



Chennai Petroleum Corporation Limited
(A group Company of IndianOil)

Advt.No.3 of 2017 – CPCL/HRD:03:056

Chennai Petroleum Corporation Limited (CPCL), is a leading profit making Public Sector Organization, a Group Company of Indian Oil Corporation Ltd., in the field of Hydro-carbon processing with a refining capacity of 11.5 MMTPA, having Refineries located in Chennai and Nagapattinam, in Tamil Nadu. The Company had achieved a turnover of `40,586 Crore and profit of `1030 Crore for the year 2016-17.

CPCL invites applications from young, self-motivated and energetic persons of Indian Nationality for the following positions. The number of vacancies indicated are tentative which may increase or decrease in the relevant categories at the absolute discretion of the Management.

Position Code	Position	Vacancies	Reservation				PwD Reservation
			UR	OBC	SC	ST	
01	Engineer (Chemical)	15	8	4	2	1	
02	Engineer (Mechanical)	6	3	1	1	-	1 – HH
03	Engineer (Electrical)	3	2	1	-	-	
04	Engineer (Civil)	1	1	-	-	-	
05	Engineer (Metallurgy)	2	1	1	-	-	
06	IT&S Officer	1	1	-	-	-	
07	Human Resources Officer	3	1	1	-	-	1\$ - VH (B, LV)
08	Safety Officer	1	1	-	-	-	
09	Marketing Officer	1	-	-	-	1	
Total		33	18	8	3	2	

ABBREVIATIONS USED: PwD=Persons with Disabilities, OH=Orthopedically Handicapped, OA=One Arm, OL=One Leg, OAL=One Arm and One Leg, BL=Both Leg, HH=Hearing Handicapped, VH=Visually Handicapped, B=Blind, LV=Low Vision.

Notes to the table:

- 1) \$ 1 post of Human Resource Officer (reserved for VH) is the unfilled post of previous year, having advertised in 2016. This is the 2nd attempt to fill up the PwD post reserved for VH. Therefore, if suitable PwD candidates belonging to VH category are not available for selection, the post shall be filled in by PwD candidates belonging to other identified disabilities. Hence, candidates belonging to other identified disabilities, can apply for the above mentioned reserved post of Human Resources Officer.
- 2) The position code mentioned in 9 of the Table is a backlog vacancy reserved for ST category and hence only such candidates can apply.
- 3) The following posts are identified suitable for the categories of disabled specified: Position Code 1: OH (OA/OL) / Position Code 2 & 3 : HH, OH (OL) / Position Code 4 : HH, OH (OA/OL) / Position Code 6, 7 & 9 : HH, OH (OA, OL, OAL, BL), VH (B, LV).
- 4) Persons with Disabilities belonging to the category / categories for which the post is identified (as indicated in point no.3 above) can also apply even if no vacancies are specifically reserved for them. Such candidates will be considered for selection for appointment to the post by general standard of merit.
- 5) PwD candidates of relevant category 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.
- 6) Even if there is no vacancy reserved for SC/ST/OBC category candidates, such candidates can still apply. However, they will not be eligible for any concession/ relaxation etc. SC/ST candidates are exempt from payment of application fee even in such case.

1. Qualification & Experience:

Position Code	Position	Qualification	Experience
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 candidates need to score a minimum 55%.	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.
02	Engineer (Mechanical)	First class Degree in Engineering / Technology in Mechanical with not less than 60% mark in aggregate of all Semesters / Years. SC candidates need to score a minimum 55%.	Minimum two years of post-qualification work experience in any process industry preferably in Petroleum / Petrochemical / 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.
03	Engineer (Electrical)	First class Degree in Engineering / Technology in Electrical / Electrical & Electronics 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 / Petrochemical / 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 to software based maintenance systems will be an added advantage.
04	Engineer (Civil)	First class Degree in Engineering / Technology in Civil with not less than 60% mark in aggregate of all Semesters / Years.	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.
05	Engineer (Metallurgy)	First class Degree in Engineering / Technology in Metallurgy with not less than 60% mark in aggregate of all Semesters / Years.	Minimum two years of relevant post qualification work experience in any Process Units. Preference will be given to candidates having experience in a crude oil Refining / Chemical / Petro-Chemicals / Fertilizer / Hydro-carbon processing Industry.
06	IT&S Officer	First Class Degree in Engineering in Computer Science / Information Technology / Electronics & Communication with not less than 60 % Marks in aggregate of all Semesters / Years.	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.
07	Human	Graduate in any discipline with two years	Minimum two years of relevant post qualification

