



**Chennai Petroleum Corporation Limited**  
(A Govt. of India Enterprises and Group Company of IOCL)

**Recruitment of Executives**

Advt.No.3 of 2024– CPCL /HRD:03:056

Dated: 12.06.2024

**Detailed Advertisement**

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 10.5 MMTPA located in Chennai, Tamil Nadu.

CPCL invites applications from young, self-motivated and energetic persons of Indian Nationality for the following posts. The number of vacancies indicated are tentative which may increase or decrease in the relevant categories at the absolute discretion of the Management and in compliance with the Presidential Directives on reservation at the time of appointment.

Position Code	Discipline	UR	SC	ST	OBC	EWS	Total
CPCL 01	Officer (HR)	1	1	-	1	-	3
CPCL 02	Officer (CC)	1	-	-	-	-	1
CPCL 03	Officer (Medical)	1	-	-	-	-	1
CPCL 04	Officer (Secretarial)	1	-	-	-	-	1
<b>Total</b>		<b>4</b>	<b>1</b>	<b>-</b>	<b>1</b>	<b>-</b>	<b>6</b>

**1.0. Eligibility Criteria:** Candidates meeting eligibility criteria as below may apply for the advertised positions:

1.1 Who can apply	<p>a) Only Indian Nationals are eligible to apply.</p> <p>b) For the Post Code CPCL 01 &amp; 02, candidates must have appeared in the examination of UGC-NET December 2023 from any one of the disciplines mentioned in Para 1.2 below.</p> <p>c) For the Post Code CPCL 03 &amp; 04, candidates are required to meet the qualifications and work experience requirements specified in the Para 1.4 below</p>						
1.2 Eligibility	<p>a) <b>CPCL 01 &amp; 02:</b> As per brochure, the examination of UGC-NET December 2023 cycle will comprise of two papers – Paper I and Paper II. Candidates must have appeared in both the papers of the said examination from any one of the following UGC-NET subject codes:</p> <p style="text-align: center;"><b><u>List of subject codes:</u></b></p> <table border="1" style="margin-left: auto; margin-right: auto;"><thead><tr><th>Position</th><th>UGC -NET Subject Code</th></tr></thead><tbody><tr><td>Corporate Communications</td><td>63</td></tr><tr><td>Human Resources</td><td>55</td></tr></tbody></table>	Position	UGC -NET Subject Code	Corporate Communications	63	Human Resources	55
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Corporate Communications	63						
Human Resources	55						

Minimum marks in examination of UGC-NET December 2023 cycle:

Category	Paper I	Paper II
General, EWS, OBC(NCL)	40%	40%
SC	35%	35%

- b) Appearing in examination of UGC NET December 2023 cycle from subjects other than 02 (Two) subjects mentioned above shall not be accepted towards eligibility for the advertised post.
- c) Marks obtained by candidates in examination of UGC NET December 2023 cycle only shall be considered for this recruitment exercise and marks of previous examinations (*i.e. exams conducted prior to December 2023*) shall not be accepted.

1.3 Upper Age Limit and Age Relaxation (As on 01.07.2024)

**Upper Age Limit:** Candidates applying from General / EWS category should not be more than 28 years for Post Code CPCL 01 & 02 and 30 years for CPCL 03 & 04. Relaxation to candidates applying from other categories shall apply as per Government of India guidelines. Following cut off on Date of Birth shall apply

Post Code : CPCL 01		
Category	Born on/after dates	
	Non PwBD	PwBD
General, EWS	01st July 1996	01st July 1986
OBC (NCL)	01st July 1993	01st July 1983
SC	01st July 1991	01st July 1981

Post Code : CPCL 02		
Category	Born on/after dates	
	Non PwBD	PwBD
General, EWS, OBC(NCL), SC, ST	01st July 1996	01st July 1986

Post Code : CPCL 03 & 04		
Category	Born on/after dates	
	Non PwBD	PwBD
General, EWS, OBC(NCL), SC, ST	01st July 1994	01st July 1984

<b>Ex-Servicemen and Commissioned Officers including ECOs/SSCOs</b>	As per extant guidelines of Government of India.
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Certificate issued by Board of Secondary Education for passing Matriculation/Higher Secondary mentioning the date of birth shall be the only acceptable document in support of proof of age.

