INDIAN OIL CORPORATION LIMITED

(Marketing Division)
Eastern Region

Advertisement No. IOCL/MKTG/ER/APPR./16-17

Notification for Engagement of Apprentices under Apprentices Act, 1961

Indian Oil Corporation Limited, the largest commercial undertaking in India and a Fortune "Global 500" Company, as a measure of Skill Building Initiative for the Nation, proposes to engage Apprentices at its **operating locations in the States of Assam, Bihar, Jharkhand, Odisha & West Bengal in Eastern India.**

Applications are invited from candidates meeting the following qualification & other parameters for engagement as Apprentices under Apprentices Act, 1961/1973 (as amended from time to time) in the Trade/Discipline mentioned below:

A. Educational Qualification, **Provisional Number of seats in Apprentice category including likely reservation** shall be as follows :-

State	Discipline Code	Discipline	Number of apprentices						Monthly Stipend (INR)
			UR	SC	ST	OBC (NCL)	PWD	Total	
Assam	1	Technician Apprentice MECHANICAL	13	1	2	6	Nil	**22**	7530*
	2	Technician Apprentice ELECTRICAL							
	3	Technician Apprentice INSTRUMENTATION							
Bihar	4	Technician Apprentice MECHANICAL	6	1	0	3	Nil	**10**	7530*
	5	Technician Apprentice ELECTRICAL							
	6	Technician Apprentice INSTRUMENTATION							
Jharkhand	7	Technician Apprentice MECHANICAL	4	0	1	0	Nil	**5**	7530*
	8	Technician Apprentice ELECTRICAL							
	9	Technician Apprentice INSTRUMENTATION							
Odisha	10	Technician Apprentice MECHANICAL	6	1	2	1	Nil	**10**	7530*
	11	Technician Apprentice ELECTRICAL							
	12	Technician Apprentice INSTRUMENTATION							
West Bengal	13	Technician Apprentice MECHANICAL	24	10	2	9	Nil	**45**	7530*
	14	Technician Apprentice ELECTRICAL							

	15	Technician Apprentice INSTRUMENTATION							
Assam,Bihar, Jharkhand,Odisha & West Bengal	16	Trade Apprentice- Laboratory Assistant (Chemical Plant)					3	**3**	**6970#**
TOTAL			**53**	**13**	**7**	**19**	**3**	**95**	

NOTE: * Based on 90% of the semiskilled wages of State or Central whichever is higher for that location subject to a minimum of Rs 7530/- .An additional Rs 2500/- shall be paid in case the 90% of minimum wages are more than Rs 7530/-.
Based on 70%-90% of the semiskilled wages of State or Central whichever is higher for that location subject to a minimum of Rs 6970/-.An additional Rs 2500/- shall be paid in case the 70%-90% of mimimum wages are more than Rs 6970/-
Consolidated stipend is subject to the periodic revision in minimum wages as applicable to particular location.

Reservation will be applicable as per the prescribed percentage for recruitment applicable to the state where Apprentices are engaged.
Reservation Position : SC- 13; ST-7;OBC(NCL)-19; PWD-3**
**Reservation for Persons with Disability will be as follows:

Trade Apprentice –Discipline Code 16 : Person with Disabilities(PWD) –OH(One arm affected or one leg affected) or HH (Partially deaf) shall be eligible for engagement as Trade Apprentice- Laboratory Assistant(Chemical Plant) in Quality Control function.

Prescribed Qualification/Eligibility Criteria :

- For Discipline Code 1/ 4/ 7/10/13 –Technician Apprentice Mechanical : 3 Years full time regular/sandwich diploma in Mechanical Engineering.
- For Discipline Code 2/ 5/ 8/11/14 –Technician Apprentice Electrical : 3 Years full time regular/sandwich diploma in Electrical Engineering/Electrical & Electronics Engineering.
- For Discipline Code 3/ 6/ 9/12/15 –Technician Apprentice Instrumentation : 3 Years full time regular/sandwich diploma in Instrumentation Engineering/ Instrumentation & Control Engineering.
- For Discipline Code 16 - Trade Apprentice Laboratory Assistant : 3 years full time B.Sc (Physics,Mathematics,Chemistry/Industrial Chemistry).

