst / catalytic material characterization and data interpretation of various analytical tools.
- Catalysis research in the area of FCC / RFCC, Hydro processing, Reforming / Isomerisation, Alkylation, FT Synthesis in Research Laboratories or Industrial Labs.
- Experience in various catalytic / zeolitic materials preparation.

In-case candidates with 4 years experience are not available, then candidates with less experience, subject to minimum 2 years, will be considered.

ii) **Engineer-Electrical:** Relevant post-qualification work experience will be given preference.

iii) **Hindi Translator:** Minimum two years of post qualification work experience of translation work from Hindi to English and vice-versa in Central / State Government Offices including any Government undertakings. Knowledge of Hindi and English Typing is desirable.

Fresher or candidates with less than 2 years relevant experience may also apply, who will be engaged as "Trainees" on a consolidated monthly stipend of ₹11,000/- (Rupees Eleven Thousand only) for one year, before regularization in the Grade-3 pay scale, subject to being found suitable.

iv) **Steno-Typist:** Minimum two years of post qualification work experience as Steno-typist / Clerk / Stenographer in an Industrial Establishment. Experience in computer environment with exposure to ERP and MS Office applications (MS-word, Excel & Power Point) is preferable.

Fresher or candidates with less than 2 years relevant experience may also apply, who will be engaged as "Trainees" on a consolidated monthly stipend of ₹11,000/- (Rupees Eleven Thousand only) for one year, before regularization in the Grade-3 pay scale, subject to being found suitable.

3. Pay & Emoluments:

Pay Scales (IDA Pattern):

Grade B	: ₹29,100 - 54,500/- . CTC ₹9 lakhs approx. per annum.
Grade A	: ₹24,900 - 50,500/- . CTC ₹7.5 lakhs approx. per annum.
Grade 3	: ₹5,800 - 11,100/- (Due for revision from 01.01.2009). CTC ₹3.5 lakhs approx. per annum.
Trainee	: ₹11,000/- (consolidated monthly stipend)

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.

4. Age limit as on 30.06.2011:

For Sr. Officer (R&D): 40 years (including relaxation for PwD candidates).

For Engineer-Electrical: 35 years (including relaxation for PwD candidates).

For Steno-Typist & Hindi Translator: 40 years (including relaxation for PwD candidates).

5. Concessions / Relaxations: Upper age limit is further relaxable by 5 years for SC/ST candidates and 3 years for OBC (non-creamy layer) candidates. Age relaxation for Ex-Servicemen as per Govt. directives. Reservation of posts for SC/ST/OBC (non-creamy layer)/Ex-Servicemen candidates and relaxations thereof as per Govt. Directives.

6. Mode of Selection:

- Through Personal Interview for the positions at Sl. No. 1 & 2.
- Through Technical Test & Personal Interview for the positions at Sl. No. 3 & 4.

7. General Conditions:

- Candidates fulfilling the eligibility criteria and desiring to offer their services should send their typed application in the format available on our website www.cpcl.co.in.
- Candidates can apply for one post only. Candidates applying for more than one post will not be considered.
- All qualifications should be full time regular courses from a Government recognized University / Institute.
- Candidates should attach photocopies of original certificates, attested by a Gazetted Officer, in support of age, educational qualification, experience, caste (for SC / ST / OBC candidates) and physical Disability Certificate along with their applications, failing which their application will be rejected.
- The period of experience will be determined up to 30/06/2011.
- Physical Disability shall not be 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 the application will be rejected.
- OBC candidates 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), 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-Est.(SCT) dated 08-09-1993 of the Department of Personnel and Training in the Govt. of India.
- Candidates serving in Government Departments / PSUs are required to apply through proper channel or furnish "**No Objection Certificate**" at the time of Personal Interview, failing which they will not be allowed to appear for the interview.

- i. Selection and Appointment of candidates is subject to verification of Character & Antecedents from authorities concerned.
- j. 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 criteria.
- k. 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 Personal Interview.
- l. 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. In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and / or that he / she has furnished any incorrect / false information or has suppressed any material fact(s), his / her candidature will stand automatically cancelled. If any of the above shortcoming(s) is / are detected even after appointment, his / her services are liable to be terminated without any notice.
- m. Canvassing in any form is liable to render the candidate ineligible for any of the above posts.
- n. Applications complete in all respects should be sent in an envelope by **ordinary post only**, superscribing on the envelope - "Name of the Post.", to "**The Senior Manager (Personnel), Chennai Petroleum Corporation Limited, Post Box No. 1, Manali, Chennai - 600068**", so as to reach latest by **30-06-2011**.
- o. For any clarifications, Shri Tuhin Dutta, Officer (Personnel) / B. Pradeep, Officer (Personnel) may be contacted at 044-25944282 during office hours (08:00 a.m. to 04:00 p.m.) from Monday to Friday or email at recruitment@cpcl.co.in

SENIOR MANAGER (PERSONNEL)