1.4  
Education  
Qualification and  
Degree  
(Qualifying Degree  
as on  
01.07.2024):

a) **Qualifying Degree:** The relevant qualification details for each discipline are given in the table below:

Discipline	Qualification
CPCL 01 / Officer (HR)	Post Graduate Diploma / Degree in Human Resources Management / Personnel Management / Industrial Relations / Labour Welfare / Master of Social Work / Master Degree in Business Administration (MBA) or equivalent with specialization in Personnel Management & Labour Welfare / Human Resources from a recognized Indian University / Institute with not less than 60% Marks in aggregate of all semesters / years. SC candidates need to score a minimum 55% against reserved positions.
CPCL 02 / Officer (CC)	Post Graduate Diploma/ Master's degree with specialization in one / combination of the following specializations with not less than 60% Marks in aggregate of all semesters / years: a. Journalism b. Mass Communication c. Public Relation
CPCL 03 / Officer (Medical)	Candidates should have acquired MBBS degree from a recognised University approved by the Medical Council of India. Candidates with Associate Fellow in Industrial Health (AIFH) or Diploma in Industrial Health or MD in Community Medicine or DNB will be given preference. Candidates should have minimum <b>two years of post-qualification work experience</b> in any industrial hospital / reputed hospital / nursing home.
CPCL 04 / Officer (Secretarial)	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. Candidates should have minimum <b>two years of post-qualification work experience</b> in a Company Secretarial set-up of Private / Public Sector or a reputed Listed Company

b) The specialization of the candidate should find mention in the final degree certificate. Else, the candidate may also get his/her specialization certified by the concerned University/Institute attended/ being attended by the candidate. Onus to establish specialization pursued by candidate in Qualifying degree examination lies with the candidate and the same must be substantiated either through Final Degree Certificate or certificate issued by appropriate authority.

Majority of the elective papers in the qualifying degree should conform to specialization against the position candidate would be applying for.

c) The Corporation reserves the right to take a final decision in considering any other qualification/specialization as eligible qualification/specialization towards eligibility in case different from those mentioned above. Candidates having a qualifying degree/specialization other than those mentioned above are not eligible to apply.

d) Degree awarded by the Institutes/ Universities (including foreign institutes/universities) must have equivalence from the Association of Indian Universities (AIU). Candidates with post-graduate diploma/certificate awarded by Indian University/Institute or awarded by the foreign University/institute should in their own interest, ascertain the equivalence of their diploma/degree/ certificate with Master's degree of recognized Indian universities by the Association of Indian Universities (AIU).

<p>1.5 Minimum marks in qualifying degree.</p>	<p>a) Candidates should have secured the following minimum percentage of marks in qualifying degree examination.</p> <p style="padding-left: 40px;">*Calculation of percentage of marks in the qualifying degree would be governed by institute/university rules.</p> <p>b) Wherever final marks in the qualifying degree have been awarded as letter/number grade (CGPA/GPI/SGPA etc.), equivalent percentage of marks for establishing eligibility criteria shall be arrived at by referring to CGPA to Percentage conversion formula adopted by respective institute/university. Such candidates would have to submit the conversion certificate issued by the concerned institute/university at the time of Personal Interview, if shortlisted</p> <p>c) However, in case the institute does not follow any conversion formula for converting CGPA to Percentage, CPCL shall be at liberty to arrive at equivalent percentage of marks by adopting a multiplication factor to arrive at equivalent percentage of marks. Candidates from such colleges/institutes will have to submit a certificate mentioning that their college/institute does not follow CGPA to Percentage conversion formula at the time of Personal Interview, if shortlisted.</p> <p>d) <b>Calculation of Percentage:</b> Wherever university rules not available, the percentage of marks shall be arrived at by dividing the total marks obtained by the candidate in all the subjects in all the semester(s)/year(s) 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. 59.99% will be treated as less than 60%.</p>
<p>1.6 Documents to avail Reservation in posts</p>	<p>a) Reservation in posts for candidates from EWS, OBC(NCL), SC, ST and PwBD categories will be available as per directives of Government of India</p> <p>b) Candidates belonging to EWS, OBC(NCL), SC, ST and PwBD categories should have valid certificate in support of their claim of belonging to such category, to be eligible for claiming reservation under the respective category.</p> <p><b>c) For getting the benefits of reservation under OBC(NCL) category:</b></p> <ul style="list-style-type: none"> <li>• Name of caste to which candidate belongs must appear in the Central List of Other Backward Classes of respective state as notified by Ministry of Social Justice and Empowerment, Govt. of India for appointment to posts under GOI and Central Govt. Public Sector Undertakings. The name of the caste mentioned in the certificate should be spelled exactly in the same manner as appearing in the central list.</li> <li>• Candidates should produce caste certificate issued by the competent authority in the latest prescribed format applicable for purpose of reservation in appointment to posts under Government of India/Central Government Public Sector Undertaking.</li> <li>• The certificate must contain the date of issue along with name of caste, spelled exactly in the same manner as appearing in the central list of the respective state.</li> <li>• OBC(NCL) certificate should have been issued on or after 01.04.2024 by the competent authority.</li> <li>• The OBC category candidates who belong to “CREAMY LAYER” are not entitled for OBC(NCL) concession/reservation and such candidates shall have to apply as “General” category candidate.</li> </ul>