Note:

1. The qualification prescribed shall be from a recognized University/Institute **as full time, regular/ sandwich/diploma course in Engineering/ full time regular course in B.Sc in relevant disciplines only)** with minimum 50% marks in aggregate for General & OBC candidates and 45% marks in aggregate in case of SC/ST & PWD candidates against reserved positions.

2. Candidates registered with Local/ State Employment Exchange (s)/Vocational Rehabilitation Centre for Person with Disability (PWD) and meeting the prescribed eligibility criteria, are required to **apply Online only , failing which their candidature will not be considered**.

3. PWD candidates are not eligible for engagement under Technician apprentices. PWD candidates with less than 40% of permanent disability are NOT eligible. The PWD candidates are required to submit a Disability Certificate issued by Competent Authority as per the Persons with Disabilities (equal Opportunities, Protection of Rights and Full Participation) Amended Rules, 2009, failing which their candidature as PWD candidates will not be considered. Persons with Disabilities [OH and HH] must be capable of performing the task assigned to them / take instructions using suitable aids and appliances.

4. For claiming the benefit of OBC category, the candidate should submit a latest caste certificate(not more than 6 months old) in the proforma prescribed by Govt. of India, which would, among others, specifically mention that the candidate does not belong to the persons/sections (creamy layer) as mentioned in column 3 of the schedule to the Department of Personnel & Training, Government of India

OM No. 36012/22/93-Estt.(SCT) dated 08.09.1993. Candidates belonging to OBC category but falling in creamy layer are not entitled to OBC reservation benefits. Accordingly such candidates may choose to apply for the positions provided they meet the age criteria applicable to UR (Unreserved) candidates and indicate their category as "UR". Indian Oil 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

5. The candidates should **NOT** have undergone Apprenticeship earlier or pursuing Apprenticeship Training as per the Apprentices Act, 1961/1973 as amended from time to time.

6. Candidates, who have training or job experience for a period of one year or more after acquiring the prescribed qualifications, shall **NOT** be eligible for being engaged as Technician Apprentice.

7. The applicant for the position of Technician Apprentices should **NOT** have completed three years after passing of the qualifying examination as on **01.12.2016.**

   In case the date of Declaration of result is not mentioned in the Mark Sheet, the candidate must submit a certificate mentioning the date of publication of result from the Principal of the Polytechnic / College / Institute from where the candidate pursued his Diploma / Degree course, along with his/her application form.

It may be noted that in the event it is found that information given by the candidate is false, the candidature for apprentice will be summarily rejected.

8. Candidates with qualification acquired through Distance Learning Mode or Part Time Mode or Correspondence Mode shall not be considered.

B. Age: Minimum 18 years and maximum 24 years as on **01.12.2016**(Relaxable by 5 years for SC/ST,i.e. upto max of 29 years, 3 years for OBC i.e. upto max of 27 years, for the posts reserved for them).
Candidates belonging to PWD categories shall be given age relaxation upto 10 years (upto 15 years for SC/ST and upto 13 years for OBC (Non-Creamy Layer) Candidates).

C. Period of Apprenticeship Training: 12 Months for Technician Apprentice in Mechanical, Electrical and Instrumentation and 18 months for Trade Apprentice-Laboratory Assistant(Chemical Plant). The service conditions of the apprentices so selected would be governed by The Apprentice Act 1961 as amended from time to time.

D. Selection Methodology:

i. Selection process would consist of two stages i.e written test & personal interview. The written test will be of two hours duration & would comprise of objective type of questions with multiple choice on the relevant discipline, general knowledge/awareness and reasoning/logical ability. There shall be no negative marking.

ii. Obtaining minimum qualifying marks in the written test does not confer any right or claim by the candidate for being shortlisted for Personal Interview or the final selection, as the same is related to number of positions, relative performance in respective categories.

iii. The written test and interview would carry a weightage of 85 % and 15 % respectively.

iv. Final selection will be based on aggregate of Written Test and Personal Interview marks. Candidates, in the order of merit will be offered the apprenticeship.