	Resources Officer	full-time regular course leading to Post Graduate Diploma / Masters Degree in Human Resource Management / Personnel Management / Industrial Relations / Labour Welfare / Master of Social Work / Masters Degree in Business Administration (MBA) or equivalent with specialization in Personnel Management & Labour Welfare / Human Resources with not less than 60% mark in aggregate of all Semesters / Years.	experience. Candidates having experience in HR policy formulation / Labour Laws & IR / Manpower Planning & Recruitment / Training & Development / Employee Relations / establishment matters / Employees Performance Appraisal System / Corporate Social Responsibility etc. will be given preference. Experience in large industrial organizations, will be an added advantage.
08	Safety Officer	First class degree in any branch of Engineering or Technology with not less than 60% mark in aggregate of all Semesters / Years. Should possess a degree or diploma in Industrial safety recognized by Govt. of India/ approved by Govt. Regulatory Bodies. Should possess adequate knowledge of Tamil language.	Minimum two years of relevant post qualification experience. Candidates having experience in a factory in the level of Supervisory capacity as Safety Officer will be given preference. Experience in large industrial organizations, will be an added advantage.
09	Marketing Officer	Engineering Graduate in either Chemical or Mechanical discipline with minimum 55% marks in aggregate of all Semesters / Years with a) Two years full-time regular course leading to Post Graduate Diploma in Marketing Management, with not less than 55% mark in aggregate of all Semesters / Years or, b) Two years full-time regular course leading to Masters Degree in Business Administration (MBA) with specialization in Marketing Management with not less than 55% mark in aggregate of all Semesters / Years, or c) Any equivalent full-time regular course with specialization in Marketing Management with not less than 55% mark in aggregate of all Semesters / Years.	Minimum two years of relevant post qualification experience in sales & marketing. Preference will be given to candidates with marketing exposure in petroleum / petrochemical / fertilizers / coal industry of large volume products including customer identification, product launching, market segmentation, product positioning, market scanning, formulation of marketing strategies for maintaining / improving sales volume, after sales support / feedback, etc. Direct experience in product launching and positioning of a large volume product in petroleum / petro-chemical / fertilizer / coal Industry in a competitive market will be an added advantage.

2. Upper Age Limit and Age Relaxation

- 2.1 Upper Age Limit for the above posts as indicated in Table is 30 years as on 31.07.2017.
- 2.2 The upper age is relaxable by 05 years for SC/ ST category candidates, 03 years for OBC (NCL) category candidates. The upper age limit is also relaxable by 05 years for candidates domiciled in the State of Jammu & Kashmir between 01.01.1980 and 31.12.1989.
- 2.3 In case of Persons with Disabilities, for the position code 1 to 6, it is relaxable by 10 years for PWD-General category candidates, 13 years for PWD-OBC (NCL) category candidates and 15 years for PWD-SC/ ST category candidates. For the position code 7 to 9, it is relaxable by 5 years for PWD-General category candidates, 8 years for PWD-OBC (NCL) category candidates and 10 years for PWD-SC/ ST category candidates. The above relaxation in upper age limit is applicable only in respect of posts which are reserved for SC/ ST/ OBC (NCL) category candidates.
- 2.4 Relaxation in age limit shall be applicable for PWD category candidates irrespective of the fact whether the post is reserved or not, provided the post is identified suitable for concerned PWD category candidates.
- 2.5 SC/ ST/ OBC (NCL) category candidates applying for a post marked unreserved (UR) posts shall be considered under general standard of merit and no relaxation in upper age limit shall be available to them.

