Chennai Petroleum Corporation Limited

(A Government of India Enterprises and Group Company of IndianOil)

Advt.No 02 of 2026 – CPCL/HRD:03:056 dated 04.11.2026

Recruitment of Executives in Various Disciplines

Chennai Petroleum Corporation Limited (CPCL), a Navratna Central Public Sector Enterprise and a Group Company of Indian Oil Corporation Ltd., is one of India's prominent downstream energy companies engaged in the refining and processing of hydrocarbons.

With a refining capacity of 10.5 MMTPA, CPCL operates from Chennai, Tamil Nadu, and is at the forefront of India's evolving energy and refining landscape. With a strong focus on operational excellence, innovation, technology, sustainability and talent development, CPCL offers young professionals an opportunity to build a challenging and rewarding career while contributing to the nation's energy security.

CPCL invites applications from young, talented, self-motivated and energetic Indian Nationals who aspire to be part of a high-performing organisation and contribute to its journey of growth and transformation, for appointments to the following posts. The number of vacancies indicated below is tentative and may increase or decrease in the relevant categories at the absolute discretion of the Management, subject to applicable rules, Presidential Directives on reservation and Government guidelines prevailing at the time of appointment.

Position Code	Post / Discipline	Current Vacancies					Backlogs		Total
		UR	SC	ST	OBC	EWS	ST	OBC	
CPCL 01	Engineer (Chemical)	10	3	1	4	2	1	1	22 ^
CPCL 02	Engineer (Mechanical)	3	1	1	2	-	-	-	7 @
CPCL 03	Engineer (Electrical)	1	1	1	1	1	-	-	5 #
CPCL 04	Engineer (Civil)	1	1	-	-	-	-	-	2
CPCL 05	Engineer (Instrumentation)	1	-	-	-	-	-	-	1
CPCL 06	Officer (Information Systems)	1	-	-	1	-	-	-	2 $
CPCL 07	Junior Officer (Official Language)	1	-	-	-	-	-	-	1
CPCL 08	Manager / Senior Manager (Secretarial)	1	-	-	-	-	-	-	1
	Total	**19**	**6**	**3**	**8**	**3**	**1**	**1**	**41**

^ - One Post Reserved for Orthopedically Handicapped (3rd Attempt)
@ - One Post Reserved for Multiple Disability (3rd Attempt)
 # - One Post Reserved for Multiple Disability (2nd Attempt)
$ - One Post Reserved for Hearing Disability

Notes to the table:

a) Some of the PwBD reserved vacancies notified herein are carried-forward vacancies being advertised in the second & third attempt. In the event suitable candidates belonging to the disability category earmarked for a vacancy are not available, inter-se exchange among identified benchmark disability categories shall be carried out in accordance with Government of India instructions. Accordingly, candidates belonging to other identified benchmark disability categories suitable for the post may also apply against such vacancies.

b) The vacancies which were reserved and remained unfilled during the previous recruitment cycle are treated as backlog vacancies and are advertised in this recruitment cycle. The backlog vacancies are as shown against the respective positions.

c) Positions are operated with work arrangements in one, two or three shifts. Incumbents may be required to perform duties in any of the work arrangements depending upon work exigencies.

1. Reservation for candidates belonging to SC/ST/OBC (Non-Creamy Layer) & EWS Category:

a) Candidates seeking reservation as SC/ST/OBC(NCL), shall have to produce a certificate in the prescribed proforma ONLY, meant for appointment to posts under the Government of India from the designated authority indicating clearly the candidate's caste, the Act/Order under which the caste is recognized as SC/ST/OBC and the Village/Town where the candidate is ordinarily a resident. They must also ensure that the name of their caste/community and its spelling in their caste/community certificate should be exactly as mentioned in the lists notified by the central government from time to time (for OBC category list of castes recognized by the Govt. of India as OBC castes in the central list is available on the site https://www.ncbc.nic.in and for SC/ST category the list of castes for each state is available on the site https://www.socialjustice.nic.in). A certificate containing any variation in the caste name will not be accepted. Further the OBC certificate should also clearly indicate that the candidate does not belong to creamy layer as defined by the Government of India for applying to posts and services under the Central Government.

