



CHENNAI PETROLEUM CORPORATION LIMITED
(A group Company of IndianOil)
Advt.No.1 of 2018 – CPCL/HRD:03:056

HRD:03:056

12.12.2018

INSTRUCTIONS TO CANDIDATES

- [1. The candidates must download the Interview Application format from the website and fill-up the application in all respect before coming to the interview venue. A copy of the format shall be attached and sent to the candidates by e-mail shortly.](#)
2. The candidature for the Personal Interview is subject to meeting all the eligibility criteria as mentioned in our press advertisement.
3. Candidate(s) must bring all the certificates in original (including SSLC / Matric / X Std, Degree Certificate along-with mark sheets, Transfer Certificate, Community Certificate, etc.), and also one set of self-attested photocopy of all the certificates in support of your age, educational qualifications, community, etc., (as mentioned in the advertisement), along with a passport-size photograph which they have to produce while appearing for the Personal Interview, failing which the candidates will not be allowed to appear for the Personal Interview.
4. In case the candidate is already working in Central / State Government Service / Public Sector Undertaking / Autonomous Bodies and / or their application was not forwarded through proper channel, they should furnish a “**NO OBJECTION CERTIFICATE**” from their employer. If not possible, the candidate if selected must bring clear cut release order from his previous employer.
5. Outstation 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 tickets(s) and copy of Community Certificate on the date of personal interview. Reimbursement of travel claim will not be allowed, if community certificate is not produced and if they are found ineligible as per Press Advertisement criterion. Please note that TA reimbursement will not be admissible to those candidates who are already in employment with Central or State Government Service, Government Companies, PSUs, Local Govt. Institutions and Panchayats.
6. In case the candidate belongs to the SC or ST Community, please produce your original Caste Certificate issued by the Competent Authority, at the time of Personal Interview.
7. In case the candidate belongs to OBC community, they must produce the original OBC community certificate in the prescribed Proforma (as spelt out in the press advertisement) as required for the purposes of employment of reservations in Central Government Undertakings as per the Central Government list of OBC categories and issued by the

Competent Authority, at the time of Personal Interview, failing which they will not be allowed to appear for the interview.

8. In case you belong to Physically Disabled category, please produce your original Disability Certificate issued by the Medical Board duly constituted by the Central or a State Government as required for the purpose of reservations in employment in Central Government Undertakings, at the time of Personal Interview, failing which you will not be allowed to appear for the interview. The certificate to be produced is to be in the prescribed format as uploaded in our website.
9. If selected, you will be required to execute a bond for Rs.3,00,000/- (Rs.50,000/- for SC/ST/OBC/PwD Candidates) at the time of joining to serve this Company for a minimum period of 3 years (inclusive of the Probation period) from the date of joining the Company.
10. Please note that the candidates called for the personal interview have an option to reply in Hindi during the Personal Interview and if they so exercise the option, they will have to intimate us atleast two days before commencement of the Interview. They may call us over phone in the following numbers: [044-25944282](tel:044-25944282) or by e-mail to recruitment@cpcl.co.in so that necessary arrangements would be made by us. If no intimation is received from the candidate in this regard, it would be presumed that they do not wish to reply in Hindi during the personal interview.
11. In case the candidate fails for any reason to attend the aforesaid interview on the appointed date and time, no supplementary interview will be held thereafter.
12. The candidates are advised **not** to bring or make any attempt to bring any outside influence to bear upon any authority of CPCL or any person / agency authorized by CPCL, to further their interests in the matters pertaining to their selection in the Company. In case any representation, of any nature, political or otherwise, is received on behalf of any candidate(s), in respect of their selection, it will be presumed that they are aware of such a representation and that it has been made at their instance to further their interest and his / her candidature will be summarily disqualified without assigning any reasons whatsoever.
13. 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.
14. For any queries, please feel free to call at 044-25944282 or email at recruitment@cpcl.co.in

Please note that this intimation does **not** constitute an offer of employment.