**d) For getting the benefits of reservation under SC/ST category:**

- Name of caste/tribe to which candidate belongs must appear in the Central List of SC/ST of respective state as notified respectively by Ministry of Social Justice and Empowerment, Govt of India and Ministry of Tribal Affairs, Govt of India
- The caste/tribe certificate must contain date of issue along with name of caste/tribe. The certificate must contain the date of issue along with name of caste/tribe, spelled exactly in the same manner as appearing in the central list of the respective state.
- The candidates need to furnish their SC/ST certificate as per the latest format prescribed by Government of India.

**e) For getting the benefits of reservation under EWS category:**

- The Income and Asset Certificate shall be valid for the financial year 2024-25 and should have been prepared on the basis of income and asset verification for the financial year 2023-24.
- Name of the caste should be clearly mentioned in the aforesaid certificate. Caste name like "General/Samanya etc." will not suffice.
- Applicant's photo on the certificate should be duly pasted, signed and stamped by issuing authority

**f) Reservation for Persons with Benchmark Disabilities (PwBD):**

- a) Section 2(r) of The Rights of Persons with Disabilities Act 2016, defines "person with benchmark disability" as a person duly certified by the certifying authority with:
- (i) not less than 40% of a specified disability where specified disability has not been defined in measurable terms and
  - (ii) a disability where specified disability has been defined in measurable terms.
- b) Reservations for PwBD category will be extended on horizontal basis, only in identified cadres/disciplines against number of identified posts notified, as prescribed below and as per Govt. guidelines. Persons with Benchmark Disabilities must be capable of performing the task assigned to them/take instructions using suitable aids and appliances. CPCL is engaged in hazardous operation. Deployment of PwBD to the posts other than those "Disability Categories with functional disability" identified for the posts as shown below is likely to put them at serious risk. The PwBD candidates having the following category of benchmark disability and meeting the functional requirements under the disability categories mentioned are therefore eligible to apply for the posts.
- PwBD candidates with functional disabilities & meeting the physical requirements under each disability category are also eligible to apply to the posts as identified below even if no vacancies are specifically reserved for them. Such candidates will be considered for selection with applicable age relaxation/concession.

Designation / Discipline	Suitable Category of Benchmark Disability	Functional Requirement
Officer (HR)	a) B, LV c) OA, BA, OL, OAL, CP, Dw, AAV, MDy d) ASD,SLD,MI b) D, HH e) MD involving (a) to (d) above	S, ST, W, BN, RW, SE, H, C, MF
Officer (CC)	a) B, LV c) OA, OL, OAL, CP, LC, Dw, AAV d) SLD e) MD Involving (a) to (d) above	S, ST, W, BN, RW, SE, H, C
Officer (Medical)	a) OA, OL,BL,LC, Dw, AAV b) SLD	S, ST, W, BN, MF, RW, SE, H, C
Officer (Secretarial)	a) B, LV c) OA, BA, OL,BL, OAL, CP, LC, Dw, AAV d) MI b) D, HH e) MD involving	S, ST, W, BN, RW, SE, H, C, , MF
<p><b>Functional Requirement Abbreviations used:</b> S=Sitting, ST=Standing, W=Walking, BN=Bending, RW=Reading &amp; Writing, SE=Seeing, H=Hearing, C=Communication, MF=Manipulation by Fingers</p> <p><b>Category Abbreviations used:</b> B= Blind, LV=Low Vision, OH= Orthopedically Handicapped, D= Deaf, HH= Hard of Hearing, OA=One Arm, BA=Both Arms, OAL=One Arm and One Leg, BLOA=Both leg &amp; One Arm, BLA=Both Legs Arms, CP=Cerebral Palsy, OL=One Leg, Dw =Dwarfism, AAV=Acid Attack Victims, LC=Leprosy Cured, MDy=Muscular Dystrophy, SLD= Specific Learning Disability, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities.</p> <p>e) PwBD candidates having the relevant functional disability under the disability category identified and applying against a vacancy specifically reserved for them shall be eligible for the benefit of reservation/ concessions, if they are suffering from not less than 40 % of the relevant disability.</p> <p>f) 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.</p> <p>g)If the PwBD certificate has been issued in a language other than English/Hindi, the candidates will be required to submit a notarized translated copy of the same either in English or Hindi.</p>		
1.7 Physical Fitness	<p>a) Pre – Employment Medical Examination Guidelines (PEME Guidelines) – Final selection and joining of candidates is subject to meeting the physical fitness criteria as described in the PEME guidelines.</p> <p>Therefore, Candidates are advised to go through the ‘Guidelines and Criteria for Physical Fitness for Pre-Employment Medical Examination’ placed on CPCL website and should satisfy that they meet the physical fitness parameters as per the PEME guidelines before commencing filling the ONLINE application.</p>	