v. The candidates will have to qualify successfully through each stage of the selection process i.e. Written Test and Personal Interview (Minimum 40%, relaxable by 5% for candidates from SC/ST/PWD Categories against reserved positions) and Pre-engagement medical fitness for being adjudged suitable for engagement.

vi. Candidates are advised to ensure that they are medically fit as per IndianOil's pre-employment medical standard. Candidates are advised to go through the "Guidelines and Criteria for Physical Fitness for Pre-employment medical Examination" before they commence the application process.
The guidelines are available in the following link:**https://www.iocl.com/PeopleCareers/** Pre-employment_Guiding_Principles11th_mar_2011.pdf

E. Concessions / Relaxation:

i. SC/ST/PWD candidates appearing for written test / interview will be reimbursed single second class railway 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 and proof of relevant certificate (caste/disability certificate) provided the distance is not less than 30 KMs. The reimbursement will be made through banking mode only and hence the candidate is required to have savings bank account and shall need to inform the bank account number along with the IFSC code of the concerned branch.

ii. SC/ST/OBC (NCL-non-creamy layer) candidates applying for Unreserved (UR) seat shall be considered subject to their fulfilling the standards, qualification criteria as applicable to candidates belonging to general category.

F. General Instructions:

i. Candidates are advised to carefully read the full advertisement for details of educational qualification and other eligibility criteria before submission of on-line application on and apply online from 01.02.2017 to 13.02.2017. Candidates are requested to apply sufficiently in advance before the closing date.
If the application is not submitted in the line with the eligibility criteria, terms & conditions, then the application is liable for rejection.

ii. The exact date of written test/ interview shall be communicated separately. Any corrigendum/addendum etc. or updates with regard to this advertisement shall be made available on our website **www.iocl.com or at (http:// www.iocl.com/PeopleCareers/job.aspx only**. Candidates are thus advised to periodically visit our above website as all future correspondence and latest information with regards to written test/interview shall be only on our website and/ or the email provided by the candidate during application process.

iii. All the candidates are advised to keep the copy of the printout of the online application form for reference as candidates are required to quote their application no. and date of birth for downloading admit cards from our website: www.iocl.com or at (https://www.iocl.com/PeopleCareers/job.aspx)

iv. Candidates are required to bring one photo ID proof in ORIGINAL – anyone from among Aadhar Card/PAN Card/Voter ID Card/Driving License/Passport – along with Admit Card at the time of Written Test.

v. Latest Caste certificate is to be produced by reserved category candidates in the proforma prescribed by the Govt. and issued by Competent Authority only.

vi. Candidates have to apply for **ANY ONE DISCIPLINE ONLY**. Candidates applying for more than one discipline will not be considered and their applications will be summarily rejected.

vii. Wherever CGPA/OGPA or Letter Grade is awarded in the Diploma/ Degree examination, its equivalent aggregate percentage of marks must be indicated in the Online Application Form as per the norms adopted by University/ Institute.

viii. Candidates possessing higher professional qualifications such as BE/BTech or equivalent, MBA or equivalent or MCA shall NOT be considered. Suppression of information regarding **possession or pursuing** higher qualification shall render a candidate ineligible for consideration at any stage of selection & termination any time during engagement, if engaged.

ix. The candidature of the applicant would be provisional and subject to subsequent verification of certificates/testimonials. In case it is detected at any stage of engagement or thereafter, that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/doctored/false, information/certificate/documents or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcomings is/are detected even after engagement, his/her engagement are liable to be terminated.

x. Engagement of selected candidates is subject to his/her being declared medically fit as per the requirement of the Corporation. All such engagement will also be subject to all relevant Rules/policies/guidelines of the Corporation.

xi. The decision of Management will be final and binding on all candidates on all matters relating to eligibility, acceptance or rejection of the applications, mode of selection, cancellation of the selection process either in part or full, etc. No correspondence will be entertained in this regard. Filling up of the seats is solely at the discretion of the management based on suitability of candidates and no claim will arise for engagement, if some of these seats are not filled due to unsuitability / insufficient number of candidates.