- 2.6 An Ex-servicemen (he/ she) be deemed to satisfy the conditions regarding the age limit as detailed below.
- a) For the position code 7 to 9, Ex-servicemen who have put in not less than six months continuous service in the Armed Forces of the Union, shall be allowed to deduct the period of such service from their actual age, and if the resultant age does not exceed by more than 03 years the maximum age limit prescribed for the post/ services for which a candidate seeks appointment, he/ she be deemed to satisfy the conditions regarding the age limit.
 - b) For the position code 1 to 6, the upper age limit is relaxable by 5 years for those who have rendered atleast 5 years military service and have been released on completion of assignment (including those whose assignment is due to be completed within 6 months) otherwise than by way of dismissal or discharge on account of physical disability attributable to military service or on invalidment.
 - c) For Disabled Defense Service personnel applying for the position code 7 to 9, extent of Age Concession is up to 45 years for Gen/OBC & 50 years for SC/ST. For the position code 1 to 6, extent of Age Concession is 3 years for Gen/OBC (8 years for SC/ST) subject to the condition that they would not be allowed to avail of a larger number of chances in respect of recruitment to a service, or group of services, than the maximum number of chances permissible to any general candidate under the age limit.

3. Terms and Conditions in respect of Essential Qualification(s) and Essential Experience [As mentioned under relevant column in the Table]

- 3.1 Minimum essential educational qualification(s) required shall be as indicated in the Table against each post.
- 3.2 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).
- 3.3 Engineering Degree can be B.E./ B. Tech./ B. Sc. Engg. Candidates having 05 years B.E./ B. Tech. + M.E./ M. Tech. integrated dual degree in engineering in relevant discipline shall also be considered.
- 3.4 MBA/ PG Diploma in Management/ MMS qualifications where there is a mention of Dual specialization, one of the specializations necessarily needs to be function specific for which the post has been advertised.
- 3.5 Subjects in the required specialization should have been part of the examination cleared and find mention in the final mark-sheet / degree certificate or the specialization should be certified by the concerned University / Institute attended by the candidates. 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. The candidates appearing for Marketing must have majority of the elective papers from Marketing Management. Similarly, candidates for Human Resource Management must have majority of the elective papers from Human Resource Management.
- 3.6 Minimum percentage of marks in the essential qualification(s) as indicated above shall be considered as per rules/ norms of the concerned Institute/ University. 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: $\text{CGPA etc. Obtained/ Total CGPA etc.} \times 100$.
- 3.7 Minimum Essential Post Qualification Experience in line in State/ Central Government Department(s)/ Institution(s)/ Undertaking(s) and/or Private Sector Organization(s)/Enterprise(s)/ Institution(s)/ Company(ies) should be as on 31.07.2017. The Apprenticeship Training under the Apprenticeship Act, 1961, shall be considered as work experience, wherever applicable. However, Industrial/ Vocational/ Internship Training will not be considered as experience.
- 3.8 The Experience certificates / Documents issued by the Employer in support of experience details will be considered if the documentary proofs towards experience as mentioned by the candidate in the online Application Form are as specified below:

I. For Past Employment:

- a) Experience letter issued by competent and authorized executive of the organization indicating department, designation and date of joining as well as date of relieving the organization by the employee concerned OR
- b) Appointment letter clearly mentioning the date of joining the organization and also acceptance of resignation letter/ relieving order.

II. For Current Employment:

- a) Experience letter issued by competent and authorized executive of the organization indicating department, designation and date of joining the organization by the employee concerned along with latest pay slip OR
- b) Appointment letter clearly mentioning the designation & date of joining the organization and latest Pay Slip along with any of the following optional documents:
 - Identity card issued by current employer
 - Annual Increment letter
 - Promotion order/Transfer order etc.

In the event of absence of appointment letter and latest pay slip, candidature of such candidates shall be liable to be rejected.

4. Pay & Emoluments:

Candidates will be appointed in the IDA Pay Scale of `24,900-50,500 on a basic pay of `24,900/- (Rupees Twenty Four Thousand Nine Hundred only) in Grade 'A' in Supervisory cadre, subject to medical fitness.

In addition to the Basic Pay, Industrial pattern of DA, HRA / Self-lease / Contributory Provident Fund, Gratuity, LFA (lumpsum) / LTC, Reimbursement of Medical expenses and other benefits including Superannuation benefits would be provided according to the rules of the Corporation. The Cost to Company, including performance related pay, works out to about `11.5 lakhs per annum. These Pay Scales are due for revision from 2017.