b) Candidates belonging to OBC category but falling in creamy layer are not entitled to OBC (NCL) reservation benefits. Accordingly, such candidates may choose to apply against the UR positions provided they meet the age criteria applicable to General category candidates and indicate their category as "UR". Chennai Petroleum Corporation Ltd., being a Central Public Sector Undertaking, only those communities that are mentioned in the common list of OBC approved by Central Government shall be treated as OBC for the purpose of reservation. The OBC(NCL) certificate should be issued on or after 01.04.2026 by the Competent Authority.

c) Candidates belonging to 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. The format of the Income and Asset Certificate can be downloaded from the 'Standard Forms' section under 'Careers Page' on the CPCL website, www.cpcl.co.in. The EWS certificate should have been issued on or after 01.04.2026 by the Competent Authority.

d) SC/ST/OBC(NCL)/EWS candidates can be considered under General standard of merit against the un-reserved posts provided no relaxation in age, qualification etc. is availed of/extended to them.

e) No change in the community status already indicated in the on-line application by a candidate for this examination will be allowed.

f) If the SC/ST/OBC(NCL)/EWS 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.

2. 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. 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. 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.

c) In addition to the posts reserved for specific functional disabilities under the disability category identified for certain posts, PwBD candidates with the other functional disabilities & meeting the physical requirements under each disability category are also eligible to apply to the posts as identified above even if no vacancies are specifically reserved for them. Such candidates will be considered for selection with applicable age relaxation/concession.

Post / Discipline	Suitable Category of Benchmark Disability		Functional Requirement
Engineer (Chemical)	a) HH c) SLD, MI	b) OA, OL, Dw, AAV d) MD involving (a) to (c) above	S, ST, BN, RW, SE, C
Engineer (Mechanical)	a) D, HH c) SLD	b) OA, OL, DW, AAV d) MD involving (a) to (c) above	S, ST, W, BN, SE, C
Engineer (Electrical)	a) D, HH c) ASD (M), SLD, MI)	b) OL, Dw, AAV d) MD involving (a) to (c) above	S, ST, W, BN, L, KC, PP, MF, RW, SE, C
Engineer (Civil)	a) D, HH c) SLD	b) OA, OL, DW, AAV d) MD involving (a) to (c) above	S, ST, W, BN, SE, C
Engineer (Instrumentation)	a) D, HH c) ASD (M), SLD, MI	b) OL, CP, LC, Dw, AAV d) MD involving (a) to (c) above	S, ST, W, BN, L, PP, MF, RW , SE, H
Officer (Information Systems)	a) B, LV c) OL, CP, LC, Dw, AAV	b) D, HH d) SLD,MI	S, ST, W, BN, RW, SE, H, C

Junior Officer (Official Language)	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, BLA, BLOA, CP, LC, Dw, AAV, MDy d) SLD,MI e) MD involving (a) to (d) above	S, ST, W, BN, RW, SE, H, C,MF
Manager / Senior Manager (Secretarial)	a) - b) OA, OL, BL, LC, Dw, AAV, MDy c) - d) MD involving category (b) above	S, ST, W, BN, MF, RW, SE, H, C

Functional Requirement Abbreviations used:
S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL= Crawling, CL=Climbing, PP= Pulling & Pushing, MF=Manipulation by Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication

Category Abbreviations used:
B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & One Arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dw =Dwarfism, AAV=Acid Attack Victims, MDy=Muscular Dystrophy, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities.

d) 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.
e) 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.

f) 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.

3. Upper Age Limit and Age Relaxation (as on 01.10.2026):

The upper age limit for Post Codes 01 to 07 is 28 years. For Post Code 08 (Secretarial Discipline), the upper age limit is 42 years for the post of Manager (Grade C) and 45 years for the post of Senior Manager (Grade D).

Relaxation in The Upper Age Limit: Upper age limit will be relaxed as under**:**

Sr. No	Category	Relaxation in Age
(i)	Scheduled Caste (SC) / Scheduled Tribes (ST)	By 5 years, if considered against reserved positions.
(ii)	Other Backward Classes (Non – Creamy Layer (OBC- NCL)	By 3 years, if considered against reserved positions.
(iii)	Persons with Benchmark Disabilities (PwBD)	By 10 years (GEN) (13 years for OBC & 15 years for SC/ST, if considered against reserved positions)
(iv)	Ex-Servicemen	By 5 years for those who have rendered atleast 5 years military service and have been released on completion of assignment

Candidates in support of proof of age are required to submit copies of necessary certificate(s) at the time of document verification. Certificate issued by a Board of Secondary Education for passing Matriculation/Higher Secondary shall be the only acceptable document.

