



**CHENNAI PETROLEUM CORPORATION LIMITED**  
**(A group Company of IndianOil)**

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

02.01.2020

**RECRUITMENT OF DEPUTY COMPANY SECRETARY**

**NOTIFICATION**

Further to applications received for the post of Dy. Company Secretary the following candidates have been shortlisted for the Personal Interview.

The Personal Interview will be held at our Refinery Engineering School of Training (RESOT), CPCL, No. 8, Seethammal Road (Opposite Ethiraj Kalyana Mandapam), Alwarpet, Chennai – 600018 on **13<sup>th</sup> January 2020**. Tel No. of RESOT: 044-24323572 / 24352564. Click the link to locate the Interview venue: <https://goo.gl/maps/ungfyUqjc8spjFV76>

The reporting time is mentioned against the names of the candidates. Further, email intimation to the shortlisted candidates will be sent shortly.

Sl. No.	Reg. No.	Reporting Time
1	17020190274	8.00 am
2	17020190235	
3	17020190106	
4	17020190333	
5	17020190352	
6	17020190332	
7	17020190335	
8	17020190325	
9	17020190314	
10	17020190483	
11	17020190286	
12	17020190475	
13	17020190498	
14	17020190354	
15	17020190358	

Sl. No.	Reg. No.	Reporting Time
16	17020190530	11.30 am
17	17020190552	
18	17020190513	
19	17020190292	
20	17020190123	
21	17020190330	
22	17020190557	
23	17020190638	
24	17020190618	
25	17020190462	
26	17020190520	
27	17020190637	
28	17020190690	

The candidates shortlisted for the interview are advised to make note of the following instructions before coming to the interview venue:

1. The candidates must download the Interview Application format from the website and fill-up the application in all respects 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 (Class X, Class XII, Membership Certificate of Associate Company Secretary along with all the Mark Sheets, Degree (LLB/BL) Certificate along-with mark sheets, Experience Certificate clearly specifying the Date of Joining and Relieving along with Designation) and also one set of self-attested photocopies of all the certificates along with a passport-size photograph, 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 selected candidate must bring clear cut release order from his previous employer at the time of joining CPCL.
5. Outstation candidates called for Personal Interview will be reimbursed 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). Reimbursement of travel claim will not be allowed, if the candidate is found ineligible as per Press Advertisement criteria.
6. 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.
7. 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.
8. 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 at [044-25944687](tel:044-25944687) or by e-mail to [recruitment@cpcl.co.in](mailto: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.
9. 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.
10. 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.
11. 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.
12. For any queries, please feel free to call at 044-25944687 / 044-25944282 or email at [recruitment@cpcl.co.in](mailto:recruitment@cpcl.co.in)

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

**Deputy General Manager (Personnel)**