



CPCL

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

Advt.No.1 of 2019 – CPCL/HRD:03:056 dated 31.07.2019

Recruitment of Deputy Company Secretary in Grade D (Senior Manager)

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

CPCL is looking for qualified and experienced candidate of Indian Nationality for the position of Deputy Company Secretary in Grade D category (Senior Manager).

1. NAME OF THE POST & VACANCIES: DEPUTY COMPANY SECRETARY & 1 (One) post for unreserved (UR) category.

2. ELIGIBILITY CRITERIA:

(A) Essential Qualifications: (AS ON 31.07.2019)

Candidate should have acquired Associate Membership of Institute of Company secretaries of India (ACS). Candidates must have secured minimum 55% of marks (or equivalent CGPA and above) in the final examination of ICSI. Additional qualification in Law from a recognised university is a must.

(B) Experience: (AS ON 31.07.2019)

Minimum 10 years of post qualification work experience in a Company Secretarial set-up of Private/ Public Sector or a reputed Listed Company with exposure detailed as below:

- (i) Candidate should have an in-depth understanding and knowledge of new Companies Act, Rules and Regulations, Listing Requirements, etc.
- (ii) Candidate should possess knowledge of formalities for Public issue/Right issue/Bonus issue, etc.
- (iii) Candidate should have hands-on experience in coordinating and anchoring meetings of the Shareholders, Board and Committees in accordance with the Companies Act.
- (iv) Candidate should have also dealt with matters relating to legal matters of the Company.

(C) Age Limit: (As on 31.07.2019): Not above 40 years as on 31.07.2019

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

Sr. 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)	Disabled Ex-Servicemen	Relaxable up to 45 years
(iv)	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

(D) Candidates belonging to SC/ST/OBC/EWS/PwBD/Ex-Servicemen:

- (i) 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.

Disability Categories for which identified	Functional Disability	Physical requirements
Physical Locomotor disability including Leprosy Cured, Dwarfism, Acid Attack Victims & Muscular dystrophy	Leprosy Cured, Dwarfism, Acid Attack Victims, Muscular dystrophy & One Arm (OA), One Leg (OL) and Both Legs (BL).	Sitting, Standing, Walking, Bending, Manipulation by Fingers, Seeing, Read & Writing, Hearing and Communication.

- (ii) SC/ST/OBC/EWS/Ex-Servicemen candidates can also apply subject to meeting the eligibility criteria (Age, Qualification & Experience) specified as below.

3. Service Conditions / Career Prospects:

Pay & Emoluments

- i) 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.
- 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. The Cost to Company, including performance related pay, works out to about Rs.28 lakhs per annum.
- iii) There are reasonable prospects for promotion to higher grades

4. SELECTION PROCEDURE:

- (i) Selection will be based on personal interview.
- (ii) Candidates will be short-listed for personal interview, based on their qualification, experience and overall suitability.

5. APPLICATION FEE (Non Refundable): Rs. 500/- (Rupees Five hundred only)

Application Fee once paid will NOT be refunded on any account and therefore, candidates are requested to verify their eligibility before paying the application fee. SC/ST/PwBD/ExSM candidates are exempted from payment of application fee.

METHOD OF APPLICATION FEE PAYMENT: Methodology for making the payment through Online mode (SBI e-Collect) is detailed as below:

1. Login to www.onlinesbi.com
2. Select [State Bank Collect](#) available on the top (pre login page) and then [New Version](#) under the dropdown menu.
3. Accept the terms and conditions and click "PROCEED"
4. Select State "TAMIL NADU" and Institution type "RECRUITMENT"
5. Select "Chennai Petroleum Corporation Ltd." under "RECRUITMENT".
6. Select "Appropriate Category" & input required data correctly. Click "SUBMIT".
7. If all details entered are correctly populated, click "CONFIRM" to proceed.
8. Make payment as per your convenience. (Options available are payment through [SBI Net Banking](#), [Other Bank's Net Banking](#), [UPI](#)).
9. Save & submit copy of the [ONLINE FEE RECEIPT](#) generated to CPCL along with the application form to be submitted.

In addition to the above, a direct link to make online payment through SB Collect has been provided in our CPCL website under Careers as "**Online Application Fee Payment – Recruitment of Deputy Company Secretary**".