## 2.0. Application Process:

- Candidates have to fill up the Online Application form provided on this website.
- Candidates need to register through “Apply Online” link by providing Discipline.
- In the next page, essential information like Name, father’s name, Gender, religion, Category, PWD, Ex-servicemen, Domicile, Nationality and communication information like address, mobile no., e-mail ID and a preferred. It may be noted that the details provided at this stage cannot be modified later on, and hence the candidates are advised to be careful in entering the details.
- Under Educational details, candidates should enter their X, XII, UG, PG details.

- e) Under Work Experience, Candidates should enter their Organization Name and the period of working, click on the Next button to get your Registration number.
- f) While filling the form, the candidates are required to upload their recent passport sized photograph (4.5 x 3.5cm) in JPG format (of size not more than 50 kb) and a scanned copy of their signature (2 x 4.5 cm, in JPG format with size not exceeding 20kb).
- g) After uploading photo and signature, Candidates who are exempted from payment of Application fee need not make any payment and take print of their completed Application.
- h) The candidates who are required to pay the Application Fee (as per the notification) may make Online payment using net banking / debit card / credit card. On clicking on the "Make Payment" button in the payment page, the candidate is taken to the SBI Payment Gateway through which they can pay the application fee using any of the payment modes listed above. If the payment is successful, then the candidate can download their application for his reference.
- i) The candidates must make the payment of Application Fee only once for each post and no requests for refund of Application Fee will be entertained from any candidate.
- j) Please note that no modifications / alterations would be permitted in the application form after application submission. Hence the candidates are advised to verify the correctness and adequacy of the information filled by them in each stage. Only the completed applications where Registration number, Photo & Sign uploaded and payment ( if applicable ) is generated are considered as valid application.

### 3.0. Application Fee:

3.1. Application Fee	<ul style="list-style-type: none"> <li>i. General, EWS and OBC candidates are required to pay a non-refundable registration fee of Rs.500/- (Rupees Five Hundred only) as application fee (non-refundable) though Online mode 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.</li> <li>ii. Fees once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before paying the application fee.</li> <li>iii. SC / ST / PwBD / ExSM / Women candidates are exempted from payment of application fee.</li> </ul>
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### 4.0. Selection Methodology:

