



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

Advt.No.2 of 2019 – CPCL/HRD:03:056/055 dated 13.11.2019

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 & Vacancy: Deputy Company Secretary & 1 (One) post for unreserved (UR) category.

2. Eligibility Criteria:

a) Essential Qualifications: (As on 30.09.2019)

Candidates should have acquired Associate Membership of Institute of Company Secretaries of India (ACS). Candidates must have secured minimum 50% of marks (or equivalent CGPA and above) in the final examination of ICSI. Additional qualification in Law from a recognized university is a must.

b) Experience: (As on 30.09.2019)

Minimum 10 years of 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.

3. Age Limit: Not exceeding 45 years as on 30.09.2019

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

4. 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 above.

5. Service Conditions / Career Prospects:

Pay & 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.
- 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.
- There are reasonable prospects for promotion to higher grades

6. 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.

7. Application Fee (Non Refundable): Rs. 500/- (Rupees Five hundred only)

- (i) Candidates are required to pay a non-refundable registration fee of Rs.500- (Rupees Five Hundred only) as application fee (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.
- (ii) Fees once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before paying the application fee.
- (iii) SC/ST/PwBD/ExSM candidates are exempted from payment of application fee.

8. How to apply:

- a) The eligible candidates have to apply through online registration system of CPCL only. To apply visit: www.cpcl.co.in . The candidate must possess a valid e-mail ID. The site will be functional from **10:00 hours of 13.11.2019 to midnight of 03.12.2019**. Once the candidates submit their data Online, system will display a unique Application Number and a link for Payment of Application Fee. Candidates have to click on that link and make the payment of Application fee. Only after payment of Application Fee, the Application will be treated as complete and candidate can generate final Application print out using the unique Application Number.
- b) After downloading the Application Form, the candidates are required to enclose self-attested photocopies of all relevant documents in support of their age, educational qualification, experience, community certificate (if any), disability certificate (if any) and send them by ORDINARY POST / SPEED POST, superscribing on the envelope "Application for the post of Deputy Company Secretary" to Chief Manager (HR-Recruitment), Chennai Petroleum Corporation Limited (CPCL) Post Box No.1, Manali, Chennai 600 068 so as to reach latest by **03.12.2019**.
- c) In case the above documents (hard copy) are not received within the due date, the applications will not be entertained and will be rejected. CPCL takes no responsibility for any delay in receipt of application and documents or less thereof in postal transit.
- d) CPCL does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of any reason beyond the control of the CPCL.
- e) **PHOTOGRAPH:** One recent coloured passport size photograph not more than three months old is to be scanned and uploaded in the space earmarked in the on-line application. The photograph should be minimum 200 dpi (dots per inch) and in **.JPG Format**. The size of the photograph should be between 10KB to 50KB.
- f) **SIGNATURE:** Scanned signature (**in Black ink**) against white background is to be scanned and uploaded in the space earmarked in the on-line application. Candidates must ensure the signature uploaded shall be maintained as same at all places viz. signature uploaded, Attendance Sheet of written examination, etc. If any variation is found between the signatures, the candidature is liable to be cancelled. **Candidate is advised to confirm that his / her uploaded signature is clearly visible / identifiable at the appropriate place.** The signature should be minimum 200 dpi (dots per inch) and in **.JPG Format**. The size of the signature should be between 2KB to 20KB.

- g) While making the Payment, system will again ask the details of Name, Mobile No. etc. and the Application Number, which were generated at the time of applying online.
- h) **METHOD OF APPLICATION FEE PAYMENT:** Methodology for making the payment through Online mode (SBI e-Collect) is detailed as below:
- Login to www.onlinesbi.com
 - Select [State Bank Collect](#) available on the top (pre login page) and then [New Version](#) under the dropdown menu.
 - Accept the terms and conditions and click “**PROCEED**”
 - Select State “**TAMILNADU**” and Institution type “**RECRUITMENT**”.
 - Select “**Chennai Petroleum Corporation Ltd.**” Under “**RECRUITMENT**”.
 - Select “**Appropriate Category**” & input required data correctly. Click “**SUBMIT**”.
 - If all details entered are correctly populated, click “**CONFIRM**” to proceed.
 - Make payment as per your convenience. (Options available are payment through **SBI Net Banking, Other Bank’s Net Banking, UPI**).
 - Save the copy of the **ONLINE FEE RECEIPT** generated.
- i) Candidates who wish to make the payment later on should login in again using the Application Number and Password on main page to: Reprint Application Form / To submit the Bank details and generate final Application Form / To make the Payment of Application Fee if provisionally Registered. This information will be asked only at ONE time for completing the Application, and after that a candidate can generate and take the print of Application Form again (if required).
- j) It is mandatory to submit the details of **SBI Collect Reference Number** printed on e-receipt and deposit dates again in online portal by login through Unique Registration Number after making the payment. If a candidate fails to submit these details within due date after making the payment, his / her application shall be treated as incomplete and summarily be rejected.
- k) Bank commission charges shall be borne by the candidate. In case the candidate deposits the fee in a wrong account, CPCL will not be responsible. Registration fee deposited after **the close of online application submission** will not be valid.

9. Last Date for Applying through Online: 03.12.2019.

10. 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.
- iii) 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.

- iv) 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.
- v) 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.
- vi) 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. 49.99% will be treated as less than 50%.
- vii) 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.
- viii) 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.
- ix) 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.
- x) Canvassing in any form will be a disqualification.
- xi) 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.
- xii) Candidates seeking age relaxation / fee exemption are required to submit copies of necessary certificate(s) along with the application.
- xiii) 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.
- xiv) 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).

- xv) 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.
- xvi) 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.
- xvi) Applications complete in all respects in the prescribed manner, should be sent by ORDINARY POST / SPEED POST, superscribing on the envelope "Application for the post of Deputy Company Secretary" to Chief Manager (HR-Recruitment), Chennai Petroleum Corporation Limited (CPCL) Post Box No.1, Manali, Chennai 600 068 so as to reach latest by **03.12.2019**. 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.
- (xvii) For any clarifications, please email at recruitment@cpcl.co.in

DEPUTY GENERAL MANAGER (PERSONNEL)

Important Dates:

a. Opening of online application	:	13.11.2019
b. Closing of online application	:	03.12.2019
c. Last date for deposit of ONLINE payment	:	03.12.2019