5. Mode of Selection:

- 5.1a) **For the Position Codes 01 to 06**, the selection shall be made through **Written Test (to be held in Chennai only) and Personal Interview** of the short listed candidates for assessment of different facets of Knowledge, Skills, Attitude, Aptitude, etc.
- 5.1b) **For the Position Codes 07 to 09**, the selection shall be made through **Personal Interview** of the eligible candidates only.

6. Application Fee:

Candidate belonging to General / OBC categories are required to **pay online a non-refundable registration fee of `500/- (Rupees Five hundred only)**. 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. The SC / ST / PWD / Ex-servicemen candidates are **exempted** from payment of application fee.

7. How to Apply:

- a) The eligible candidates have to apply through online registration system of CPCL only. To apply visit: www.cpcl.co.in . The candidate must possess a valid e-mail ID. The site will be functional from **10:00 hours of 11.08.2017 to midnight of 01.09.2017**. For General and OBC candidates, once they submit their data Online, system will display a six digits Registration Number and a link for Payment of Application Fee. Candidates have to click on that link and make the payment of Application fee. Only after payment of Application Fee, the Application will be treated as complete and candidate can generate final Registration Slip using the six digits Registration Number.
- b) After downloading the registration slip, the candidates are required to enclose self-attested photocopies of all relevant documents in support of their age, educational qualification, community, physical disablement, etc., and send them by ORDINARY POST ONLY, superscribing on the envelope – **Application for the position of (Name of the Position) to The Advertiser (Unit: Chennai Petroleum Corporation Limited), Post Bag No. 781, Circus Avenue Post Office, Kolkata 700017** so as to reach latest by **08.09.2017**.
- c) **In case the above documents (hard copy) are not received by the CLOSING DATE mentioned, the On-Line application will not be entertained and will be rejected.** CPCL takes no responsibility for any delay in receipt of Application and documents or loss thereof in postal transit.

- d) CPCL does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of any reason beyond the control of the CPCL.
- e) **PHOTOGRAPH:** One recent coloured passport size photograph not more than three months old is to be scanned and uploaded in the space earmarked in the on-line application. The photograph should be minimum 200 dpi (dots per inch) and in **.JPG Format**. The size of the photograph should be between 10KB to 50KB. **(Refer our website for detail)**.
- f) **SIGNATURE:** Scanned signature **(in Black ink)** against white background is to be scanned and uploaded in the space earmarked in the on-line application. Candidates must ensure the signature uploaded shall be maintained as same at all places viz. signature up-loaded, appended on Undertaking, Attendance Sheet of written examination, etc. If any variation is found between the signatures, the candidature is liable to be cancelled. **Candidate is advised to confirm that his / her uploaded signature is clearly visible / identifiable at the appropriate place.** The signature should be minimum 200 dpi (dots per inch) and in **.JPG Format**. The size of the signature should be between 2KB to 20KB. **(Refer our website for detail)**.
- g) While making the Payment, system will again ask the details of Name, Mobile No. etc. and the six digits Reference Number, which were generated at the time of applying online.
- h) **METHOD OF APPLICATION FEE PAYMENT:** A link will be provided on the website for payment, which would take the candidate to www.onlinesbi after submitting of online data and generation of the six digits Registration Number. The candidate should then follow the instruction as given on SBI Link to complete the payment. The candidate can make payment through Internet Banking / ATM-cum-Debit Card / Credit Card / Bank Challan. After making the payment a Payment Slip will be generated on screen, and candidates should take the print of that payment slip or save that.
- i) Candidates who wish to make the payment later on should click on the link: *"Acknowledgement – For Registered candidates only"* given on main page to: Reprint Registration Slip / To submit the Bank details and generate Registration Slip / To make the Payment of Application Fee if provisionally Registered. This information will be asked only at ONE time for completing the Application, and after that a candidate can generate and take the print of Registration Slip again (if required).
- j) It is mandatory to submit the details of **SBI Collect Reference Number (10 digit alphanumeric reference number starting with DU)** printed on e-receipt and deposit dates again in online portal by login through Unique Registration Number after making the payment. If a candidate fails to submit these details within due date after making the payment, his / her application shall be treated as incomplete and summarily be rejected.
- k) Bank commission charges shall be borne by the candidate. In case the candidate deposits the fee in a wrong account, CPCL will not be responsible. Registration fee deposited after **01.09.2017** will not be valid.