xii. Applications/ Registration which are incomplete or are received in any other mode/form, or not fulfilling the eligibility criteria and /or those received after the last date of receipt of applications,shall not be considered 'Eligible' and treated as "Rejected". Canvassing of any kind shall disqualify the candidate.

xiii. Mere selection in written examination or interview or empanelment after the selection process shall not confer any right of engagement to the applicants.

xiv. **The Corporation shall have no obligation to offer regular employment to Apprentices during and/or after the completion of the apprenticeship period NOR can the apprentice claim right for employment on the grounds of completion of Apprenticeship**.

xv. The service terms and conditions of the apprentices shall be governed by The Apprentices Act, 1961.

xvi. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Kolkata.

G. Requirement before filling on-line application form:

i. The candidate must have an active email ID and Mobile Number which must be valid for at least next one year. All future communication including Corrigendum/Addendum with regard to this advertisement with candidate will take place only through www.iocl.com / e-mail / SMS Alerts. Candidates are advised to mention their correct email id/mobile number .

ii. The candidate should have the scanned self attested copies of the following documents ready in PDF/JPG format (not exceeding 100 kb each) ready before applying on-line :
   - Xth standard/SSLC/Matriculation certificate issued by concerned education Board as proof of Date of Birth
   - Certificate of the prescribed educational qualification
   - Caste certificate,if applicable
   - Signature in black ink
   - Recent colour passport size photograph.

iii. The candidate must ascertain the correctness of all information before filling in the 'Online Application Form' and its final submission. The candidate shall be wholly/exclusively responsible for the information provided in his/her online application form.

iv. After successfully applying/registration of Online Application, the candidate must take a print out of the filled-in online application for future reference.

v. Cut off date : The candidate must possess the prescribed qualification, age etc as on **01.12.2016**.

H. How to apply:

1. The candidates meeting the prescribed eligibility criteria may apply online from **01.02.2017** through the link which will be provided in our corporate website www.iocl.com(Careers-> Latest Job Opening-> Engagement of Apprentices in Eastern Region (Marketing Division)).
2. Only on-line mode of applications will be accepted. Paper based applications **will not be accepted**.
3. After filling up the online application,the scanned copy of the latest colour photograph, scanned copy of the documents namely proof of date of birth(Xth Std certificate/marksheet), prescribed educational qualification,caste certificate(if applicable) and signature to be uploaded without fail. In the absence of any single document,the application shall be summarily rejected. Eligible candidates will be intimated by email/sms for downloading admit card for written test.
4. Those applications which are incomplete/not uploaded with self attested copies of certificates / not in line with the terms & condition will be liable for rejection.

I. Verification of documents :

The verification of the original documents shall be done at the time of conduct of personal interview.
The following original documents along with self attested copy should be furnished at the time of interview :

a) Xth Std /SSLC/Matriculate certificate/marksheet issued by the concerned education board as proof of date of birth.No other document will be accepted for verification of date of birth.
b) Latest caste certificate by reserved category candidates in the proforma prescribed by the Govt and issued by the competent authority only.
c) Certificate from the Institute stating that the candidate has pursued through regular mode and year of passing.
d) Semester wise /Year wise marksheets of Diploma in Engineering/B.Sc(PCM).
e) Final Diploma in Engineering/B.Sc certificate issued by respective Board.

CHECKLIST OF DOCUMENTS TO BE UPLOADED WITH THE ON-LINE APPLICATION IN THE PORTAL :

Format : Jpg/Pdf ;Size –Not exceeding 100kb for each document.

1	Proof of Date of Birth – Xth std /SSLC /Matriculation certificate / marksheet mentioning the Date of Birth, School leaving certificate	
2	Certificate of the prescribed educational qualification	
3	Attested copy of the Caste certificate in the prescribed format issued by the Competent Authority if applicable	
4	Signature in black ink .	
5	Recent colour passport size photograph.	

Date Of Opening Of Online Application: : 01.02.2017
Last Date Of Submission Of Online Application: : 13.02.2017
Tentative Date of Written Test for all disciplines (Test Centre: Kolkata & Guwahati) : To be informed
Tentative dates for Personal Interview for all disciplines (at Kolkata only) : To be informed