Note: Cumulative Age Relaxation will not be available either under the above items or in combination with any other items.

4. Educational Qualification and Experience (as on 01.10.2026):

Position Code / Discipline	Qualification	Experience
CPCL 01 / Engineer (Chemical)	First class Degree in Engineering / Technology in Chemical / Petroleum / Petrochemicals with not less than 60% mark in aggregate of all semesters / years. SC/ST/PwBD candidates need to score a minimum 55% against reserved positions.	Minimum two years of relevant post qualification work experience in Process Units preferably in a Crude Oil Refining / Chemical / Petro-Chemicals / Fertilizer industries, etc. Exposure to commissioning, start-up, day-to-day operations, shutdown & trouble shooting and knowledge of DCS, PFDs, P&IDs, Logic Descriptions, Instrument Data Sheets, Cause and Effect Diagram, HAZOP and Safety norms pertaining to Process Units in a Refining / Chemical / Petro-Chemicals / Fertilizer Hydro-carbon processing Industry will be an added advantage.
CPCL02 / Engineer (Mechanical)	First class Degree in Engineering / Technology in Mechanical with not less than 60% mark in aggregate of all semesters / years. SC/ST/PwBD candidates need to score a minimum 55% against reserved positions.	Minimum two years of post-qualification work experience in any process industry preferably in Petroleum / Petro-chemical / Chemical / Fertilizers / Power Industry having worked with Mechanical equipment of Static & Rotary type like Pumps / Compressors / Heaters / Columns / Exchangers etc., Knowledge on condition monitoring of equipment / inspection techniques / routine and shutdown planning and computer literacy with familiarity to software based maintenance systems will be an added advantage.
CPCL03 / Engineer (Electrical)	First class Degree in Engineering / Technology in Electrical / Electrical & Electronics with not less than 60% mark in aggregate of all semesters / years. SC/ST/PwBD candidates need to score a minimum 55% against reserved positions.	Minimum two years of post-qualification work experience in any process industry preferably in Petroleum / Petro-chemical / Chemical / Fertilizers / Power Industry in maintenance of Electrical Equipment like LT/HT motors, LT/HT transformers, LT/HT breakers, PCCs, MCCs, Battery charge system etc. Conversant with control circuit

		drawings of Electrical control panels / relay panels / Switchgears panels, conventional Electro-magnetic relays, numeric relays and computer literacy with familiarity with software-based maintenance systems will be an added advantage.
CPCL04 / Engineer (Civil)	First class Degree in Engineering / Technology in Civil with not less than 60% mark in aggregate of all semesters / years. SC candidates need to score a minimum 55% against reserved positions.	Minimum two years of relevant post qualification work experience in any Process Units preferably in a crude oil Refining / Chemical / Petro-Chemicals / Fertilizer / Hydro-carbon processing Industry. Exposure in structural design, civil erection work, planning & monitoring of projects with hands-on experience in rate analysis, tendering & contract management process, etc. will be an added advantage.
CPCL05 / Engineer (Instrumentation)	First class Degree in Engineering / Technology in Instrumentation (including Electronics & Instrumentation) with not less than 60% mark in aggregate of all semesters / years.	Minimum two years of post-qualification work experience in any process industry preferably in Petroleum / Petro-chemical / Chemical / Fertilizers / Power Industry in maintenance of various Instrumentation including Analysers and Control system (DCS/PLC).
CPCL06/ Officer (Information Systems)	First class Degree in Engineering in Computer Science / Information Technology / Electronics & Communication with not less than 60% Marks in aggregate of all semesters / years. PwBD candidates need to score a minimum 55% against reserved positions.	Minimum two years of relevant post qualification experience. Candidates having experience in designing, implementing, and troubleshooting network administration. Experience in designing, implementing, and troubleshooting IT security. Knowledge of latest switches, routers and firewalls. Familiarity with the latest software and hardware knowledge in network and security technologies. Knowledge of multiple operating systems and server administration. Excellent analytical and problem-solving skills. Ability to detect and prevent Cyber security issues will be given preference. Experience in large industrial organizations will be an added advantage.