8. General:

- a) Candidates can apply for only one post. While applying for any post, the applicant should ensure that he / she fulfills the eligibility and other norms mentioned above, 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.
- b) 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 downloading of call letter for written test / interview can be sent. Candidates should possess a valid email ID and mobile number. Candidates are advised to keep the email ID and mobile number (to be entered compulsorily in the online application form) active for at least one year. No change in the email ID or mobile number will be allowed once entered. All correspondence with candidates shall be done through email and the mobile number provided. All information/ communication regarding participating in the Selection Process shall be provided through email / mobile to the candidates found apparently eligible based on the online application data and documents submitted. Responsibilities of receiving and downloading of information/ communications etc. will be of the candidate. CPCL will not be responsible for any loss of email or mobile message sent, due to invalid/ wrong email ID / mobile number provided by the candidate and no correspondence in this regard will be entertained.
- c) Request for change of Mailing address/email ID/ category/ posts as declared in the online application will not be entertained.
- d) Fees once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before paying the application fee.
- e) Candidate's seeking reservation as SC, ST or OBC, 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 candidates caste/tribe, the Act/Order under which the caste/tribe is recognised as SC, ST or OBC. 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 SC & ST category the list of castes is available on the site <http://socialjustice.nic.in> and <http://tribal.nic.in> respectively and for OBC on the site www.ncbc.nic.in). A certificate containing any variation in the caste name will not be accepted.

Category [SC/ ST/ OBC (NCL)/ PWD] once filled in the online application form will not be changed and no benefit of other category will be admissible later on.

- f) The OBC candidates who belong to “CREAMY LAYER” are not entitled for OBC concession and such candidates have to indicate their category as “General”.
- g) All successfully enrolled candidates for the position code 01 to 06 will be allowed to download the admit card from the site. Please note that the admit card will not be sent by post.
- h) All information regarding this recruitment will be made available on the website www.cpcl.co.in and no separate communication with the candidates will be done.
- i) Before applying, the candidate should ensure that he / she fulfills the eligibility criteria and other norms mentioned in this advertisement on the web site www.cpcl.co.in .
- j) Candidates applying for the **Position Code 01 to 06** will be intimated about the details of written test through website latest by [20.09.2017](http://www.cpcl.co.in). For **Position Code 07 to 09** the date of interviews will also be intimated through website.
- k) The admit card indicating roll number, name of the allocated test center and guidelines for the test will be made available on the same site to the candidates found apparently eligible based on the online data. The candidate has to download his Admit card, Test Guidelines etc. for appearing in the test from the website. **Admit cards will not be sent by post.**
- l) For all posts the period of experience will be determined upto [31.07.2017](http://www.cpcl.co.in).
- m) Candidates applying against Persons with Disabilities category shall have not less than 40% of relative disability. An attested copy of the Disability Certificate issued by the Competent Authority, viz. a Medical Board duly constituted by the Central or State Government shall be furnished, while applying, failing which their application will be rejected.
- n) Candidates serving in Government Departments / PSUs should furnish “**NO OBJECTION CERTIFICATE**” at the time of interview, failing which they will not be allowed to appear for the interview.
- o) Selection and Appointment of candidates is subject to verification of Caste / Character & Antecedents from authorities concerned.
- p) SC / ST candidates called for Written test / Personal 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 TA claim 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.
- q) Furnishing false / incorrect information or suppression of material fact(s), if detected at any stage even after appointment, shall invite termination of the service without any notice.
- r) Management reserves the right to fill or not to fill the posts and mere fulfillment of qualification, experience and other eligibility requirements laid down, does not entitle a candidate to be called for the written test / interview.
- s) Any revision, clarification, addendum, corrigendum, time extension, etc. to the above advertisement will be hosted on “careers” section of CPCL website: www.cpcl.co.in only and no separate notification shall be issued in the press. Candidates are requested to visit the website regularly to keep themselves updated.
- t) 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.
- u) For any clarifications, please email at recruitment@cpcl.co.in

SENIOR MANAGER (PERSONNEL)

Important Dates:

a. Opening of online application:	11.08.2017
b. Closing of online application:	01.09.2017
c. Deposit of payment by Challan:	01.09.2017
d. Receipt of hard copies of the documents:	08.09.2017