4.1 Selection and Short listing Process	<p><b><u>For Post Code CPCL 01 &amp; 02</u></b> The selection shall be made through <b>UGC NET December 2023 Scores</b> and <b>Personal Interview</b> of the short listed candidates for assessment of different facets of Knowledge, Skills, Attitude, Aptitude, etc.</p> <p>Shortlisting for Personal Interview shall be done category-wise in descending order of their marks obtained in UGC NET December 2023 examination for respective discipline. Merely qualifying in UGC NET December 2023 examination does not guarantee short-listing for Personal Interview.</p> <p><b><u>For Post Code CPCL 03 &amp; 04</u></b> The selection shall be made through Personal Interview. Candidates will be short-listed for Personal Interview based on their qualification, experience and overall suitability.</p>
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4.2 Document Readiness	<p>Eligibility of the shortlisted candidates shall be verified at the time of Personal Interview and only those candidates shall be allowed to appear in the selection process who would meet the eligibility criteria by furnishing relevant and valid documents in latest formats in original at the time of document verification.</p> <p>Therefore, candidates must be able to produce valid and relevant documents in latest formats in original in support of information furnished by them in their CPCL application form at the time of document verification, failing which candidates may not be allowed to participate further in the selection process and may be declared ineligible for the position. Candidates are therefore advised to exercise utmost caution while filling up the application form.</p>
4.3 Merit List	<p><b><u>For Post Code CPCL 01 &amp; 02</u></b> Final selection will be based on 85% weightage for UGC NET December 2023 Score and 15% weightage for Interview Marks.</p> <p>Candidate must secure minimum 40% marks in Interview (35% for SC/ST/PwBD).</p> <p><b><u>For Post Code CPCL 03 &amp; 04</u></b> Final Selection will be based on Personal Interview Only. Candidate must secure minimum 40% marks in Interview.</p>

### 5.0. Other Information:

5.1. Remuneration:	<table border="1" data-bbox="432 949 1461 1133"> <thead> <tr> <th data-bbox="432 949 679 994">Post Code</th> <th data-bbox="679 949 1461 994">Remuneration</th> </tr> </thead> <tbody> <tr> <td data-bbox="432 994 679 1133">CPCL 01 to 04</td> <td data-bbox="679 994 1461 1133">Candidates will be appointed in the IDA Pay Scale of Rs. 50,000-1,60,000 on a basic pay of Rs. 50,000/- (Rupees Fifty Thousand only) in Grade 'A' in Supervisory cadre, subject to medical fitness.</td> </tr> </tbody> </table> <p>Besides Basic Pay, Industrial Dearness Allowance (IDA), HRA, Cafeteria, Conveyance Maintenance, Performance Related Pay (PRP), Contributory Provident Fund, Gratuity, LFA (lumpsum) / LTC, Reimbursement of Medical expenses for Self and dependents and other benefits including Superannuation benefits would be provided according to the rules of the Corporation. The Cost to Company, including PRP, works out to about <b>Rs.19.50 lakhs per annum.</b></p>	Post Code	Remuneration	CPCL 01 to 04	Candidates will be appointed in the IDA Pay Scale of Rs. 50,000-1,60,000 on a basic pay of Rs. 50,000/- (Rupees Fifty Thousand only) in Grade 'A' in Supervisory cadre, subject to medical fitness.		
Post Code	Remuneration						
CPCL 01 to 04	Candidates will be appointed in the IDA Pay Scale of Rs. 50,000-1,60,000 on a basic pay of Rs. 50,000/- (Rupees Fifty Thousand only) in Grade 'A' in Supervisory cadre, subject to medical fitness.						
5.2. Service Bond:	<p>Candidates selected as Officer for post code CPCL 01 to 04 will have to execute a bond to serve the Corporation for a minimum period of three years from the date of joining the corporation as under:</p> <table border="1" data-bbox="553 1525 1347 1659"> <thead> <tr> <th data-bbox="553 1525 1002 1570">Category</th> <th data-bbox="1002 1525 1347 1570">Officers/ Engineers</th> </tr> </thead> <tbody> <tr> <td data-bbox="553 1570 1002 1615">General</td> <td data-bbox="1002 1570 1347 1615">Rs. Three Lakhs only</td> </tr> <tr> <td data-bbox="553 1615 1002 1659">EWS/OBC(NCL)/SC/ST/ PwBD</td> <td data-bbox="1002 1615 1347 1659">Rs. Fifty Thousand only</td> </tr> </tbody> </table>	Category	Officers/ Engineers	General	Rs. Three Lakhs only	EWS/OBC(NCL)/SC/ST/ PwBD	Rs. Fifty Thousand only
Category	Officers/ Engineers						
General	Rs. Three Lakhs only						
EWS/OBC(NCL)/SC/ST/ PwBD	Rs. Fifty Thousand only						
5.3. Last date for application	<p><b>Important Dates:</b></p> <p>a. Opening of online application : 12.06.2024  b. Closing of online application : 11.07.2024  c. Last date for deposit of ONLINE payment : 11.07.2024</p>						
5.4. Contact us	<p>(i) For any clarifications, please email at <a href="mailto:techqueries@i-register.in">techqueries@i-register.in</a>.  (ii) For Technical Assistance:- 044-47749016</p>						