CPCL07 / Junior Officer (Official Language)	**Essential Qualification:** M.A. in Hindi with English as a subject at Graduation Level or M.A. in English with Hindi as a subject at Graduation Level, with minimum 60% marks or equivalent CGPA from an Indian University recognized by UGC. **Desirable Qualification:** Diploma in Translation from a recognized University with Hindi as a subject, or completion of a three-month Translation Training Course conducted by the Central Translation Bureau.	Candidate must have post-qualification work experience of two years' experience of terminological work in Hindi and / or translation work from English to Hindi or vice-versa, preferably at technical or scientific literature in Central / State Government offices including Government of India undertaking
CPCL08 / Manager / Sr. Manager (Secretarial)	**Essential Qualification:** Candidates should have acquired Associate Membership of Institute of Company Secretaries of India (ACS). Candidates must have secured minimum 50% marks (or equivalent CGPA and above) in the final examination of ICSI. **Desirable Qualification**: Candidates having Degree in Law / LLB or equivalent will be given preference.	Candidate must have post-qualification work experience of twelve years for Manager (Grade C) / fifteen years for Senior Manager (Grade D) in a Company Secretarial set-up of Private / Public Sector or a reputed Listed Company. Candidate should have an in-depth understanding and knowledge of new Companies Act, Rules and Regulations, Listing Requirements, Insider Trading, etc. Candidate should possess knowledge of formalities for Public issue / Right issue / Bonus issue, Preferential allotment / private placement etc. of Listed Company. Maintenance of Statutory Registers, IEPF, Dividend etc. Candidates should have hands-on experience in coordinating and anchoring meetings of the Shareholders, Board and Committees in accordance with the Companies Act. Drafting and finalization of Minutes of Board / General Meeting, Hand on exposure in Stock Exchange / SEBI / MCA related filing and compliance, advising management on various secretarial matters, Ensuring the company adheres to all relevant laws, regulations, and statutory requirements.

a) Minimum essential educational qualification(s) required shall be as indicated in the Table at Sl. No. 4 against each post.

b) Candidates who have qualifying degrees from a discipline other than those above are not eligible to apply. The Corporation reserves the right to take a final decision in considering an Engineering discipline eligible in case different from those mentioned above.

c) All minimum essential qualification(s) must be from UGC recognized Indian University/ UGC recognized Indian Deemed University or AICTE approved courses from Autonomous Indian Institutions/concerned statutory council (wherever applicable).

d) Engineering Degree can be B.E./ B. Tech./ B. Sc. Engg. Candidates who have 05 years B.E./ B. Tech. + M.E./ M. Tech. integrated dual degree in engineering in relevant discipline shall also be considered.

e) Subjects in the required specialization should have been part of the examination cleared and mentioned in the final mark-sheet / degree certificate or the specialization should be certified by the concerned University / Institute, where the candidate pursued his/her studies. In absence of the above, CPCL shall be at liberty to decide the specialization based on the courses opted by the candidates during their post-graduation study of the qualifying course.

f) Minimum percentage of marks in the essential qualification(s) as indicated above shall be considered as per rules/ norms of the Institute/ University concerned. Wherever CGPA/ OGPA or letter grade in a degree is awarded, equivalent percentage of marks should be indicated in the application as per norms adopted by University/ Institute. Where percentage of marks is not given by the institution or where no conversion formula is given by the institution to convert letter Grade i.e. CGPA/ DGPA etc. into percentage, the candidate shall have to submit a certificate from his/ her institution certifying to this effect. In such cases, the candidate shall convert the CGPA/ DGPA etc. into percentage by the following formula: CGPA etc. Obtained/ Total CGPA etc. * 100.

g) Calculation of Percentage: The percentage 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%.