6. HOW TO APPLY

Candidates are requested to read the instructions and ensure correctness of the data before applying. Candidates should submit their application in the enclosed format, enclosing self attested copies of all relevant certificates in support of qualification (along with year-wise / semester-wise marks cards), age (Certificate issued by a Board of Secondary Education for passing Matriculation/Higher Secondary shall be the only acceptable document), caste, experience certificates, pay slip, along with recent passport size photograph and superscribing the envelope with the position applied for, by post to the Sr. Manager (HR-Recruitment), CPCL, Post Box No.1, Manali, Chennai 600 068, on or before 30/08/2019. Candidates belonging to General, OBC and EWS category must pay an application fee of Rs.500/- (Rupees five hundred only) (non-refundable) through Online mode (SBI e-Collect) 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. SC/ST/PWD/Ex-Servicemen are exempted from paying application fee. Candidates forwarding applications which are not as per the prescribed format and without application fee, as given in the web advertisement, will be rejected. Documents sent by Email or hand delivery will not be considered.

Last Date for Receipt of Applications: 30/08/2019.

7. Important Instruction

The application form shall be duly filled in legible handwriting and the candidate shall ensure that all the fields are filled properly. The self-attested copies of all educational qualifications mentioned in the application form have to be attached. The candidate shall also attach proper experience documents clearly indicating the date of joining and release from the previous employers. Experience certificate as indicated is compulsory in case the candidate has been released from the employer. For establishing the work experience where the candidate is presently employed, the appointment letter/offer letter clearly indicating the date of joining shall be enclosed. In case the offer letter is enclosed, then the candidate has to attach a valid document clearly showing the date of actual joining. In order to establish the continuity of employment with the present employer, the candidate has to attach the latest pay slip. Please note that pay slip alone will not be considered as proof of work experience. The dates mentioned in the application form should match with the corresponding dates mentioned in the attached proof of experience. Incomplete applications not supported by copies of relevant documents in support of age, qualifications (mark sheet/degree), experience and caste/category certificate (in case of SC/ST/PwBD/Ex-servicemen), not fulfilling the eligibility criteria or those received after the last date of receipt of applications shall not be considered and treated as Rejected and the application money will not be refunded. While applying for a post in response to the advertisement, candidates must ensure that all particulars filled by them in the application format are correct and complete in all respects. In case it is detected at any stage of the recruitment process that a candidate does not fulfill the eligibility criteria or has submitted false information or has suppressed any material facts, his/her candidature will automatically stand cancelled. If any of the above shortcomings are detected even after appointment, his/her services are liable to be terminated without any notice. In case any of the above mentioned conditions are not fulfilled, the application of the candidate will be summarily rejected and no communication in this regard will be entertained.

8. GENERAL INFORMATION:

- i) All the educational qualifications mentioned should be from a University/ Institution/ Board recognised by Govt. of India/ approved by Govt. Regulatory Bodies.
- ii) PwBD candidates having the relevant functional disability as under the disability category identified applying for the post shall be eligible for the benefit of relaxation, if they are suffering from not less than 40 % of the relevant disability. 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. The certificate format is made available in our website.

Ex-Servicemen (ExSM) applying for the post shall be eligible for the benefit of age relaxation subject to their submission of the relevant certificate as made available in our website.
- iii) The date of passing eligibility will be the date appearing on the mark sheet or provisional / degree 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.
- iv) Candidate should indicate the percentage obtained calculated to the nearest two decimals in the application. Where CGPA/OGPA is awarded, the same should be converted into percentage and indicated in application. If called for interview, 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.
- v) Calculation of Percentage: The percentage marks shall be arrived at by dividing the total marks obtained by the candidate in all the subjects 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. 54.99% will be treated as less than 55%.
- vi) 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 interview 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.