## 6.0. General Rules / Instructions:

- (i) A candidate is allowed to apply for ONLY one discipline/post. While applying for any post, the applicant should ensure that he / she fulfills the eligibility criteria and other norms mentioned, as on the specified dates and that the particulars furnished are correct in all respects. No enquiry asking for advice as to eligibility will be entertained.
- (ii) Candidates are hereby informed that any Corrigendum/ Addendum etc. with regard to this advertisement will be made available on [www.cpcl.co.in](http://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](http://www.cpcl.co.in).
- (iii) Candidates need not submit /send at any address, application printouts or any certificates or copies thereof at the time of online application. Their candidature will be considered on the strength of the information declared in the application. If at any stage, it is found that any information furnished in the online application is false/ incorrect or if according to CPCL, the candidate does not satisfy the eligibility criteria, his/ her candidature/ appointment is liable to be cancelled/ terminated.
- (iv) All the educational qualifications mentioned should be from a University/ Institution/ Board recognized by Govt. of India/ approved by Govt. Regulatory Bodies. If grades are awarded instead of marks, candidates should clearly indicate its numerical equivalent (i.e. convert to percentage of marks).
- (v) Candidates are advised in their own interest to apply online much before the closing date and not to wait till the last date for depositing the fee to avoid the possibility of disconnection/ inability/failure to log on to the website on account of heavy load on internet or website jam.
- (vi) CPCL shall not entertain requests from the candidates seeking advice about their eligibility to apply.
- (vii) All the Outstation candidates called for Interview travelling from a distance of 30 kms or more will be reimbursed to and fro rail / bus fare limited to AC – II Tier Rail fare by the shortest route as per rules for travel within India only on production of tickets. The candidates have to download the travel reimbursement form from the website and submit the same at the time of interview along with the required documents mentioned in the Travelling reimbursement form.
- (viii) Documents relating to Age/Qualification/Experience/Category etc. will have to be submitted at the time of document verification by the candidates who are called for Interview. Selection and Appointment of candidates is subject to verification of Caste / Character & Antecedents from authorities concerned. Caste certificate submitted by candidate seeking reservation as SC/ST/OBC/EWS in the prescribed proforma from the competent authority should clearly indicate the candidate's caste, the Act/Order under which the caste is recognized as SC/OBC/EWS and the village/town where the candidate is originally a resident.
- (ix) Candidates seeking age relaxation are required to submit copies of necessary certificate(s) at the time of Interview.
- (x) A declaration is required to be submitted in the prescribed format by candidate seeking reservation as OBC, that he/she does not belong to the creamy layer as on date of document verification, which is made available in the website. Candidates seeking reservation under EWS category are required to submit an Income and Asset certificate issued by Competent Authority prescribed under point no.5 of department of Personnel and Training's O.M No. 36039/1/2019-Estt.(Res) dated 31.01.2019 at the time of document verification.
- (xi) 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 document verification 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.

- (xii) 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.
- (xiii) 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.
- (xiv) Canvassing in any form will be a disqualification.
- (xv) Candidates are required to possess a valid e-mail id and mobile no., which are to be entered in the application form, so that intimation regarding further selection process can be sent.
- (xvi) In case of any ambiguity / dispute arising on account of interpretation of versions of advertisement other than English advertised in Newspaper / Employment News, English version given in the web-site **www.cpcl.co.in** will prevail.
- (xvii) Candidate's admission to the Interview is strictly provisional. The mere fact that the call letter has been issued to the candidate does not imply that his candidature has been finally cleared by CPCL.
- (xviii) 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](http://www.cpcl.co.in).
- (xix) The candidature of the applicant would be provisional and subject to subsequent verification of certificates/testimonials, experiences etc. At any stage of the selection process, if it is found that the candidate has furnished false or incorrect or incomplete information, the candidature/ appointment of the candidate will be cancelled.
- (xx) Filling up of vacancies is solely at the discretion of the Management based on suitability of candidates and no claim will arise for appointment, if some of the vacancies are not filled due to unsuitability/insufficient number of candidates.
- (xxi) The decision of the management will be final and binding on all candidates on all matters relating to eligibility, acceptance or rejection of the applications, mode of selection and cancellation of the selection process, etc. No correspondence will be entertained in this regard. It is that mere fulfillment of qualification, experience and other eligibility requirements laid down, does not entail a candidate to be called for the written test / interview.

**General Manager (Personnel)**

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