5. Selection Methodology:

Post Codes 01 to 07:

a) The selection shall be through a Computer Based Test (CBT) **(**tentatively to be conducted at Chennai only), followed by Group Discussion / Group Task and Personal Interview of the shortlisted candidates for assessment of various attributes such as Knowledge, Skills, Aptitude, Attitude and other job-related competencies. The Computer Based Test (CBT) shall comprise 120 objective-type multiple choice questions carrying a total of 120 marks, consisting of 50 questions on General Aptitude (Verbal Ability, General Knowledge, Reasoning / Logical Deduction and Numerical Ability) and 70 questions on concerned Discipline Knowledge**.** The duration of the Computer Based Test (CBT) shall be 2 hours**.** A penalty of 0.25 mark shall be deducted for each incorrect answer.

b) The For Post Codes CPCL01 to CPCL06, the final selection shall be based on 85% weightage to Computer Based Test (CBT) marks, 5% weightage to Group Discussion/Group Task, and 10% weightage to Personal Interview marks.

For Post Code CPCL07, the final selection shall be based on 85% weightage to Computer Based Test (CBT) marks, 5% weightage to Skill Test, and 10% weightage to Personal Interview marks.

Candidates must secure a minimum of 40% marks each in the Computer Based Test (CBT) and Personal Interview to qualify. For SC/ST/PwBD candidates against reserved vacancies**,** the minimum qualifying marks shall be 35% in each stage.

Post Code 08:

a) The vacancy at Position Code CPCL08 may be filled either in Grade C as Manager or in Grade D as Senior Manager, subject to meeting the prescribed eligibility criteria, relevant experience, overall suitability and performance in the selection process, by the candidate(s) in the respective grade(s). CPCL reserves the right to appoint the selected candidate either as Manager in Grade C or Senior Manager in Grade D, as considered appropriate. Mere fulfilment of the eligibility criteria for a particular grade or participation in the selection process shall not confer any right to appointment in that grade.

b) The selection shall be made through Group Discussion / Group Task and Personal Interview, with a weightage of 20% for Group Discussion / Group Task and 80% for Personal Interview. Candidates will be short-listed for Group Discussion / Group Task and Personal Interview, based on their qualification, experience and overall suitability.

c) Candidates must secure a minimum of 40% marks in the Personal Interview.

6. Pay and Emoluments:

Post Codes 01 to 06: Selected candidates will be appointed in the IDA Pay Scale of ₹50,000-1,60,000 on an Initial Basic Pay of ₹50,000/- (Rupees Fifty Thousand only) in Grade 'A' in the Supervisory Cadre, subject to medical fitness. No pay protection shall be admissible.

Post Code 07: Selected candidates will be appointed in the IDA Pay Scale of ₹30,000-1,20,000 on an Initial Basic Pay of ₹30,000/- (Rupees Thirty Thousand only) in Grade 'E0' in the Supervisory Cadre, subject to medical fitness. No pay protection shall be admissible.

Post Code 08: Selected candidates will be appointed, subject to medical fitness, either in the IDA Pay Scale of ₹80,000-2,20,000 on an Initial Basic Pay of ₹80,000/- in Grade 'C' or in the IDA Pay Scale of ₹90,000-2,40,000 on an Initial Basic Pay of ₹90,000/- in Grade 'D'. The grade of appointment and pay shall be decided based on the candidate's qualifications, age, relevant experience, suitability, performance in the selection process and recommendation of the Selection Committee.

In addition to the Basic Pay, employees will be entitled to Industrial Dearness Allowance (IDA), House Rent Allowance (HRA), Cafeteria Allowance, Conveyance Maintenance, Performance Related Pay (PRP), Contributory Provident Fund, Gratuity, Leave Fare Assistance (LFA)/Leave Travel Concession (LTC), reimbursement of medical expenses for self and eligible dependents, Superannuation Benefits, and such other benefits as applicable under the rules of the Corporation.

The Cost to Company (CTC), including Performance Related Pay (PRP), is approximately ₹20 lakh per annum for Post Codes CPCL01 to CPCL06 and ₹11.1 lakh per annum for Post Code CPCL07. For Post Code CPCL08, the approximate CTC is ₹30 lakh per annum for Manager (Grade C) and ₹35 lakh per annum for Senior Manager (Grade D). The actual remuneration may vary depending on the place of posting, the financial performance of the Corporation, and the individual's annual performance appraisal.

