



CPCL

Chennai Petroleum Corporation Limited
(A Government of India Enterprise and Group Company of IOCL)

Date: 03.11.2022

Recruitment of Executives in Various Disciplines

Candidates Provisionally Short-listed for Interview for the post of Officer (Legal)

- 1) In response to our Advt. No. 2 of 2022 – CPCL / HRD:03:056 dated 24.08.2022 for the position code “**CPCL10**”, candidates have submitted their relevant certificates / documents in support of the eligibility criteria prescribed along with the online application form. The applications as received were scrutinized and the candidates mentioned below are shortlisted for the Personal Interview for the post of **Officer (Legal)**.
- 2) The candidates bearing following Registration Number are advised to appear for Interview as mentioned below. Further e-mail intimation to the short-listed candidates will be sent shortly.

Venue: Chennai Petroleum Corporation Limited,
Delhi Guest House,
J-7, Green Park (Main),
New Delhi – 110016

Sl. No.	Reg. No.	Reporting Date & Time
1	CPCL1000020	14-11-2022 at 9.00 am
2	CPCL1000028	
3	CPCL1000089	
4	CPCL1000103	
5	CPCL1000121	
6	CPCL1000138	
7	CPCL1000156	
8	CPCL1000167	
9	CPCL1000180	
10	CPCL1000181	
11	CPCL1000195	
12	CPCL1000205	14-11-2022 at 11.00 am
13	CPCL1000210	
14	CPCL1000211	
15	CPCL1000235	
16	CPCL1000243	
17	CPCL1000249	
18	CPCL1000253	
19	CPCL1000265	
20	CPCL1000273	
21	CPCL1000275	
22	CPCL1000278	

- 3) The candidates bearing following Registration Number are advised to appear for Interview as mentioned below:

Venue: Chennai Petroleum Corporation Limited,
Refinery Engineering School of Training (RESOT),
New No.8, (Old No.64) Seethammal Main Road,
Alwarpet, Chennai - 600 018.

Sl. No.	Reg. No.	Reporting Date & Time
1	CPCL1000001	16-11-2022 at 9.00 am
2	CPCL1000002	
3	CPCL1000057	
4	CPCL1000061	
5	CPCL1000071	
6	CPCL1000080	
7	CPCL1000101	
8	CPCL1000110	
9	CPCL1000116	
10	CPCL1000140	
11	CPCL1000173	
12	CPCL1000175	
13	CPCL1000177	16-11-2022 at 11.00 am
14	CPCL1000187	
15	CPCL1000220	
16	CPCL1000225	
17	CPCL1000226	
18	CPCL1000229	
19	CPCL1000254	
20	CPCL1000262	
21	CPCL1000263	
22	CPCL1000264	
23	CPCL1000279	

Important Instructions for the Candidates:

- 1) Candidates must bring print out of the online registration form submitted at the time of application.
- 2) Candidates are advised to report at above venues on the specified date & time.
- 3) Candidates are advised to bring the original and one set of self-attested photocopies of all documents as per checklist attached as Annexure-I, failing which their candidature is liable to be cancelled.
- 4) All candidates are strictly advised to follow Covid-19 appropriate behaviors like wearing of mask/ face cover, maintaining social distancing and carrying hand sanitizers at all times during the Interview at the premises.

- 5) The candidature of all the shortlisted candidates is provisional and subject to their meeting the prescribed eligibility criteria as notified.
- 6) The candidature of any candidate is liable to be cancelled, at any stage, if it is found that the candidate does not meet the prescribed eligibility criteria. Merely getting shortlisted for the Interview does not confer any right for appointment.
- 7) Please note that as given in our advertisement, the candidates are required to have a minimum two years of relevant post qualification work experience, which will be assessed during the time of Interview. In case the candidate is found not having the relevant two years of post-qualification work experience, he / she will be treated as ineligible.
- 8) If selected, the candidate will require to execute a bond for Rs. 3,00,000/- (Rs. 50,000/- for SC/ST/OBC/EWS/PwBD candidates) at the time of joining to serve the Company for a minimum period of three (3) years (inclusive of the Probation period) from the date of joining the Company.
- 9) 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 at-least two days before commencement of the Interview. They may call us over phone in the following numbers: 044-25944282 / 044 -25944182 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.
- 10) 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.
- 11) SC / ST candidates appearing for Interview will be reimbursed single second class rail fare from nearest railway station of the mailing address to the place of Interview and back by the shortest route on production of ticket, copy of cancelled Cheque or Pass book provided the distance is not less than 30 kms. 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.
- 12) In case the candidate fails to attend the Interview on the appointed date and time, no supplementary Interview will be held thereafter.
- 13) 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.

14) 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.

15) 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.

General Manager (Personnel)

Annexure- I

<u>CHECKLIST OF DOCUMENTS (ORIGINAL & SELF-ATTESTED COPIES) TO BE BROUGHT BY CANDIDATE DURING INTERVIEW</u>	
1.	The candidate 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 is being sent to the candidate by email.
2.	Proof of Date of Birth: Certificate issued by a Board of Secondary Education for passing Class X / SSLC / Matriculation shall be the only acceptable document in support of proof of age.
3.	Photo Identity Proof : Driving License/Voter Id/PAN Card/Aadhaar Card/Passport.
4.	Xth Pass & XIth Pass Certificate and Mark Sheets.
5.	Diploma/Degree (As per prescribed qualification) : Final Certificate issued by the respective University/Institute/Board.
6.	Mark Sheets of all semesters/years of Diploma/Degree (as per prescribed qualification) issued by the respective University/Institute/Board.
7.	Document for conversion formula from CGPA/OGPA to percentage (where applicable) for calculating Finalpercentage of marks obtained for a qualification.
8.	Copy of latest SC/ST/OBC (NCL)/EWS certificate in the prescribed Central Government format (in format specifying appointment to posts in Government of India/Public Sector Undertaking). Format is also available on our website www.cpcl.co.in .
9.	Certificate of Disability issued by the Notified Medical Authority as per the format prescribed by the Govt. of India. (format available on our website).
10.	Proof of Qualification (equivalence)/ Self-Declaration of same area of work experience/ Service Certificate/ Discharge Certificate in case of Ex-Servicemen.
11.	Duly completed Proforma of Certificate for employed Officials- to be submitted by candidates belonging to Ex-Servicemen, as applicable.
12.	Duly completed Form of Undertaking to be given by Candidates Applying for Civil Posts under Ex-Servicemen Category to be submitted by candidates belonging to Ex-Servicemen, as applicable
13.	No Objection Certificate from the current employer in case employed with Govt. /Govt. Departments / PSUs/ Autonomous Bodies etc.
14.	Documents pertaining to possession of / in pursuit of higher qualification (suppression of information regarding possession of or pursuing higher qualification shall render a candidate ineligible for consideration at any stage of selection and termination at any time during employment, if recruited).
15.	Offer/Appointment Letter, Joining Letter, Experience Letter/Certificate, Pay Slip(s), Increment Letter, Relieving Letter etc. as proof of experience for the period being claimed. The documents submitted in support of Experience must clearly establish the period of experience as well as the nature of relevant prescribed experience being claimed against the post applied for.
16.	Latest Passport size colored photograph.
17.	Any other relevant documents in support of qualifications, experience, category, medical, age, service etc. as mentioned in our Advertisement.