



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

**Advt.No.3 of 2024– CPCL / HRD:03:056 dated 12.06.2024**

**10.09.2024**

**Recruitment of Officer (Medical) and Officer (Secretarial)**

Further to applications received for the post of Officer (Secretarial) & Officer (Medical), the following candidates have been shortlisted for the Document Verification followed by Group Discussion (GD) / Group Task (GT) and/or Personal Interview.

The selection process will be held at our **Refinery Engineering School of Training (RESOT)**, CPCL, No. 8, Seethammal Road (Opposite Ethiraj Kalyana Mandapam), Alwarpet, Chennai – 600018. 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.

**Name of the Post: Officer (Medical)**

**Reporting Date & Time: 24<sup>th</sup> September 2024, 08.00 AM**

Sl. No.	Reg. No.	Sl. No.	Reg. No.	Sl. No.	Reg. No.
1	24300002	12	24300014	23	24300025
2	24300003	13	24300015	24	24300026
3	24300004	14	24300016	25	24300027
4	24300005	15	24300017	26	24300028
5	24300006	16	24300018	27	24300029
6	24300008	17	24300019	28	24300030
7	24300009	18	24300020	29	24300031
8	24300010	19	24300021	30	24300032
9	24300011	20	24300022	31	24300033
10	24300012	21	24300023	32	24300034
11	24300013	22	24300024		

**Name of the Post: Officer (Secretarial)**

**Reporting Date & Time: 25<sup>th</sup> September 2024, 08.00 AM**

Sl. No.	Reg. No.	Sl. No.	Reg. No.	Sl. No.	Reg. No.	Sl. No.	Reg. No.
1	24400002	14	24400018	27	24400040	40	24400054
2	24400003	15	24400019	28	24400041	41	24400057
3	24400004	16	24400020	29	24400042	42	24400058
4	24400005	17	24400022	30	24400043	43	24400059
5	24400006	18	24400026	31	24400044	44	24400060
6	24400009	19	24400027	32	24400045	45	24400061
7	24400011	20	24400029	33	24400046	46	24400062
8	24400012	21	24400030	34	24400047	47	24400063
9	24400013	22	24400033	35	24400048	48	24400064
10	24400014	23	24400035	36	24400049	49	24400065
11	24400015	24	24400037	37	24400050	50	24400066
12	24400016	25	24400038	38	24400052		
13	24400017	26	24400039	39	24400053		

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

1. The online applications submitted by the candidates were scrutinized with reference to the advertised eligibility / desirable conditions. Short-listing was done based on the details provided in the application. In case any deviation found during document verification, the candidature will be treated as cancelled.
2. Before appearing for the selection process, the candidates are advised to ensure the eligibility criteria mentioned in the advertisement. Candidates will be allowed for GD/GT and/or Personal Interview subject to meeting all the eligibility criteria as mentioned in our press advertisement.
3. 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.
4. 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 for Secretarial discipline, MBBS for Medical discipline) Certificate along-with mark sheets, MCI Registration Certificate, Experience Certificate clearly specifying the Date of Joining and Relieving along with Designation) and 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.
5. 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.
6. Outstation candidates called for Personal Interview will be reimbursed Busfare / AC-II Tier railway fare (normal trains only i.e, other than Rajdhani, Vande Bharat, Duranto, etc.) 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.
7. 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.
8. 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.
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 atleast two days before commencement of the Interview. They may call us at [044-25944327](tel:044-25944327) 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.

10. 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.
11. 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.
12. 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.
13. For any queries, please feel free to call at 044-25944282 / 044-25944327 or email at [recruitment@cpcl.co.in](mailto:recruitment@cpcl.co.in)

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

**General Manager (Personnel)**