7. Application Fees:

(i) General, EWS and OBC (NCL) candidates are required to pay a non-refundable registration fee of Rs.500/- (Rupees Five Hundred only) as application fee though Online mode (SBI e-pay) using either Debit/Credit Card/UPI or through Net-Banking only. The Bank Charges as applicable must 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.

(ii) Fees once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before paying the application fee.

(iii) SC /ST / PwBD / ExSM / Women candidates are exempted from payment of application fee.

8. How to Apply:

The candidates who are applying for this recruitment can use their current & active E-Mail ID & Mobile Number. Those who do not have an e-mail ID and Mobile No. should create an e-mail ID and to have a Mobile Number.

Important Note 1: Candidates should fill all the mandatory fields which are marked with red star mark (*).

General Instructions:

i. One candidate has to apply to only one post with single email ID and mobile. no.
ii. If Candidate apply for multiple post, then the Registration Fees will not be refunded

New User:

i. An instruction page will appear. After reading the instructions thoroughly, the candidate needs to give ”DECLARATION” by selecting the checkbox shown in the screen. Then click the ”CONTINUE” button to proceed further.
ii. Candidate needs to select the Post In ”Post Applying for” drop down and provide basic personal information during new user signup process. Candidate also needs to validate his/her E-Mail ID and Mobile No. via OTP process. Candidate must ensure his/her E-Mail ID and Mobile No. is correct and active before validating and submitting
iii. After providing the mandatory field details, candidate needs to click the **”SUBMIT”** button in the ’new user sign up’ form.
iv. On successful submission, User ID & Password will be created and displayed to the user on screen, the User ID along with password will be sent to the candidate's E-Mail ID and Mobile No. The candidate should enter his/her User ID and password in the login page and click the login button to complete the login process.

v. After that, an instruction page will reappear for candidate reference. After reading the instructions thoroughly, the candidate needs to click the **"CONTINUE"** button to proceed further.
vi. Now, the Application form for the Post selected will appear on the screen.

Application Form Consists of the following Sections:

(i) Personal Details
(ii) Academic Details
(iii) Work Experience
(iv) Upload Photo
(v) Upload Signature
(vi) Upload Documents
(vii) Preview
(viii) Declaration
(ix) Payment section
(x) Downloading of Application Form and Payment Receipt

Personal Details:

i. In the personal details page, all the fields with data entered in Sign UP Form will appear has disabled field.
ii. Candidate should enter his/her Parent's Name, Marital Status, Photo ID Proof Number. The candidate should fill his/her Permanent Address and Communication Address in the respective fields.
iii. Once all the mandatory fields of the 'Personal Details page' are entered, click the **"Save & Continue"** button to proceed further and to fill the **"ACADEMIC DETAILS"**.

Academic Details:

i. Here the candidate should fill his/her educational qualification details in the table provided and Qualification Category under which candidate is applying.
ii. Then click **"SAVE & CONTINUE"** button and then **" WORK EXPERIENCE"** tab will appear on the screen.

Work Experience:

i. Here the candidate should fill his/her Work Experience details in the table provided and period of experience under which candidate is applying.
ii. For Post Code CPCL 01, CPCL 02, CPCL 03, CPCL 04, CPCL 05, CPCL 06, CPCL 07, CPCL 08, Work Experience is Mandatory.
iii. Then click **"SAVE & CONTINUE"** button and then **"UPLOAD PHOTO"** tab will appear on the screen.

Upload Photo:

i. Here, his/her User ID, Name, Gender and DOB will appear automatically on the screen.
ii. The candidate should upload his / her scanned image of recently taken passport size photograph (allowed size 20 kb to 60 kb; allowed format JPG, JPEG or PNG).
iii. Then the candidate should click the **"CHOOSE FILE"** button and upload the photograph.
iv. After uploading the photo, the candidate should click the **"CONTINUE"** button. Then the **"UPLOAD SIGNATURE"** section will appear.

Upload Signature:

i. Here, his/her User ID, Name, Gender and DOB will appear automatically on the screen.
ii. The candidate should upload his / her scanned signature image (allowed size 10 kb to 30 kb; allowed format JPG, JPEG or PNG).
iii. Then the candidate should click the **"CHOOSE FILE"** button and upload the signature.
iv. After uploading the signature, the candidate should click the **"CONTINUE"** button. After completing all the process, **"Upload Document"** section will appear.

