



CPCL

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

Date: 04.10.2024

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

Recruitment of Officer (HR) and Officer (CC)

Candidates Provisionally Short-listed for Interview

Further to applications received for the post of Officer (HR) & Officer (CC), the following candidates have been shortlisted for the Document Verification followed by Group Discussion (GD) / Group Task (GT) and/or Personal Interview. The Personal Interview will be held at the below mentioned venue:

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/ungfyUqic8spJfV76>. Further, email intimation to the shortlisted candidates will be sent shortly.

Name of the Post: Officer (HR)

Reporting Date & Time: 28th October 2024, 08.00 AM

SI No	CPCL Reg. No.	SI No	CPCL Reg. No.
1	24100014	14	24100162
2	24100178	15	24100084
3	24100113	16	24100153
4	24100182	17	24100157
5	24100117	18	24100042
6	24100010	19	24100015
7	24100143	20	24100070
8	24100076	21	24100096
9	24100097	22	24100151
10	24100019	23	24100003
11	24100026	24	24100049
12	24100029	25	24100188
13	24100062		

Name of the Post: Officer (CC)

Reporting Date & Time: 28th October 2024, 08.00 AM

SI No	CPCL Reg. No.
1	24200009
2	24200002
3	24200032
4	24200013
5	24200016
6	24200021
7	24200023
8	24200024

Important Instructions for the Candidates:

- 1) Candidates must bring print out of the online registration form submitted at the time of application. 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) 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 appropriate Covid-19 behavior like wearing of face mask/ face cover, maintaining social distance 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 GD/GT and/or Personal Interview does not confer any right for appointment.
- 7) If selected, the candidate(s) 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.
- 8) Please note that the candidates called for the GD/GT and/or 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 / 044 -25944327

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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.

- 9) Candidates employed in Government organizations / Public sector undertakings / Autonomous Bodies owned by the Government, should produce **NO OBJECTION CERTIFICATE** at the time of GD/GT and/or Personal Interview. If not possible, the candidate if selected must bring clear cut release order from his previous employer.
- 10) All the Outstation candidates called for GD/GT and/or Personal 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 (Mail / Express Trains) 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.
- 11) In case the candidate fails to attend the GD/GT and/or Personal Interview on the appointed date and time, no supplementary Interview will be held thereafter.
- 12) 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.
- 13) 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.
- 14) For any queries, please feel free to call at 044-25944182 / 044 - 25944327 or email at recruitment@cpcl.co.in.

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

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General Manager (Personnel)

<u>CHECKLIST OF DOCUMENTS (ORIGINAL & SELF-ATTESTED COPIES) TO BE BROUGHT BY CANDIDATE DURING GD/GT and/or Personal 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. In addition to the above, candidate need to bring online registration form submitted at the time of application
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.	Shortlisted Candidates should bring the valid UGC NET December 2023 Score Card while appearing for GD/GT and/or Personal Interview.
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. If not possible, the candidate if selected must bring clear cut release order from his previous employer
14.	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.
15.	Latest Passport size colored photograph.
16.	Any other relevant documents in support of qualifications, experience, category, medical, age, service etc. as mentioned in our Advertisement.