- vii) 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.
- viii) 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.
- ix) Canvassing in any form will be a disqualification.
- x) Management reserves the right to fill or not to fill the post and mere fulfillment of qualification, experience and other eligibility requirements laid down, does not entitle a candidate to be called for the Personal Interview.
- xi) Candidates seeking age relaxation / fee exemption are required to submit copies of necessary certificate(s) along with the application.
- xii) Decisions of CPCL in all matters regarding eligibility, selection etc. would be final and binding on the candidates. No representation or correspondence will be entertained by the CPCL in this regard.
- xiii) Candidates, called for interview will be paid Busfare / AC-II tier railway fare from the nearest railway station of the mailing address to the place of interview and back by the shortest route on production of original rail ticket / receipt or photocopy thereof or original bus ticket(s).
- xiv) 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.
- xv) Applications complete in all respects in the prescribed manner, should be sent by ORDINARY POST / SPEED POST, superscribing on the envelope Name of the Post applied to Sr. Manager (HR-Recruitment), CPCL, Post Box N0.1, Manali, Chennai 600 068 so as to reach latest by **30.08.2019**. 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.
- (xvi) For any clarifications, please email at recruitment@cpcl.co.in

DEPUTY GENERAL MANAGER (PERSONNEL)

IMPORTANT DATES:

RECEIPT OF APPLICATION : 01.08.2019 TO 30.08.2019
PAYMENT OF FEES – ONLINE : 01.08.2019 TO 30.08.2019



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1. Post applied for : _____
2. Name of the candidate: _____
3. Father's / Husband's Name: _____
4. Date of Birth : (dd/mm/yyyy) : _____ Day _____ Month _____ Year
5. Age as on **31/07/2019**: _____ Days _____ Months _____ Years
6. Nationality: _____.
7. State of Domicile (state belongs to) : _____
8. Category (GENERAL/SC/ST/OBC-Non creamy layer/EWS): _____
9. Do you belong to PwBD/ Ex-servicemen category(Please specify): _____
10. In case PwBD, indicate the degree of Disability: _____%
11. Type of Disability (OH/HH/VH/Multiple Disability): _____
12. Sex (Write M or F): _____
13. Complete Correspondence Address:

Paste your recent
passport size
photograph here
and sign across

District _____ State _____ Pin _____

14. Qualification (Secondary School onwards-mention the exact date of passing):

Name of Exam. Passed	Name of Institute / University	Duration of Course	Date of Admission (DD/MM/YY)	Date of Passing (DD/MM/YY)	# Percentage of Marks obtained

in case of CGPA / OGPA/SGPA or Grade, mention equivalent percentage of marks as per University / Institute norms. Percentage of marks not to be rounded off.

Name of the candidate _____ Signature _____
Date _____
Page Number: 01

TABLE B

Name of the employer	Scale of pay, Grade pay, and Total emoluments.	Type of industry and Nature of job and job responsibilities (Please write a brief of minimum 100 words)	Reason for leaving job

(Add extra sheets in the same format of TABLE-B, if required). Candidates from PSU have to write the exact scale of pay and basic pay drawn.

Name of the candidate _____ Signature _____ Date _____ <p style="text-align: right;">Page Number: 03</p>
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16. SBI Payment Reference (Rs.500/-) No. _____ Date of payment _____

17. E-mail id : _____ (please write email id clearly)

18. Phone No.: _____ Mobile No. _____

19. Source of Advertisement: _____ (Name of Newspaper or Journal or Website)

20. Marks in minimum essential educational qualification:

a) Exam Passed: _____

b) Branch of study: _____

c) Month & year of final exam in which minimum essential qualification is acquired: _____

ACS Course with details of subjects undertaken	Maximum marks* (A)	Marks obtained *(B)	Percentage (B)/(A)
Foundation Course (if applicable)			
Executive Program (Module 1)			
Executive Program (Module 2)			
Professional Program (Module 1)			
Professional Program (Module 2)			
Professional Program (Module 3)			

*Marks inclusive of all subjects under each programme. In case of multiple attempts subsequent pass mark to be considered. Percentage of marks should be aggregate of all subjects under each course / program i.e total marks obtained over total maximum marks **without giving** any weightage to any particular subject.

In case of CGPA/OGPA/SGPA grade, candidate should attach letter issued from college/university giving details of formula to convert CGPA/OGPA/SGPA to percentage of marks.

21. The candidates are required to affix signature on all the pages of the application and on each page of the documents enclosed. Also all the pages (including application and true copies of testimonials) shall be serially numbered.

22. The candidates are advised to ensure that all self-attested copies of all relevant certificates as required / mentioned for submission **are enclosed, failing which the application will be rejected.**

I hereby declare that the above information is true to the best of my knowledge. I understand that my candidature will be cancelled; if the information is found to be false or incorrect or my application is incomplete.

Name of the candidate _____ Signature _____

Date _____

Total number of pages including all the self-attested copies attached _____