Uploading Documents:

i. The candidate should upload his / her scanned documents / certificates in PDF.
ii. Then the candidate should click the "CHOOSE FILE" button and upload the documents / certificates. (allowed size 60 KB to not more than 10 MB; allowed format PDF)
iii. After uploading the certificates, the candidate should click the **"CONTINUE"** button. After completing all the process, **"Preview"** section will appear.

Preview:

i. In this section, all the details filled in the application form will be displayed in a single page with **"Edit"** options for the respective sections. If the candidate wants to edit his/her application, he / she can click the **"Edit"** link against the particular section and 'modify or update' the details.
ii. Now the Application Form will be displayed in a single page with **"PROCEED TO PAYMENT"** button at the end.
iii. On clicking the **"PROCEED TO PAYMENT "** button, the **"Declaration"** pop up box will open. After enabling the checkbox, Click **"SUBMIT"** button to complete the application process.
iv. Once the **"SUBMIT" button was clicked**, the candidate will not be able to **change** any of the details in the submitted application.
v. Finally, the page moves to the payment section.

Payment Section (Via Payment Gateway):

i. A page mentioning the post applied and the amount of Fee will appear on the screen. On clicking the "Make Payment" button, system will be redirected to the Payment Gateway page. In the redirected page, Candidate has to select the payment mode to initiate the payment.
ii. Please Note all the SC/ST Community & Women Candidates/Differently Abled/Ex-Servicemen (Irrespective of Community is exempted from payment of application fee
iii. In the Payment Gateway page, the following payment mode options are available
a) Net banking b) Credit Card c) Debit Card
The candidate is allowed to Pay the Fee through Online (Net banking / Debit Card / Credit Card)
iv. If the transaction gets failed after initiating the payment process for unknown reasons, the candidate can initiate payment transaction again.
v. After successfully paid the payment through internet, candidate can check the details of the payment in the home / dashboard page. Then they can download the application form and payment receipt.
vi. **Refund and Cancellation policy**
Any request for cancellations or refund for fees paid on the website shall not be entertained

under any circumstances. However, if the amount is debited more than once due to technical issues, excess amount will be refunded within the TAT as specified by banks. If Candidate apply for multiple post, then the Registration Fees will not be refunded.

Downloading of Application Form:

i. The candidate needs to click the **"APPLICATION FORM"** link in the candidate's dashboard to download the filled-in application form.

Declaration:

i. I have fully read and understood the notification / advertisement and instructions for online application of Direct Recruitment for the Post before filling the application form and I hereby accept all the rules and norms prescribed for the same.

ii. After thoroughly reading and understanding the above instructions, candidate has to click on the Check box and click on Continue button to move to detailed Application Form.

9. Service Bond (Only for Post Codes 01 to 07):

Candidates selected as Junior Officer / Officer / Engineer 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:

Category	**CPCL 01 to 07**
General	Rs. Three Lakhs only
EWS/OBC(NCL)/SC/ST/ PwBD	Rs. Fifty Thousand only

10. 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 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.

(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 recognised 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 to apply online and complete the fee payment well before the closing date to avoid any last-minute difficulties arising from heavy internet traffic or website congestion.

(vi) CPCL shall not entertain requests from the candidates seeking advice about their eligibility to apply.

(vii) Candidates will have to visit the same website for downloading **Admit cards**. Intimation for downloading admit card will also be sent through email/SMS. Once the candidate clicks the relevant link, he/she can access the window for admit card download. The candidate is required to use (i) Application Number/Roll Number, (ii) Password / Date of Birth for downloading the call letter. Candidate needs to affix recent recognizable photograph on the admit card preferably the same as provided during registration and appear at the examination centre with (i) Admit Card (ii) Photo Identity Proof as specified in the Admit Card and photocopy of the same Photo Identity Proof as brought in original. **Admit cards will not be sent by post.**

(viii) The candidates will have to appear for the test and for the document verification at their own cost.

(ix) SC / ST candidates called for Computer Based Test (CBT) / Interview will be reimbursed single Second Class Railway / Bus fare from the nearest railway station of the mailing address to the place of test / interview and back by the shortest route on production of ticket, provided the distance is not less than 30 kms. Reimbursement will be made subject to submission of Travel claim form along with original rail ticket / receipt or photocopy thereof or original bus tickets(s) and copy of Community Certificate. Reimbursement of travel claim will not be allowed, if Community Certificate is not produced and if the SC / ST candidate is found ineligible as per Press Advertisement criterion.

(x) CANDIDATES REPORTING LATE i.e. after the reporting time specified on the Admit Card for Examination will not be permitted to take the examination. The reporting time mentioned on the admit card is prior to the Start Time of the test. Though the duration of the examination is 2 hours, candidates may be required to be at the venue for about 1 hour including the time required for completion of various formalities such as verification and collection of various requisite documents, giving of instructions, etc.

(xi) 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(NCL)/EWS in the prescribed proforma from the competent authority should clearly indicate the candidate's caste, the Act/Order under which the caste is recognised as SC/OBC(NCL)/EWS and the village/town where the candidate is originally a resident.

(xii) Candidates seeking age relaxation are required to submit copies of necessary certificate(s) at the time of Interview.

(xiii) A declaration is required to be submitted in the prescribed format by candidate seeking reservation as OBC(NCL), 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.

(xiv) **NO OBJECTION CERTIFICATE:** Candidates employed in Government organizations / Public sector undertakings / Autonomous Bodies owned by the Government, should forward their applications through proper channel. Alternatively, they should produce the NO OBJECTION CERTIFICATE at the time of document verification if their applications were not routed through proper channel.

(xv) Before applying the candidates should ensure that they fulfil all the eligibility criteria. Admission to Computer Based Online Test / Group Discussion / Group Task and Personal Interview will be purely provisional. If shortlisted, Candidature will be subject to verification of details/documents and if at any stage, it is found that candidate has submitted false information /fabricated document/ suppressed any fact or does not fulfill minimum eligibility criteria and experience, his / her candidature will be cancelled without any further reference.

(xvi) 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.

(xvii) 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.

(xviii) Canvassing in any form will be a disqualification.

(xix) Candidates are required to have a valid e-mail ID and mobile number, which should remain active during the recruitment process. All communications/intimations relating to the Computer Based Test (CBT), Group Discussion, Personal Interview, Skill Test, as applicable, and downloading of Admit Card/Call Letter shall be sent to the registered e-mail ID and/or mobile number.

(xx) 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.

(xxi) The possibility for occurrences of some problem in administration of the examination cannot be ruled out completely which may impact test delivery and /or result from being generated. In that event, every effort will be made to rectify the problem, which may include shifting the candidates to the other centers or to conduct another examination if considered necessary. Decision of CPCL in this regard shall be final. Candidates not willing to accept such change shall lose his/her candidature for this exam.

(xxii) Candidate's admission to the test / document verification 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.

(xxiii) Candidates are advised in their own interest not to bring any of the banned items including mobile phones/ pagers / smart watches / any other communication devices to the venue of the examination, as arrangement for safekeeping cannot be assured.

(xxiv) Candidates are not permitted to use or have in possession of calculators in examination premises.

(xxv) 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.**

(xxvi) Candidate will appear for the examination at an Examination Centre at his/ her own risks and expenses and the corporation will not be responsible for any injury or losses etc. of any nature.

(xxvii) 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 will be cancelled.

(xxviii) Filling up of vacancies is solely at the discretion of the Management based on suitability of candidates and no claim will arise for appointments, if some of the vacancies are not filled due to unsuitability/insufficient number of candidates.

(xxix) 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 Computer Based Test (CBT), Group Discussion, Personal Interview / Skill Test (wherever applicable).

(xxx) For any clarifications, please email at cpcle2026@onlineregistrationform.org.

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General Manager (HRD)

Important Dates:	
a. Opening of online application	**04.11.2026**
b. Closing of online application	**03.12.2026**
c. Last date for deposit of ONLINE payment	**03.12.2026**
d. Tentative date for downloading Admit Card	**10 days before CBT**
e. Tentative date of Computer Based Test (CBT)	**Dec'26 / Jan' 27**